

November 3, 2021

Call for Proposals

Consultancy: Senior Advocacy Consultant

The Rosa-Luxemburg-Stiftung (the “Client”) intends to award the services specified in the enclosed Service Description in a Call for Proposals.

Please note the following dates:

End of the tender submission period: 18/11/2021 (November 18) 10:00 O'clock CET

End of the award and binding period: 22/11/2021 (November 22 2021)

Contract period: 22/11/2021 (Nov 22, 2021) - 30/09/2022 (Sept 30)

Terms and conditions:

The contractual conditions of the Client shall apply exclusively. The terms and conditions of the tenderer are excluded. Side offers are excluded!

The present Call for Proposals shall not be construed as an offer, and the bidder shall not have any rights arising thereof.

To participate in the Call, please submit your Application digitally before the end of the offer period. Documents have to be submitted in English.

With kind regards

Eva WUCHOLD, Programme Director Social Rights

Annexes:

1. Terms of reference
2. Conditions of participation
3. Price sheet
4. Standard tender form
5. Self-declaration form
6. Self-declaration on rate loyalty, minimum wage, and social security contributions
7. Qualified references form

Annex 1: Terms of reference

Awarding of a service agreement for:
Consultancy: Senior Advocacy Consultant

1.1. About Rosa-Luxemburg-Stiftung

Rosa-Luxemburg-Stiftung e.V. (RLS) is one of the six major political foundations in the Federal Republic of Germany, tasked primarily with conducting political education both at home and abroad. The Stiftung's work adheres to the legacy of its namesake, German socialist leader Rosa Luxemburg, and seeks to represent democratic socialism with an unwavering internationalist focus. The Stiftung is committed to a radical perspective emphasizing public awareness, enlightenment and social critique. It stands in the tradition of the workers' and women's movements, as well as anti-fascism and anti-racism. Rosa-Luxemburg-Stiftung e.V. is a registered non-profit organization in Germany. The Stiftung is closely linked to Die Linke, the German Left Party.

The aim of the work of Rosa-Luxemburg-Stiftung is to promote a critical analysis of society and foster networks of emancipatory political, social and cultural initiatives around Germany. Internationally, it will participate in cooperative development projects and advocate for a dialogue between the Global North and South conducted on equal footing. Like other political foundations, Rosa-Luxemburg-Stiftung seeks to develop and expand the concept of political education by emphasizing a critical analysis of society as our central task, further underlined by our namesake.

Based on the firm belief that social change requires a reflective confrontation with today's capitalist society as a whole, the Rosa-Luxemburg-Stiftung strives to develop alternative concepts and approaches for a comprehensive process of social transformation enabling the creation of a more united and just society. Education and training in democratic socialist politics, analysis, information and policy advice are therefore the Rosa-Luxemburg-Stiftung's basic tasks.

1.2. Background

The Geneva office of Rosa-Luxemburg-Stiftung (RLS-Geneva) was founded in 2019. It serves as the liaison office to the UN institutions in Geneva, but as well work thematically towards the issues of global social rights, socio-ecological transformation and transnational organizing.

This call for Proposals is for a Service contract for a *Senior Advocacy Consultant* is being proposed in the context of RLS-Geneva work with the Institute on Statelessness and Inclusion (ISI). It will support the [Institute on Statelessness and Inclusion](#) (ISI) and its partners to develop and implement targeted advocacy strategies in 2022. ISI is the only human rights organization dedicated to promoting the right to nationality and the rights of stateless persons globally. The main objective of ISI's global advocacy work is to bring positive changes to laws, policies and practices, which benefit stateless persons and enhance the right to nationality for all, by:

- ✓ Maintaining statelessness as a global human rights priority across multiple human rights mechanisms;
- ✓ Developing and implementing bespoke human rights advocacy strategies to address thematic and country-specific challenges; and
- ✓ Enhancing global capacities, commitment and coordination to effectively advocate for nationality rights and the rights of stateless persons.

