



REQUEST FOR PROPOSAL (RFP)

Study on Protection of Human Rights Defenders	DATE: November 6, 2020
	REFERENCE: RFP-2020-28

Dear Sir / Madam:

We kindly request you to submit your Proposal for the services to conduct a **Study on Protection of Human Rights Defenders**.

Please be guided by the forms attached hereto as Annex 3 and Annex 4, in preparing your Proposal.

Proposal must be submitted on or before the deadline indicated in the e-tendering system. Proposal must be submitted through online e-tendering system in the following link: <https://etendering.partneragencies.org> using your username and password.

If you have not registered in the system before, you can register now by logging in using the below credentials and follow the registration steps as specified in the system user guide

Username: event.guest

Password: why2change

Your Proposal must be expressed in English language and valid for a minimum period of 120 days

You are requested to indicate whether your company intends to submit a proposal by clicking "Accept Invitation" in the system.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. In submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files

The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. **The file with the "FINANCIAL PROPOSAL" must be encrypted with a password** so that it cannot be opened nor viewed until the proposal has been found to pass the technical evaluation stage. UNDP shall request via email the Proposer to submit the password to open the Financial Proposal. The Proposers shall assume the responsibility for not encrypting financial proposal.

IMPORTANT NOTE: The amount of the Financial proposal **MUST NOT** be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.

PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT "1" AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <https://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscs/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Keshini Wijesundera
Manager, Transactional Services Team, BRH
06 November 2020

Description of Requirements

Context of the Requirement	<p>UNDP is now seeking a Contractor to conduct a study on Study on Protection of Human Rights Defenders</p> <p>The Business and Human Rights (B+HR) project in Thailand is part of a regional program which aimed at promoting the implementation of the UN Guiding Principles on Business and Human Rights (UNGPs) through advocacy, policy development, technical advisory support, capacity building, awareness raising, innovation platforms, and South-South cooperation. To achieve these, the program required a collaboration between governments, civil society, businesses, and other stakeholders to ensure that human rights are protected and respected in business operations and their supply chains and therefore contributing to inclusive economic growth and environmental sustainability. The program is supported by the European Union.</p> <p>At the request of the Ministry of Justice and in the framework of its project on Business and Human Rights, UNDP is commissioning an important study on Protection of Human Rights Defenders that will be submitted to the NAP National Committee for consideration and further action, highlighting possible legal amendments and proposing appropriate measures to revise or enact measures to protect HRDs.</p> <p>(for details please see the ToR attached as Annex 2)</p>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services	As indicated in the ToR attached as Annex 2
List and Description of Expected Outputs to be Delivered	As indicated in the ToR attached as Annex 2
Person to Supervise the Work/ Performance of the Service Provider	Performance will be monitored closely, and regular feedback will be provided by Resident Representative and Project Manager of Business and Human Rights
Frequency of Reporting	Monthly
Progress Reporting Requirements	As indicated in the ToR attached as Annex 2
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	10 months
Target start date	07 December 2020
Latest completion date	30 September 2021
Travels Expected	As indicated in the ToR attached as Annex 2
Special Security Requirements	<input checked="" type="checkbox"/> Others N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	The contractor firm will utilize their own equipment to complete the assignment

Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	As indicated in the ToR attached as Annex 2
Person(s) to review/ inspect/ approve outputs/ completed services and authorize the disbursement of payment	Advisory team at UNDP Thailand Country Office
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm - 30% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan - 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel - 30% <p><u>Financial Proposal (30%)</u></p> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. The following formula will be used to evaluate financial proposal: $p = y (\mu/z)$, where: p=points for the financial proposal being evaluated; y=maximum number of points for the financial proposal; μ =price of the lowest priced proposal; z = price of the proposal being evaluated.

UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/4.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20(Services%20only)%20-%20Sept%202017.pdf <i>Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.</i>
Annexes to this RFP	<input checked="" type="checkbox"/> Detailed TOR (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Technical Proposal (Annex 3) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 4)
Contact Person for Inquiries (Written inquiries only)	Mostaq Ahmed Procurement Consultant Email: mostaq.ahmed@undp.org Requests for clarifications must be submitted to UNDP by email to the address mentioned above until 3 days before submission deadline. Answers to clarifications will be uploaded to the Procurement Notices Website and on the etendering platform. This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received. Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Required Documents that must be Submitted to Establish minimum Qualification of Proposers (Failure to submit the documents shall result in disqualification)	<input checked="" type="checkbox"/> Technical Proposal submission form as per the Template Annex 3; <input checked="" type="checkbox"/> Password protected Financial proposal Annex 4; <input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured <input checked="" type="checkbox"/> Certificate of Registration of the business, including, Articles of Incorporation, or equivalent document if Bidder is not a corporation; <input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder; <input checked="" type="checkbox"/> Evidence of having local presence in Thailand; <input checked="" type="checkbox"/> List of similar projects completed successfully within last 10 Year; <input checked="" type="checkbox"/> Documents to establish the minimum Experience requirement (copy of contracts /Completion certificates): <ul style="list-style-type: none"> • Minumum five years of experience conducting research related to human rights, law, social science or other related fields; • Minimum two studies related to human rights in Thailand and/or the region successfully completed within the last five years.

	<input checked="" type="checkbox"/> Completed and signed CVs for the Proposed Key personnel; <input checked="" type="checkbox"/> Any other documents to substantiate eligibility and qualification of the bidder as required in the Terms of Reference;
Other Information (e-tendering submission)	<p>Electronic submission through eTendering shall be governed as follows:</p> <ul style="list-style-type: none"> • Electronic files that form part of the proposal must be in PDF format; • The Technical Proposal and the Financial Proposal files MUST BE <u>COMPLETELY SEPARATE</u> and each of them must be uploaded individually and clearly labelled; • The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. <u>Failure to provide the correct password may result in the proposal being rejected;</u> <p>IMPORTANT NOTE: The amount of the Financial proposal MUST NOT be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.</p> <p>PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT "1" AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE</p>

DETAILS OF EVALUATION OF PROPOSALS

Evaluation of Proposal:

Prior to technical evaluation all proposals will be screened (Pass/Fail) based on the minimum eligibility criteria mentioned in the ToR

Minimum Eligibility criteria for the consultancy Firm:

- Submission of signed and stamped Proposal (Technical & Financial) as per the Provided Template and Instructions;
- Acceptance of the UNDP General Terms and Conditions for contracts;
- Bid Validity – 120 days
- Business Licenses – Registration papers;
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder;
- Written Self Declaration that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- Having local presence in Thailand;
- Minimum five years of experience conducting research related to human rights, law, social science or other related fields;
- Minimum two studies related to human rights in Thailand and/or the region successfully completed within the last five years.

Note: Necessary documentation must be submitted to substantiate the above eligibility criteria

Technical Evaluation

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
Total		1000

Technical Evaluation Passing Threshold – 70% of the Total Points obtainable

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Minimum five years of experience conducting research related to human rights, law, social sciences, and other related fields.	150
1.2	Minimum two studies on human rights in Thailand and/or the region within the last five years within the last five years.	150
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Solid and feasible method on how develop and conduct the study	200
2.2	Sound research methodology through primary and secondary sources to provide analyses and policy recommendations	200
Total Section 2		400

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Advisor		130
	At least five years experience of management and as research advisor (max. 80 points)	80	
	Minimum Master's degree in law/political science/social science or other relevant field	40	
	Ability to speak English and Thai language (max. 10 points)	10	
3.2	Lead researcher		110
	Minimum Master's degree human rights/law/political science/social science or other relevant field	40	
	Previous work in human rights related research	60	
	Ability to speak English and Thai language	10	
3.3	Researcher		60
	Minimum Bachelor's degree in law/political science/social science or other relevant field	20	
	Previous research experience in human rights or related fields	40	
Total Section 3			300

TERMS OF REFERENCE
Study on Protection of Human Rights Defenders

UNDP is now seeking a Contractor to conduct a study on Study on Protection of Human Rights Defenders

A. Introduction

The United Nations Development Programme (UNDP) in Thailand works with the Royal Thai Government, civil society, private sector, and public to find solutions to persistent development challenges in Thailand. UNDP is implementing various projects to advance the 2030 agenda for Sustainable Development in Thailand.

The Business and Human Rights (B+HR) project in Thailand is part of a regional program which aimed at promoting the implementation of the UN Guiding Principles on Business and Human Rights (UNGPs) through advocacy, policy development, technical advisory support, capacity building, awareness raising, innovation platforms, and South-South cooperation. To achieve these, the program required a collaboration between governments, civil society, businesses, and other stakeholders to ensure that human rights are protected and respected in business operations and their supply chains and therefore contributing to inclusive economic growth and environmental sustainability. The program is supported by the European Union.

