



INVITATION TO SUBMIT PROPOSAL

FOR A STAKEHOLDER MAPPING AND FEASIBILITY REPORT FOR THE CREATION OF  
A NEW VPI IN-COUNTRY WORKING GROUP IN BRAZIL

RFP # VPSHR214

Issued by

The Secretariat for

The Voluntary Principles on Security and Human Rights Association (VPA)

and

The Voluntary Principles on Security and Human Rights Initiative (VPI)

**RFP# VPSHR214**

**Background**

Created in 2000, the Voluntary Principles Initiative (VPI) is a multi-stakeholder initiative conformed by Governments, NGOs, and Companies that promotes the implementation of a set of principles – The Voluntary Principles on Security and Human Rights (VPSHR) – which guide companies on providing security for their operations while respecting human rights.

The VPI provides a platform for members to engage in dialogue and discussion related to best practice and lessons learned regarding security and human rights, especially in the natural resources sector. The VPI is governed by a Steering Committee composed of representatives from the three membership Pillars: Governments, NGOs, and Companies.

For additional information, please visit: <http://www.voluntaryprinciples.org/>

The Voluntary Principles Association (VPA), with whom the successful bidder will formally enter into a contract, is the formal not-for-profit legal entity, domiciled in the Netherlands, designed to address the basic administrative and financial needs of the Voluntary Principles Initiative (VPI). The VPA is governed by the Articles of Association and the Board of Directors.

The Secretariat, located in Ottawa, Canada, is responsible for the day-to-day business of both the VPI and the VPA and as such will act as a regular point of contact for the Corporate Services provider. The Secretariat services are currently contracted out to Compass Consulting International Ltd. The Secretariat will be administering this request for proposal on behalf of VPA. The successful bidder will implement this project under the supervision of the Secretariat.

## 1.0 Context – In-Country Working Groups

In 2016, the VPI created three (3) pilot multi-stakeholder In-Country Working Groups (ICWGs) in Ghana, Nigeria, and Myanmar. ICWGs are intended to facilitate effective country-level implementation of the Voluntary Principles by improving in-country stakeholder coordination and engagement with host governments, corporates, and civil society organizations, leading to constructive dialogue on the ground. A key objective is building on-the-ground capacity to identify and act on local in-country challenges related to implementation of the Voluntary Principles and working to identify joint solutions to those challenges. As aligned with the 2019–2022 Strategy, the VPI has committed to provide meaningful policy and programming support to the ICWGs within a context of strong encouragement for local ownership.

In 2021, the Voluntary Principles Initiative approved a stakeholder mapping exercise in Brazil, as a preliminary step to the creation of a new ICWG in Brazil. According to the FFP/DCAF document “From Commitment to Impact: Experiences from Local Working Groups on Business, Security and Human Rights<sup>11</sup>”, a stakeholder mapping exercise is essential for the success of a new ICWG. A mapping will help to identify the specific organizations that should be included in a broader dialogue related to the VPs; an initial scoping of opportunities for VPSHR implementation in-country; and potential relationships, and/or engagement with local partners that themselves have extensive local networks that can be leveraged (in this way, it is possible to avoid ‘reinventing the wheel’ and needlessly duplicating resources). As such, a mapping is a pre-requisite to forming new ICWGs in accordance with internal policy documents of the VPI, to ensure a proper identification of stakeholders and concerns, and to define the methodology for best engaging stakeholders.

## 2.0 Purpose

The purpose of this consultancy is to:

- Identify the appropriate national, state and local Brazilian stakeholders from all levels of government, to form part of a new working group on security and human rights in the natural resource sector, including the organizational information such as Ministry, line department, section, position and responsibilities;
- Identify the appropriate national and international corporations in the industries of extracting, harvesting, developing natural resources, or energy, potentially interested in addressing security and human rights issues in business operations in Brazil; including the organizational information such as department, section, position and responsibilities;
- Identify the appropriate civil society organizations including NGOs, business associations, and academia, to form part of a new working group on security and human rights in the natural

---

<sup>11</sup> <https://www.voluntaryprinciples.org/resource/from-commitment-to-impact-a-guide-for-local-working-groups-on-business-security-and-human-rights/>

resource sector, including the organizational information such as section, position and responsibilities;

- Identify strong and reputable local Brazilian civil society organizations with the expertise, organizational capacity, activities and mandate to potentially participate in a new ICWG and/or act as Secretariat;
- Identify other likeminded multi-stakeholder initiatives operating in Brazil relating to business and human rights or the extractive sector;
- Research the state of human rights in Brazil with special emphasis in recent human rights incidents and systemic problems relating to the provision of private and public security;
- Provide an initial scoping of potential activities for a working group and/or opportunities for collective problem-solving; and
- Provide recommendations for the creation of a new VPI In-Country working group in Brazil, including potential format, topics to consider, scope of work, potential stakeholder, and suggested geographical locations.

