INVITATION TO TENDER: EVALUATION OF GRANT AGREEMENT BETWEEN THE NORWEGIAN GOVERNMENT AND THE CENTRE FOR HUMAN RIGHTS, FACULTY OF LAW, UNIVERSITY OF PRETORIA

The Centre for Human Rights, Faculty of Law, University of Pretoria, invites tenders for an Evaluation of a Grant titled RAF-16/0027, CAPACITY-BUIDING TO ADVANCE HUMAN RIGHTS AND DEMOCRACY IN AFRICA (CAHRDA), and funded by the Norwegian Government to the Centre for Human Rights. In this process, it will target at least three specific potential tenderers, and will further widely disseminate this `Invitation to Tender’.

GENERAL INFORMATION

The tentative schedule for the procurement process is:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time/Date</th>
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<tbody>
<tr>
<td>Invitation to tenders published</td>
<td>23.06.2020</td>
</tr>
<tr>
<td>Deadline for receipt of tenders</td>
<td>30.06.2020 at 16h00 (CAT)</td>
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<tr>
<td>Notification of award</td>
<td>01.07.2020</td>
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<tr>
<td>Contract signature</td>
<td>01.07.2020</td>
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</tbody>
</table>

Any questions and enquiries regarding this invitation to tender may be directed to frans.viljoen@up.ac.za

Complete tenders must be in English and be sent electronically to: carole.viljoen@up.ac.za

All tenderers will be notified by email when a decision has been made on the award of contract.
ABOUT THE CONTRACT/ EVALUATION

1 Background
Building on some previous support to the Centre for Human Rights, the Norwegian Government concluded a three-year Agreement with the Centre for Human Rights, Faculty of Law, University of Pretoria in 2017 (Grant Agreement number RAF-16/0027). The total Grant amount is NOK 14 500 000 (ca ZAR 24 000 000) over a period of 3 years (2017-2020). The last tranche of this amount has yet to be disbursed to the Centre.

The overall goal (impact-level goal) of the project is the realisation of human rights in Africa by enhancing the capacity of the African Union human rights and democracy-related bodies, African states and Africa civil society (including non-governmental organisations and lawyers).

The Grant is executed through ten substantive sub-projects, each with its own outcome-level goals:
• Sub-Project 1: Master’s (Human Rights And Democratisation in Africa)
• Sub-Project 2: Women’s Rights
• Sub-Project 3: Transparency and Democracy Unit
• Sub-Project 4: Business and Human Rights Unit
• Sub-Project 5: Disability Rights
• Sub-Project 6: Intensive Advanced Human Rights Short Courses (AHRC)
• Sub-Project 7: Children’s Rights
• Sub-Project 8: African Human Rights Moot Competition
• Sub-Project 9: Freedom From Violence
• Sub-Project 10: Centre Capacity, Infrastructure, Training

Due to the impact of COVID-19, the end date of the project is likely to be extended to 31 March 2021. In terms of the Grant Agreement, a review of the Project was expected to be initiated towards the end of the Grant period to gauge progress towards achieving the Grant objectives. The review will inform the Norwegian Government as it considers a possible future funding cycle with the Centre for Human Rights, beyond 31 March 2021.

2 Purpose and Use
The Evaluation is conducted to assess the successful completion of the intended project outcomes, and as a process of learning in the form of suggestions for improvements or changes to ongoing or future interventions. The Evaluation will provide input to a decision on whether to continue the support, and to identify appropriate thematic, institutional and programmatic priorities for potential future support.

**Users of the evaluation: Primary users:** The Government of Norway (Ministry of Foreign Affairs represented by Norwegian Embassy in Pretoria). **Secondary users:** the Centre executive, staff; and affected constituencies.

3 **Objectives and Evaluation Questions**

The primary objectives of the Evaluation are as follows:

- To examine the extent to which the project has achieved its impact and outcome-level objectives i.e. the demonstrable effects of the support according to the defined expected results of the project as stated in the Agreement and the Grant Application.
- To assist the Norwegian Government in the process of considering a possible further Grant to the Centre. The Evaluation should identify appropriate thematic, institutional and programmatic priorities for potential future support.

