

Terms of Reference regarding Request for Proposal (RFP) for Production of a Report on Acid Violence (RAV)

1. CONTEXT

1.1. ORGANISATIONAL CONTEXT

Acid Survivors Foundation (ASF) is a Pakistani non-profit organization whose mission is to eradicate acid violence and promote human rights through peaceful democratic processes. Consequently, ASF follows a holistic approach with the following aims:

- I. Establishment of a relevant legal framework;
- II. Development of systems, capacities and infrastructures to provide relevant rehabilitation services so that survivors end up as proactive, autonomous citizens;
- III. Raise awareness and educate communities, stakeholders, law enforcement agencies, media, youth, NGOs and INGOs about acid violence and human rights in general with particular emphasis on the need to fight against domestic and Gender Based Violence (GBV);
- IV. Ensure that the survivors and their family access justice, social support and relevant medical care.

1.2. CONTEXT OF ACID VIOLENCE IN PAKISTAN

Acid violence is one of the worst forms of gender based violence which – in the context of Pakistan - disproportionately affects women and girls (around 70% of the victims, mostly belonging to poor and rural or semi-urban backgrounds)¹. Acid violence generally occurs as the result of a pre-existing cycle of violence, usually domestic violence (65% of the cases)² or refusal of marriage proposal/sexual advance. Acid violence seldom kills but causes severe physical, psychological and social scarring, particularly since medical treatment and/or rehabilitation services are insufficiently available and prohibitively expensive. Survivors are traumatized, disfigured, disabled and frequently ostracized. This leads to high levels of social exclusion, depression and sometimes even suicide³.

The first ever situation analysis on the phenomenon of acid burn violence in Pakistan was conducted and published in 2008 by ASF in collaboration with UN Women. Since then, various achievements took place, but acid violence still prevails in the country. In order to ensure a relevant intervention and plan activities so that effective programming can be guaranteed, and progress assessed and measured, ASF has scheduled to conduct a Situation Analysis on Acid Violence (SAAV) in 2015. The central task in managing a SA is to gather sufficient information to produce an analysis which can inform the strategic decision-makers and identify strengths and weaknesses to further support policy advice. This SAAV will help ASF Pakistan to understand the extent to which acid survivors' rights in Pakistan are being realized or violated respectively, the root causes to rights violations, identify the duty bearers and their roles, identify gaps in provisions, analyze civil society and other actors as well as other internal and external factors that may help or hinder the realization of survivors' rights. Baseline data will be included in this analysis, in order to implement and monitor outcomes in relation to ASF's programs.

¹ As per ASF-Pakistan database

² ASF data

³ <http://tribune.com.pk/story/354573/decade-after-being-scarred-by-acid-fakhra-yunus-jumps-to-her-death/>

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1.3. OBJECTIVES OF THE PROJECT

In order to counter acid and burn violence against women and girls, in ICT, KP and Punjab, ASF and GD Pakistan with the financial assistance of European Union's EIDHR program, are currently conducting a project under the title: "Addressing Violence against Women and Girls in Pakistan by Promoting Women and Girls' Empowerment".

Under this project, the partners will promote structured measures at local and national level that aim to detect, prevent and respond to acid and burn violence against women and girls and to rehabilitate women and girls survivors of acid and burn violence. Following are the main objectives of the project:

- Advocate for passing of comprehensive legislation related to acid violence in at least 1 province
- At least 1393 stakeholders agree to support and capitalize on ASF action to better detect, prevent and/or respond to acid and burn violence
- 55% of the population views or hears messages related to countering acid and burn violence
- A rehabilitation model having benefited 100 acid attack survivors is available for capitalization

As a result, the project envisages the following:

- Acid violence will be addressed through cognitive, evidence-based advocacy and lobbying in ICT, KP and Punjab
- Structured detection/prevention and response measures relating to acid violence will be enforced through enhanced knowledge/capacities of local responsibility holders and communities
- Improved rehabilitation measures will be promoted for acid burn survivors

2. SCOPE OF WORK FOR RAV

ASF's strategy in conducting a **Report on Acid Violence** is to acquire knowledge on how well Pakistan is progressing towards the achievement of an acid violence free society and on how to improve the situation of those affected by this phenomenon. The **Report on Acid Violence** should enable staff and partners to assess how ASF has contributed to meet the country's goals for acid survivors and map the improvements in regarding capacities of those with responsibilities for their rights (e.g. Policy Makers, Elected Representatives, LEAs, Lawyers, Doctors, state institutions and other stakeholders). The **Report on Acid Violence** will, in particular, inform us about our strategic planning to help identify areas where ASF Pakistan can make a difference by enabling more Survivors to benefit from our interventions, and scaling up our successful programs through informed and strong partnerships. Therefore, the purpose of this consultancy is to:

- Review the existing data and find out improvements in identified gaps regarding information found through other report on Survivors' situation in Pakistan in relation to their rights to health, legal aid, protection, education, nutrition and livelihoods through data collection
- Identify improvements in service provision, policies and capacities
- Provide an analysis of information gathered and provide recommendations for future ASF interventions