In the context of Thailand, UNDP through the B+HR project, will be supporting the Thai government in the implementation of the National Action Plan on Business and Human Rights (NAP) as well as promoting understanding and enhancing the capacity of governmental agencies and the business sectors on the UNGPs and the NAP. In 2019 Thailand was the first country in Asia with a standalone NAP. The document serves as an important guidance for the government and businesses to implement their duties and responsibilities to protect and respect human rights and provide remediations to victims of human rights abuses. However, despite the country's strong commitment and continuous effort on this matter, human rights abuses continue to occur in some areas, including those related to HRDs.

HRDs protection is guaranteed by the UN Declaration on Human Rights Defenders. This is also in line with the UNGDs which reiterates the essential role of civil society and HRDs and underlines the protective obligation of the State and its duty to ensure access to remedy of HRDs.

However, HRDs currently face numerous challenges in carrying out their legitimate activities in Thailand. Physical, verbal, and judicial harassment cases against HRDs have been reported. Such cases involve the act of threat, intimidation, arbitrary arrests, sexual harassment, torture and/or enforced disappearance. These violations have reportedly also extended to their family members and other witnesses to create a climate of fear to silence the victims. Violation and intimidation against HRDs do not only affect them physically but also socially, economically, and psychologically. Such negative impacts might affect some groups of HRDs such as women, migrant workers and indigenous people disproportionately.

There is a growing number of violations against HRDs in Thailand which has raised international concern. For example, during the Universal Periodic Review (UPR) in May 2016 several recommendations were made towards ensuring the protection on HRDs. These recommendations were echoed by the UN Working Group on Business and Human Rights during its official visit to Thailand in 2018. The Thai government was urged to take steps to address the misuse of the judicial system and to strengthen the protection of HRDs.

The Working Group made specific references to the need to protect the most vulnerable individuals and groups, such as migrant workers and women HRDs (WHRDs). WHRDs face specific challenges due to their gender. This is in part due to them challenging traditional gender roles that might cause hostility from a wide range of actors and WHRDs are often exposed to specific forms of threats, violence and harassment due to their gender.

In Thailand, there still seems to be a limited understanding of the significance and the role of HRDs in some sectors of the society. Currently, there is a lack of a nationally recognized definition of HRDs in the country which posed challenges in securing due recognition and determining a scope of protection of HRDs who are increasingly being subject to violations. There is also a significant gap in data collected on the numbers of HRDs subject to abuse.

To address these challenges, protection of HRDs has been identified as one of the four key priority areas in the NAP adopted by Thailand in December 2019. The NAP also outlines key commitments, such as the review of laws, regulations, and mechanisms to facilitate the protection of HRDs, to study guidelines for development of laws to prevent Strategic Litigation Against Public Participation (SLAPP) and protecting WHRDs. Some steps have been taken by government agencies to prevent attacks against HRDs, but there are several areas that require further actions to strengthen the protection of HRDs in line with their duties under the UNGPs.

Therefore, at the request of the Ministry of Justice and in the framework of its project on Business and Human Rights, UNDP is commissioning an important study on Protection of Human Rights Defenders that will be submitted to the NAP National Committee for consideration and further action, highlighting possible legal amendments and proposing appropriate measures to revise or enact measures to protect HRDs.

B. Scope of Services, Expected Outputs and Target Completion

By collecting data and carrying out this study the aim is to:

1. Gain a better understanding of the situation of HRDs and the trends of the challenges they face; present best practices among different regions and to enhance good practices on protection measures for HRDs; and promote effective strategies and activities by various sectors in the society to improve the understanding of the role of HRDs.
2. Propose recommendations on protection measures of HRDs for the Royal Thai Government (RTG) and other stakeholders.

Specifically, the Contractor is responsible for:

1. Prepare a research plan, including a detailed timeline ;
2. Gather information and provide analysis on the following, but not limited to:
 - The situation of HRDs in Thailand: focusing on quantitative and qualitative data, key trends and challenges facing HRDs, and past and present case studies on violation against HRDs in all regions of Thailand;
 - The situation of HRDs who might be particularly vulnerable in Thailand, disaggregated to account for the treatment of women human rights defenders, indigenous people, migrant workers, youth, etc.: forms of harassment and intimidation against them, impact from such violation associated with their status, etc.;
 - Social, economic, and psychological impact of harassment and intimidation, including the gender aspect, on HRDs in different regions of the country, with a special focus on vulnerable groups;
 - Definition of HRDs in Thailand and according to internationally accepted standards;
 - Existing protection mechanisms for HRDs in Thailand: providing descriptions of existing protection mechanisms and assistance for HRDs, including relevant policies, laws, regulations, administrative procedures, and measures (i.e. Justice Fund) and identifying gaps of the implementation of these existing protection mechanisms;

