



ACCESS TO JUSTICE AND RULE OF LAW PROJECT

Call for Proposals (RFP)

from civil society organizations (CSOs), including NGOs for small grants to establish and operate a Justice and Confidence Center (JCC) in Rubkona

Deadline for proposal submission: Friday, 2 March 2018

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 and Constitutional Affairs, Police and Prisons) 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.

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 protections, 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).

JCCs are facilities located within respective NGOs/CSOs/CBOs in South Sudan in which trained local partners 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. The activities and operations

of JCCs will be implemented by grant holders (NGOs/CSOs/CBOs) secured through this call for proposals.

The United Nations Development Programme's (UNDP) *Access to Justice and Rule of Law Project* is contributing to a peacebuilding project for returnees in Rubkona, which aims to address community and male and female youth grievances, and promote community cohesion initiatives at the local level, to create a culture of dialogue and tolerance. The project will increase access to justice for victims of the recent crisis through the provision of legal aid and advisory services through a Justice and Confidence Centre.

Previous recipients of grants may participate in the current competitive process.

II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

The overall objective of the grant is to establish, support and coordinate a Justice and Confidence Centre in Rubkona. NGOs/CSOs/CBOs with an operational presence and capacities in Rubkona will be prioritized to establish and operate a JCC and carry out the following:

- a) Provide basic legal information and pro bono legal services;
- b) Train community members and raise awareness on substantive land rights, human rights, women rights, and SGBV and constitutional/legal issues, carry out community awareness on access to justice and rule of law issues, provide psychosocial support to persons in detention and victims of SGBV;
- c) Promote alternative dispute resolution services such as mediation and reconciliation.

III. ELIGIBILITY & QUALIFICATION CRITERIA

The CSO must meet the following criteria to be eligible for selection.

- a. Be legally registered as NGO/CSO/CBO 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 implementing similar/related activities.

IV. PROPOSAL

Proposed Methodology, Approach, Quality Assurance Plan and Implementation Plan – This section should demonstrate the NGO/CSO/CBO's response to this Call for Proposals 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 works/portions of the work that will be subcontracted, if at all.

Moreover, the proposal should demonstrate how the proposed methodology meets or exceeds the RFP, 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.

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 RFP. The structure and length of the proposal must comply with the format in *Annex I* below.

V. EVALUATION CRITERIA & 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 JCCs objectives: The proposal should address issues relating to justice 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 NGO/CSO/CBO 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.

Financial Evaluation- (10 points)

1. The budget should be detailed, complete, rational and realistic, and **must not exceed the equivalent of USD 20,000.**
2. Administrative costs **must not** exceed 10% of the total proposed amount.
3. The amount requested in the proposal should be commensurate with the organization's administrative and financial management capabilities.
4. The grant will be payable in local currency at the official exchange rate.

Summary of Technical Proposal Evaluation criteria		Score Weight	Points Obtainable
1.	NGO/CSO/CBO Eligibility and Qualifications	10%	200
2.	Proposed Methodology, Approach and Implementation Plan	30%	300
3.	Management Structure and Key Personnel	30%	300
4.	Likelihood of success and project feasibility and sustainability	10%	100
5	Financial Evaluation-The budget should be detailed, complete, rational and realistic, and must not exceed the equivalent of USD 20,000.	10%	100
Total			1000

Detailed sub-criteria are provided in Attachment 1

b) Project duration

The Project duration will not go beyond **nine months.**

VI. 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.

VII. SUBMISSION PROCESS

Applications (project proposals) in the form of the template attached (Attachment I) must be submitted by NGOs/CSOs based in South Sudan to the UNDP Offices in Juba or by post

or email as detailed below **not later** than **Friday, 2 March 2018 at 18:00 hours** along with the following:

- a) Proof of registration as a non-governmental/non-commercial organization including copies of registration certificate(s)
- b) Organizational profile with the following details:
 - A clearly defined management structure;
 - Experience in the fields as indicated in the RFP;
 - 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 entities interested in submitting their proposals for the small grants for the establishment of Justice and Confidence Centers may obtain the 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: Rowland Cole
Chief Technical Advisor
Access to Justice and Rule of Law Project
UNDP – Juba, South Sudan
Rowland.cole@undp.org

Complete proposals must be emailed to ajrol.ss@undp.org or delivered by hand in a sealed envelope marked '**Small Grants to Establish Justice and Confidence Centers**', to the address below on or before **Friday, 2 March 2018 not later than 18:00 hours** South Sudan local time. Late bids will be rejected.

Project Manager
Rule of Law and Access to Justice Project
Governance and Stabilization 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 Justice and Confidence Center (JCC) in Rubkona

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)

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

- 6.1 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.

5. 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 pages)

Explain how this project will help to strengthen your organization's capacity to carry out its mission as a legal aid provider.

6. Work Plan (maximum of 3 pages)

Provide project's Work Plan according to the following format:

Month	Activity, Location	Topic	Implementers	Planned Results

*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.

7. Events (maximum of 1 pages)

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

8. **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.