



CALL FOR PROPOSALS

Joint Community and High School Peacebuilding Campaigns with Targeted Groups (including Pen Pen Riders and CSOs)

1. BACKGROUND

The UN system in Liberia, primarily the United Nations Development Programme (UNDP) and the UN Mission in Liberia (UNMIL) through its elections project has played an important role in supporting the successful planning and delivery of elections in Liberia since 2011. As the country move closely toward implementation of the 2017 Legislative and Presidential elections, there is nevertheless a strong commitment to enhance the rules of engagement, processes and institutions and allow for a peaceful transition that offer the scope for a greater and more equitable representative voice and participation.

The UNDP 2015-2018 Electoral Cycle Support Project is supporting the National Election Commission of Liberia with specific focus on the 2017 presidential and legislative elections. The Elections Project with support from donors including EU, Swedish and Canada has now constituted into a basket fund¹. Amongst other objectives of the project is the aim to enhance young people's participation especially women, and strengthened capacity of political parties for proper political parties coordination and use of conflict prevention. The project also aim at fostering inter-party dialogue with active involvement of community leaders and youth organizations in rural and urban areas as a mechanism for conflict prevention. However, the scope and outreach of the activities indicates a focus on the core election operational and voting day processes. Though massive sensitization and voter education campaign are envisaged and conducted under the project, little focus is placed on addressing youth related issues from a peacebuilding perspective. Furthermore, beyond the engagement of young people as facilitators of high community engagement, the mandate and programmatic objectives of the election project did not envisage targeted initiatives to bring in young people as vectors of stabilization before, during and after the elections.

Within the above context, the United Nations Development Programme (UNDP) and the Government of Liberia secured funding from the United Nations Peace Building Fund (PBF) for the project "Enhancing Youth Participation in the 2017 Legislative and Presidential Electoral Process". The overall aim of the project is twofold:

- (i) Increase leadership and participation of young women and men in electoral and post electoral mechanisms and processes for peacebuilding at all levels; and
- (ii) Increase capacity and skills of young men and women to monitor, prevent and mitigate electoral violence including gender based.

¹ With the EU's initial 10m euros, subscribers into the basket fund include Sweden, Ireland, Canada and Germany, and possibly Japan.

The *Increasing Youth Participation in the 2017 Legislative and Presidential Electoral Process* project will work with and compliment the ongoing 2015-2018 Electoral Cycle Support Project in all aspects of its implementation. Precisely, within different outputs of the electoral project and in direct collaboration with field based staff and partners of the election project, the youth project will seek to use youths in diffusing potential conflicts at community levels and significantly reduce the number of reported incidence of youth related conflict or violence during the electoral cycle. The project will also seek to advance and achieve a cascading impact of skills transfer on conflict diffusion and non-violent resolution strategies through training for youth in local communities that are prone to violence around election period. It is therefore aim at supporting:

- **Key government ministries and agencies and CSOs to undertake programming aimed at education, engagement, and advocacy that dissuade youth from engaging in electoral violence by reducing their vulnerabilities for recruitment and instill electoral values consistent with national, regional and international norms and standards.**

This call for proposal focusing on output 2.3 is intended to engage CSOs to undertake:

1. Joint Community and High School Peacebuilding Campaigns with Targeted Groups (including Pen Pen Riders and CSOs)

The CFP is consistent with the UNSC Resolution 1325 and its call for women's equal participation, and the promotion of gender equality in peace and security decision-making processes at national, local, regional and international levels, and UNSC Resolution 2250 that demands for meaningful inclusion of young people in every aspects of development.

II. SUBMISSION PROCESS

Organizations shall bear all costs related to proposal preparation and submission.

Applying organizations must read the details in the Terms of Reference, complete the project proposal template and submit their proposals on or before 3rd July, 2017 at 12.00 Noon (GMT)

Submission should be made by hard copy seal in an envelope to the following address:

**United Nations Development Programme
UNMIL HQ, PAP 3rd Street Sinkor, Monrovia, Liberia
Attention: Head of Procurement UNDP-Liberia**

and marked:

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Or

Proposal Submission Address via email: bids.lr@undp.org.

