



Request for Proposals / Applications

Contracting Institution	Disability Rights Advocacy Center (DRAC) Plot 690 AKON HOUSE, Idris Gidado Street, Wuye District, Abuja drac.nigeria@gmail.com
Project	Break the Cycle (BTC) Project
Type of Contract	Short – term Consultancy RFA 025/2021
Title	Training on Leadership in Politics and Governance / Political and Legislative Advocacy
Purpose	The purpose of this assignment is to carry out a capacity building activity for women with disabilities on Advocacy and Governance and Disability and Women's movement on Political and Legislative Advocacy.
Location	FCT Abuja
Issue Date	26 th July, 2021
Submission Deadline	9 th August, 2021
Duration	August 12 th – 3 rd September 2021
Start Date	August 12 th 2021
Reporting to	Executive Director, DRAC

Break the Cycle (BTC) Project - empowerment to combat violence against women/girls with disabilities in Nigeria - is a multi-year socio-economic empowerment project addressing the drivers of violence against women and girls with disabilities, funded by UK AID through CBM, and implemented by Disability Rights Advocacy Center (DRAC).

DRAC seeks to build the capacity of women with disabilities and women's group and Disabled People's Organization's and Women's movement on Political and Legislative Advocacy and also Leadership in Politics and Governance.

The Application/Technical Proposal should include an understanding of the terms of reference, the proposed training methodology, an organized work plan with timeframe for deliverables, detailed budget and names and CVs of proposed personnel. Proposals should be sent to drac.nigeria@gmail.com not later than 9th August 2021.

Background:

A 2016 informal assessment found no representation of women with disabilities in parliament, as heads of Ministries, Departments or Agencies (federal or local), or representing Nigeria internationally.

Women with disabilities are routinely excluded from political representation and leadership in communities and lack education and leadership skills to take on these roles.

Through leadership training, women with disabilities will have increased opportunities for meaningful participation, leadership and influence in community and political decision-making. As women with disabilities are politically empowered, they will influence the policy environment to tackle violence and discrimination.

Advocacy to political parties will ensure women with disabilities are put forward as candidates and lead to greater engagement in politics for this group.

Purpose/Objectives:

Purpose:

The purpose of this assignment is to build the capacity of women with disability, Disabled People's Organization's and women's group on Political and Legislative Advocacy.

Objectives:

The main objectives of the study are:

1. To build the capacity of women with disabilities on Leadership in Politics and Governance
2. To build the capacity of disability and women's movement on Political and legislative Advocacy.
3. To support the participants in the development of advocacy briefs and fact sheets for advocacy.
4. Provide guidance and support to the team on advocacy to political parties.
5. Mentoring of participants.

Methodology and Scope of Work:

This training will be conducted in Abuja.

1. Review of key projects and other documents and materials as deemed relevant by DRAC.
2. Develop training curriculum for the leadership in Politics and Governance.
3. Develop training curriculum for Political and Legislative Advocacy.
4. Support participants to develop advocacy briefs and fact sheets for advocacy.
5. Provide guidance and support to the team on advocacy to Political Parties.
6. Provide mentoring for Participants via an online platform.

Tasks, Deliverables and Timeframe:

The Training and reports will be required to be completed by 3rd of September 2021. Below is a tentative timescales/table of dates to be revised as appropriate.

Key Tasks	Key deliverables	Description	Timing
1. Develop training curriculum for leadership in Politics and Governance	Develop curriculum for training. Curriculum should include detailed meth	A detailed training curriculum which must also include training content, learning objectives and methods for evaluating participants attainment of training goals.	12 th August 2021
2. Develop training curriculum for Political and Legislative Advocacy.	Develop curriculum for training. Curriculum should include detailed meth	A detailed training curriculum which must also include training content, learning objectives and methods for evaluating participants attainment of training goals.	14 th August 2021
3. Submit Training Curriculum to executive Director DRAC for review and approval.			15 th August 2021
4. Conduct Training on Politics and Governance	Conduct training for pre-selected participants.	Participants will be pre-selected by DRAC	18 th -20 th Aug 2021
5. Conduct Training on Political and Legislative Advocacy.	Conduct training for pre-selected participants.	Participants will be pre-selected by DRAC	25 th -27 th Aug 2021
6. Develop advocacy tools with training Participants		Advocacy tools developed will be used to conduct advocacy visits to Political parties and other relevant authorities.	26 th August 2021
7. Provide guidance for Participants on advocacy to Political Parties.		Consultant will support the participants in developing a workplan and also provide guidance on advocacies to be conducted.	27 th August 2021
8. Write and submit training Reports		A full technical report on training and advocacies conducted.	3 rd September 2021
9. Mentoring of beneficiaries		Provide mentoring to participants via whatsapp after the training.	Sept- Dec 2021

Institutional Arrangements

The assignment will be implemented under overall guidance of the Executive Director, DRAC. The consultant is expected to regularly liaise with the ED throughout the process, starting with the identification of training objectives.

