

## Light at Home Palawan 2023 Project

Improving quality of life in Philippine communities through access to electricity  
through renewable sources: Light at Home Palawan

AECID Project code: 2022/PRYC/000778

NGOD grants for development cooperation projects for the year 2022

Integral human rights approach  
alignment consultancy

## Terms of Reference



# Index

BACKGROUND FOR TERMS OF REFERENCE (ToR).....	3
1. Objective of the consultancy .....	3
2. Expected Deliverables.....	4
3. Qualifications of Consultant or Consultancy Team.....	5
4. Schedule.....	6
6. Proposal Evaluation Criteria.....	7
7. Responsibility of Consultant .....	7
8. Cancellation of the Contract .....	7
9. Other Documentation.....	7

## **BACKGROUND FOR TERMS OF REFERENCE (ToR)**

acciona.org Philippines Foundation Inc., also known as acciona.org Philippines, is a non-profit foundation established in the Philippines in 2022. Its main objective is to provide access to modern, clean, and safe forms of energy to low-income individuals in rural communities in the Philippines, in areas where there is no expectation of electric service through grid access in the short term. For this purpose, acciona.org Philippines offers access to basic electricity services through third-generation solar home systems (3GSHS) in the framework of the Light at Home program.

In collaboration with the Ayala Foundation and the Spanish Agency of International Cooperation for Development (AECID), since 2023, acciona.org Philippines has carried out the development of a project to benefit nearly 1,200 families in Palawan.

acciona.org Philippines is actively seeking a specialized consultancy in human rights, as part of its organizational commitment to achieve the highest ethical standards and social responsibility.

The objective is to align the organizational practices with the foundational principles of social justice. The consultancy will play a crucial role in guiding the organization toward the integration of human rights framework, ensuring compliance with established norms, and fostering equitable and inclusive practices.

The organization anticipates collaborating with professionals who share the dedication to these principles and are willing to contribute to foster the implementation of the highest ethical principles associated to acciona.org Philippines actions.

### **1. Objective of the consultancy**

acciona.org Philippines recognizes the significance of human rights in the realization of a fair and inclusive society and is in need of a consultant to provide guidance on the integration of a human rights approach in its projects. This initiative seeks to ensure that organizational practices are associated with the principles of fairness, inclusivity, and adherence to the highest global human rights standards.

The primary objective of the consultant is to conduct a comprehensive evaluation and to give recommendations for a better alignment to the UN Guiding Principles on Business and Human Rights, published by United Nations in 2011. Specifically, the consultant will be required to:

- Conduct a review of related literature and assess the alignment of acciona.org Philippines projects to relevant international and local frameworks and legislation on human rights
- Design the methodology to measure the human rights impact of acciona.org Philippines projects, including key performance indicators, and carry out the actual evaluation
- Organize sensitization workshops or learning sessions to strengthen awareness and understanding of stakeholders on human rights issues
- Provide other inputs related to human rights as required

## 2. Expected Deliverables

DELIVERABLE	DESCRIPTION	TIME INPUT
1. Document Review Report	<ul style="list-style-type: none"> <li>• Identification, review, and analysis of key documents, including policies, reports, and procedures of acciona.org Philippines               <ul style="list-style-type: none"> <li>○ The report should provide a thorough explanation of the document review process, including the criteria and methods used to identify key documents.</li> </ul> </li> <li>• Detailed review of the current policies and practices implemented by acciona.org Philippines regarding human rights and in compliance with the UN Guiding Principles on Business and Human Rights</li> <li>• Critical analysis of internal procedures to identify potential gaps or areas for improvement in alignment with the UN Guiding Principles on Business and Human Rights</li> </ul>	3 weeks
2. Human Rights Impact Assessment	<ul style="list-style-type: none"> <li>• Design of the methodology to assess the impact of acciona.org Philippines projects on human rights               <ul style="list-style-type: none"> <li>○ Complete explanation of the methodology, including tools and approaches used, and process for data collection and analysis</li> <li>○ Application of both quantitative and qualitative methods</li> <li>○ Identification and selection of key stakeholders, followed by interviews to gather their perceptions and assessments on project impacts</li> </ul> </li> <li>• Identification of the impacts, both positive and negative, of acciona.org Philippines projects on human rights and specific and feasible recommendations to enhance positive impacts and reduce negative ones.</li> <li>• Detailed proposals to enhance the alignment of current management, technological, and economic models with the Human rights guiding principles promulgated by United Nations</li> </ul>	3 weeks

DELIVERABLE		DESCRIPTION	TIME INPUT
3.	Sensitization Workshop, Plan, and Report	<ul style="list-style-type: none"> <li>• Planning and execution of at least two (2) sensitization sessions for acciona.org Philippines staff and stakeholders to ensure a deeper understanding of the importance of human rights and their relationship to project activities</li> <li>• Comprehensive development and delivery of workshop content, including presentations, visual materials, educational resources, learning case studies, and interactive activities</li> <li>• Complete workshop report that details the record of participants, provided content, performance indicators, and measurement of impact and results against objectives</li> </ul>	3 weeks
4.	Final Report	<ul style="list-style-type: none"> <li>• This component should integrate the results of the document review, impact assessment, and feedback from the workshop, providing a holistic view.</li> <li>• Conclusions and recommendations <ul style="list-style-type: none"> <li>○ It will include conclusions derived from findings and recommendations for the practical and effective implementation of proposed improvements.</li> </ul> </li> </ul>	3 weeks
Total			12 weeks

