



Advancing Human Rights in Rwanda (AHRR) PROJECT CALL FOR EXPRESSIONS OF INTEREST (EOI) FOR POTENTIAL PARTNERSHIP

Application deadline: November 3rd, 2022

1. INTRODUCTION TO RWANDA BRIDGES TO JUSTICE

Rwanda bridges to justice (RBJ) is a local non-governmental organization dedicated to protecting of human rights by ensuring that citizens in Rwanda have access to competent legal representation and the right to fair trial and an affiliate of International Bridges to Justice (IBJ).

RBJ is currently implementing a project funded by the European Union entitled "Advancing Human Rights in Rwanda (AHRR)" in partnership with Initiatives for Peace and Human Rights (iPeace), Prison Fellowship Rwanda (PFR), and others. Our plan is to work with grassroots organisations in order to extend the intervention for our current project through this call for expression of interest.

2. CALL FOR EXPRESSION OF INTEREST TO PARTNER WITH RWANDA BRIDGES TO JUSTICE

In Kigali, Eastern Province, Western Province, and Southern Province, the project implements several projects in partnership with other Non-Governmental Organizations (NGOs) and in collaboration with public institutions. Through this model, these organizations become partners with RBJ, with the latter responsible for enabling the implementation or realization of the accepted Universal Periodic Review (UPR) recommendation by the Rwandan government through its activities aimed at addressing challenges faced by community members who are vulnerable while the former provides financial support to enable the actual implementation of the activities.

In order to increase our outreach through this project, we are exploring partnering with human rights defenders and advocacy organizations with ties to local communities. Accordingly, RBJ is seeking expressions of interest from organizations (HRDs/advocacy champions) in order to increase the success of activities related to UPR-aligned reforms within a period of at least six months from the contract signing date. Accordingly, the selected organisation should be capable of influencing the advancement of UPR-aligned reforms.

3. BUDGET AND DISBURSEMENT MODALITY

Out of the six selected organizations, each local implementing partner will receive between 5,000,000 RWF and 3,000, 000 RWF. Financial support for implementation of activities will be provided to the successful organization upon satisfactory evaluation and presentation of a work plan. As part of the program, the selected local implementing organisation will provide a wealth of knowledge, experience, and understanding of the Rwandan context as well as their proximity to the impact groups, target populations, and opinion leaders.





4. OBJECTIVE OF EOI

The objective of this exercise is to broaden the project's scope of intervention and search for new opportunities for collaboration, learning, and innovation by identifying potential local partner organizations already in UPR areas of intervention who are interested in collaborating with RBJ on this current project.

4.1 EXPECTED OUTCOME OF THE EOI

As a result of the expression of interest, we expect to receive well-detailed proposals for activities along with a budget proposal for their implementation. Following the submission of the activity proposal and budgets, we will sign a contract with the selected organization detailing the deliverables and the reporting process.

5. APPLICATION PROCESS

• Minimum Eligibility Requirements

In order to be eligible for this call, local NGOs or civil society networks that support human rights and are registered with the Rwanda Governance Board (RGB) are required to have:

- At least one document as proof of functional governance structures (e.g., minutes of board of meetings, constituencies of general assemblies, etc),
- At least 2 curriculum vitae of qualified, experienced personnel in project, administrative and financial management
- At least 2 years of proven experience (activity reports, evaluations, etc.) in the successful implementation of human rights projects in relation to the project scope strategy as explained above in at least two of the following technical related areas:
 - o Rights awareness campaigns
 - o Providing competent legal representation,
 - o Promoting gender equality, and,
 - o Youth empowerment among others
- Proof of financial and administrative management practices (e.g., policies, procedures manuals, strong internal control mechanisms, internal and/or external audit reports)
- A permanent, verifiable physical address from which its activities are managed.
- Submission of all the required documentation as listed above. (See full list of required documents on the final page of the application form below).

5.1. Submission instructions

- In case of any questions for clarification, please submit them to the following address: rbi.procurementteam@gmail.com **not later than October 20th,2022**. All required documents will be submitted through rwandabridgestojustice@gmail.com.

