



2nd December 2024

By email

Request for Proposal: Governance and Rights In-depth Research Consultancy

You are invited to submit a proposal for the supply of **Consultancy Service for Governance and Rights In-depth Research project**.

The following information and response templates are enclosed with this letter and should be treated as Confidential:

- Document 1 – Guidance and Instructions for responding to the Request for Proposal (RfP)
- Document 2 – Background and Service Specifications
- Document 3 – Code of Conduct for Suppliers
- Document 4 – Bidder Declaration Form (see attachment)
- Document 5 – Supplier Reference Check Authorisation Form (see attachment)
- Document 6 – CA Standard Consultancy Terms & Conditions (see attachment)

The closing date for completed responses is **Friday 13th December 4pm (GMT)**. It is the responsibility of the tenderer to ensure that offers are received by this time, Tenders received after this time shall not be considered.

Please acknowledge receipt of this Invitation to Tender.

Yours faithfully,

Charles Gay
Governance and Rights Adviser



Document 1 – Guidance and Instructions for responding to the Request for Proposal (RfP)

Please read and understand these instructions before responding, to ensure that your proposal meets our requirements. Christian Aid reserves the right to refuse non-compliant proposals.

Only information provided as a direct response to the questionnaires will be evaluated. Potential suppliers should respond to the questionnaires on the basis that Christian Aid has no prior knowledge of their organisation. Information and detail which forms part of general company literature or promotional brochures etc. will not form part of the evaluation process.

Key dates

These dates are indicative only and may need to be changed during the tender process. We will inform all bidders of any changes as these are known.

Activity	Date
Issue ITT	2 nd December 2024
Deadline for submitting clarification questions	1pm 5 th December 2024
Response to clarification questions	COB 9 th December 2024
Closing date for completed tenders	4pm 13th December 2024
Interview	w/c 16 th December 2024
Select supplier, Finalise & Agree contract	w/c 23 rd December 2024
Implementation	TBC

Communications

- i) **Completed tenders** must be returned to Procurement@christian-aid.org and must include:
 - a. Your Proposal
 - b. Supplier Reference Check Authorisation Form
 - c. Signed Bidder Declaration Form
- ii) **Clarification questions** regarding the tender documents or process must be made in writing by email to Procurement@christian-aid.org by 1pm 5th December 2024.

Clarification questions will be responded to by 9th December 2024. All clarification questions and responses will be anonymised and compiled into a single file and shared with all bidders on a timely basis.

Format

Proposals should be submitted in PDF format. Additional or alternative offers may be made in an alternative format, however, these must be in addition to the completed templates not instead of.

No promotional information to be sent unless specifically requested.

Documents requiring signature should be signed with eSignature software or by hand and scanned as PDF.



CA Standard Terms & Conditions

The resulting contract will be on the Christian Aid standard Terms & Conditions included within this pack. As part of your submission, please review and identify if there are any clauses that you would need to amend, why, and proposed amendment if applicable.

Evaluation Panel

Compliant bids will be evaluated by a cross-functional panel comprising key people from the following teams/functions:

- Programme, Policy, Research & Learning Team

Following the evaluation, the highest scoring bidders will be shortlisted for interview at which bidders should demonstrate why they are the best option for Christian Aid, and Christian Aid will question elements of the service proposal in order to further substantiate the bid, as well as meeting the proposed research team.

Shortlisted bidders will be contacted as soon as possible to agree a date and time for the presentation.

Selection

Christian Aid intends to select a single provider for the services described within the specification.

Please note these are indicative time and may be subject to change as we progress through the procurement process.

CA reserves the right not to award the services as a result of this process.



Document 2 – Background and Services Specification

1. Background

About Christian Aid

Christian Aid is a Christian organisation that insists the world can and must be swiftly changed to one where everyone can live a full life, free from poverty. We work globally for profound change that eradicates the causes of poverty, striving to achieve equality, dignity and freedom for all, regardless of faith or nationality. We are part of a wider movement for social justice. We provide urgent, practical and effective assistance where need is great, tackling the effects of poverty as well as its root causes.

We are the international development and advocacy agency for 41 sponsoring churches in Britain and Ireland, and part of the church community worldwide. The work we do reaches beneficiaries of all faiths and none. The way we operate is through a partner model, as we believe we can achieve even more when we team up with others who are already working within the communities we support.

About Governance and Rights programme

Christian Aid is committed to fostering civic spaces that amplify the voices of the poorest and most marginalised communities, with a particular focus on Governance and Rights. Through our work, we aim to empower these communities by promoting accountable governance, transparent resource allocation, and equitable service access. However, restrictive policies and authoritarian leadership in many regions curtail civic engagement and hinder civil society's ability to advocate for their rights effectively. This study is part of Christian Aid's broader 2024-25 "Deep Dive" research initiative into the Governance and Rights Theme.

2. Objectives

This research project emphasizes a participatory, qualitative-led approach to data collection, with quantitative data collection serving as supportive context, allowing field teams in Zimbabwe and India to gather comprehensive, grounded insights. Christian Aid is looking for a consultant to focus on making these methods practical, accessible, and adaptable for effective, on-the-ground use by country teams, providing ongoing remote support throughout the data collection and analysis processes.

