

Invitation to Tender for a Civil Society Analysis Philippines

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Evangelisches Werk für Diakonie und Entwicklung e. V.
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1 Terms of Reference

1.1 Brot für die Welt

Brot für die Welt (BfdW) is the globally active aid agency of the Protestant regional and free churches in Germany. In more than 90 countries, we support poor and marginalised people in improving their lives through their own efforts. The focal points of our work are food security, promoting education and health, access to water, strengthening democracy, respect for human rights, securing peace and protecting creation. We try to influence political decisions in favour of the poor and to create awareness for the necessity of a sustainable lifestyle and economy through lobbying, public relations and educational work in Germany and Europe.

Brot für die Welt provides financial contributions, personnel, expert advice and scholarships to churches, Christian organisations and other private sponsors worldwide who are involved in building a just society, who work against discrimination on the basis of origin, gender and religious affiliation and who support people worldwide who live in need and poverty, whose human dignity and rights are violated or who are threatened or currently affected by wars or other disasters.

Further information on the work of Brot für die Welt is available at: <https://www.brot-fuer-die-welt.de/en/bread-for-the-world/>.

1.2 Background

BfdW has been active in the Philippines since 1960, funding projects across the full range of sustainable development: Food Security and Sustainable Agriculture, Community Livelihood, Indigenous Knowledge and Practices, Community Health, Rule of Law and Human Rights, Disaster Risk Reduction and Climate Change Adaptation (DRR-CCA), Environmental Protection, Land Rights, Women's Rights and the Fight against Violence against Women (VAW), Conflict Transformation, Education, and Children's Rights. BfdW partner organizations are operating in rural and urban areas across all regions of the Philippines. Cooperation takes place in form of long-term and short-term project cooperations with small as well as large registered non-governmental organizations.

BfdW's programming is guided by a rights-based approach with a strong focus on the most marginalized and vulnerable groups - in particular subsistence farmers, women, youth, human rights advocates, urban informal settlers and indigenous communities. Gender justice, Inclusion of people living with disabilities, and climate justice are treated as cross-cutting priorities in all program areas, agroecology and sustainable land use are important thematic foci. Considering the Philippines' young demographic profile, the perspectives and agency of young people are of strategic importance.

Against the backdrop of shrinking development cooperation funds, BfdW faces the challenge of realigning its country strategy. To ensure relevance in this new context, an evidence-based strategic refocussing is needed.

1.3 Objective of the contract

The study pursues four overarching objectives:

- Analyse thematic priority areas most relevant for future development cooperation programming in the Philippines,
- Identify the strategic needs of civil society in the Philippines, with particular attention to the most vulnerable and marginalised groups,

- Provide a comprehensive, independent mapping and analysis of civil society actors in the Philippines,
- Identify development policy priorities and approaches of CSO, particularly those of church-based and faith-based actors,
- Identify relevant approaches for BfdW to involve in these fields.

1.4 Scope of Work and Research Questions

The study is structured across three analytical layers:

Layer 1: Country Context and Development Landscape

- What are the strategic needs of the Philippine population, with particular attention to the most vulnerable and marginalised groups (to be defined/analysed per area identified),
- What are the key trends in development cooperation in the Philippines (shifting donor priorities, funding modalities, emerging issues...)?
- Which thematic current and future areas are most relevant and urgent from a human rights and sustainable development perspective in the current Philippine context?
- Which geographic regions face the most acute development deficits? What are the development deficits in these regions? Which geographic regions offer the strongest potential for civil society engagement/which offer the weakest?
- To what extent are civil society actors addressing these development needs? Where do significant unmet needs remain that civil society organisations are best placed to address? Identify the strategic needs of civil society actors in this context.
- Where do church actors have particular strengths, accesses and approaches, and where do they have weaknesses?
- To what extent are government programmes addressing these development needs? Where is potential for civil society actors for tapping these programmes?

