

ACCESS TO JUSTICE AND RULE OF LAW PROJECT

Call for Proposals for small grants

CSOs/NGOs implementation of grants to establish community based entry point to referral pathways through the engagement and training of female community leaders as community paralegals

I. Background

The United Nations Development Programme South Sudan (UNDP) *Support to Access to Justice and Rule of Law Project* aims to contribute to national priorities as articulated in the South Sudan Development Plan (SSDP) Conflict Prevention & Security Pillar. The specific Rule of Law Sector Objective is *“to strengthen the Rule of Law in South Sudan by enforcing and maintaining law and order, providing equitable access to justice and a functioning criminal justice system, increasing security in communities, and promoting and protecting human rights for all.”* UNDP’s strategy in promoting rule of law is twofold. First, providing support to the priorities of the rule of law institutions (Judiciary, Ministry of Justice, Police and Prisons) as articulated in their institutional strategic and/or action plans. Second, promoting access to justice by strengthening community and civil society initiatives.

UNDP’s Access to Justice and Rule of Law Project provides linkages between justice providers and communities through various activities including awareness raising on human rights, constitutional protection, gender based violence and access to legal redress; advocacy on legal and policy reform (mainly through involvement with civil society actors); support to legal aid initiatives and capacity building of civil society, in particular indigenous CSOs and NGOs, to better address rule of law and constitutional rights issues. This includes providing support for the establishment of Justice and Confidence Centers (JCCs) which provide a variety of information services to clients, including the provision of basic legal, human and constitutional rights information, advocacy, mediation and reconciliation services. The centers also provide services including visitations to prison inmates and operationalizing gender desks in police stations.

At the local community level, however, South Sudanese continue to face serious challenges in accessing effective justice services and remedies. The lack of legal knowledge amongst the majority of the population especially women poses a major challenge for them to claim their rights when face human rights violations. On the basis of this, the grant intends to complement ongoing services provided by UNDP supported JCCs and Legal Aid Grantees for increased service delivery and outreach to the public. In this regard, the project intends to support legal empowerment of community female leadership to enable them meet the basic local justice service needs of the people through the provision of legal aid services and onward referrals to justice delivery institutions and related service institutions.

II. Purpose of the Grant

The purpose of the grant is support and strengthen the capacity of CSOs/NGOs/CBOs with the objective of enhancing paralegal services at community level specifically through engagement and training of female community leaders as community paralegals and the establishment of SGBV referral centres to serve as entry points to referral pathways, provide legal advisory services, psychosocial support and outreach.

Interested CSOs/NGOs/CBOs are therefore requested to submit a proposal as a potential grant implementer in any of the following locations: Aweil, Juba, Yambio, Wau, Kuajok, Torit, Bor, Rumbek, Malakal and Mingkaman IDP camp.

III. Expected results

The potential grantees are expected to deliver the following results.

- Identification and training of female community leaders as paralegals in substantive human rights, South Sudan Bill of Rights, Women's rights, SGBV and legal frameworks in South Sudan, rule of law, legal issues, legal aid, access to justice and rule of law issues, the rights of the child especially the protection of the girl child, skills in provision of psychosocial counselling, community mediation among others.
- Community SGBV referral centre or referral points established.
- Systems and/or templates/forms depicting relevant information on referrals and available institution and services developed.
- A template or form that captures information on paralegal support services at the local level developed.
- A joint forum organised of social workers and project trainees to facilitate interaction on issues of service provision, SGBV, challenges to access to justice and enjoyment of human rights, experience sharing on the provision of support to survivors of SGBV and existing SGBV referral structures. The objective is to improve coordination to strengthen referral system.

IV. Eligibility and Qualification Criteria

Interested CSOs/NGOs/CBOs must meet the following criteria to be eligible for selection.

- a. Be legally registered as CSO/NGO with the Ministry of Justice and Constitutional Affairs and in possession of a valid registration certificate.
- b. Mandate and founding document should be in line with the activities for which the fund is being sought.
- c. Have an established office and experience in similar/related activities.

V. Proposal

Proposed Methodology, Approach, Quality Assurance Plan and Implementation Plan – This section should demonstrate the CSO's response to the Terms of Reference by identifying the specific components proposed, how the outputs/ delivery shall be addressed, as specified; providing a detailed description of the essential performance characteristics proposed; identifying the work/portion of the work that will be subcontracted.

