Organization for Security and Co-operation in Europe
Office for Democratic Institutions and Human Rights

CALL FOR PROPOSALS

For Non-Governmental Implementing Partner

1. Background

The OSCE Office for Democratic Institutions and Human Rights (ODIHR) is currently implementing the project Increased Human Security through Enhanced Respect for Human Rights and Diversity and Democratic Inclusiveness. The project has a focus on OSCE participating States in the Western Balkans, Eastern Europe, South Caucasus and Central Asia.

Since the Helsinki Final Act of 1975, the OSCE participating States committed to respect human rights and fundamental freedoms and to promote and encourage the effective exercise of civil, political, economic, social, cultural and other rights and freedoms, all of which derive from the inherent dignity of the human person and are essential for his/her free and full development. OSCE participating States have also recognized "the right of every individual to know and act upon his [her] rights and duties" and "to seek and receive assistance or assist others in defending human rights and fundamental freedoms" (Copenhagen 1990). They also "emphasized the need for protection of human rights defenders" (Budapest 1994). The commitments of OSCE participating States that recognized the vital role of human rights defenders (hereinafter HRDs) in the protection of human rights have been reaffirmed consistently in subsequent documents.[1]

The work of HRDs informs public discussion and raises important issues pertaining to fundamental rights and other issues of public interest. The realization of civil and political rights strengthens democracy, while the realization of social and cultural rights ensures that societies are fairer and more cohesive. It is through the work of HRDs, including human rights monitoring and advocacy efforts, that state authorities obtain a clearer and more realistic picture of how citizens are able to exercise the rights and fundamental freedoms enshrined in international treaties and national constitutions. This realistic assessment allows state institutions to review and assess how laws, policies and practices are perceived by and affect citizens and whether these need further improvement and reform in order to achieve a greater degree of prosperity and social cohesion.

In spite of their important contribution, HRDs are subjected to forms of intimidation and harassment including smear campaigns, criminalization and arrest. In many countries,

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[1] See Copenhagen Document, 1990; Budapest Document, 1994.

restrictions have been imposed which limit the space for civil society work, which also affects HRDs.

While the primary responsibility for the protection of HRDs lies with Governments, as set out in the UN Declaration on Human Rights Defenders,[2] the gravity of the risks faced by HRDs are such that HRDs require means to strengthen their capacity to meet current and future challenges and reclaim the space for civil society. In this regard, ODIHR's HRD programme supports HRDs by employing various tools and approaches:

1. Improving the capacity to monitor and respond to human rights violations, including through the use of digital tools and new open source methodologies.
2. Improving the capacity to develop security plans and protection mechanisms.
3. Enabling peer-to-peer networking and collaboration with the development of cross-border/international support networks.
4. Raising awareness about the work of HRDs among the public and increasing their capacity to garner support in the societies where they work including by using new media technologies.
5. Monitoring the efforts of participating States to put in place policies for the protection of HRDs and implementation of OSCE commitments.

2. Objectives

ODIHR seeks an implementing partner – a non-governmental organization working at the intersection of human rights and modern technologies, with a profound and demonstrated understanding of digital solutions for HRDs. The implementing partner will work with ODIHR in its efforts to strengthen the capacities of HRDs to effectively and safely carry out their vital work for the realization of fundamental rights and freedoms by capitalising on new technology advancements. Such efforts will include the following elements:

I.   Development of a peer-to-peer online networking and collaboration platform among HRDs enabling the development of cross-border/international support networks (will be created by 2019);

II. Development of an online gamified curriculum (online didactic game) supporting less experienced HRDs in monitoring and responding to human rights violations and indeveloping security plans (including digital security) and protection mechanisms in their work (will be developed by 2019);

III. Development of a training curriculum to strengthen the capacity of a minimum of 20 experienced HRDs in a pilot training to monitor and respond to human rights violations, through the use of digital tools and new open source methodologies (to be implemented by the end of 2018).

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2 UN Declaration on Human Rights Defenders, Article 2,
<http://www.ohchr.org/Documents/Issues/Defenders/Declaration/declaration.pdf>.

The developed software will be the property of ODIHR and licensed as non-commercial open source.

