

ACCESS TO JUSTICE AND RULE OF LAW PROJECT

Request for Proposals (RFP) for Small Grants

Request for Civil Society Organizations (CSOs) including NGOs and/or CBOs for application in relation to Small Grants to establish and implement a legal aid scheme

Deadline for proposal submission: Wednesday 12th April 2017

I. Background:

United Nations Development Programme South Sudan (UNDP) is seeking an implementing partner or CSO to develop and implement a legal aid and assistance scheme. The scheme will be funded under UNDP's *Support to Access to Justice and Rule of Law Project*. The 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 Prison) as articulated in their institutional Strategic and/or Action plans. Second, promoting access to justice by linking the rule of law institutions with community and civil society initiatives.

Within the Democratic Governance and Stabilization Unit of UNDP, the access to justice programme provides linkages between justice providers and communities through different activities including; advocacy on legal and policy reform through the Ministry of Justice as well as with civil society actors; increasing access to justice to citizens of South Sudan with special focus on vulnerable groups and women including the provision of legal aid services in criminal matters.

II. Objectives:

UNDP has provided support to the Judiciary of South Sudan to increase access to justice by establishing a pilot mobile court initiative. While judges and prosecutors are assigned to mobile courts, members of the public and accused persons encounter barriers in defending themselves. These barriers are underscored by the costs of the judicial process, in particular, the retention of a lawyer, and lack of knowledge of legal rights and how to access the judicial system. While the mobile court initiative was intended to reduce case back log and prison overcrowding, this has not been achieved due to the inability of accused persons to pursue their cases. The objective of providing legal aid services is to enhance the protection of citizen's rights through better access to justice, reduce case back log and arbitrary detention, and further reinforce the accountability and transparency of the judiciary.

The deadline to submit proposals is Wednesday 12 April 2017.

III. Expected results:

1. Documents, systems, policies and procedures required to operate the legal aid and assistance services developed.
2. Pro bono legal representation and advisory services, and psychosocial support provided but not limited to any of the following locations: Aweil, Juba, Yambio, Wau, Kuajok, Torit, Bor, Rumbek and Malakal particularly to survivors of sexual and gender based violence (SGBV) and persons affected by conflict.
3. Petitions filed in the Supreme Court and legal representation provided regarding the infringement of or protection of fundamental human rights under the Bill of Rights of the Transitional Constitution 2011 or any subsistent national constitution.
4. Legal help desk providing legal aid advice to members of the public established and functional.
5. Legal outreach programme developed and awareness raising activities implemented.

IV. Structure of proposal:

The structure and size of the proposal must comply with the following guidelines;

- a. **Project Summary** (maximum of 1/3 page)
Describe project's objectives, main activities, stakeholders and expected results.
- b. **General information about applicant organization** (maximum of 1 page)

Main areas of expertise – describe your organization's main competencies, especially concerning support to the vulnerable groups of people. Describe your organization's mission, if it has one.

- c. **Relevant experience** (maximum of 1 page)
Provide evidence of your organization's experience in the thematic area of this competition. Describe the work performed by your organization that demonstrates its capability to represent the interests and protect the rights of vulnerable groups of persons.
- d. **Problem analysis** (maximum of ½ page)
Describe main problem(s) concerning the people that your project will address. Explain why these issues are important to the target group, community, region and society in general.
- e. **Project objectives** (maximum of ½ page)
Describe your project's goals and objectives.
- f. **Expected results** (maximum of ½ page)
Describe specific results that you plan to achieve with your project.
- g. **Target audience** (maximum of ½ page)
Describe project's main target audience, and other stakeholders, and how they will be engaged. Explain if and how your project will cooperate with relevant government bodies.
- h. **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.
- i. **Organizational capacity improvement** (maximum of ½ page)
Explain how this project will help to strengthen your organization's capacity to carry out its mission as a legal aid provider.
- j. **Work Plan** (maximum of 3 pages)
Work plan. Specific activities to be undertaken and relevant time frame.
- k. **Project Monitoring and Evaluation** (maximum of ½ page)

Describe how you will monitor project implementation and evaluate its results, and what qualitative and quantitative indicators will be used.

I. Budget (maximum of 2 pages)

Provide project budget in SSP.

V. Some other important considerations to be noted by applicants are:

- The proposals should be realistic, well-structured and address the problems stated in the background of the proposal;
- The proposals should be consistent with organizational mandate (objectives) of the CSO and professional skills and work experience of its staff;
- Roles and responsibilities of all staff and partner organizations should be clearly spelled out (e.g planning, implementation, monitoring and evaluation);
- The proposals should include realistic monitoring and evaluation plans capturing especially the impact on the targeted groups.
- The budget should be well structured and realistic.

A detailed proposal template is annexed to this RFP as attachment I.