Moreover the proposal should demonstrate how the proposed methodology meets or exceeds the ToR, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable and a quality assurance framework provided.

VI. Management Structure and Resource (Key Personnel) – This section should include a comprehensive description of the management structure and information regarding required resources including curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the ToR. The structure and size of the proposal must comply with the format in attachment I below.

VII. Evaluation Criteria and Methodology

a) Proposals will be evaluated based on the following criteria:

Applications will be evaluated by the Grant Appraisal Committee against the following main criteria:

1. Consistency with grant objectives: The proposal should demonstrate understanding of the tasks to be accomplished, knowledge of referral systems and experience in addressing issues relating to justice delivery and rule of law.
2. Likelihood of success and project feasibility/sustainability: The proposal should clearly demonstrate sustainability after the grant period and in the absence of external funding.
3. Capacity of the organization to implement the project (institutional, financial): The CSO should demonstrate the ability to effectively manage grant funds as well as the institutional capacity (equipment, facilities, competence and experience of personnel, and past record of managing such projects) necessary for project implementation.
4. Comprehensiveness of the project description – product, plan and budget: The proposal should clearly define its strategy for implementation detailing a step-by-step project plan and itemized budget, target groups, and clear timelines for activity duration.
5. Competence of the organization's staff. Previous experience in related fields, availability of skills and training.

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	NGO Eligibility and qualifications	20%	200
2.	Proposed Methodology, Approach and Implementation Plan	50%	500
3.	Management Structure and Key Personnel	30%	300
Total			1000

Detailed sub-criteria are provide in Attachment 1

b) Budget size and duration

- Proposal amounts should not exceed USD100,000. The amount requested in the proposal should be commensurate with the organization's administrative and financial management capabilities. Where budgets are prepared in South Sudanese Pounds, grants will be paid at the UN exchange rate of the day of the transfer of funds. Payment will be made into the bank account of the applicant.
- Administrative costs should not exceed 10% of the total budget.
- Duration of the project shall be 8 months.

A detailed proposal template is annexed to this Request for Proposals (RFP) as attachment I.

VIII. Selection Process

UNDP will review the proposals through a five-step process: (i) determination of eligibility; (ii) technical review of eligible proposals; (iii) scoring and ranking of the eligible proposals based on the assessment criteria outlined in the previous section to identify highest ranking proposal; (iv) round of clarification (if necessary) with the highest scored proposal; and (v) Grants Agreement (GA) signature.

IX. Submission Process

Applications (grant proposals) in the form of the template attached (Attachment I) must be submitted by CSOs based in South Sudan to the UNDP Offices in Juba or by post or email as detailed below not later than **20 April 2017 at 16:00 hrs** along with the following:

- a) Proof of registration as a non-governmental/non-commercial organization including copies of registration certificate
- b) Organizational profile with the following details:

- A clearly defined management structure;
- Experience in the fields as indicated in the ToR;
- Experience and expertise in training and capacity building;
- Knowledge of international human rights norms and experience of working on human rights and protection issues;
- Work experience in South Sudan or in post conflict situations of at least two years prior to the application;
- Curriculum vitae of two key staff members involved in the implementation of the Project.

All interested in submitting their proposals for the grants for the establishment of community based entry point to referral pathways through the engagement and training of female community leaders as community paralegals may obtain the detailed Call for Proposal documents in person or from the UNDP website as follows:

<http://procurement-notice.undp.org>

Interested CSOs may obtain further information at the following address:

Name of Office: Access to Justice and Rule of Law Project, UNDP – Juba, South Sudan

Contact person: Project Manager
 Rule of Law and Access to Justice Project
 Governance Unit
 P.O. Box 410
 Juba, South Sudan
 Email: julie.vandassen@undp.org

Complete proposals must be emailed to ajrol.ss@undp.org or delivered by hand in sealed envelope marked: '**Grants to Establish Community based entry point to referral pathway**' to the above office on or before **20 April 2017 at 16:00 hrs** South Sudan local time. Late bids will be rejected.