These will need to be approved by the ED throughout the process.

DRAC ED will among other things, facilitate the consultant's contacts with key actors and access to relevant documents.

DRAC shall provide the training venue and training materials for participants.

No contract may commence unless the contract is signed by both DRAC and the Consultant.

Person Specifications:

- At least 10 years' experience / expertise in advocacy politics and governance.
- Excellent communication and report writing skills are required
- Good facilitation skills for internal and external consultations
- Strong analytical and good inter-personal communication skills; experience in participatory processes
- Professional command of English, both oral and written, good report writing skills
- Working knowledge and experience in politics in Nigeria are an added advantage
- Knowledge/skills in disability programming is added advantage

Selection/Evaluation criteria:

Individual consultants will be evaluated based on the methodology outlined below:

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Only candidates obtaining a minimum score of 70% of the criteria laid out in Parts A – D would be considered for the Financial Evaluation in Part E.

Beyond a review of documentation, shortlisted candidates could be invited to do a brief PowerPoint presentation of their methodology for further assessment.

Assessment Area	Average Total Score
<p>A) General Understanding of TORs</p> <p>The proposal demonstrates clearly the way in which the consultant understands the expectations expressed in the terms of reference.</p> <p>The proposal demonstrates the consultant’s understanding of the context, purpose and objectives and intended users of the School Accessibility Audit. The consultant makes effort to interpret the objectives/themes to be examined and does not simply just “cut and paste” or paraphrase from the TORs, demonstrating an understanding of the separateness yet collectiveness of the proposed research.</p> <p>The proposal describes the central scope as regards its temporal, geographic and regulatory dimensions (especially accountability and other ethical considerations). It justifies the choices made for selecting the scope.</p>	<p>20%</p>
<p>B) Technical Feasibility of Proposed Indicative Methodological Design</p> <p>The proposal describes the training methodology to be employed and how participants will be evaluated to ensure that training goals are attained.</p> <p>The proposal shows how the selected methods will allow all the Training objectives to be addressed appropriately. The choices of the methods are discussed and reasons for selection are coherent.</p> <p>The proposed methodology presents a clear detailed work plan and realistic time schedule for completing the assignment</p>	<p>40%</p>
<p>D) Consultant Competencies</p> <p>The consultant and or proposed team have the necessary competencies (as described in the TORs) to carry out the trainings.</p> <p>The proposal demonstrates clear understanding of Political barriers faced by women with disabilities.</p> <p>CVs are written in the standard format and declarations of absence of conflict of interest included accordingly.</p> <p>The experiences of the consultants are sound with clear references (<i>This will be verified as part of assessment</i>)</p>	<p>30%</p>

<p>E) Financial Proposal The consultant presents a clear and adequate cost and financing plan (budget) in Nigerian Naira (NGN).</p> <p>The budget clearly aligns with the detailed work plan</p>	<p>10%</p>
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Adherence to DRAC Values and Policies:

DRAC is committed to the principles of equality and equity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply.

DRAC does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination.

Consultants and their Agents (and their teams where applicable), contracting with Disability Rights Advocacy Center (DRAC) are required to observe and adhere to the following values of the organization in the form of policies, statements and forms.

It is the Consultants' or Agents' responsibility to familiarize themselves with and adhere to the policies, including the standards, behaviors and principles.

Child Protection and Adult Safeguarding:

DRAC recognizes that we have a fundamental duty of care towards all children and adults we engage with, including a duty to protect them from abuse.

Anti-fraud and Corruption:

In line with the Corrupt Practices and other related offences Act 2000 and the EFCC Establishment Act 2004 DRAC has a 'zero tolerance' policy towards fraud, bribery, corruption and money-laundering.

Confidentiality:

The documents produced during the period of this consultancy will be treated as strictly confidential, and the rights of distribution and/ or publication will reside solely with DRAC.

The contract signed with the consultant will include other general terms defined by DRAC.

Method of Application:

Persons Interested in this assignment should submit a detailed proposal to: **drac.nigeria@gmail.com**. This should include but not limited to the following:

- Details on understanding of the ToR, scope of work, draft methodology to be used.
- Understanding of the subject area and recent developments on the topic in Nigeria
- Demonstrating your approach to delivering the training that has representation and credibility with details on how you propose to effectively execute this at community level

- Timeline, with specific dates from commencement to final submission of all deliverables
- Detailed budget breakdown with work plan based on expected daily rates and all likely expenses with clear distinction on cost of delivery at all levels. **The consultant should submit necessary documents pertaining to licenses; a Tax Identification Number (TIN) or Value-added Tax (VAT) certificate is mandatory.**
- CV of the lead trainer and second facilitator.
- Cover letter
- Names, Organizations, and Contact details of three Referees whom we may contact
- Sample of previous work done