- Existing correspondence between RTG and international human rights mechanisms and previous reports on the situation of HRDs in Thailand by special procedures;
- The roles of the State (Executive, Judiciary, and Legislative branches), independent organizations, businesses, civil society organizations (i.e. academia, media and non-profit organizations) in terms of their mandates, current practices, and limitation/or challenges on carrying out their roles related to the protection of HRDs;
- Awareness on the issues related to HRDs amongst public and private sector, relevant incentives or drivers for government and businesses regarding accountability and efforts on the improvement of their current practices related to the protection of HRDs;
- The implications of the Covid-19 pandemic, if any, on violation against HRDs in Thailand;
- Good practices of protection of HRDs from overseas;

3. Based on the findings of the research:

- Provide a proposed definition of HRDs in Thailand
- Propose concrete recommendations for improvement of existing protection measures and additional protection measures to advance the rights of HRDs in Thailand.

The **Protection of Human Rights Defenders Study Reference Group**, comprising of representatives of government agencies, private sector, UN agencies, and civil society organizations, will be established to provide overall guidance and technical assistance throughout the process of the study.

The Contractor is expected to engage with the Reference Group as well as government agencies, HRDs, labor organizations, members of civil society organizations, UN experts, and resource persons in this field through Reference Group meetings and a series of consultative processes, including sub-national and national consultations, in order to ensure the inclusiveness during the planning, implementation, and finalization of the study.

Expected outputs and deliverables:

Content	Target Due Date	Review and Approvals Required
Submission of the research workplan	One week after contract signature in December 2020	UNDP Thailand Business and Human Rights team
Submission of 1 st draft for review by the Protection of HRD Reference Group	End of February 2021	UNDP Thailand Business and Human Rights team
Revise draft paper and present the updated draft report at a national consultation	End of May 2021	UNDP Thailand Business and Human Rights team
Revise draft paper and incorporate stakeholder comments from national consultation	Mid June 2021	UNDP Thailand Business and Human Rights team
Submission of the final report	End of Assignment	UNDP Thailand Business and Human Rights team

The Contractor will be home based and will work in close collaboration with the UNDP Thailand Business and Human Rights team and the Protection of HRDs Reference Group who will provide inputs and guidance on a regular basis. The consultant is expected to exercise full compliance with UNDP programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

Intellectual Property

All information collected for the advocacy report pertaining to the assignments as well as outputs produced under this contract shall remain the property of the UNDP who shall have exclusive rights over their use.

The products shall not be disclosed to the public nor used in whatever format without written permission of UNDP in line with the national and International Copyright Laws applicable.

C. Institutional Arrangement

- a) Supervision and management: Under the overall guidance of the Resident Representative of UNDP Thailand, the Contractor will report directly to and work closely with the Project Manager of Business and Human Rights, who will provide the required supportive supervision and monitoring, guidance and management support (through staff and consultants).
- b) Progress reporting: Progress report will be done through monthly meetings/calls with Project Manager of Business and Human Rights.
- c) Coordination and collaboration: The Contractor is expected to work closely with UNDP, Protection of Human Rights Defenders Reference Group, and all concerned national stakeholders.
- d) Programme management and implementation: The Contractor will be responsible to manage the agreed work plan and budget for timely delivery. The Contractor will be responsible for the recruitment, training/mentoring and management of programme staff and consultants as needed. This includes evaluation of performance and quality of work submitted to the Contractor. If additional procurement is required, the Contractor will be responsible for the procurement process after receiving approval from UNDP.
- e) Access to community: UNDP will facilitate the access of the Contractor to communities through CSO partners in the provinces.
- f) Resources required: A team comprising of qualified and experienced staff to manage the research and producing a final product necessary to handle the overall programme management and implementation up to the satisfaction of UNDP and to address all national and UNDP requirements. The team needs to be guided and provided oversight and quality assurance by the senior management team with appropriate level of effort. Furthermore, the Contractor is expected to source and manage the required office space, IT equipment, asset insurance and other administrative/logistics services for implementation. The Contractor will utilize his/her/their own equipment to complete the assignment.