The deliverables must pass a formal process of acceptance by acciona.org Philippines to be qualified officially as delivered or completed. This determination will affect the payment periods associated with the consultancy. For the deliverables to be "accepted", the consultant is first required to submit a preliminary or draft version of the deliverable to acciona.org Philippines.

acciona.org Philippines will then conduct a thorough analysis of the draft version. Following this evaluation, a virtual meeting will be scheduled to facilitate the exchange of comments between the parties involved. Within a timeframe not exceeding 10 days, a final version of the deliverable is expected to be submitted for final acceptance.

Considering the period for review and revision of drafts, the total duration of the consultancy is approximately 16 weeks or 4 months.

### 3. Qualifications of Consultant or Consultancy Team

- With at least three (3) years experience in community development and human rights analysis and promotion; experience in international development cooperation projects is a plus
- With university degree relevant to the field
- With demonstrated understanding of issues related to access to electricity and water
- Able to produce high quality work with minimal supervision
- Proficiency in English and Filipino; demonstrated written and verbal communication skills
- Excellent interpersonal skills and able to work well in a multicultural environment

- Willing and able to travel
- Familiarity with project areas in Palawan is preferred

## 4. Schedule

Contract phases	End date
ToR publication by acciona.org Philippines	10 January 2024
Consultation and queries on the TOR	17 January 2024
Response by acciona.org Philippines to consultations and queries	24 January 2024
Submission of technical and financial proposals	<del>31 January 2024</del> Extended to 16 February 2024
Expected date for negotiation and selection	On or before 29 February 2024
Expected date for commencement of the services	On or before 18 March 2024

acciona.org Philippines reserves the right to specify more concrete delivery dates during the consultancy negotiation and selection process, and these dates shall be equally binding as the original Terms of Reference (ToR), especially regarding the agreed deliverables.

This flexibility is implemented with the aim of ensuring a mutual and realistic understanding of the specific delivery timelines for each identified deliverable in the project. The goal is to adapt delivery dates precisely to the needs and circumstances, ensuring the effectiveness and success of the project.

## 5. Submission of Proposals

Interested parties should submit a detailed proposal with the following information:

- Company profile (and/or Curriculum Vitae of individual consultant or consultant team) that shows evidence of competency to carry out the engagement such as successful completion of similar work
- Technical proposal containing a brief description of the approach, methodology, and work plan reflecting the scope of works and the deliverables
- Financial proposal with key milestones for payments
  - A maximum of 20% of the quoted contract price may be requested as advance payment for mobilization funds, if required by the consultant.
  - 40% of the price shall be paid upon acceptance by acciona.org Philippines of Deliverables 1 and 2. The remaining 40% shall be paid upon acceptance by acciona.org Philippines of Deliverables 3 and 4. Depending on the % of advance payment requested, the applicable percentages for deliverables should be adjusted accordingly.
  - The financial proposal should indicate an all-inclusive fee in Philippine pesos covering all expenses related to the performance of services under the contract such as remuneration, travel, insurance, taxes, among others.
  - Payments shall be done via bank transfer.

The contact email for all matters related with the present tender is: [fundacion@acciona.org](mailto:fundacion@acciona.org), [amanda.bacani@acciona.com](mailto:amanda.bacani@acciona.com) cc [adminph@acciona.org](mailto:adminph@acciona.org)

All consultations, queries, and proposals should be submitted in English to the above addresses on or before the deadlines indicated in Section 4. Responses to interested parties shall be sent by the same means.

All proposals submitted after the indicated date will be rejected.

## 6. Proposal Evaluation Criteria

acciona.org Philippines shall evaluate the technical and financial proposals as follows:

Criteria	Points
General experience and competence of the consultant in the field covered by the ToR	40
Adequacy of the proposed approach, methodology, and work plan	30
Price	30
Total	100

The consultant should score a minimum of 70 points for its proposal to be selected.

## 7. Responsibility of Consultant

Each consultant is responsible for the integrity of its proposal and performance. Non-compliance with the outlined stipulations may result in direct or indirect damages to acciona.org Philippines potentially causing reputational or financial losses and impeding the proper development of the Light at Home Palawan project. Violation of specified conditions may lead to legal action and contract termination. Upholding integrity and strict adherence to conditions are crucial for project success and transparency.

## 8. Cancellation of the Contract

acciona.org Philippines may temporarily or permanently cancel the selection process at any time by notifying each consultant by email.

## 9. Other Documentation

The winning consultant shall submit the following:

- Accomplished ACCIONA supplier information sheet
- Certificate of registration from the Bureau of Internal Revenue (BIR) 2303
- Bank certificate showing the bank account name (in the name of the company or for sole proprietorships, in the name of business owner), number, and branch
- BIR-registered Official Receipts upon confirmation of payment