The selected consultant will examine Christian Aid's contributions to civic space and governance, focusing on two major sub-themes:

- 2.1 **Citizenship Rights and Civic Space** – investigating how civil society can protect civic space, mobilise citizen participation, and engage faith-based organisations and alliances to hold power structures accountable.
- 2.2 **Transparency, Accountability, and Just Financing** – understanding Christian Aid's role in influencing public economic policy, especially regarding governance, budgeting, and economic justice for marginalised communities.

The research project aims to generate evidence-based insights to:

- Strengthen Christian Aid's Governance and Rights work by analysing methods that effectively support civic space and voice;
- Identify best practices and emerging strategies for working in restrictive civic environments; and

- Inform Christian Aid’s programme strategies, especially concerning citizen participation, inclusive governance, and economic justice.

3. Scope and Geographic Coverage

The selected supplier will be expected to actively support the Project Manager, Thematic Adviser and Research Adviser and act as a Research Lead with technical support to the project team. They will participate remotely in the identification of key issues and questions, research methodology, research exercises, data analysis and drafting of results. They will lead in drafting the final research report for Christian Aid. By engaging with the process from the outset, the consultant will ensure alignment with the project’s objectives and gain a deeper understanding of the context, contributing to practical and actionable insights.

The consultant’s responsibilities will include:

- **Participating in Co-designing the Research Framework:** Collaborating remotely with the project and country teams to develop research methodologies, tools, and field exercises that are contextually relevant and feasible for implementation in Zimbabwe and India.
- **Providing Support to Field Teams:** Offering ongoing guidance and capacity-building to facilitate participatory qualitative and quantitative data collection.
- **Conducting a Literature Review:** Reviewing existing studies to establish the research context and identify gaps.
- **Analysing Data:** Synthesizing qualitative and quantitative findings to produce evidence-based insights
- **Country Research reports:** supporting the detailed write-up of the research in each country
- **Leading the Report Writing Process:** Drafting a comprehensive research report with global detailed findings, actionable recommendations, and a concise summary version for broader dissemination.

The consultant will address the following research question, with a focus on evidence-based insights:

- **What methods are most effective for increasing the quality of inclusive civic space? –** in terms of Christian Aid’s experience and learning from Governance and Rights programming in Zimbabwe and India.

4. Requirements

Your proposal should cover but not limited to the following elements:

- a. Organisational
 - Technical approach to carry out this research project;
 - Proven experience of conducting similar research
 - Proven experience of working with iNGO
 - Experience in the use of participatory research methodologies
- b. Details of your safeguarding and ethical policies/considerations and how they will apply to your work on this project
- c. Audited financial statements for the last three years (applicable for company only)
- d. Detailed cost with breakdown
- e. Two referees
 - Please complete Document 5 – Supplier Reference Check Authorisation Form to provide contact details of two referees who must be your previous or current clients
 - Referees will be contacted if you/your organisation is shortlisted



5. Evaluation Criteria

Proposals will be evaluated on the basis of best value for Christian Aid as a combination of commercial affordability, quality of service provision and technical capability. Specifically, the evaluation criteria will include but not limited to the following:

- Quality and completeness of proposal
- Technical approach and methodology including the proposed timeframe
- Relevant experience
- Organisational/Personnel capacity and expertise
- Clarity of proposed fee structure and level of fees



Document 3 – Code of Conduct for Suppliers

ETHICAL STANDARDS

We strive to purchase and source goods, services and works which are produced and delivered under conditions that do not involve the abuse or exploitation of any persons.

We look to work in partnership with suppliers to ensure that:

- Employment is freely chosen
- Freedom of association and the right to collective bargaining are respected
- Working conditions are safe and hygienic
- No exploitation of children
- Living wages are paid
- Working hours are not excessive
- No discrimination is practised
- Regular employment is provided
- No harsh or inhumane treatment is allowed
- Safeguards are in place to protect against human trafficking

Specifically, we will not enter any procurement relationship with companies that have:

- Significant Involvement in the arms trade
- Extracted harsh and inequitable payments from developing countries for debts (Debt Relief (Developing Countries) Act 2010)
- Inhibiting access to affordable medicine according to the WHO Model Lists of Essential Medicines
- Tobacco marketing in developing countries
- Significant involvement in the alcohol industry
- Significant involvement in gambling
- Significant involvement in pornography
- Insufficient safeguards to end the use of conflict minerals where applicable (Kimberley Process/EU Regulation)
- Involvement in terrorism

ENVIRONMENTAL STANDARDS

We strive to purchase and source goods, services and work, which have the least negative impact on the environment.

We make procurement decisions and look to work in partnership with suppliers to ensure that:

- Environmental, Social and Governance (ESG) issues are at the forefront of good corporate governance.
- Purchasing decisions are based on whole life principles to purchase more durable products with a longer life-span and maximising environmental sustainability
- Undue and unnecessary use of materials is avoided, and recycled materials used whenever possible. Effective controls of waste in respect of ground, air and water pollution are adopted. In the case of hazardous materials emergency response plans are in place.
- Processes and activities are monitored and modified as necessary to ensure the conservation of scarce
- resources, including water, flora and fauna and productive land.
- All production and delivery processes, including the use of heating, ventilation, lighting, IT systems and transportation, are based on the need to maximise efficient energy use and to minimize harmful emissions.

We expect our suppliers to comply with all statutory and other legal requirements relating to the environmental impacts of their business. We encourage our suppliers to be accredited to the relevant ISO standards.

If we work in partnership with a supplier in good faith but subsequently discover unacceptable practices either at the supplier or within the supplier's supply chain we will engage with the supplier constructively to address identified weaknesses.