1.3. Aim of the service

To help deliver the project RLS-Geneva is seeking a Senior Advocacy consultant to work closely with the ISI Human Rights Advocacy team to:

- ✓ Build greater capacity and stronger collaboration between stakeholders
- ✓ Have more sophisticated and nuanced strategies
- ✓ Have more references to statelessness and stronger recommendations by UN mechanisms
- ✓ Identify entry points for development of authoritative guidance and statements on thematic priorities
- ✓ Obtain tangible commitments from government and UN agencies

1.4. Tasks, contract duration and scope

The contract period for the consultancy is from 22 November 2021 to 30 September 2022. Working closely with the ISI Co-Directors and the ISI Human Rights Advocacy Team, the Senior Advocacy consultant will contribute to further development and implementation of ISI's Global Advocacy Strategy as listed below:

- ✓ Provide input, guidance and technical support to the ISI Advocacy team on the implementation of the ISI Global Advocacy Strategy across three main priority areas; citizenship stripping, child rights and discrimination, including a two-year work plan developed.
- ✓ Provide input, guidance and technical support to the ISI Advocacy team in their conceptualization, drafting and development of an introductory and accessible advocacy resource to support partners to advance their advocacy work at the international, regional and national levels.
- ✓ Identify and provide capacity building, guidance and technical support to three country partners in the development of national advocacy strategies that coordinate and align with global advocacy work and within ISI's main thematic priority areas, including to:
 - Provide advocacy capacity building support
 - Support the design of a national advocacy strategy
 - Provide guidance on implementation of the advocacy work plan
- ✓ Monitor and evaluate the project and to provide an evaluation report (maximum 10 pages) on outcomes and impact across the global and national level advocacy initiatives.



Suggested timescale

<p>22 November - 31 December 2021</p>	<p>Strategy discussions and planning meetings with ISI to prioritize, plan and develop the project.</p> <p>Develop criteria for national partner engagement in line with thematic priorities, needs and opportunities for change.</p> <p>Undertake country-level consultations to determine national partners.</p> <p>2-year ISI Global Advocacy Strategy Work Plan developed.</p>
<p>January - July 2022</p>	<p>Support ISI team and partners to develop three thematic advocacy strategies and identify opportunities for engagement.</p> <p>Undertake advocacy-focused capacity building and strategic planning workshops with national partners</p> <p>3 national advocacy strategies developed, including a theory of change and action plan</p> <p>Technical advice and support provided on the implementation of national action plans</p> <p>Co-design sessions with the ISI advocacy team on developing an advocacy toolkit</p>
<p>August – September 2022</p>	<p>Facilitate a shared peer learning workshop on advocacy experiences, developments and learnings across the 3 target countries.</p> <p>Development and finalization of ISI Advocacy Toolkit</p> <p>Monitor and evaluate the project and to provide a report on outcomes and impact</p>

1.5. Expected qualifications

Professional:

- Extensive experience (minimum 10 years) in rights-based, high quality, internationally-recognized thought leadership
- Extensive experience (minimum 10 years) in developing and implementing international, regional and national level advocacy strategies with civil society organizations, including managing the design and implementation of a theory of change process
- Experience in effectively persuading key actors to agree with and adopt a preferred position, including through negotiations and advocacy within various forums such as the UN, regional governance bodies, national governments, and other stakeholders
- The ability to develop and refine organizational arguments in terms of framing, terminology and technical knowledge

- Experience providing inspiration and leadership and partnership to civil society organizations
- Significant experience in building and maintaining relationships with key partners and new and existing stakeholders
- Experience with effectively engaging stakeholders in politically sensitive and culturally diverse settings
- Experience with overseeing project monitoring and evaluation
- Experience with risk assessment and mitigation procedures

Personal:

- Proven ability to inspire others to share and remain committed to organisational vision and purpose
- Well-organized and able to work well with minimal supervision
- Flexible, able to prioritize and compromise, taking into account multiple dimensions of the project
- Creative, striving to produce work of the highest possible quality
- Excellent interpersonal skills and demonstrated commitment and ability to work in a participatory and collaborative manner
- Sophisticated communication and interpersonal skills in English. Additional languages are an advantage.
- Demonstrable interest and motivation to work in public /non-profit sector is an advantage.

Full details of your skills, knowledge, and experience of relevant work must be included in your application.