Layer 2: Civil Society Actor Analysis

2a. Civil Society Actor Analysis based on identified needs and geographic areas of layer 1

- Map the most relevant, influential, or emerging actors (e.g. non-governmental organizations, faith-based actors, networks, coalitions, movements) addressing the priority needs and regions identified in Layer 1
- With which specific vulnerable and marginalised groups do identified actors work and how do they themselves define and frame these target groups?
- How is the civil society landscape structured? Which alliances, coalitions, and tensions exist between actors? Who are the established organisations, and who are the emerging organisations?
- Which actors have the capacity to shape public discourse, policy agendas, or sector-wide narratives and through which channels (advocacy, litigation, media, coalitions)?
- What approaches and methods do identified actors use to address priority needs and which approaches are particularly innovative, rights-based, or directed at structural causes?

- To what extent do identified actors pursue explicitly rights-based or empowerment-oriented approaches?
- Where are civil society actors particularly present/absent— in specific regions, among specific population groups, or across specific thematic areas (cross-reference with Layer 1 findings)?

Layer 3: Recommendations

- Based on the analysis above: which thematic priorities, geographic focus areas, and civil society actors should a rights-based international development funding organization concentrate on in the Philippines?
- What relevant approaches should BfdW involve in identified fields, regions and with identified actors?
- What concrete recommendations can be made for BfdW's future country funding strategy?

1.5 Methodology

The consulting team is free to propose its own methodological approach; the proposal must clearly describe and justify the methods chosen. At minimum, the following components are expected:

1.5.1 Desk Research

- Review of general BfdW strategy documents, programme documentation incl. country strategy.
- Review of existing literature, studies, country reports, government programs, civil society overview documents, and evaluations;

1.5.2 Qualitative Field Research

- Consultations with a min. of 25 actors like representatives of CSOs, faith-based organisations, youth movements, women's organisations, indigenous peoples' networks, donor organisations, government institutions, and academic experts;
- Geographic coverage must ensure representation of the diversity of the Philippines.

1.5.3 Analysis and Validation

- Triangulation of desk research findings with qualitative data;
- Participatory validation of key findings with selected stakeholders (e.g a brief online or in-person workshop);
- The study must move beyond descriptive analysis and develop actionable, evidence-based recommendations directly applicable to BfdW's strategic planning process.

1.6 Deliverables and Timeline

The following deliverables are required. Timing is in months from contract signature:

Deliverable	Due	Format
Inception Report: methodology, work plan, interview guide, key informant list, ethical protocol; declaration of any potential contact with existing BfdW partners	Month 1	PDF/Word

during fieldwork		
Desk research results report (ca. 4 pages)	Month 2	
Full draft Report incl. all annexes (50 pages max) + annexes, in English;	Month 3-4	PDF/Word
Workshop presentation and discussion of draft report with BfdW	Month 3-4	PDF/Word
Final Report incl. executive summary	Month 4	PDF/Word
Presentation Deck (max, 25 slides, professionally designed, suitable for internal strategy workshop)	Month 4	PDP/PPP
Annexes: anonymised interview protocols, list of sources, actor mapping database/matrix	Month 4	Excel/Word

The assignment will not involve international travel but might include domestic travel.

Coordination meetings with BfdW will take place online monthly. Inception report and desk research report will be discussed with BfdW for further direction.

This study is commissioned as a fully independent, external analysis of the Philippine development context and civil society landscape. It is deliberately scoped to provide an unbiased outside perspective, free from the constraints of BfdW's existing partnerships. The study does NOT include an assessment or evaluation of BfdW's current partner organizations or project portfolio. Consultants will be provided with general background information on BfdW's thematic priorities but will conduct their analysis independently of the existing portfolio.

All intellectual property rights to study results, data, and materials remain exclusively with BfdW.