5. 2. Selection criteria





The major criteria for selecting partners will include the following:

Criteria Description	Weight/ 100pts
<p>A. Administrative requirements (to be submitted as part of the application):</p> <ul style="list-style-type: none"> ● One-page letter of interest signed by authorized member of the organization; ● Valid RGB registration certificate, ● List of Board Members and their CVs, ● Document describing the organization’s decision-making bodies and their roles, ● Valid Rwanda Social Security Board (RSSB) Clearance certificate (less than 3 months) ● Valid Rwanda Revenue Authority (RRA) Clearance certificate (less than 3 months) when applicable ● Taxpayer Identification Number (TIN) Certificate ● Reference letters of at least two (3) current or past partners (preferably INGOs, donors) ● Fully completed application form (see below) ● Physical address /site map guiding the location of the office (when possible) ● Contact information for the organisation, 	25
<p>B. Compatibility/alignment of vision, mission, and values between RBJ and the prospective partner organization</p> <p>Provide a description of the organization's vision, mission, and core values</p>	15
<p>C. Technical expertise/requirement</p> <p>I. Sector expertise and experience: the ability to meet project objectives, technical and other specialized skills, and sufficient human resources required</p> <p>II. Project management: A record of past performance, which includes a list of major donors for the last two years and the degree to which the portfolio has grown (Complete the past performance section in the application form provided below)</p> <p>III. Local experience and presence: a current program in the area of operation; local knowledge; trust from local communities; local presence (Complete the past performance section in the application form provided below)</p> <p>IV. Policies/procedures/manuals have been established and created to guide activities, ensure organization accountability, and demonstrate the management and financial capacity of the organization/partner. Ensure that the documents listed in the attached application form are available and send their scanned copies via the email address provided above. Policies must demonstrate respect for ethnicity, culture, religion, class, language, and gender diversity</p>	50





D. Organizational assets that can support project implementation: When possible, evidence and documentation of the partner's contribution in cash or in kind (e.g. human resources, supplies, and/or equipment) that is currently available (or which can be mobilized by the partner) to the Project.	5
E. Cost effectiveness: the balance between direct costs and administrative costs imposed on the project in relation to its deliverables	5
Total score	100

5.3. Selection process

The project partners' selection committee has the responsibility of reviewing all applications submitted under this invitation to participate. The selection committee decision shall be made by the invited monitoring and evaluation and audit company with the support from the project senior management. The recommendations by the selection committee are to be submitted to the internal technical committee and senior management who approves the decision by selecting the final list of pre-selected partners.

The following steps will be followed in the selection process:

- Step 1: Verification of minimum eligibility requirements; only applications that meet all these requirements will be examined by the selection committee
- Step 2: Review of qualified applications by the selection committee
- Step 3: Make recommendations to the Country Director
- Step 4: Notify the selected applicants
- Step 5: Convene a meeting with all the selected organizations to explain the next steps and provide more details about the project's partnership approach. It's also an opportunity for asking questions.

5.4. Conflicts of Interest

The project is committed to ensuring that the selection process is fair, transparent, and objective; free from conflict of interest and collusion.

The project's personnel including members of the Selection Committee may not make or receive any offers, gifts or payments; award any payments or advantages of any kind that constitute or may constitute an illicit act, or an act not transacted in a transparent manner, directly or indirectly, for the support of developing a submission or in favor or against the conclusion the selection process.

As such, any and all existing family and/or professional links existing between the project's personnel and members of applying organizations must be declared in the appropriate area of the application form.





If such a relationship exists, the potential for conflicts of interest will be examined and project technical committee may decide to apply a procedure to resolve the conflict of interest or refuse to continue the examination of the conflicting application if impartiality cannot be assured.

If the relationship is discovered without it being signaled by the applicant, the project technical team may apply the following sanctions:

- a. removal of the organization from the roster;
- b. termination of any agreement with the applicant;

6. TIMELINES

Activity	Deadline (Prior to the close of business Rwandan time)
Interested parties are invited to express their interest in collaborating or partnering with RBJ	October 13 th , 2022
Any questions about this EOI can be asked by interested partners.	October 20 th , 2022
Answers to be provided to all questions	October 27 th , 2022
Deadline for submission of all the applications	November 3 rd , 2022
The partnership selection committee will finalize the shortlist process	November 17 th , 2022
Potential partners will be notified	November 24 th , 2022
Meeting with shortlisted potential partners	December 1 st , 2022
The finalist partners will be notified	December 8 th , 2022
Note: Prior to signing a partner funding agreement, a due diligence, and capacity assessment will be conducted	Signing dates will vary according to the implementation period.