Term of Reference

Joint Community and High School Peacebuilding Campaigns with Targeted Groups (including Pen Pen Riders and CSOs)

I. Background and Introduction

The United Nations Development Programme in its commitment to enhance the rules of engagement, processes and institutions and allow for a peaceful transition that offer the scope for a greater and more equitable representative voice and participation in the 2017 Legislative and Presidential elections, is pleased to invite Civil Society Organizations (CSOs) to design projects that will:

1. Joint Community and High School Peacebuilding Campaigns with Targeted Groups (including Pen Pen Riders and CSOs)

Liberia is at an important milestone in its efforts to consolidate peace and enhance development. As such, the country's post-war recovery efforts are characterized by several major achievements, including the transfer of security responsibilities from UNMIL to the Government on 30 June 2016, and the conduct of peaceful presidential elections in 2005 and 2011, and legislative elections in 2011 and 2014. These successes have been accompanied by important policy initiatives such as Liberia Rising: Vision 2030; the Agenda for Transformation (2012-2017) both considering young people as an asset, the Strategic Road Map for National Healing, Peacebuilding and Reconciliation (2013-2030); the start of a constitutional review process and draft legislation related to the justice and security sectors, land rights and administration, local governance, decentralization and civil service reform.

Despite the many gains made in maintaining national peace and security, issues identified as root causes of Liberia's 14-year civil war remain unaddressed, and recent assessments show that land disputes, access to justice, the effective administration of justice, and ensuring equality before the law, the exclusion of young people in governance and economic processes, corruption, boundary disputes as well as accountability to the law and concession related tensions continue to be the main proximate triggers of violence. Meanwhile, the lives of many women are particularly insecure due to societal inequalities and affected by sexual and gender-based violence, further weakening social cohesion in communities and low commodity prices and the outbreak of the Ebola Virus Disease (EVD) have limited economic growth, exacerbated youth unemployment and impeded development gains.

Within the above context, the United Nations Development Programme (UNDP) and the Government of Liberia project "Enhancing Youth Participation in the 2017 Legislative and Presidential Electoral Process" is designed to dissuade youth from engaging in electoral violence by reducing their vulnerabilities for recruitment and instilling electoral values consistent with national, regional and international norms and standards.

CSO Grants Program

The objective of the small grant program is to:

1. Joint Community and High School Peacebuilding Campaigns with Targeted Groups (including Pen Pen Riders and CSOs)

Specifically, in order to achieve this output, CSOs are asked to undertake the following activities:

- *Design program to support young female Pen Pen Rider to engage in street and community sensitization.*
 - **Target:** 750 female pen-pen riders(25 from each county) in 5 regions and train them to be observers of community violence against pen-pen riders as a result of electoral related rhetoric and campaigns.
- *Design program to support Messengers of peace-Liberia Inc (MOP) in training young people in Mediation and Dialogue*
 - **Target:** Design and administered curriculum in peace and security for 1000 youths in conflict prone counties including Nimba, Bong and Montserrado
- *Design program to support Theatre for Peace with Messengers of Peace MOP*
 - **Target:** use poetic street theatre as a communication tool for disseminating messages of peace and development in 15 counties

Activity 1

Through this activity, young women Pen Pen riders will be engaged as facilitators for street and community related peacebuilding and civic sensitization campaigns. As a vulnerable group, through these activities, these young female riders will be empowered to become observers of community violence against pen pen riders as a result of electoral related rhetoric and campaigns.

Activity 2

Messengers of Peace-Liberia (MOP) in close collaboration with Folke Bernadotte Academy (FBA) and DMSisters-Liberia Network would facilitate workshops for young people in mediation and peace. In the past seven years, MOP has established peace clubs in schools and communities to train young people ages (15-29). In addition, MOP runs a coaching and mentorship programmes for adolescents, young men and women in vulnerable communities in Monrovia and its environs. Through support from FBA, training curriculum would be developed and administered in three strategic locations drawing young participants from all 15 counties. This will support and encourage the meaningful involvement and active participation of young people in peace and security in Liberia as prescribed by UNSCR 2250 five key pillars.

Activity 3

Over the past eight years, Messengers of Peace MOP has used poetic street theatre as a communication tool for disseminating messages of peace and development. This method of communication has also been very useful in mobilization of young people and getting their buy-in as well as participation in peace and security. As a result of this strategy, rapport has been established with former fighters and other vulnerable groups

Grant awardees will be engaged as responsible parties (RPs) as part of a Micro-Grant Agreement, whereby CSOs will be responsible for the implementation of project activities or specific components of a project, including the provision of specific inputs and/or delivery of agreed outputs.