The secondary objectives of the Evaluation are as follows:

- To assist in strengthening the Centre’s capacity for project cycle management.

**Evaluation questions:** The following issues should be at the core of the Evaluation:

- To what extent has each of the sub-projects accomplished its objectives (outcome)?
- To what extent has the evaluated sub-projects contributed to the accomplishment of the objectives (impact) of the grant as a whole?
- What is the significance of the intervention in relation to the requirements and priorities of the continent?
- To what extent can the project be regarded as efficient, both in terms of resources invested and the results achieved?
• What are the specific “lessons learnt” that could be of relevance and use to the Centre in its future projects and processes and procedures; and for any possible similar future agreement between the Norwegian Government and the Centre?

4 **Scope**

The Evaluation is to be undertaken between 1 July 2020 and 15 August 2020. It is to focus the following **five of the sub-projects**, for the **full duration of the grant period to date**:

• **Sub-Project 1:** Master’s in Human Rights And Democratisation in Africa (The intended impact of this sub-project is that trained and committed graduates contribute to the realization of human rights in Africa.)

• **Sub-Project 2:** Women’s Rights (The intended impact of this sub-project is greater accountability of states in respect of their international law obligations to realize women’s rights in Africa; and that states parties to the Maputo Protocol submit regular and quality reports on the protection of women’s rights in their countries.)

• **Sub-Project 3:** Transparency and Democracy Unit (The intended impact of this sub-project is the realization of human rights in Africa based on improved systems to ensure access to information, especially during elections, and by the Pan-African Parliament providing more exposure to human rights issues.)

• **Sub-Project 5:** Disability Rights (The intended impact of this sub-project is the realization of the rights of persons with disabilities in Africa, by greater continental awareness and understanding of the plight of persons with albinism.)

• **Sub-Project 6:** Intensive Advanced Human Rights Short Courses (AHRC) (The intended impact of this sub-project is the realization of the rights of sexual minorities, persons with disabilities, and those deprived of their socio-economic rights in Africa.)

In light of the prevailing restrictions related to the COVID-19 pandemic, the Consultant(s) is not expected to conduct on-site visits or in-person interviews.

5 **Approach and Methodology**
The successful Consultant(s) will be expected to develop an inception report on the task, comprising of their appreciation of the terms of reference, the proposed Evaluation Methodology, and Work Plan for approval by the Centre and the Embassy. The Evaluation Methodology design should comprise of the following:

(a) It should include reviewing documents and analyzing existing data related to the Grant, to be provided to the Consultant. Data sources to be provided to the Consultant include: the Grant Agreement; minutes of meetings and amendments to the Agreement; interim and annual narrative and financial reports under the Grant; Centre annual narrative and audited financial reports; publications prepared/published under the Grant projects.

(b) It should include virtual interviewing key role players among Centre staff, in particular the Director; the Assistant Director; the Head of the Financial Section; the Office Manager; and the project managers of each of the sub-projects executed under the Grant.

(c) It should also include virtual or telephonic interviews with persons (other than Centre staff) affected by each of the projects undertaken under the Grant.

The Evaluation should be of a predominantly qualitative nature, and capture the ‘stories’ and narratives that underlying the achievement of outcomes and impact under the project.

Foreseen methodological challenges and thus potential limitations in findings and conclusions should be included in the report.

The Centre will provide logistical support (such as relevant contact details) to facilitate the activities set out in the “Methodology” above.

6 Quality Standards
The 2010 OECD/DAC Quality Standards for Development Evaluations should serve as reference point for ensuring the quality of all review and evaluations processes and reports.

All findings and conclusions must be backed by reference to evidence (source) and their magnitude/representativeness commented upon.

Quality assurance: The inception report and final report have to be approved by both the Centre for Human Rights.
Ethical standards related to matters such as confidentiality of informants, sensitivity and respect to stakeholders, Do No Harm Principles, UP Code of conduct etc. should be ensured.