ATTACHMENT I

UNDP Access to Justice and Rule of Law Project

CALL FOR PROPOSALS

CSOs/NGOs implementation of grants to establish community based entry point to referral pathways through the engagement and training of female community leaders as community paralegals

APPLICATION TEMPLATE

(please, do not exceed the proposed size limit for each section)

INFORMATION ABOUT APPLICANT ORGANIZATION

Organization's legal name	
Organization's legal status	
Year of registration	
Name of executive director	
Name of project manager	
Name of project accountant	
Organization's legal address	
Actual address (if different from above)	
Telephone:	Fax:
E-mail address:	Web page:
Project budget (in SSP/USD)	
Project dates	

PROJECT'S NAME: _____

(Please describe the essence of your project in one short and precise sentence)

PROJECT PROPOSAL

1. Project Summary (maximum of 1/3 page)

Describe project's objectives, main activities, stakeholders and expected results.

2. General information about applicant organization (maximum of 1 page)

- 2.1 Main areas of expertise – describe your organization's main competencies, especially concerning transitional justice, access to justice, rule of law, and engaging with victims of crimes. Describe your organization's mission.
- 2.2 Describe main types of activity that your organization carries out.
- 2.3 Describe main target audiences and partners of your organization.
- 2.4 Explain what kind of in-house or outside experts your organization involves in its usual work.
- 2.5 Provide a brief list of your organization's three current or latest projects supported by international or local organizations and donors (indicate dates, subject matter of projects, project budgets and donors).
- 2.6 Describe your organization's main assets: number of full-time staff, office space, and equipment.

3. Relevant experience (maximum of 1 page)

- 3.1 Provide evidence of your organization's experience in thematic area of this competition. Describe the work performed by your organization that demonstrates its capability to work with victims of serious crimes.
- 3.2 Describe specific results achieved by your organization in providing support to the vulnerable groups of persons.
- 3.3 Explain how your organization's experience will help to reach project's goals.

4. Problem analysis (maximum of ½ page)

Describe main problem(s) concerning transitional justice and victims that your project will address. Explain why these issues are important to the target groups and South Sudanese society in general.

5. Project objectives (maximum of ½ page)

Describe your project's goals and objectives.

6. Expected results (maximum of ½ page)

6.1 Describe specific short-term and long-term results that you plan to achieve with your project. Described results.

6.2 Explain what positive changes in the life of the target groups will be achieved through your project.

Please make them SMART: Specific Measureable Achievable Relevant Time-bound.

7. Target audience (maximum of ½ page)

7.1 Describe project's main target audience as well as other stakeholders. Please also describe how they will be engaged.

7.2 Specify the group of people whose interests and rights your project will help to promote. Indicate their age.

7.3 Explain if and how your project will cooperate with relevant government bodies.

8. Project Activities (maximum of 1 page)

Briefly describe the form and contents of each type of activity that will be carried out during project implementation to reach its objectives.

9. Communication strategy (maximum of ½ page)

Describe your project's key messages, audiences, information products and communication channels.

10. Organizational capacity improvement (maximum of ½ page)

Explain how this project will help to strengthen your organization's capacity.

11. Work Plan (maximum of 3 pages)

Provide project's work plan according to the following format:

Month	Activity, Location	Topic	Implementers	Planned Results
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*By results we mean not just events (actions), but progress in the solution of the problem addressed by your project, and specific positive changes in the life of the target audience.

12. Events (maximum of 1 page)

Provide more details on agendas and format of the project's training and other public events.

13. Publications (maximum of ½ page)

Briefly describe all publications, handouts and other printed materials that will be produced during project: contents, volume, circulation, dissemination.

14. Project Monitoring and Evaluation (maximum of ½ page)

Please include a monitoring and evaluation framework (preferably in table form) that describe how you will monitor project implementation and evaluate its results. Such a framework can include a baseline, qualitative and quantitative indicators, as well as means and moments of verification.

15. Future activities (maximum of ½ page)

How will your organization continue to remain relevant to support the victims after completing the project? How will it further develop the project's achievement?

16. Budget (maximum of 2 pages)

Provide project budget in SSP/USD according to the following format:

Description of Activity/Item	Persons/Units	Rate/Cost	Estimated amount
Total			

17. Personnel (maximum of 2 pages)

Briefly describe education, qualification and relevant experience of each project staff person and invited expert, focusing on human rights where appropriate.

ATTACHMENTS

In addition to Project Proposal, the application package must include copies of the following documents:

1. Proof of registration as a non-governmental/non-commercial organization including copies of registration certificate and constitution or other governing document;

2. Registration certificate Proof of registration as a non-governmental/non-commercial organization including copies of registration certificate and constitution or other governing document;
3. Curriculum vitae of two key staff members involved in the implementation of the Project;
4. Bank details.