The Grants Program is designed to support projects to be implemented for a six month period.

In this regard, proposal amount should range from a minimum of USD\$ 30,000.00 to a maximum of USD\$ 86,640.00 for proposals that attain relevant score of 700 point.

Organizations will be required to complete the project proposal template – **Annex 2**.

Successful grantees will be required to sign a Micro-Capital Grant Agreement to initiate disbursements. Grantees will also undergo mandatory training in UNDP policies and procedures in order to facilitate required monitoring and evaluation reporting for projects.

N.B. Grants will be awarded in the form of disbursements, which will be tied to stated project outputs indicated in the grant proposal.

II. Eligibility & Qualification Criteria

The parameters that will determine whether a CSO is eligible will be considered by a Steering Committee composed of UNDP and other stakeholders. Only CSOs who meet UNDP formal capacity assessment criteria can be awarded UNDP funds in accordance with the institution's rules and procedures.

Grants will be awarded to organizations based on the following considerations:

- ✓ Whether the CSO is registered in Liberia with office in Monrovia and/or the counties
- ✓ The overall objectives, implementation and exit strategy, and expected results of the project; the geographical scope and span of its activities; and the types of interactions with beneficiaries envisaged for the project;
- ✓ The institutional capacity of the CSO;
- ✓ The legitimacy and quality of the contribution and values that the CSO can provide for the attainment of development results and maximizing the development impact of a programme/project; and
- ✓ Whether it specifically works with female youth, male youth and traditional leaders.

V. Key Competencies

CSO implementation teams should possess at least two of the following key competencies:

- ✓ Project Coordination in the delivery of civic/public education programs;
- ✓ Development of communication materials for education and/or advocacy;
- ✓ Theatre or artistic expressions for the purpose of education;
- ✓ Community-based projects and programs;

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

- 1) The organization's proven administrative and financial management capacity to undertake the project;
- 2) The feasibility and soundness of the proposal and related budget; and
- 3) Clear identification of target population(s) and community (ies);

Summary Of Technical Proposal Evaluation Forms		Score Weights	Points Obtainable
1.	Organizational and financial capacity	30%	300
2.	Proposed Methodology, Approach & Implementation Plan	50%	500
3	Target Population and Geographical Coverage	20%	200

Technical Proposal Evaluation Breakdown		Points Obtainable
1. Organizational and Financial Capacity		
A	<p>General Organizational Capability</p> <ul style="list-style-type: none"> • Total operation - years (10) • NGO Registration (10) • Single organization/ Group of NGOs (10) • Organization Staff/ Working members (20) • Skills & Key competencies (40) • Project Management Capacity (40) • Experience with engaging in partnerships for project implementation (20) <p>A statement show that the organization has board members And county base in counties it intends to work</p> <p>Minutes of last two years Board Meetings</p>	150
B	<p>General Financial Capability which is likely to affect implementation:</p> <ul style="list-style-type: none"> • Organisation Bank Account (20) • Financial/ Accounting system in place (50) • Audited in the last two years (50) • Experience with receipt and successful management of funding from government and/or development partner funding (30) 	150
2. Proposed Methodology. Approach, Implementation Plan		
A	Alignment of project to TOR	50
B	Clear articulation of proposal elements (objectives, activities, outputs, budget etc.)	100
C	Linkage between budget, resources, activities and objectives of project	100
D	Degree of project impact relative to budget	100
E	Partnerships and Inclusivity	50
F	Innovativeness of project – Sustainability & Exit Strategy	100
3. Target Population and Geographic Coverage		
A	Clear articulation of target groups and geographic coverage	30
B	Previous experience working with proposed target population(s) and/or community(ies) identified	50
C	Project is inclusive of youth, women and/or marginalized communities (e.g. disabled persons, illiterate persons, elderly etc.)	20
D	Number of communities or electoral districts covered	100
	Total	1000

ANNEX 2 – Small Grant Program Proposal Template

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Grants Programme

CSO SMALL GRANT PROPOSAL TEMPLATE

Please complete the following proposal template as part of the CSO Small Grant application process providing responses where relevant to the applying organization or group of organizations, and the overall project.