2.1. ASF'S EXPECTATIONS FROM THE RAV

- A holistic, cross cutting overview, sufficient to take informed long term decisions as well as identify future thematic priorities

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- Get analysis and strategic orientation on where we should focus our resources in order to improve Survivors' life
- A focused and detailed analysis about specific issues as part of EU program strategy

In addition, the RAV should include interviews with a number of different key stakeholders, including Survivors. The consultant will be visiting parts of Pakistan wherever required during its consultancy including KP, Punjab and ICT

2.2. METHODOLOGY, APPROACH & WORKPLAN

Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

- 2.2.1. Technical Approach and Methodology:** In this chapter you should explain your understanding of the objectives of the assignment/job, approach to the assignment/job, methodology for carrying out the activities and obtaining the expected output. You should highlight the problems and their importance and explain the technical approach you would adopt to address them.
- 2.2.2. Work Plan:** The consultant should propose and justify the main activities of the assignment/job, their content and duration, phasing and interrelations, milestones (including interim approvals by the client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.
- 2.2.3. Organization and staffing:** The consultant should propose and justify the structure and composition of his team and list the main disciplines of the assignment.

2.3. DELIVERABLES

The Consultant is to complete the data collection and analysis; identify the focus areas and methodology for the data collection; lead on the development of tools for the data collection; overview the data collection, analyze the data, draft and finalize the RAV, in close consultation with ASF's technical staff. At the completion of the RAV, the consultant is REQUIRED to deliver a report of at least 20-25 pages excluding annexes, including the following content:

PART I

- a. Introduction, background (ASF's history), methodology/RAV process
- b. Country facts (description as background to understand Acid Violence: Geography, economy, environment, demography, security etc.); Treaties ratified, reservations (international and regional); Nature and status of national legal systems, political system
- c. Analysis of situation in regard to CEDAW, UNCRC, ICCPR; Articles establishing cross cutting principles, systems and institutions;
- d. General Measures of Implementation, General Principles, definition of the Gender Based Violence, HR and Child Rights, Articles establishing Substantive Rights, Civil Rights and Freedoms, Special Protections, Family Environment, Education and Culture, Health and Welfare
- e. Analysis of cross-cutting factors and actors; Key factors important to the realization of HR (e.g. governance factors, citizenship, investment in children, disaster preparedness etc.); Key actors in rights (nature of and relationships between state, civil society and private sectors and role of other key actors (military/non-state entity, international mandates, religious leaders, etc.)

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PART II

- A. Recommendations to ASF for future strategy making; Annexures:
- Detailed methodology and tools used (including questionnaires)
 - Consultations conducted during the RAV
 - Database (in Excel or other software) of all data used, as per agreed format and thematic
 - List of secondary sources used
 - Other annexes if needed

PART III

Upon finalization, the consultant will provide a PowerPoint presentation to ASF/stakeholders on main findings with the report including a Hard and soft copy.

3. ELIGIBILITY CRITERIA

To be eligible for evaluation of its proposal, the applicants should fulfil all of the following conditions;

3.1. Qualifications Required : The applicant should have prior experience of conducting the Reports in Pakistan relating to the social sector including the following;

- Advanced university degree in Human Rights, Social Science (Sociology, Anthropology, Gender studies, etc.), Economics/Statistics or other areas relevant for the assignment
- At least 10 years of professional work on social development, gender (especially GBV) and Human Rights issues
- Proven experience in designing methodologies for research, writing short analytical papers on social issues, doing situation analysis or other types of research
- Ability to work in a team and good communications skills
- Good knowledge on legal instruments regarding Human Rights, Child Rights, child protection and other ASF's thematic issues
- Fluency in written English and local languages
- Knowledge of and experience in Pakistani context will be preferred along with the ability to speak Urdu and Pashto.

3.2. Financial Requirements:

- The applicant should be financially viable to undertake such assignment and work as per the schedule of payment proposed. The applicant shall have received a minimum of PKR 1 million per annum as professional fees from consultancy business in social sector during the last financial year. For avoidance of doubt, the professional fees hereinafter refer to fees received by the applicant for providing consultancy services full time/equivalent sector projects to its clients.

3.3. Key Professionals:

- The proposal should list the key professionals to be engaged in the RAV

4. EVALUATION OF PROPOSALS

The evaluation of the bid would be carried out in two stages;

4.1 Stage-1 Technical Evaluation

Technical evaluation of the bid would be carried out applying the evaluation criteria specified below. Combined Quality and Cost Based Selection method (CQCBS) will be followed during the evaluation stage. Each respective technical bid will be attributed a technical score as per following breakup:

S. No.	Description	Weightage
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1	Financial capability of the applicant	20 marks
2	Specific experience of the firm in equivalent/ relevant sectors – experience in carrying out similar assignments of eligible projects in the last ten years	30 marks
3	Project understanding, approach & methodology (to be evaluated by Committee based on presentation of the proposal)	30 marks
4	Key professional experience of the personnel engaged in the firm	20 marks

Based on the evaluation of technical bids, the bidders shall be ranked highest to lowest technical score (St) in accordance with the total marks obtained. The bidders with technical bid score of minimum 70%. The number of applicants ranked on the basis of technical scores, not more than six shall be prequalified and shortlisted for financial evaluation in the second stage.