7: ANNEX

A: APPLICATION FORM

Guidelines

- Answer all questions on the application form as concisely as possible
- Capacity Statement should be **no more than 5 pages:**





- o evidence of the applicant's knowledge of the Rwandan human rights context
- o examples of 2 to 3 relevant past or current projects (project title, donor, budget amount, target population, key interventions and achievements)
- o any other relevant information that showcases your experience (e.g., evaluation findings, partnerships, etc.)
- Ensure that the application form is completed in and signed by an authorized person within the organization

B: APPLICATION FORM

Advancing Human Rights in Rwanda (AHRR) PROJECT CALL FOR EXPRESSIONS OF INTEREST (EOI) FOR POTENTIAL PARTNERSHIP		
Organization legal Name:		Short Name:
Type of Organization (choose one: NGO, FBO, CSO network, other (specify)):		
Telephone:	Fax:	Mailing address:
Street address (if applicable):		
General E-mail Address:		Website:
Location of main offices		
Village:		
Cell:		
District:		
Province		
Country:		
Name of the main contact person:		
Function of the main contact person:		
Phone:		
Email:		





RGB registration number (provide copy of registration):	Date of creation of organization:
Date of registration:	
Name and positions of senior staff and their CVs:	
Personnel (specify number of men, women and other groups in each category)	
Board of Trustees/Directors and their composition: (Male, female, and other groups)	
1.	
2.	
3.	
4.	
5.	
Number of senior staff members: (Male, female, and other groups)	
Number of permanent salaried employees: (Male, female, and other groups)	
Number of volunteers: (Male, female, and other groups)	
Annual organizational budget:	List your top three (4) donors in 2017-2021:
2018:	1.
2019:	2.
2020:	3.
2021:	4.
ORGANIZATIONAL CAPACITY STATEMENT (MAXIMUM 5 PAGES)	
Describe your organization's vision and mission. What are the main Human rights-related issues being addressed by your organization?	
Select the technical areas in which your organization has at least 2 years of proven experience and comparative advantage from the list below:	



<ul style="list-style-type: none">o Human Rights Advocacyo Awareness campaigno Providing competent legal representation	<ul style="list-style-type: none">o Promoting gender equality and fighting GBV, including its related behavior change communication/educationo Youth empowerment
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Provide examples of projects (2-34 most relevant recent) in key sectors selected above:

Project title:

Donor:

Total budget:

Start date:

End date:

Project Location:

Project Objectives:

Target population(s):

Key Interventions:

Major achievements/impact to date:



Project title:

Donor:

Total budget:

Start date:

End date:

Project Location:

Project Objectives:

Target population(s):

Key Interventions:

Major achievements/impact to date:

Project title:

Donor:

Total budget:

Start date:

End date:

Project Location:

Project Objectives:

Target population(s):

Key Interventions:

Major achievements/impact to date:



Project title:

Donor:

Total budget:

Start date:

End date:

Project Location:

Project Objectives:

Target population(s):

Key Interventions:

Major achievements/impact to date:

Provide any additional relevant information to support your application:

ATTESTATION

I, the undersigned, _____, declare that the information provided in the enclosed application is – to the best of my knowledge – true and accurate.

I also certify that there are no known familial and/or professional links between members / employees of my organization and personnel of RBJ International in Rwanda (tick the appropriate box below).

Yes

No (if no, please describe on a separate page the nature of the relationship between your organization and RBJ Rwanda)

Done this day, _____ 2022, in _____

Name _____ Job title _____

Signature

OTHER INFORMATION (Attach scan copies)

- o Valid RGB Registration Certificate
- o Organization Chart
- o Recent Organization Annual Report
- o Finance & HR/Administration Manual
- o Anti-fraud Policy
- o Organization Financial Statement Audit (Last 2 years)
- o Experience of working with International NGO, donors - 3 Letters of reference
- o RSSB Clearance certificate (less than 3 months)
- o RRA Clearance certificate (Less than 3 months)
- o Experience of working with International NGO - 3 Letters of reference