Organization Profile
<p>For this section, provide a summary of the organization to include the following information, where relevant. For proposals that bring together two or more organizations, please complete with the information of all organizations. Where possible, please provide supporting documents when requested.</p>
<p>1. Name of CSO(s):</p> <p>Insert the name of the CSO. In cases with two or more organizations, indicate the name of the lead organization with responsibility for the operations and financial management of the project, followed by other organizations. 2</p>
<p>2. Organization Summary</p> <p>Provide a summary about the organization(s) to include the primary advocacy area, mandate, vision, and purpose. (no more than 2 paragraphs for each organization)</p>
<p>3. Date of Establishment & Total Years of Operation</p> <p>State the date the organization was founded and number of years it has been operating.</p>
<p>4. Registered in Liberia</p> <p>Indicate whether the organization is legally registered in Liberia. (Please provide supporting documentation)</p> <p>Yes No</p>
<p>5. Bank Account</p> <p>Indicate whether the organization has a bank account. (Please provide supporting documentation and banking details for the organization that will receive the disbursements.)</p>

<p>Yes No</p>
<p>6. Financial system</p> <p>Indicate whether the organization or lead organization has an accounting system in place. (E.g. possesses an accounting software or process)</p> <p>Yes No</p> <p>Explain:</p>
<p>7. Internal Human Resources</p> <p>Identify the internal human resources and corresponding skill set and key competencies that the organization(s) possess relevant to the TOR.</p>
<p>8. Official presence and resources</p> <p>Identify other resources that the organization(s) has at its disposal. This may include field offices, equipment, software, technical data bases, etc.).</p>
<p>9. Government and/or development partner funding</p> <p>List any funding received from government and/or development partners and the corresponding areas of support over the last 2 years. This may include operations and management support, project support, and/or staffing together with the names of key donors. (Please provide any audit reports, if available, and/or any project evaluation documents, etc.)</p>
<p>10. Partnerships</p> <p>Describe any partnerships established or joint projects undertaken by the organization(s). This may include partnerships with other CSOs, private sector or government or development institutions.</p>
<p>11. Main beneficiaries</p> <p>Indicate the major beneficiaries of the products and/or services provided by the organization(s). This would include target groups and communities/parishes/ electoral divisions, if relevant.</p>

Project Proposal
<p>12. Project Title:</p> <p>Name of the project.</p>
<p>13. Project Description and Rationale</p> <p>Provide an explanation of the need for the project and the rationale for the project approach and target group of communities. This is also an opportunity to provide any background information of existing civic education initiatives around and outside of the topic of constitution reform in Grenada.) This may include:</p> <ul style="list-style-type: none"> ✓ Problem the project is addressing in the provision of civic education on constitution reform in Grenada; ✓ How the project ties into the TOR; ✓ Project methodology and reason for choosing the methodology; ✓ Reason for choosing the geographical area and target population.
<p>14. Project Objectives:</p> <p>State the overall objective(s) of the project</p>
<p>15. Target population(s):</p> <p>List any particular target populations that will be approached, e.g. women, men, youth, disabled, retirees, etc.</p>
<p>16. Additional Partnerships</p> <p>Indicate any additional partnership arrangements for the successful implementation of the project and how the entity(ies) will be involved, if relevant. (E.g private sector, government entities, specific individuals etc.)</p>
<p>17. Project Location(s):</p> <p>List the geographical areas, electoral districts, or communities</p>

18. Total Amount Requested: Total amount required for project.					
19. Project Outputs: List the major outputs of the project in this column, including: <ul style="list-style-type: none"> any baseline information for the targeted population or community; indicators (ways of measuring progress); quantitative or qualitative targets. (E.g. how many persons does the project expect to reach.) 	20. Project Activities: List the proposed project activities and provide a short description in each case in this column.	21. Timeframe: In the case of each activity, provide an estimated end date.	22. Budget: For each activity/ output provide an overall associated budget item or description and amount.		
			Budget Description	Amount	
23. Budget breakdown Provide a breakdown of itemized costs for each budget amount identified above to include any products or services that will be required to implement and monitor and evaluate the project, which will be covered by grant funds.					
24. Project Risks: Articulate any external or internal factors that may negatively influence project outcomes.					
25. Project Management and Contact information: Explain how the project will be managed, the number of persons that will be involved, skill sets. (Attach relevant CVs as part of the application process.) Also include the name, title, telephone number, address and email of the person who will be liaising with UNDP					