### **3.0 Deadline and Contract Negotiation**

The VPI Secretariat is the official point of contact for this invitation to submit a proposal. Proposals must be submitted by e-mail no later than 11:59pm EST on January 26, 2022, to [tenders@voluntaryprinciples.org](mailto:tenders@voluntaryprinciples.org). Please refer to the RFP Number (VPSHR214) in the subject line.

A performance-based contract and payment schedule will be negotiated with the successful Bidder.

### **4.0 Eligibility Requirements**

- I. Resident of Brazil (with residence in Brazil during the time of the consultancy);
- II. High degree of fluency in Portuguese;
- III. Proven ability to draft documents and communicate in English with a very high degree of proficiency;

### **5.0 Proposal Responses**

Proposals should respond to Appendix A: Deliverables and Timetable by describing the following:

- a) A proposed methodology for carrying out the work described in Appendix A: Deliverables and Timetable (maximum 3 pages);
- b) The consultant's CV or the CVs of consulting team members demonstrating their ability to deliver the project; and
- c) A detailed breakdown of the total costs to deliver the project provided in USD, excluding VAT and other taxes.

The project budget must not exceed USD \$9,000. No travel is anticipated. The consultant must also sign

the Declaration (Appendix B) and include this with the bid.

### **6.0 Proposal Assessment Criteria:**

Proposals will be assessed on the following criteria:

- IV. In-depth knowledge and expertise in the area of human rights in Brazil;
- V. Specialized expertise in security-related human rights issues;
- VI. Experience in engaging with or participating in multi-stakeholder initiatives;
- VII. Knowledge of the Voluntary Principles on Security and Human Rights (VPSHR);
- VIII. Knowledge of the Brazilian extractive and oil and gas sector and their challenges;
- IX. Likelihood that the proposed methodology will yield the desired results; and
- X. Overall value for money and appropriateness of budget.

### **7.0 Questions**

Please send any questions regarding the RFP to [tenders@voluntaryprinciples.org](mailto:tenders@voluntaryprinciples.org). Responses to questions will be posted on the VPI website according to the official timetable (see appendix A).

### **8.0 Reservation of Rights**

This RFP should in no way be construed as an offer of purchase, but rather it is a request for services, products, fees, and expenses information to assist the Evaluation Team on behalf of the VPA in selecting a vendor for supplying the scope of services listed in the RFP.

The VPA hereby assumes no financial responsibility, direct or indirect, for the cost of preparing any proposals, or amendments thereto. The VPA has the right to retain all proposals submitted in response to this RFP.

The VPA makes no commitment in or by virtue of this RFP to purchase any services and expressly reserves the right to alter or waive the RFP requirements or to cancel or re-issue the RFP at any time.

## Appendix A: Deliverables and Timetable

### Deliverables:

The consultant will produce a final written report (in English) including all the components detailed in Section 2. Final report should incorporate comments provided by the VPI in a draft report. The final report should be no more than 30 pages (including annexes) and include the following:

- A 2-page executive summary
- Outcomes and findings of the mapping exercise
- Final recommendations for a new ICWG in Brazil

### Indicative Timetable:

<b>January 4, 2022</b>	<b>Launching of the RFP #VPSHR214</b>
January 14, 2022	Last day to send any question regarding the RFP
January 19, 2022	Posting of the answers to questions
<b>January 26, 2022</b>	<b>Application deadline</b>
February 2022	The successful applicant will be notified, contract negotiation
<b>End of February/ Early March 2022</b>	<b>Kick-off meeting</b>
April 1, 2022	Consultant to submit draft report
<b>April 18, 2022</b>	<b>Consultant to submit final report</b>

**Supervision and Support:** The VPI Head of Secretariat and the Policy Director will oversee this work and provide VPI information as required. This work will be conducted remotely.

## Appendix B: Declaration

We, the undersigned, offer to provide the services for a Stakeholder Mapping in accordance with your Request for Proposal No. VPSHR214 and our Proposal.

We hereby declare that our firm, its affiliates, or subsidiaries, including any joint venture/consortium /association members (as applicable):

- a) will comply with all applicable laws in our jurisdictions of registration and operation, including, without limitation, laws against bribery of foreign officials;
- b) have no conflict of interest and/or any potential conflict has been declared and proposed steps for mitigation provided;
- c) have not declared bankruptcy, are not currently engaged in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- d) undertake not to engage in illegal practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, funding of terrorism, or any other practice that exposes the VPA to undue financial, operational, reputational or other risk;
- e) are not under sanction for an offence involving fraud, bribery or corruption imposed by a government or an international organization; and
- f) are not engaged in practices or transactions that would violate the sanctions laws and regulations of the United Nations, the European Union, or the United States.

We declare that all the information provided, and statements made by us in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the VPA. We offer to provide services in conformity with the Bidding documents and in accordance with the Statement of Work. Our Proposal shall be valid and remain binding upon us for 120 days upon receipt. We understand that you are not bound to accept any Proposal you receive.

We declare that any supplier or subcontractor to be used in connection with this project shall be contractually required to make representations substantially similar to the declaration set out herein. I, the undersigned, certify that I am duly authorized to sign this Declaration on behalf of the Bidder.

Name:
Title:
Date:
Signature: