



**CALL FOR PROPOSAL**  
**Reference: CFP/AJDL/008**

The UNDP Office in Afghanistan is calling for Proposals to conduct radio awareness raising activities in the framework of the UNDP Access to Justice at the District Level Project (AJDL) funded by the European Union.

AJDL aims at improving access to justice at the district level in Afghanistan and strengthening the citizens' capacity to claim their rights by utilizing the existing justice delivery systems and simultaneously enhancing the capacity of justice delivery system actors to perform and deliver in compliance with the rule of law and human rights standards.

The AJDL project has commenced its activities in the provinces of Herat and Balkh and currently expands to four more provinces- Baghlan, Jawzjan, Kunduz and Samangan. In the middle of 2008, the project will move into the last two yet undesignated provinces.

***Description of activities of public awareness raising through radio programs***

To design/produce and broadcast radio spots, presentations, panels, interviews, dramas, debates, surveys, songs, stories, documentaries, etc through professional and reliable radio stations at the province and district levels in provinces of Baghlan, Jawzjan, Kunduz and Samangan.

***Duration:*** 120 days

***Primary focus:*** The primary focus is to raise public awareness on human rights and administration of justice issues within an Afghan and Islamic context especially with regard to enhancing access to justice and ensuring protection of rights for vulnerable and marginalized populations, including women and children.

***Methodology:***

- Material development (through consultation with AJDL and other partners) resulting in a standardized 4 -month public awareness radio campaign which accords to a list of human rights, administration and rule of law topics developed by the AJDL project. At least 100 diverse productions per province e.g. 20 presentations and introductory programs, 20 debates and panels, 15 dramas, 15 interviews, 10 songs, 10 surveys, 10 open line programs (Q&A) to be proposed, categorized and budgeted for by the applicant. These activities are expected to reach a minimum of 250,000 people in each of the four provinces.
- Identify targeted districts in consultation with AJDL project staff.
- Identify and contract with provincial / district level radio stations and ensure the broadcast of developed materials in the targeted provinces and districts.
- Co-operate with UNDP and other partners in monitoring and evaluating the effectiveness of the public awareness radio campaign as a whole. Provide the analysis of the evaluation activities within the periodic project reports.
- Documentation and reporting- bi weekly, monthly and final reports.
- All developed materials and scripts for the audio production have to be pre-approved by AJDL.
- All pre-recorded material should be approved by the project technical staff before broadcasting.

**The Call for Proposal must be received by UNDP Afghanistan not later than 20<sup>th</sup> February, 2008 and specify "UNDP/AJDL/Radio Programs", UNDP Ref.: CFP/AJDL/008.**

### ***Eligibility and Required Documentation***

Only organizations having the status of non-governmental and non-profit organizations (NGOs) and able to conduct the required activities prevailing from the past experiences delivering the above activities in the Afghanistan will be considered.

The Call for Proposal must include the following documentation:

- Narrative of proposed actions and strategies of reaching the expecting results (maximum 10 pages)
- Detailed workplan- separate line for each proposed action with the corresponding timeframe. The timeframe has to be represented on the week-by-week basis.
- Detailed budget- separate pricing for each proposed action (in Excel Sheet format). All prices shall be indicated in USD (United States Dollars). The project budget should include a narrative part to explain the basis and logic for calculating the different line items. Necessary supporting documents should be provided as appropriate.
- The NGO profile indicating the management structure, number of staff, core areas of expertise and experience, number of years in conducting training/public awareness activities (maximum two pages).
- CVs of the personnel who are going to conduct the proposed actions and/or manage the project.
- Copy of the NGO's registration form signed by the relevant local authorities in Afghanistan valid for the duration of the project.
- Past successful experiences (names of project, brief description, contact persons, agency/organization) in conducting the above requested activates (maximum two pages)
- Three reference letters from the agencies/organization for which the NGO has implemented the projects.

### ***Format and signing of proposals***

The NGO shall prepare two copies of the Proposal, clearly marking each "Original Proposal" and "Copy of Proposal" as appropriate. In the event of any discrepancy between them, the original shall govern. The two copies of the Proposal shall be typed and shall be signed by the duly authorized official of the NGO having the authority to bind the NGO to the legal agreements. The latter authorization shall be indicated by written power-of-attorney accompanying the Proposal.

The Proposal and the above mentioned required documents shall be submitted in English (except the copy of the NGO registration form provided by the relevant authorities in Afghanistan) and, if in any other language, accompanied by the English translation. For the purposes of interpretation of the Proposal, the English translation shall govern. The texts in the Word documents have to be in Times New Roman, 12", single space and 1" document margins. The Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the NGO, in which case such corrections shall be initialed by the person or persons signing the Proposal.

### ***Terms and Conditions***

The Proposal must offer actions for the total requirement-all requested activities in all four provinces. The Proposal offering only part of the requirement will be rejected. The NGO is expected to examine all corresponding instructions, forms, terms and specifications contained in this Call for Proposal. Failure to comply with these requirements will be at the NGO's risk and may affect the evaluation of the Proposal. The proposals failing to provide all the required documentation will be rejected too.

All prospective NGOs that have received this Call for Proposal will be notified in writing of all amendments to it. In order to afford prospective NGOs reasonable time in which to take the amendments into account in preparing their Proposals, the UNDP may, at its discretion, extend the deadline for the submission of Proposals.

UNDP Afghanistan reserves the right to accept or reject any Proposal, and to annul the announced process and reject all Proposals at any time prior to award of legally binding agreement, without

thereby incurring any liability to the affected NGO or any obligation to inform the affected NGO or NGOs of the grounds for the UNDP's action.

Interested potential NGOs should forward their Proposal with all the above documents in the sealed envelopes marked on it "UNDP/AJDL/Radio Programs", UNDP Ref.:CFP/AJDL/008, as well as indicating on it the full address of the NGO. The sealed envelopes ("Original Proposal" and "Copy of Proposal") have to be sent to the following addresses:

Michael Lackner  
Project Manager, OIC  
Access to Justice at the District Level Project  
UNDP, Country Office, Shah Mehmood Ghazi Watt  
Kabul, Afghanistan

Or,

Aziz Jamal  
Grant & NGO Liaison Officer  
Access to Justice at the District Level Project  
UNDP Justice Project Office,  
Behind UNICA Guest House, Share-i-Naw  
Kabul, Afghanistan

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Attention:  
Anita Nirody  
Country Director  
UNDP – Afghanistan  
Shah Mehmood Ghazi Watt  
Kabul, Afghanistan