4.2 Stage-2 Financial Evaluation

The lowest financial proposal (FM) will be given a financial score (Sf) of 100 Points. The financial scores (Sf) of the other financial proposals will be determined using the following formula; $Sf = 100 \times FM / F$, in which Sf is the financial score, Fm is the lowest price, and F is the price of the proposal (in INR) under consideration). Proposals will be finally ranked in accordance with their combined technical (St) and financial (Sf) scores; $S = St \times Tw + Sf \times Fw$ Where S is the combined score and Tw and Fw are the weights assigned to technical proposal and financial proposal that shall be 0.80 and 0.20 respectively.

4.3 Evaluation & Scoring

S. No.	Parameter	SCORE (MARKS)
1	Financial capability (max. 20 marks)	20
2	Technical capability (max. 40 marks)	30
3	Approach methodology, work program and manpower resources (max 10 marks)	20
4	Key professionals (max. 30 marks)	30

5 OTHER TERMS & CONDITIONS

5.1 General terms & conditions

- 5.1.1** The consultant/firm should bear all the costs associated with the preparation and submission of its proposal and ASF will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the selection process. The consultant/firm is expected to examine all instructions, forms, terms and conditions and technical specifications in the bidding documents. Submissions with insufficient information and which do not strictly comply with the stipulations given above, are liable for rejection.
- 5.1.2** At any time, prior to the deadline for submission of proposals, ASF may modify the document/ issue addenda. These addenda shall be posted at the website of ASF and shall be treated as a part of the documents.
- 5.1.3** ASF may, at its discretion, extend the deadline for the submission of proposals.

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5.1.4 ASF may, at its discretion, abandon the process of the selection associated with this document anytime.

5.2 Preparation and submission of proposal

5.2.1 The information on subject line of the email should clearly mention: "Proposal for selection of consultant for RAV".

5.2.2 Two attached files in PDF format, with the following names should be attached

- Technical proposal
- Financial proposal

5.3 Corrupt or Fraudulent Practices

ASF requires that bidders under this contract observe the highest standard of ethics. In pursuance of this policy, ASF defines, for the purpose of these provisions, the terms set forth below as follows:

- "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of ASF staff; and
- "Fraudulent practice" means a misrepresentation of facts in order to influence the decision to award the consultancy contract to the detriment of ASF and targeted stake holders and includes collusive practice among bidders (prior to or after the proposal submission) designed to establish bid prices at artificial non-competitive levels and to deprive ASF and targeted stake holders of the benefits of free and open competition. ASF will reject a proposal for award of consultancy work if it is determined that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. ASF will declare a Bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract/ contracts, if it at any time determines that the Bidder has engaged in corrupt or fraudulent practices in competing for, or in executing the consultancy contract.

6 DEFINITION OF SUPERVISION ARRANGEMENTS

The selected consultant will work in consultation with the National Project Manager and in close collaboration with project staff.

7 DURATION OF THE CONSULTANCY

The duration of the consultancy to conduct the Report on Acid Violence is 40 days (including the presentation of the work to project staff and partners)

8. SCHEDULE FOR SUBMISSION OF THE PROPOSAL FOR RAV

S. No.	Description	Date/Deadline
1	Release of this RFP (available on ASF website)	December 15, 2016
2	Deadline for submission of queries in this RFP via email to hr.asfpakistan@gmail.com	December 20, 2016
3	Deadline for receipt of complete financial & technical proposals at hr.asfpakistan@gmail.com	December 30, 2016
4	Deadline for processing of Proposals received at ASF at hr.asfpakistan@gmail.com	January 10, 2017
5	Signing of Contract for the RAV	January 25, 2017

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9. HOW TO APPLY

Please send all queries and complete technical and financial proposals with a cover letter to hr.asfpakistan@gmail.com by **30th of December 2016**.

10. DISCLAIMER

- 10.1.** Though adequate care has been taken in preparation of this Request for Proposal (RFP) document, bidders submitting the proposals in response should satisfy itself that the information provided in this document is complete in all respects.
- 10.2.** ASF, project partners and project donors does not make any representation or warranty as to the accuracy, reliability or completeness of the information in this document.
- 10.3.** Neither ASF nor its employees will have any liability to any prospective Advisory Company/ Firm or any other person under the law of contract, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this document, any matter deemed to form part of this document, the award of the assignment, information or any other information supplied by or on behalf of ASF or their employees, to any consultant or otherwise arising in any way from the selection process for the assignment.
- 10.4.** ASF reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted the proposal.
- 10.5.** ASF reserves the right, without any obligation or liability, to accept or reject any or all the proposals at any stage of the process, to cancel or modify the process or change/ modify/ amend any or all provisions of this document, at any time, without assigning any reason whatsoever.