

ACCESS TO JUSTICE AND RULE OF LAW PROJECT

Request for Proposals for Small Grants

Request for civil society organizations (CSOs) including NGOs and/or CBOs for application of small grants to support victims' groups

Deadline for proposal submission: 21 January 2019

I. Background:

The UNDP's Support to Access to Justice and Rule of Law Project aims to contribute to national priorities in line with the United Nations Cooperation Framework (UNCF). The strategic objectives of the project are the following: (1) functions and capacity of rule of law institutions enabled to deliver accountable, effective and equitable justice services; (2) measures in place and implemented in the rule of law and health sectors to prevent and respond to sexual and gender-based violence; (3) human rights and transitional justice mechanisms strengthened to monitor and respond to the promotion and protection of citizen's rights.

Since 15 December 2013, South Sudan has encountered armed conflict and widespread violence, resulting in a large number of persons dead and others displaced. In August 2015, the parties to the conflict signed the Inter-Governmental Agency on Development (IGAD) brokered *Agreement for the Resolution of Conflict in the Republic of South Sudan (ARCSS)*, in an attempt to bring an end the two-year civil war. However, heavy fighting commenced in 2016 leading to further killings and displacements, as the 2015 agreement failed to hold. Consequently, IGAD announced a High-Level Revitalisation Forum (HLRF) to put the peace process back on track. After several months of negotiations, the *Revitalised Agreement for the Resolution of Conflict in the Republic of South Sudan (R-ARCSS)* was signed on the 9 September 2018.

In response to addressing the effects of conflict on its victims, UNDP's Access to Justice and Rule of Law Project aims to increase access to justice for victims through strengthening its support to SGBV survivors and vulnerable groups. An underlying cause of violence lies in the failure to address the grievances of victims. A credible transitional justice process requires a human rights based and victim-centred approach. This approach embraces measures that seek to restore the dignity of victims, including providing reassurances of non-repetition. A victim-centred approach is required to determine the preferences of victims, design responses that take into account their sufferings and engage their active participation in transitional justice. This includes a recognition of the right to the truth for the families of the victims of violence as well as the survivors.

II. Objectives:

The overall objective of the grant is to establish, support and coordinate a victims group at national/state level to provide victims with information on their rights and the channels available to them. This will contribute to a coordinated, holistic and victim-centred approach to support victims of conflict-related violence find justice; find (out what happened to) loved ones; treat physical injuries; recover from mental trauma; reconcile with perpetrators and other communities; and have access to livelihood opportunities and peer support networks.

III. Expected results:

CSOs are encouraged to develop their own expected results based on their analysis of the needs and particularities of the context and problems. Preference will be given to existing and functional victims groups. The expected results may include the following:

1. A functional victims group with clear objectives that articulates the interests and rights of its members (with emphasis on women) is established or enhanced;
2. Dialogue is held and victims are consulted to assess their needs;
3. A mapping of existing support networks and services for victims is conducted in the area of implementation;
4. Victims are offered the opportunity to establish support groups;
5. An awareness campaign informs victims about their rights and channels available to them to seek redress for their grievances in a safe environment;
6. A referral mechanism is established and made operational in collaboration with other organisations.

UNDP expects that all proposals will ensure a gender-sensitive approach, give due regard to victim protection in providing information on their rights and the distribution of outreach materials on transitional justice mechanisms and adherence to the principle of do-no-harm. As such, UNDP expects that female victims of violence are targeted and that their voices are heard. UNDP has provided trainings of facilitators in victim support groups and would encourage applicants to indicate how they would make use of this resource in their proposal.

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 on providing victims with information on their rights. Print and distribute public outreach materials on transitional justice mechanism. Describe your organization’s mission.

c. Relevant experience (maximum of 1 page)

Describe the work performed by your organization that demonstrates its capability to meet the objectives of the proposed project.

d. Problem analysis (maximum of ½ page)

Describe the main problem(s) that your proposed project will aim to address.

e. Project objectives (maximum of ½ page)

Describe your proposed project’s goals and objectives.

f. Expected results (maximum of ½ page)

Describe specific results that you plan to achieve with your project. Please make them SMART: Specific Measureable Achievable Relevant Time-bound.

g. Target audience (maximum of ½ page)

Describe the project’s main target audience as well as other stakeholders. Please also describe 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 content of the activities 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.

j. Work Plan (maximum of 3 pages)

Please include a work plan (preferably in table form) that contains specific activities to be undertaken, when they are planned to be implemented and by whom.

k. 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.

l. Budget (maximum of 2 pages)

Provide an activity-based project budget in SSP/USD.

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 problem analysis 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 Request for Proposals (RFP) as attachment I.

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

- The budget must not exceed USD 35,000
- 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.

VI. Grant size and project duration:

- One grant not exceeding USD 35,000 will be made to an organization within a 10 months period. The first tranche will be disbursed within two weeks after signing of the agreement, the second tranche will be released after submission of report, regularly accomplishment of mutually agreed activities in the first tranche. The amount of grant awarded will depend on the quality of proposals received and the amount of available donor funds.
- 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.
- Duration of the project shall be 9 months.

VII. Scope of work and expected output

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 predetermined UNDP criteria.

