

INSTRUCTION TO TENDERERS

Date: 20/06/2019

Tender N°: T/GC400-417/2019/1

The tender documents can be downloaded from TRIAL International's website at <https://trialinternational.org/latest-post/international-call-for-tender-consultant-on-enforced-disappearances-in-nepal>.

The services required are described in the Terms of Reference.

Participation in tendering is open on equal terms to natural and legal persons. No more than one tender can be submitted by a natural or legal person. In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded. Subcontracting is not allowed.

Tenders must be sent by post in a **sealed envelope** and reach TRIAL International before July 19th at 5 pm (Central European Time) at the address: TRIAL International, P.O. Box 5116, 1211 Geneva 11, Switzerland

The outer envelope should provide the following information:

1. the address for submitting tenders indicated above;
2. the reference code of the tender procedure (T/GC400-417/2019/1)
3. the words 'Not to be opened before the tender-opening session'
4. the name of the tenderer.

Tenders submitted by any other means will not be considered. Late tenders will automatically be rejected.

The tender must comprise of a technical offer and a financial offer, which must be submitted in separate envelopes. The outer envelope must thus contain two separate, sealed envelopes, one bearing the words 'Envelope A — Technical offer' and the other 'Envelope B — Financial offer'. Each technical offer and financial offer must contain one original, clearly marked 'Original', and one copy, marked 'Copy'.

All correspondence and documents related to the tender must be written in English. Supporting documents and printed literature furnished by the tenderer may be in another language. Prices have to be in euro (€) and inclusive of all applied taxes.

Answers to this tender must include the following elements:

1) In 'Envelope A — Technical offer':

- Proof of registration as an independent consultant or company registration documents
- Service Tender Submission Form
- CV of the proposed consultant(s)
- Supporting document of the technical and professional capacity (if applicable).

2) In 'Envelope B — Financial offer':

- Offer Form.

Any missing information may lead to rejection of the offer.

The following criteria will be applied to the tenderers:

Part A: Selection

1) Professional capacity of the tenderer

- 1- Professional certificate appropriate to this contract, such as a master's degree in international human rights law, humanitarian law or international criminal law,
- 2- Extensive knowledge on the legal aspects of enforced disappearance and extra judicial killing, PhD desirable.

2) Technical capacity of the tenderer

- 1- At least 10 years of relevant experience in the human rights sector.
- 2- Experience at developing and delivering trainings on the documentation and litigation of cases of human rights abuses in general, preferably in Nepal.
- 3- Experience at litigation of human rights abuses, preferably in Nepal.
- 4- Experience in conducting advocacy on enforced disappearance or extra judicial killing within the framework of the human rights mechanisms at the international level.
- 5- Experience in conducting advocacy on the Nepalese human rights situation at the international level (Human Rights Committee, Special Rapporteurs, UNWEID, or other similar bodies).
- 6- Comfortable working with victims of human rights abuse with a range of special needs.
- 7- Fluent in English mandatory, knowledge of Nepalese dialects desirable.

The quality of each technical offer will be evaluated in accordance with the selection criteria and the weighting further detailed in the evaluation grid of the tender dossier.

Part B: Award

Upon completion of the technical evaluation, the envelopes containing the financial offers for tenders that were not eliminated during the technical evaluation will be opened.

The award criteria is the best price-quality ratio, established by weighing technical quality against price on an 80/20 basis.

Tenderers may submit questions in writing to the following address: secretariat@trialinternational.org until July 8th at 5pm (Central European Time). Please indicate "Question - T/GC400-417/2019/1" in the subject of the email. TRIAL International has no obligation to provide clarification after this date.

By submitting a tender, tenderers accept to receive notification of the outcome of the procedure by electronic means. Notification of award will occur at most 90 days after the deadline for tenders.

The submission of offer to this call for tender may not result in the award of a contract. TRIAL International will not be responsible for any costs or expenses incurred by the tenderers in connection with the preparation and submission of their tenders to TRIAL International.