D. Duration of the Work

The study is proposed to be implemented from 7 December 2020 – 30 September 2021. If there is any unseen delay in the start-up process, the timeline of the deliverables will be negotiated with the Contractor.

The Contractor is to recognize that the successful completion of the activities and accomplishment of their purposes, as well as the achievements of deliverables and performance targets set forth in the work plan, are of paramount importance, and that UNDP therefore may find it necessary to terminate the agreement, or to modify the activities, should circumstances arise that interfere or threaten to interfere with the aforementioned objectives.

E. Location of Work

The Contractor is expected to operate out of an office in Thailand to coordinate and maintain effective relationships with the national stakeholders. The Contractor staffs will be expected to travel to or be based in the location(s) of some of the data collection. They will be expected to travel to at least two locations outside Bangkok to attend the sub-national consultations to collect data, one trip to Bangkok to present preliminary report and collect further inputs, and at least 4 field trips to conduct interviews and collect

data on specific thematic topics. These locations will be determined based on information obtained from desk review.

F. Qualifications of the Successful Service Provider at Various Levels

The scope of this assignment is limited to organizations with technical expertise to conduct a large-scale study:

The specific criterion would be as follows, but not limited to:

Legal Status:

- The organisation will be an organization registered under relevant laws of the country of registration/operations complying with all national laws and regulations;
- The organisation is allowed to work in Thailand;
- Must have a local presence in Thailand
- The organisation has necessary authority to enter into an agreement with UNDP;

Management and Organization

- The organisation should have a good track record of timely and results-based implementation of projects and research;
 - Minimum five years of experience conducting research related to human rights, law, social science or other related fields
 - Minimum two studies related to human rights in Thailand and/or the region within the last five years
- The organisation should have sufficient management capacity to carry of this study;
- The organisation should have a sound financial management system in place;
- Experience working with government, national and international agencies (including UN agencies) and civil society organizations;

Minimum Qualification requirement for the required Key personnel As below:

Required personnel:

- Advisor (1 CV required)
 - i. At least five years of experience of management and as research advisor
 - ii. Minimum Master's degree in law/political science/social science or other relevant field
 - iii. Ability to speak English and Thai language
- Lead researcher (1 CV required)
 - i. Minimum Master's degree in human rights/law/political science/social science or other relevant field
 - ii. Previous work in human rights related research
 - iii. Ability to speak English and Thai language
- Researcher (1 CV required)
 - i. Minimum Bachelor's degree in law/political science/social science or other relevant field
 - ii. Previous work in conducting research in human rights or related fields

Technical Expertise of Key Personnel, including Team Leader and Researchers

- Recognized technical ability and prior experience in conducting studies
- Recognized ability to and prior experience in analyzing data, distilling key findings and producing reports;
- Expertise in human rights related to HRDs;
- Prior experience on the topic of human rights in Thailand and/or the region.

G. Scope of Proposal Price and Schedule of Payments

The disbursements will be subject to prior disbursement of the relevant funds by the donor to UNDP.

- First tranche of 30% – A research workplan
- Second tranche of 30% – A draft preliminary report on Protection of Human Rights Defenders in Thai
- Third tranche of 20% – A draft final report on Protection of Human Rights Defenders in Thai
- Fourth and final tranche 20% – Final report on Protection of Human Rights Defenders in English and Thai

The proposal should include all the required financial details with assumptions as follows, but not limited to:

- a) Salary or daily rates for the team that will work on this study
- b) Equipment costs as relevant
- c) Travel costs
- d) Other management costs or fees
- e) Design, translation and printing costs

It is important to note that the Contractor is to recognize that the successful completion of the activities and accomplishment of their purposes, as well as the achievements of deliverables and performance targets set forth in the work plan, are of paramount importance.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

¹ This serves as a guide to the Service Provider in preparing the Proposal.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL³ (Must be Password Protected)

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Submission and acceptance of a complete research workplan	30%	
2	A draft preliminary report on Protection of Human Rights Defenders in Thai	30%	
3	A draft final report on Protection of Human Rights Defenders in Thai	20%	
4	Final report on Protection of Human Rights Defenders in English and Thai	20%	
	Total	100%	

**This shall be the basis of the payment tranches*

B. Cost Breakdown by Cost Component **[This is only an Example]:**

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Advisor				
b. Lead researcher				
c. Researcher				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				

³ This serves as a guide to the Service Provider in preparing the Proposal.

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

*[Name and Signature of the Service Provider's
Authorized Person]*
[Designation]
[Date]