1.7 Requirements

1.7.1. Requirements for the Consulting Team

The study shall be carried out by a min. of two consultants. The following qualifications are required:

- A team lead with at least 7 years of professional experience in actor analyses, context studies, or evaluations in the field of development cooperation in the Philippines;
- Demonstrated expertise on Philippine civil society and at least two thematic areas across sustainable development and/or human rights
- Experience conducting research in sensitive environments, including with human rights defenders, indigenous communities, and actors in politically restricted civic space;
- Strong analytical and writing skills; excellent written and spoken English;
- Knowledge of local languages is an asset; experience working with international donor organizations is an advantage.
- Based in the Philippines.

1.7.2 General Requirements

- The team must demonstrate strong, local networks and in-country expertise;
- Full independence from BfdW and from organisations that may be encountered during the study must be declared and guaranteed. Any potential conflict of interest must be disclosed immediately;
- The team must commit to ethical research principles throughout: informed consent, Do No Harm, gender mainstreaming and protection of vulnerable research participants;
- No extension of the timeframe is possible.

1.8 Budget

The maximum budget is EUR 30,000 maximum (all-inclusive, including all taxes and other costs),
Proposals must include a detailed budget breakdown with daily rates per team member.

2 Terms and conditions for tender

2.1 General principles

2.1.1 Contact person and questions

Evangelisches Werk für Diakonie und Entwicklung e. V.
Brot für die Welt
Ms Jonna-Lena Seemann

Department Asia, Pacific and Europe
Southeast Asia and Pacific Unit

Caroline-Michaelis-Str. 1
10115 Berlin
Germany

Email: jonna-lena.seemann@brot-fuer-die-welt.de

Questions should be sent by email to the contact person. A timely response cannot be guaranteed for questions that are not asked at the latest 10 calendar days before the expiry of the tender deadline. Questions that are also relevant for other tenderers will be made available to all tenderers in anonymised form by email together with the answer.

2.1.2 Type of procedure

The contract will be awarded in accordance with the specifications for procurement procedures for supplies and services for grant recipients of the Bundesministerium für wirtschaftliche Zusammenarbeit und Entwicklung (BMZ / Federal Ministry for Economic Cooperation and Development) on the basis of the German Unterschwellenvergabeordnung (UVgO / Regulation on sub-threshold procurement):

Several tenderers, in principle at least three, are invited to submit a written tender.

If necessary, negotiation talks will be held with the tenderers; the tenderers have no right to such talks. The Client reserves the right to award the contract even without having negotiated beforehand.

The Client will not remunerate the preparation of the tender. Should the tender not be considered and/or there is no interest in submitting a tender, please send a prompt message to the above contact person, giving reasons if possible.

2.1.3 Procurement documents

The procurement documents consist of the following documents:

- Invitation to tender
- Model contract
- Terms and conditions for payment
- Code of Conduct
- Data Privacy Policy

General terms and conditions of contract or delivery or other terms and conditions of the Contractor that deviate from the specifications in the procurement documents are excluded. They do not apply in the event of an assignment even if they were enclosed with the tender.

2.1.4 Bidding consortia

A bidding consortium is an association of two or more individual tenderers who submit a joint tender. In the case of a bidding consortium, an authorised representative must be appointed. The authorised member represents the bidding consortium in a legally binding manner towards the Client. Each member of the bidding consortium is jointly and severally liable for the performance of the contractual obligations even after its dissolution. The distribution of tasks within the bidding consortium must be set out in the tender.

2.1.5 Subcontractors

If necessary, the tenderer may also engage third parties for the performance of the contract and commission them with the performance of the services or parts of the services. If subcontractors are intended to be engaged by the tenderer(s), this must be stated in the tender. The Client reserves the right to request information about the subcontractor (e.g. on eligibility). The Contractor is also responsible towards the Client for the delivery of the service as agreed when using subcontractors.

2.1.6 Data protection within the framework of the procurement procedure

The tenderer agrees that the personal data provided by him/her may be processed and stored for the procurement procedure.