The time availability during the contract period must be guaranteed.

While the consultancy is deliverables based, it is likely that the Consultant will have to commit a minimum 50 days to deliver the requisite tasks to a high standard.

The consultant will be contracted on a self-employed basis and is solely responsible for payment of all taxes and social security obligations to which they may be subject in connection with the provision of services.

If the applicants are subject to VAT, this must be communicated with the application together with the amount of the applicable VAT. The VAT is then paid in addition. If no communication is made, the price is the gross amount.

1.6. Travel expenses of the contractor

The travel expenses are covered according to the internal guidelines of the client. This means that the client bears the travel and accommodation costs, regardless of the fee rate. Other costs such as expenses for telephone charges, use of public transport, etc. incurred in connection with the performance of the task will be reimbursed on presentation of appropriate receipts insofar as they are unavoidable and appropriate in the circumstances. All such costs are to be agreed beforehand.

1.7. Applications

To apply, please send an expression of interest including (not exceeding four A4 pages) :

- CV and cover letter / outline of your skills, knowledge, suitability, and relevant experience to deliver the project, including a brief 200-300 word example of how you have undertaken a comparable piece of work
- Details of your proposal for how you would approach the consultancy (including number of days allocated to different deliverables and breakdown of your proposed costs)

And the 5 following annexes signed :

- Price Sheet (Annex 3),
- Standard Tender Form (Annex 4),
- Self-declaration Form (Annex 5),
- Self-declaration on rate loyalty, minimum wage, and social security contributions (Annex 6),
- Qualified References Form (Annex 7).

The following points are defined as evaluation criteria for the selection of the offer:

Review criteria :	Weighting
1 Price	50%
2 Performance (experience with regard to the proposed assignment, expertise& knowledge of the subject area, appropriateness and quality of the proposal to address the aim and research objectives)	50%

If you have any questions regarding the call for applications, please send an e-mail to Jeanne Planche, Project Manager Social Rights : jeanne.planche@rosalux.org

Please always use the subject line: **Senior Advocacy Consultant**

For reasons of transparency and equal treatment, all possible tenderers will be provided with the answers to questions.

1.8. Award and contract process / time frame

Negotiations are not allowed in this procurement procedure.

- Publication: 03/11/2021
- End of the offer period: 18/11/2021, 10:00 o'clock CET
- End of the award and binding period: 22/11/2021
- Contract period: 22/11/2021 - 30/09/2022

Submission (digital) to:

Please send your submission by email to

Jeanne Planche, Project Manager Social Rights : jeanne.planche@rosalux.org

by 18/11/2021, 10:00 O'clock Central European Time.

Rosa-Luxemburg-Stiftung - Chemin de Balxert 7-9 - 1219 Châtelaine - Switzerland

The receipt of applications will not be confirmed. A shortlist of potential candidates will be contacted, and online meetings arranged to select a preferred candidate to be confirmed following discussion and agreement of a workplan and timetable.

Annex 2: Conditions of Participation

1. General

- 1.1. No costs will be reimbursed for processing the tender.
- 1.2. Terms and conditions of the tenderer are excluded. In case the tenderer declares his own terms and conditions as part of the contract, this constitutes an inadmissible amendment or addition to the contract and leads to the exclusion of the tender.
- 1.3. The information distributed in connection with this Call for Proposals may only be used for the preparation of the tender. Any use for other purposes is prohibited.

2. Content of the tender

The following evidence/documents must be submitted with the tender: Completed and signed Price Sheet (Annex 3) ; Completed and signed Standard Tender Form (Annex 4) ; Signed Self-declaration Form (Annex 5) ; Signed Self-declaration on rate loyalty, minimum wage, and social security contributions (Annex 6) ; Completed and signed Qualified References Form (Annex 7) ; CV and/or Work samples.

3. Exclusion of tenderers

- 3.1. The Service Agreement will be concluded with knowledgeable, efficient and reliable tenderers only who are professionally carrying out the tendered services.

4. Conditions for submitting a tender

- 4.1. The signed tender documents must be in English or German language. All required additional documents, statements, and samples must be submitted within the tender submission period. Correspondence with the tendering authority must also be conducted in English or German language.
- 4.2. The Standard Tender Form attached to the tender documents is to be used exclusively for the preparation of the tender. The tender has to be submitted document proof, legible, and unequivocal.
- 4.3. The tenderer is obliged to provide all explanations required in the tender documents and to provide all other required information. Incomplete or incorrect tenders are excluded from the evaluation.
- 4.4. Changes to the tenderer's entries must be unequivocal; otherwise, the tender is excluded. An incorrect entry should be crossed out and the correct entry should be added above or beside it. The tenderer's signature or initials should mark changes.
- 4.5. The tender and any other required documents and explanations should be signed by stating the date of conclusion at the given place. The name of the signatory must be recognizable, e.g. full name in block capitals below the signature. Tenders that are not properly signed at the specified place are excluded from the evaluation.
- 4.6. The signed tender form must be submitted with the tender as the included contract conditions are legally binding.

5. Corrections, changes, or withdrawal of the tender

- 5.1. The tender may be amended, corrected, or withdrawn in writing until the expiry of the tender submission period.
- 5.2. Corrections, or changes, or the withdrawal of tenders is to be made in writing.
- 5.3. The award period begins with the expiry of the tender submission period. Until the end of the award period, the tenderer is bound to her / his tender. During this period, the tender can no longer be changed, or withdrawn.

6. Prices

- 6.1. The prices valid for the tender are indicated in the Price Sheet (Annex 4).
- 6.2. Prices are to be offered in EUR and stated without VAT (net).

7. Award criteria

The award criteria are set out in the Terms of Reference (Annex 1).



Annex 3: Price sheet

Awarding of a Service Contract: Consultancy: Senior Advocacy Consultant

Dear Madam or Sir,

We offer you the execution of the services described in the call for application documents at the prices listed below. The application conditions and instructions in the invitation to submit the application (cover letter) are taken into account. We understand that the terms of reference will be part of the contract to be concluded. In such event, the offer encompasses these terms without restriction. In the case of incompleteness, the Client categorically excludes the offer from the evaluation.

Subproject.	Offer in accordance with the above mentioned terms of reference	Approx. number of days expected to deliver objective	Amount in EUR (net amount)
I	Provide input, guidance and technical support to the ISI Advocacy team, including a two-year work plan developed.		
II	Identify and provide capacity building, guidance and technical support to three country partners		
III	Monitor and evaluate the project, evaluation report		
	TOTAL		

If the applicants are subject to VAT, this must be communicated with the application together with the amount of the applicable VAT. The VAT is then paid in addition. If no communication is made, the price is the gross amount. The prices are fixed prices. The inclusive price contains all expenses of the contractor excluding travel expenses. Until the expiration of the award and binding period on 22/11/2021, I am/we are bound by this offer.

<p>Company name /-address (company stamp if available)</p> <p>_____</p> <p>Date</p>	<p>The incorrectness of the above information leads to the exclusion of the award procedure. The Client in the event of incorrectness without notice can terminate an awarded contract.</p>
<p>_____</p> <p>Signatures (possibly. digital)</p> <p>_____</p> <p>(Name of the signatory in block capitals)</p>	<p>If the signature is missing, the tender is considered not submitted and will not be taken into account in the evaluation!</p> <p>Incomplete offers will be automatically excluded from the award procedure!</p>



Annex 4: Standard Tender Form

Name of the tenderer (company name / consultant name):

Postal address of the tenderer:

represented by:

To
Rosa-Luxemburg-Stiftung
Chemin de Balexert 7-9
1219 Châteleine
Switzerland

Email:

Phone No.:

Contact person:

Place and date of issue:

Dear Madam or Sir,

We offer you the execution of the services described in the tender documents at the prices indicated in the Price Sheet (Annex 3). The application conditions and instructions are taken into account. The tender contains all required information, explanations, and proofs. We accept the terms and conditions according to the tender documents without restriction.

The price information in the Price Sheet (Annex 3) are fixed prices for the period mentioned in the Terms of reference. Price changes are only possible based on legal requirements.

Until the expiration of the award period on 22/11/2021, this tender binds us.