VI. The applicants should take into account the following in relation to the budget:

Separate budget should be prepared for each project location that the applicant intends to conduct its work;

Must not exceed the equivalent of USD 50,000 (Fifty thousand United States Dollars);

The administrative cost must not exceed 10% of the total amount;

Following the selection of grant recipients, the UNDP may require that the budget be revised into UNDP format.

VII. Grant size and project duration:

- Grants not exceeding the equivalent of USD 50,000 (Fifty thousand United States Dollars) will be made. The amount of grants awarded will depend on the quality of proposals received and the amount of available donor funds.
- UNDP may call for a second round of proposals depending upon the availability of funds. Grants will be given in South Sudanese Pounds at the UN exchange rate of the day of the transfer of funds. Payment will be made into the bank account of the successful applicant firm.
- The duration of the project shall be 8 months.

VIII. Scope of work and expected output

Scope of work:

In close coordination with the Judiciary of South Sudan, Directorate of Legal Aid of the Ministry of Justice, National Prisons Service of South Sudan, the South Sudan National Police Service and any other relevant stakeholders, the implementing partner will:

a) Provide pro bono legal representation, advisory services and psychosocial support particularly to survivors of sexual and gender based violence (SGBV) and persons affected by conflict

- The implementing partners will provide legal aid and legal advisory services to SGBV survivors and those affected by conflict through referral pathways. The implementing partner will coordinate with the judiciary, police, prosecutors, prison authorities, hospitals, the Directorate of Legal Aid in the Ministry of Justice and Constitutional Affairs, the Ministry of Gender, Child and Social Welfare and CSOs dealing with victims of violence, creating entry points for legal services and psychosocial support.
- The implementing partner will launch at least three constitutional challenges in the Supreme Court regarding the protection of the Bill of Rights of the Transitional Constitution. Such cases will include providing assistance to persons whose constitutional rights have been violated and involve the filing of petitions in the Supreme Court, pursuing such petitions to finality and ensuring enforcement of decisions of the court.
- The CSO must have at least 2 in-house full time legal aid practitioners as well as part timers. The CSO must also be able to refer clients to other lawyers in an impartial and objective way, and will collaborate with the South Sudan Bar Association to develop this process. The CSO will also develop partnerships to refer survivors of SGBV to social workers for psychosocial support.

b) Establish and document systems, policies and procedures required to operate the legal assistance service

The CSO will develop intake procedures, clients records systems, conflict of interest policies (particularly in relation to SGBV cases, where the scheme may be assisting the survivors), and case file structures. The types of assistance which will be provided, and eligibility criteria for assistance developed. The policies and procedures established will include a monitoring and evaluation system, with a system designed to provide quality assurance for the work performed by the implementing partner under the contract, and to measure progress towards achieving the project targets. The policies and procedures will also identify measures to ensure the sustainability of the legal assistance scheme beyond the project lifespan.

c) Establish and operate a legal help desk

The legal assistance scheme will provide legal information and advice to clients, their relatives, survivors of SGBV and members of the public. The scheme will operate with at least two qualified and experienced lawyers, with at least one qualified and experienced lawyer available at the help desk to provide assistance each day during the normal operating hours. Additional services might be needed, including informal mediation, psychosocial support, referrals and related matters. Implementing partners may propose more than two lawyers if they consider it necessary for the service. Implementing partners may also propose additional staff (such as social workers, paralegals, communications and outreach staff, law students etc) to assist with the scheme. However, legal advice and legal representation will only be given by qualified lawyers. The scheme will establish a referral network, to receive case referrals from sources such as community welfare agencies, NGOs, police, lawyers and Judiciary of South Sudan and Directorate of Legal Aid in the Ministry of Justice. The scheme should where possible promote and settle legal disputes through mediation. The scheme will also establish a referral network to refer clients to professional service providers, including lawyers, psycho-social services, medical services and welfare organizations. The scheme will also, where appropriate, coordinate with Special Protection Units and Emergency Call Centre under the SSNPS to ensure that appropriate coordination and referral is in place.

In the event of limited caseloads and referrals to the scheme, the implementing partner will proactively undertake initiatives to increase referrals, such as mobile legal services to deliver legal assistance at the locations of vulnerable people and those affected by conflict (including police stations and detention centers), or co-locating lawyers with other service providers to provide legal advice.

d) Develop a legal outreach programme and undertake local level legal outreach and awareness raising activities to promote legal rights and awareness of the legal assistance scheme

The legal outreach services will target women, persons affected by conflict and other vulnerable groups with limited knowledge of legal rights. Legal outreach will promote legal rights, particularly those relevant to the criminal justice system and constitutional rights, such as the right to a lawyer, the right to avoid self-incrimination and land rights. Legal outreach will also promote mechanisms for clients or their family members to contact a lawyer to seek legal assistance.