3. Expected outputs

The Implementing Partner is expected to develop and deliver, in consultation with ODIHR and with ODIHR's input and support, the following interlinked activities:

(1) A collaborative (highly secure) online platform designed to generate opportunities for HRD communities to interconnect, collaborate and network on a regular basis. The three-tiered HRD platform will offer the capacity to host workshops and tutorials on human rights monitoring, advocacy and safety and security; it will feature a centralized site for HRDs to exchange tech-services (e.g. video editing, programming, security apps, etc.) and a secure vehicle to coordinate efforts and create mutual support networks.

(2) A stand-alone online capacity building tool featuring gamified content based on the human rights monitoring training curriculum with a focus on safety and security. The tool will allow users to learn and apply selected aspects of human rights monitoring and safety and security, including digital security concepts. The tool will be made available online to all HRDs and prospective HRDs working in the OSCE area and globally.

(3) An Advanced Human Rights Monitoring Training for Human Rights Defenders (AHRMT) curriculum focused on open source investigations adapted to the needs of the participants from the OSCE region, using modern approaches that emphasize information retention and skills development.

(4) A pilot training applying the Advanced Human Rights Monitoring Training for Human Rights Defenders (AHRMT) curriculum for 25 HRDs from the OSCE area.

(5) An in-house training for ODIHR staff applying the Advanced Human Rights Monitoring Training for Human Rights Defenders (AHRMT) curriculum.

4. Eligible proposals

4.1 Project proposals must be designed by potential implementing non-governmental organizations from the OSCE region for the benefit of HRDs from ODA Recipient Countries within the OSCE area,[3] and, for some components noted above, potentially for HRDs from the entire OSCE area and beyond.

4.2 **Project proposals must address the project specifics and content and technical requirements as specified in the General Terms of Reference (Annex 1), for all the three objectives outlined above.**
Interested applicants will receive the General Terms of Reference (Annex 1) upon request. Please contact HRDcapacitybuilding@odihr.pl for this purpose.

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[3] The DAC List of ODA Recipients is available here
http://www.oecd.org/dac/stats/documentupload/DAC%20List%20of%20ODA%20Recipients%202014%20final.pdf.

4.3 The proposed project budget must be drawn in euros, using the detailed budget template enclosed. **The maximum amount for the project proposal is 220.000 euros and must reflect activities necessary for the realisation of all the objectives of this call for proposals.**

! Eligible costs include all direct costs that are incurred for and can be traced in full to the project activities, such as project personnel, the cost of project premises rented specifically for the project, or of travel specifically related to the project. Eligible costs do not include per diems for staff members travelling for project related purposes. !

! ODIHR cannot fund indirect costs related to supporting the day-to-day operations of the applicant (including but not limited to rent, utilities or cleaning services) and purchase of equipment. !

! Taxes cannot be reflected as a single budget line item. !

4.4 Deadline for applications is 5 March 2018, 24:00 hrs CET. Applications received after the deadline will not be considered.

4.5 Applications must be completed in English, using the attached project proposal template, and sent in electronic format to HRDcapacitybuilding@odihr.pl.

4.6 Any questions regarding the preparation of project proposals or eligibility criteria can be addressed to david.mark@odihr.pl and johanna.pruessing@odihr.pl.

5. Project contracting process:

5.1 The contracting for project implementation will be a three-step process.

Step One

ODIHR will shortlist potential projects to be funded against the above-mentioned criteria.

Step Two

The applicant that meets both programmatic and IPA requirements will be selected for funding. ODIHR will invite all relevant representatives of selected organizations to a meeting in Warsaw (travel and accommodation expenses will be covered by ODIHR). This will be done to clarify expectations from both sides regarding the selected projects, identify possible challenges in the implementation and ways to mitigate them. During the meeting,

ODIHR will also familiarize the selected organization with detailed procedures for OSCE implementing partner agreements.