In addition, we confirm the following components of the tender documents, which become part of the contract in the case of the award :

- Terms of reference (Annex 1),
- Conditions of Participation (Annex 2),
- Price Sheet (Annex 3),
- Standard Tender Form (Annex 4),
- Self-declaration Form (Annex 5),
- Self-declaration on rate loyalty, minimum wage, and social security contributions (Annex 6),
- Qualified References Form (Annex 7).



We are aware that proofs of self-declaration that (on special request of the awarding authority) are not considered as provided even if they are mentioned in the tender or in accompanying statements.

By signing the tender, we confirm the content of all explanations and evidence, even if submitted in separate attachments.

Further requests by the tenderer:

- In case of non-consideration of the tender, please inform us about the rejection of the tender.
- With the additionally requested tenderer declaration (see explanation in box below) signed by all tenderers it is confirmed that the lead company is authorized to represent all tenderers before the awarding authority. All tenderers are jointly and severally liable for the contractual execution of the services by their signature.

Company name / address

Date

Signature(s)

Name of the signatory in block capitals

The incorrectness of forgoing or attached explanations, information, or documents leads to the exclusion from the award procedure. An already awarded contract may be terminated without notice for important cause in cases of violation of contractual secondary obligations.

The adjacent signature covers all explanations, information, and evidence of this tender, even if attached in a separate Annex.

An additional separate signature is required in the tenderer declaration only for joint tenderers!

If the signature is missing, the offer is deemed not to have been submitted, and is not considered in the evaluation.

Incomplete offers can be excluded from the award procedures!

Annex 5: Self-declaration Form

1. The tenderer declares that

- no person who's behaviour is attributable to her or his company has been issued with a final sentence for or that his company has been fined with financial penalties according to administrative offence acts;
- her or his company's obligations to pay taxes, duties, or contributions to the social security have been met, and that in this regard no judicial or administrative decision exists, or that her or his company has fulfilled its commitments by paying taxes, fees and social security contributions including interest or penalties.

2. The tenderer declares that her or his company

- did not violate environmental, social, or employment obligations in the execution of public contracts;
- is not insolvent, and that no insolvency proceedings or comparable proceedings have been initiated against her or his company and its assets, that the opening of such proceedings has not been rejected due to a lack of assets, and that the company did not enter into liquidation nor has it ceased its activity;
- has not been guilty of serious misconduct in professional matters which question the integrity of the company.

3. The tenderer declares that there are no reasons for her or his company to be excluded due to undeclared work and illegal employment.

The tenderer undertakes to ask subcontractors to comply with the above statements 1 to 3.

Date, stamp (if available) and legally binding signature

Annex 6: Self-declaration on rate loyalty, minimum wage, and social security contributions

The tenderer agrees

- to comply with the respective statutory minimum wage.
- to commit her or his subcontractors or distributors commissioned by him to comply with the respective statutory minimum wages.

If the tenderer or one of his subcontractors violate the above-mentioned obligations culpably, the awarding authority and the tenderer agree on a contractual penalty of 1 per cent of the contract amount for every culpable violation, in several cases of up to 5 per cent of the contract amount. The tenderer is also liable for the payment of a contractual penalty in case the obligations were violated by a subcontractor appointed by her or him or a subcontractor employed by the subcontractor.

The culpable non-fulfilment of the above mentioned obligations by the tenderer or its subcontractors entitle the awarding authority to a termination without notice.

I declare / we declare

- with my / our signature(s) to comply with the specific rate loyalty, minimum wage, social security contributions as listed above;
- to pay my / our employees the same remuneration for the same or equivalent work in the execution of the services.

I am / We are aware that a violation of this statement may result in my / our exclusion from further contract awards.

Place, date

Signature, company stamp (if available)



Annex 7: Qualified References Form

Reference 1

Contracting authority with address	
Contractual object	
Contact person	
Phone number	
Contract period	

Reference 2

Contracting authority with address	
Contractual object	
Contact person	
Phone number	
Contract period	

Reference 3

Contracting authority with address	
Contractual object	
Contact person	
Phone number	
Contract period	

Date, stamp (if available) and legally binding signature