Legal outreach campaigns should be based on relatively low cost initiatives, including mobile workshops, radio appearances, newspaper interviews and articles, and printing publications, posters, brochures, banners etc. Outreach involving creative arts, such as recording music, art displays, photo competitions etc could also be proposed. Other legal outreach campaign approaches may also be proposed. Sufficient allowance for these activities must be made in the proposal budget.

This is a request for proposal only and should not be considered in any way as an offer to enter into an agreement. The proposals will be subjected to a transparent evaluation based on pre-determined UNDP criteria.

IX. Duties and responsibilities

Under the direct guidance and supervision of the UNDP Access to Justice and Rule of Law Chief Technical Advisor, Project Manager, and working closely with Rule of Law Officers based in the field, the CSOs will provide the following:

- i. Establish processes, systems, guide and document for determining and assessing persons eligible for legal aid and legal assistance.
- ii. Represent eligible persons through in-house lawyers, or referring cases to qualified lawyers especially cases involving SGBV and persons affected by conflict.
- iii. Litigating at least three cases regarding fundamental constitutional rights in the Supreme Court.
- iv. Establishing a legal help desk and providing legal assistance to the public in the form of legal advice, mediation services and referrals for psycho-social services and medical services.
- v. Design and implement outreach campaigns and awareness raising of the scheme.

X. Grant applications review process

Proposals will be reviewed by a Grants Appraisal Committee composed of representatives from various UNDP units and the Access to Justice and Rule of Law Project and the final approval by UNDP Management.

a. Grant Appraisal Committee

To ensure full transparency and equity of the process, UNDP forms a Grant Appraisal Committee that will select and approve the grant projects. The UNDP will conclude grant agreements with the winning organizations whose projects will be recommended for funding by the Grant Appraisal Committee.

The Grant Appraisal Committee is an authorized body in charge of the review, selection and approval of submitted grant project proposals. The Grant Appraisal Committee shall have the following tasks:

1. Review and appraisal of grant project proposals;
2. Recommends of project proposals for funding or rejection of project proposals.

The Grant Appraisal Committee will consist of the members, who will be invited subject to the specific nature of project under consideration, and approved by UNDP Deputy Country Director. The Grant Appraisal Committee may decide to request independent expert opinion during the grant project selection process.

Meeting(s) of the Grant Appraisal Committee will be held subject to submission of the grant project proposals. The Grant Appraisal Committee meeting will be organized and facilitated by UNDP Access to Justice and Rule of Law staff.

b. Selection process

- Grant Appraisal Committee formed by UNDP selects projects proposals based on evaluation criteria and recommends them for funding;
- UNDP Access to Justice and Rule of Law project forms a short list of CSOs whose projects have been recommended for funding by the Grant Appraisal Committee;
- UNDP Access to Justice and Rule of Law project assesses the organizational capacity of the short-listed CSOs, i.e. their capacity to achieve project results, and ensure the appropriate use of funds in compliance with the UNDP procedures. The CSOs' organizational capacity assessment methods are based on the standard UNDP CSO capacity assessment instrument, and may include: visits to potential grantees, telephone interviews, reference checks on potential grantees, analysis of information on potential grantees available from other sources;
- Based on the results of the short-listed CSOs' capacity assessment, UNDP Access to Justice and Rule of Law project submits the list of CSOs recommended for funding that have required capacity to the UNDP Access to Justice and Rule of Law project Project Manager for clearance;
- UNDP Access to Justice and Rule of Law project Project Manager clears the list of CSO projects recommended for funding submits it to UNDP South Sudan Deputy Country Director (Programmes) for approval;
- UNDP South Sudan Deputy Country Director (Programmes) approves the final list of CSO projects recommended for funding;
- UNDP concludes grant agreements with the CSOs approved by UNDP South Sudan Deputy Country Director (Programmes).

c. Evaluation criteria

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

- Importance of the problem concerning vulnerable groups of people addressed by the project;
- Specificity in defining target audience of the project, as well as other stakeholders;
- Level of competence and experience of the applying organization in issues addressed by the project, and professional level of project personnel;
- Clearness, feasibility and practicality of planned results;
- Effectiveness of the proposed methodology with regard to resolving the given problem and achieving planned results;
- Impact of the project on the strengthening of the applicant organization's capacity;
- Justified and balanced project budget.

Each proposal will be given a score from 0 to 100 points broken down as indicated below:

Technical Evaluation (90 points score)

1. Consistency with legal aid objectives – (15 points).

The proposal should address issues relating to justice and rule of law.

2. Likelihood of success and project feasibility/sustainability – (15 points).

The proposal should clearly demonstrate sustainability during the grant period without any external funding.

3. Capacity of the organization to implement the project (institutional, financial) – (20 points).

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 – (20 points).

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 – (20 points).

Previous experience in related fields. Whether the past activities of the CSO bear relevance to the thematic area of this Request for proposals. Whether the past activities reflect relevance to the interventions described in this Request for proposals.

Financial Evaluation- (10 points)

The budget should be detailed, complete, rational and realistic, and must not exceed the equivalent of USD 50,000.

Administrative costs **must not** exceed 10% of the total proposed amount.

Summary of Technical Proposal Evaluation Criteria		Score Weight	Points Obtainable
1.	Consistency with legal aid objectives	15%	150
2.	Likelihood of success and project feasibility/sustainability	15%	150
3.	Capacity of the organization to implement the project (institutional, financial)	20%	200
4.	Comprehensiveness of the project description product, plan and budget	20%	200
5	Competence of the organization's staff	20%	200
6	Financial Evaluation-the budget should be detailed, complete, rational and realistic, and must not exceed the equivalent of USD 50,000.	10%	100
Total			1000

XI. Reporting, monitoring and evaluation

Reporting under grants

CSOs will be expected to present updates and financial reports, with documented proof of data on the project progress and expenses from grant funds. Minimum reporting requirements will include, mid-term progress and project completion reports. An evaluation of the grant scheme will be undertaken at the end of its cycle in order to review lessons learned and assess impact to date. Reporting under the grants will be to the Access to Justice and Rule of Law Project Manager.

Monitoring

The Access to Justice and Rule of Law Project Manager or his/her designate will undertake periodic visits to the project sites, as well as participate in the events organized by grant winners. If challenges occur in the course of project implementation the Project Manager, together with the Grant Appraisal Committee, will provide assistance and consultations to resolve problems and facilitate the smooth implementation of the project.

Project evaluation

The Access to Justice and Rule of Law Project will pay special attention to evaluation of project results. Therefore, the inclusion of both qualitative and quantitative indicators is recommended in the project design as this will help track and assess results of the project implementation. Where necessary, the

Project will undertake an external evaluation of individual grants or groups of grants. Results of such evaluations will be made available to grant winners of this program as well as to other interested parties.

XII. Experience required

Interested parties must submit a proposal along with the following documents:

- a) Proof of registration as a non-governmental/non-commercial organization including copies of registration certificate and constitution or other governing document.
- b) Organizational profile with the following details:
 - A clearly defined management structure;
 - Experience in legal aid delivery or providing legal representation in the courts of South Sudan;
 - 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;
 - Details of the local partners if application is made jointly by two or more CSOs.
- c) Curriculum vitae of two key staff members involved in the implementation of the Project.

XIII. Application Process

Applications (project proposals) in the form of the template attached (Attachment I) must be submitted by CSOs based in South Sudan to the UNDP Offices or by post or email as detailed below not later than **Wednesday 12 April 2017, 15:00 hours**.

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 persons: Rowland Cole
Chief Technical Advisor
Access to Justice and Rule of Law Project
UNDP – Juba, South Sudan
Rowland.cole@undp.org

Henry Nampandu
Rule of Law Officer
Access to Justice and Rule of Law Project
UNDP – Juba, South Sudan
Henry.nampandu@undp.org

Complete proposals must be emailed to ajrol.ss@undp.org or delivered by hand in a sealed envelope marked: ‘**Small Grants to Provide Legal Aid and Legal Advisory Services**’, to the address below on or before **Wednesday 12 April 2017 at 16:00 hrs** South Sudan local time. Late bids will be rejected.

Attention:

Project Manager

Access to Justice and Rule of Law Project

Governance and Stabilisation Unit

United Nations Development Programme

P.O. Box 410

Juba, South Sudan

UNDP Civil Society Development Programme

CALL FOR PROPOSALS

Small Grants for the establishment and implementation of a legal aid scheme

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)	
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 support to the vulnerable groups of people. Describe your organization's mission, if it has one.
- 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 represent the interests and protect the rights of vulnerable groups of persons.
- 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 vulnerable groups of people that your project will address. Explain why these issues are important to the target group, community, region and 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.

7. Target audience (maximum of ½ page)

- 7.1 Describe project's main target population, and other stakeholders, and 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 to carry out its mission as a legal aid provider.

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 solving 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 the project: contents, volume, circulation, dissemination.

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

Describe how you will monitor project implementation and evaluate its results, and what qualitative and quantitative indicators will be used.

15. Future activities (maximum of ½ page)

How will your organization continue to remain relevant in functioning as a legal aid provider after completing the project? How will it further develop project's achievement?

16. Budget (maximum of 2 pages)

Provide project budget in SSP according to the following format:

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

17. Personnel (maximum of 2 pages)

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

ATTACHMENTS

In addition to the 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 the 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 that will be involved in the implementation of the Project;
4. Bank details.