7 Management of Evaluation
The evaluation will be managed by the Centre for Human Rights. The contact persons at all stages of the assignment will be: Frans Viljoen (frans.viljoen@up.ac.za); Nkatha Murungi (nkatha.murungi@up.ac.za) and Carole Viljoen (carole.viljoen@up.ac.za)

At the Norwegian Embassy, the contact person is: Emile Ormond, Policy & Programme Officer, Royal Norwegian Embassy, Pretoria (Emile.Ormond@mfa.no).

8 Time Frame and Schedule
The Contract with the Consultant is to be concluded by 31 August 2020.
• Consultant’s Evaluation Methodology and Work Plan: to be provided by the Consultant to the Centre by 10 July 2020
• First draft Evaluation Report: to be provided to the Centre by 14 August 2020
• Centre meeting on Report by 19 August 2020
• Centre to forward the draft report (with its comments) to the Embassy for its comments by 21 August 2020
• Comments on draft report to be provided by Embassy to Centre by 24 August 2020
• Consolidated comments provided to Consultant by 25 August 2020
• Final Evaluation Report (incorporating Centre’s and Embassy’s comments): to be provided to the Centre by 28 August 2020
• Centre validation of Report with Consultant by 31 August 2020

9 Deliverables / Reporting
The following are the expected deliverables consultancy:
(a) Evaluation Methodology and Work Plan (inception report)
(b) Draft Report
(c) A (virtual) validation meeting to discuss the preliminary findings with the Centre
(d) Final Report, with a concise yet informative executive summary: An Evaluation Report in English responding to the issues in the methodology section (paragraph 5) above.

10 Budget
A budget and a detailed work plan is required, in which the Consultant should indicate exactly what he/she intends to do, and indicate the corresponding fee.

CONDITIONS FOR PARTICIPATION

Applicants may be either individuals, teams, or companies. In the case of companies, they must, at least, be a single person company with company registration number (or equivalent for foreign companies)”

Mandatory documentation to be submitted:

(a) An application letter, setting out the reasons why the tenderer is suitable to undertake this tender; and setting out the tenderer’s proposed methodological approach, proposed work plan and budget
(b) A comprehensive and updated CV/ description of tendering entity
(c) Details of similar services provided by the tenderer during the past three years, including their value, their content, the names of the clients and the tenderer’s role in the services.
(d) Confirmation by the tenderer that he/ she does not have potential conflicts related to the requested service.
(e) A signed copy of “Declaration of good conduct”, Appendix 1 below.

AWARD CRITERIA

The following criteria will be applied when assessing tenders (to be undertaken by the Centre’s Executive Committee):

• Tenderer’s proposed Methodological Approach, Work Plan and Budget (weight 30%)
• Tenderer’s relevant previous experience (weight 30%)
• Expertise and skills specific to the service required (including (i) knowledge and understanding of the African context as far as human rights and democracy issues are concerned; (ii) knowledge and understanding of regional human rights systems; (iii) interviewing skills; (iv) report-writing skills and experience in undertaking similar evaluations; and (v) understanding of the donor environment in generally and in Africa, specifically) (weight 40%)

Appendix 1: Declaration of good conduct  (adjust as required)

This declaration concerns:

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<thead>
<tr>
<th>Name of enterprise/individual</th>
<th>Organisation number</th>
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<tbody>
<tr>
<td>Address</td>
<td>Country</td>
</tr>
<tr>
<td>Postal code</td>
<td>City/town</td>
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</tbody>
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I ..... hereby confirm that I / this enterprise has not been convicted of:
- Participation in a criminal organisation
- Corruption
- Fraud
- Money laundering

Furthermore, I / the enterprise has not been convicted of any criminal offence related to (its) business conduct and have/ has not in the pursuit of my/its business activities committed any serious breach of professional or ethical standards in the branch concerned.

__________________________________________
Date     Signed