Step Three

ODIHR will then verify eligibility of the selected applicant only, vis-à-vis OSCE rules and regulations for concluding implementing partner agreements (IPA). ODIHR will ask the **selected partners only** to provide documents that will include but are not restricted to:

- The applicant's legal status (the applicant should be a legally registered civil society organization/NGO, and its formation date should precede the project proposal date by a reasonable period);
- Signed Certificate of Compliance with laws of the host country;
- A copy of the official Statute/Charter of the IP in the national language and translated into English either by the IP or OSCE staff (to verify that the charter capital is indicative of the entity's ability to complete the project requirements or to compensate the OSCE in the event of damages);
- The number and expertise of the proposed staff (sufficient to execute the proposed project successfully and free of conflict of interest) and CVs for proposed project staff;
- A listing (with CVs if available) of all IP Board Members, key management personnel, and proposed project staff. Completed and signed Certificate of Compliance;
- IP registered address. Addresses of IP premises;
- Demonstrated sufficient level of project-relevant experience to manage the proposed project, and satisfactory past performance of managing similar donor-funded projects;
- Copies of licenses for licensed professionals;
- **The proof of sufficient financial capacity to meet project obligations**, with a qualified staff member (preferably a qualified bookkeeper) capable of fulfilling OSCE reporting requirements; no evidence of significant litigation or bankruptcy proceedings;
- Copies of the most recent financial statements for the IP;
- Copies of the most recent management accounts, if available;
- Existence of the applicant's bank account in the organization's name;
- Confirmation from the IP that the project is not funded by other donors, or identification of the donors and amounts of co-funding;
- A list of previous projects, including the donor, implementation period and respective monetary values;
- Post Project Assessment forms for previous OSCE projects that the IP has been involved with (if applicable);

- Discussion with previous partners and/or peers in the donor or international community about past performance.

Step Four:

Following due diligence, ODIHR will negotiate the contract, appendices, and payment schedule compliant with development progress approved by ODIHR, in consultation with the recipient organization.

ODIHR reserves the right to award fewer or no projects if the applications do not meet programmatic and eligibility requirements. The awards are subject to availability of funds.

ODIHR strongly encourages applicants to read carefully the list of documents that will be required for the verification of the eligibility (see section "second step"), as a failure to submit all documents will endanger the conclusion of the IPA.

6. Detailed project budget in euros.
The budget should be as detailed as possible. Please refer to point 2.5 above. The table should be filled in English ONLY.

Budget line	Description	Amount	Amount in EUR per unit	Total	Contribution of the organization	Requested Amount
	Total Amount requested					

Total amount of the project:
Amount requested:
Contribution of the organization:

6.1 ODIHR encourages applications from non-governmental organizations that meet the following requirements:

a) have a well evidenced background in human rights centred software engineering and product management and demonstrated experience in creating digital open source tools for HRDs, demonstrated by previously developed technology products for HRDs;
b) have demonstrated technical know-how and capability for software engineering, open source programming and digital solutions for HRDs, with in depth knowledge of digital security concerns demonstrated by a completed and tested software product for HRDs that has been running securely for at least 5 years;
c) have demonstrated visual design skills that are up-to-date with trends in user interface patterns, with demonstrated in house capacity for UX/UI design;
d) have at least 10 years' demonstrated experience in successfully performing similar services in the non-profit sector with experience in human rights an asset;

e) have experience on working at the intersection of technology and human rights (or similar sectors) , demonstrated by past capacity building activities and collaborative projects with human rights organisations (including trainings delivered in the past);

f) have a demonstrated track record of working with human right defenders or in the protection of HRDs and curriculum development which can inter alia be demonstrated by user cases, focus-group testing activities, workshops, etc.;

g) have staff capable of performing scoping exercises with HRDs measured by previously delivered trainings;

h) have in-house know-how on open source investigations methods and techniques demonstrated by delivered activities such as for example lectures and/or trainings and/or workshops;

i) have the demonstrated ability to integrate a gender and diversity perspective in their work;

j) demonstrate strong trustworthiness regarding the protection of personal data of HRDs, showed by including privacy standards in their work, aiming to collect and/or share data securely to safeguard communities at risk, especially HRDs, and by developing tools with full encryption. Have the capacity to deliver all three components within the indicated time-frame demonstrated by availability of relevant human, financial and technical resources.