

Capacity Development of National Human Rights Commission NEP/00/010

Request for Proposal

PURPOSE AND SCOPE OF STUDY

From 1 April 2002 Government of Nepal and UNDP jointly embarked on a Capacity Development Project for the National Human Rights Commission (NHRC). The project has a component to provide expertise and research support to the commission in the areas of Human Rights Education. The support is provided to the Promotion Division of NHRC, which is responsible to carry out the work in the field of human rights education and research as mandated under the sections 9(2) (h), (i),(j),(k),(m).

The Strategic Plan 2004-2008 adopted by the Commission in December 2003 has set research / review on Human Rights Education in the formal and non formal education sectors as one of the priority tasks. The strategic plan, under its seventh strategic objective, has a provision of a "Study on Knowledge, Attitudes and Practice (KAP) among the security personnel regarding Human Rights."

To carryout this exercise with the support of the Promotion Division staff, an experienced firm is being selected. The study team will work closely with the Head of Division and Promotion Officers of Promotion Division and report to the National Project Manager, CDNHRC.

OUTCOME

The desired outcome of this study is to produce an analytical research report on the knowledge, attitudes and practice (KAP) among the security personnels regarding human rights with clear set of recommendations for way forward.

OBJECTIVES

The following are the key objectives of the research:

1. Identify the knowledge and skills of human rights among security personnel on the basis of existing training curricula including delivery mechanism.
2. Assess the attitudes and practices related to the works among security personnel on the basis of existing knowledge and skills.
3. Recommend the NHRC to undertake further steps for enhancement of human rights knowledge, skills and its internalization to the works on the basis of the findings.

In the process of achieving the above, the research firm will have to help in developing research capacity of NHRC staff as well.

PROPOSAL FORMAT

The proposal must have the following components:

Introduction and background

Briefly describe the organization.

Prior Experience

The organization shall present a list of the contracts and business it has conducted over the past years in chronological order, listing the names of the principals, address(es) where the client does business, phone, fax or email contacts with the principals, and duration of the contractual relationship with each.

Design of the study and detail work plan

Present the methodology with justification, specific tasks to be undertaken for this study. Present a detail work plan with timetable for the study indicating the activities, sub-activities and outputs. This will include a statement of the process for developing research skills of up to two staff members of NHRC.

Budget (shall be submitted separately in a sealed envelope)

Present a budget which identifies, as precisely as possible, the amount of money needed for each of the activities and a realistic timetable for disbursement.

Study Team Composition

Explain the proposed composition of the team to be engaged in the task and submit bio-data of the team clearly showing relevant work experience of the team members together with a one page statement of competencies of each of the team members.

PROPOSAL SUBMISSION

Only VAT registered firms are eligible to submit proposal. The firms should have at least three years of experience in the field of research on human rights, good understanding of the security agencies and their working systems in Nepal and familiar with the national and international human rights related policies and laws.

The cover page should state: "Research Proposal on study of Knowledge, Attitudes and Practice of security personnel regarding human rights," and include the name of the firm, date of submission, name and contact details of the focal point for follow up.

"Technical" and "Financial" proposal should be submitted in separate envelopes with clear markings. Submission of financial proposal and technical proposal in the same envelope will automatically disqualify the proposal.

Proposal must be duly signed and sealed conforming to the sealed bid process.

Proposals must be received at the address mentioned below no later than 17:00 hours Friday, 22 September 2006. Any proposal received after the deadline will be rejected.

The proposal should be submitted with cover letter and addressed to:

National Project Manager
Capacity Development of National Human Rights Commission/UNDP
PO Box 107
Harihar Bhawan , Pulchowk
Kathmandu, Nepal

Award:

Selection of a firm will be done on the basis of the technical soundness of the proposal and the cost. CDNHRC reserves the right to accept or reject the proposals without assigning any reason whatsoever and to negotiate the proposal.