**EMPOWERING VOICES: FOSTERING EQUALITY AND COMBATING DISCRIMINATION IN RWANDA PROJECT CALL FOR EXPRESSIONS OF INTEREST (EOI) FOR POTENTIAL PARTNERSHIP**

**Application deadline: July 19, 2025.**

**1. INTRODUCTION TO RWANDA BRIDGES TO JUSTICE**

Rwanda bridges to justice (RBJ) is a local non-governmental organisation dedicated to protecting of human rights by ensuring the basic protection of rights of people in Rwanda. As part of our mission, we ensure that people in Rwanda have access to justice and equal treatment under the law, and an affiliate of International Bridges to Justice (IBJ). RBJ is currently implementing a project funded by the European Union entitled “Empowering Voices: Fostering Equality and Combating Discrimination in Rwanda” in partnership with International Bridges to Justice (IBJ), and others. Our plan is to work with grassroots organisations in order to extend the intervention for our current project through this call for expression of interest.

**2. CALL FOR EXPRESSION OF INTEREST TO PARTNER WITH RWANDA BRIDGES TO JUSTICE**

In Rwanda, the project implements several projects in partnership with other Non-Governmental Organisations (NGOs) and in collaboration with public institutions. Through this model, these organisations become partners with RBJ, with the latter responsible for enabling the implementation or realisation of activities that align with Rwanda’s anti-discrimination objectives while the former provides financial support to enable the actual implementation of the activities.

We are seeking partnerships with organizations (Equality Advocates) that advocate for human rights and have strong connections to local communities. These organizations will play a crucial role in implementing activities that promote equality and combat discrimination in a way of promoting unity. The selected partners should demonstrate the ability to influence positive change in alignment with national anti-discrimination laws, policy and legal reforms, and goals.

**IMPORTANT NOTE: This call is specifically for NGOs that have ONGOING ACTIVITIES under various projects that align with the stated themes in the specified areas. The costs associated with this collaboration will be strictly related to the activities that are CURRENTLY BEING CONDUCTED by these NGOs.**

**3. BUDGET AND DISBURSEMENT MODALITY**

Out of the ten selected organisations, each local implementing partner will be reallocated towards activity(s) implementation between 5,000,000 RWF and 6,000,000 RWF that will be determined based on the scope, reach, and complexity of proposed activities by the organisation. Financial support for implementation of activities will be provided to the successful organisation upon satisfactory evaluation and presentation of a work plan. As part of the program, the selected local implementing organisation will provide a wealth of knowledge, experience, and understanding of the Rwandan context as well as their proximity to the impact groups, target populations, and opinion leaders.

**4. OBJECTIVE OF EOI**

The objective of this exercise is to broaden the project’s scope of intervention and search for new opportunities for collaboration, learning, and innovation by identifying potential local partner organizations already in UPR areas of intervention who are interested in collaborating with RBJ on this current project.

The primary aim of this EOI is to identify and collaborate with local organisations that are already active in areas related to equality and anti-discrimination. By partnering with RBJ, these organisations will contribute to expanding the project’s impact, fostering innovation, and enhancing learning opportunities in the combating discrimination and promoting unity and inclusion in Rwanda.

**Thematic priorities**

All projects must align with at least 1 of the following Empowering Voices thematic priorities:

1. Empowering Gender Equality Initiatives
2. Promoting Inclusive Governance and Diversity
3. Enhancing Peace and Security through Anti-Discrimination Efforts
4. Advancing Justice and Anti-Discrimination
5. Other anti-discrimination related activities

**4.1 EXPECTED OUTCOME OF THE EOI**

As a result of the expression of interest, we expect to receive well-detailed proposals for activities along with a budget proposal for their implementation. Following the submission of the activity proposal and budgets, we will sign a contract with the selected organization detailing the deliverables and the reporting process.

**5. APPLICATION PROCESS**

**Minimum Eligibility Requirements**

In order to be eligible for this call, local NGOs or Civil Society networks that support human rights and are registered with the Rwanda Governance Board (RGB) are required to have:

* At least one document as proof of functional governance structures (e.g., minutes of board of meetings, constituencies of general assemblies, etc.),
* At least 2 curriculum vitae of qualified, experienced personnel in project, administrative and financial management
* At least 2 years of proven experience (activity reports, evaluations, etc.) in the successful implementation of human rights projects in relation to the project scope strategy as explained above.
* Proof of financial and administrative management practices (e.g., policies, procedures manuals, strong internal control mechanisms, internal and/or external audit reports)
* A permanent, verifiable physical address from which its activities are managed.
* Submission of all the required documentation as listed above. (See full list of required documents on the final page of the application form below).

NB\* We encourage applications from organizations with diverse backgrounds and experiences. Organizations with less than 2 years of experience but with demonstrated capacity and innovative approaches may apply with additional references and a detailed implementation plan.

**5.1. Submission instructions**

In case of any questions for clarification, please submit them to the following address: rbj.procurementteam@gmail.com rbj.equality.advocates@ibj.org not later than July 2nd, 2025. All required documents will be submitted through rbj.equality.advocates@ibj.org cc rwandabridgestojustice@gmail.com rbj.procurementteam@gmail.com by 19 July 2025.

NB\* Please note that additional documents may be requested during the evaluation process. To avoid losing essential evaluation points, we kindly ask that you respond with the requested documents within three days or less of receiving the email.