If personal data is passed on by the tenderer in the context of the procurement procedure (e.g. own employees, named contact persons at references), the obligation to provide information pursuant to Art. 13 GDPR or § 17 of the Kirchengesetz über den Datenschutz der Evangelischen Kirche in Deutschland [DSG-EKD / Data Protection Act of the Protestant Church in Germany] must be observed, i.e. the employees concerned must be informed accordingly and their consent to the processing of their personal data in connection with the submission of the tender must be obtained.

Upon conclusion of a contract, a data protection declaration must be signed by the Contractor.

2.1.7 Sanctions list screening

Based on international requirements [UN Resolution No. 1390 (2002), UN Resolution No. 1373 (2001), UN Resolution No. 2253 (2015), EC Regulation No. 881/2002, EC Regulation No. 2580/2001, EU Regulation No. 2016/1686 and EU Regulation No. 2017/1390 with numerous amendments], financial resources may not be paid to recipients who are on the sanctions list of the European Union and/or the United Nations and, in the case of transactions in US dollars, the United States of America. The implementation of appropriate safeguards is mandatory.

Accordingly, Brot für die Welt will carry out verification measures with all contractual partners against the existing sanctions lists of the European Union and the United Nations and, if applicable, the United States of America, in order to prevent funds from being paid to persons or organisations that are on the above sanctions lists.

2.2 Tenders/Proposal

2.2.1 Form and content

The tender is to be prepared in **English language and should not exceed 10 pages**. The tender must be submitted electronically in text form.

A complete tender consists of:

- Company or team profile and statement of interest
- Full contact details of the lead organisation or lead consultant
- Description of core competencies, including language and regional experience
- CVs of all proposed consultants (max. 3 pages per person)
- Brief description of methodology (1–2 pages): approach to field research, ethical standards, and data analysis
- Work plan and timeline (process and resource planning)
- Financial proposal with a full breakdown of person-days per team member, daily rates (in EUR), and all additional costs, taking into account the specifications in the terms and conditions for payment (Annex 2).
- At least one reference for comparable studies, including contact details
- Declaration of independence and absence of conflicts of interest, including an explicit statement on any existing or past relationships with BfdW partner organisations

The fee includes remuneration and other ancillary costs (cf. Section 6 Terms and conditions for payment). For contractors based abroad, the fee must in principle include all local and national taxes and duties (including value-added tax or analogous types of tax). In the case of contractors based in Germany, the net price must be stated. Travel time is remunerated at half the agreed fee rate. Costs for meals are not reimbursed, nor is a daily allowance paid. The specifications for pricing are defined in the terms and conditions for payment (Annex 2).

The number of days/trips/workshops/etc. and the budget are agreed in the contract as “up to” amounts. Under the contract, the Contractor is not entitled to fully exhaust the budget if this is not necessary for the objective of the service delivery.

2.2.2 Tender submission period and submission of tenders

Please send your complete tender with the subject **ToR Civil Society Philippines 2026** by **August 14th, 2026** at the latest as a PDF file by email to [**jonna-lena.seemann@brot-fuer-die-welt.de**](mailto:jonna-lena.seemann@brot-fuer-die-welt.de)

The binding period for the tender is:
September 13th, 2026

The documents must be received in full by Brot für die Welt by the end of the tender period. Brot für die Welt reserves the right to request missing or incomplete documents. The tenderer is not entitled to supplementary submission.

2.3 Eligibility assessment and award of contract

2.3.1 Eligibility assessment

The eligibility of the tenderer will be assessed on the basis of the following criteria:

- Main areas of activity/competence
- Demonstrated method
- Demonstrated capacity/references

2.3.2 Award of contract

The contract is awarded to the most economical tender. This is determined based on the award criteria **price** (30%) and **quality** (70%):

When assessing the quality of the tender, the following sub-criteria are evaluated:

Qualification: professional expertise, references, language and regional knowledge (30%);

Content and conceptual quality: understanding of task, quality of methodology (30%)

Implementation: consistency and comprehensibility of time-, process- and resource planning (10%)