**5.2. Selection criteria**

The major criteria for selecting partners will include the following:

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| **Criteria Description** | **Weight/ 100pts** |
| **A. Administrative requirements** (to be submitted as part of the application):- One-page letter of interest signed by authorized member of the organisation;- Valid RGB registration certificate or other authorisation to operate documents- List of Board Members and their CVs,- Document describing the organisation’s decision-making bodies and their roles,- Valid Rwanda Social Security Board (RSSB) Clearance certificate (less than 3 months)- Valid Rwanda Revenue Authority (RRA) Clearance certificate (less than 3 months) when applicable- Taxpayer Identification Number (TIN) Certificate- Reference letters of at least two (3) current or past partners (preferably INGOs, donors)- Fully completed application form (see below)- Physical address /site map guiding the location of the office (when possible)- Contact information for the organisation, | 25 |
| **B. Compatibility/alignment of vision, mission, and values between RBJ and the prospective partner organisation** Provide a description of the organisation’s vision, mission, and core values | 25 |
| **C. Technical expertise/requirement** 1. Sector expertise and experience: the ability to meet project objectives, technical and other specialised skills, and sufficient human resources required.
2. Project management: A record of past performance, which includes a list of major donors for the last two years and the degree to which the portfolio has grown (Complete the past performance section in the application form provided below).
3. Local experience and presence: a current program in the area of operation; local knowledge; trust from local communities; local presence (Complete the past performance section in the application form provided below).
4. Policies/procedures/manuals have been established and created to guide activities, ensure organisation accountability, and demonstrate the management and financial capacity of the organisation/partner. Ensure that the documents listed in the attached application form are available and send their scanned copies via the email address provided above. Policies must demonstrate respect for ethnicity, culture, religion, class, language, and gender diversity
 | 40 |
| **D. Organisational assets that can support project implementation:** When possible, evidence and documentation of the partner’s contribution in cash or in kind (e.g. human resources, supplies, and/or equipment) that is currently available (or which can be mobilised by the partner) to the Project. | 5 |
| **E. Cost effectiveness:** the balance between direct costs and administrative costs imposed on the project in relation to its deliverables | 5 |
| **Total score** | 100 |

**5.3. Selection process**

The project partners’ selection committee has the responsibility of reviewing all applications submitted under this invitation to participate. The selection committee decision shall be made by the Invited Monitoring and Evaluation and Audit Company with the support from the project senior management. The recommendations by the selection committee are to be submitted to the internal technical committee and senior management who approves the decision by selecting the final list of pre-selected partners.

The following steps will be followed in the selection process:

* Step 1: Verification of minimum eligibility requirements; only applications that meet all these requirements will be examined by the selection committee
* Step 2: Review of qualified applications by the selection committee
* Step 3: Make recommendations to the Country Director
* Step 4: Notify the selected applicants
* Step 5: Convene a meeting with all the selected organizations to explain the next steps and provide more details about the project’s partnership approach. It’s also an opportunity for asking questions.

**5.4. Conflicts of Interest**

The project is committed to ensuring that the selection process is fair, transparent, and objective; free from conflict of interest and collusion.

The project’s personnel including members of the Selection Committee may not make or receive any offers, gifts or payments; award any payments or advantages of any kind that constitute or may constitute an illicit act, or an act not transacted in a transparent manner, directly or indirectly, for the support of developing a submission or in favor or against the conclusion the selection process.

As such, any and all existing family and/or professional links existing between the project’s personnel and members of applying organizations must be declared in the appropriate area of the application form.

If such a relationship exists, the potential for conflicts of interest will be examined and project technical committee may decide to apply a procedure to resolve the conflict of interest or refuse to continue the examination of the conflicting application if impartiality cannot be assured.

If the relationship is discovered without it being signalled by the applicant, the project technical team may apply the following sanctions:

* removal of the organisation from the roster;
* termination of any agreement with the applicant;

**6. TIMELINES**

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| **Activity** | **Deadline (Prior to the close of business Rwandan time)** |
| Interested parties are invited to express their interest in collaborating or partnering with RBJ | June 16th, 2025 |
| Any questions about this EOI can be asked by interested partners. | July 2nd, 2025 |
| Answers to be provided to all questions | July 9th, 2025 |
| Deadline for submission of all the applications | July 19th, 2025 |
| The partnership selection committee will finalize the shortlist process | July 30th, 2025 |
| Potential partners will be notified | August 1st, 2025 |
| Meeting with shortlisted potential partners | August 8th, 2025 |
| The finalist partners will be notified | August 15th, 2025 |

Note: Prior to signing a partner funding agreement, a due diligence, and capacity assessment will be conducted. Signing dates will vary according to the implementation period.

EU Compliance and Visibility: All activities funded under this project must comply with EU grant conditions and visibility guidelines. Selected partners will receive guidance on proper acknowledgment of EU funding in all project materials and activities.

**7: ANNEX A: APPLICATION FORM**

**Guidelines**

* Answer all questions on the application form as concisely as possible
Capacity Statement should be no more than 5 pages:

Evidence of the applicant’s knowledge of the Rwandan human rights context

* examples of 2 to 3 relevant past or current projects (project title, donor, budget amount, target population, key interventions and achievements)
* any other relevant information that showcases your experience (e.g., evaluation findings, partnerships, etc.)
* Ensure that the application form is completed in and signed by an authorized person within the organization

NB: each organization’s application will be reviewed differently, so you can submit an application even if you have different details than what is requested.