VIII. Duties and responsibilities

With support from the UNDP's Access to Justice and Rule of Law Project staff, the CSO will conduct training to provide victims with information on their rights. Print and distribute public outreach materials on transitional justice mechanisms to community leaders within

the PoC sites (community leaders, block leaders, community watch groups, female leaders, youth leaders and camp management).

The following duties and responsibilities may contribute to achieving this objective:

- Ensure that the project is in line with the PoC's needs and preferences;
- Build on existing structures, avenues and available mechanisms of victim support groups if present. If none are present, the CSO will establish these mechanisms for purposes of sustainability and continuity.
- Network, engage, coordinate and involve communities, key PoC stakeholders.
- Monitor progress of the project and evaluate its impact so as to adequately measure the support that is provided to the communities and the increase in their awareness about understanding their rights as victims and transitional justice mechanisms.
- Write and submit monthly and quarterly financial and progress reports including recommendations to address programmatic/operational challenges; and provide a final narrative and financial report at the end of the project.

IX. Grant applications review process:

Proposals will be reviewed by a Grants Appraisal Committee composed of representatives from various UNDP units, the Access to Justice and Rule of Project and the final approval made 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 project proposals for funding or rejection of project proposals.

The Grant Appraisal Committee will consist of members, who will be invited subject to the specific nature of project under consideration, and approved by UNDP Deputy Country

Director (Programmes). The Grant Appraisal Committee may decide to request an 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 Project 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 Resident Representative (Programmes) approves the final list of CSO projects recommended for funding;
- UNDP concludes grant agreements with the CSOs approved by UNDP South Sudan Deputy Resident Representative (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 as indicated below:

Technical Evaluation (70 score)

1. Consistency with project objectives – (15).

The proposal should equip a cross-section of community members with knowledge and skills to enable them better understand their rights as victims and also transitional justice mechanisms.

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

The proposal should be feasible and clearly demonstrate sustainability during the grant period without any additional external funding.

3. Capacity of the organization to implement the project (institutional, financial) – (15). 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 - (15).

The proposal should clearly define its strategy for implementation detailing a step-by-step project work plan with clear timelines for activity duration, supported by an itemized budget, and description of target groups.

5. Competence of the organization's staff. Previous experience in related fields, availability of skills and training – (10).

The proposal should include a brief background of the key staff working on the project and their competence and prior experience and necessary skills required to successfully implement the project.

Financial Evaluation (30 score)

The budget should be detailed, complete, rational and realistic, and must not exceed USD 35,000.

Administrative costs exceeding 10% of the total proposed amount will be rejected.

Eligible organisations will also be evaluated for the following capacities:

TECHNICAL AND MANAGERIAL REVIEW CRITERIA		
<u>Criteria</u>		<u>Max. Points</u>
	Capacity & Experience of the Agent	
1	<u>General Organizational Capacity</u> <ul style="list-style-type: none"> • Organization legally established; • Organization registered / accredited in South Sudan; • Appropriateness of organizations mandate and/or mission; • Organization's oversight / governance structures; • Appropriateness of organizational structure in South Sudan, including: <ul style="list-style-type: none"> ✓ Competency of the organization's staff and previous experience in related fields ✓ Current staff base to support the programme (programming, monitoring, reporting, finance, procurement, logistics, etc.) • Experience of working with national CSOs in South Sudan and in other countries. 	15
2	<u>Technical Capacity</u> <ul style="list-style-type: none"> • Demonstrated technical capacity of the organization relating to rule of law and providing victims with information on their rights, printing and distribution of public outreach materials on transitional justice mechanisms and legal referral path to survivors of SGBV; • Availability of in-house technical skills; • Demonstrated ability to achieve results. 	25
3	<u>Experience of Organization in South Sudan</u> <ul style="list-style-type: none"> • Demonstrate technical capacity to successfully manage small grants; • strengthening victim groups and legal referral path to survivors of SGBV and monitoring SPU services; • Demonstrate experience working with government institutions particularly policing services and law enforcement bodies. 	25
4	<u>Approach to Partnerships and Capacity Building</u> <ul style="list-style-type: none"> • Demonstrated experience working with civil society in South Sudan. 	5
5	<u>Management and Administrative Capacity</u> <ul style="list-style-type: none"> ✓ Demonstrated capacity 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; ✓ Adequacy of accounting and finance management system, including financial control frameworks.¹ 	30

¹ The budget should be detailed, complete, rational and realistic, and must not exceed 10,000 South Sudanese Pounds which will be disburse two tranches. Administrative and overhead costs exceeding 10% of the total proposed amount will be rejected.

Total	100
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X. 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.

XI. 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 and expertise in working with communities in providing victims with information on their rights and the printing and distribution of public outreach materials on transitional justice mechanisms;
 - Work experience in South Sudan or in post-conflict situations;

- 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 especially those trained as TICE facilitators in victim support groups Project with support of UNDP.
- d) Bank details.

XII. Application Process

All organizations interested in submitting their proposals may obtain the detailed documents for submission in person, by email or from the UNDP website as follows:

- 1) UNDP Procurement Office in Juba (Ministries Road)
- 2) Website: <http://procurement-notice.undp.org>

Contact persons:

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

Submissions can be delivered by hand in sealed envelope to the bid box at UNDP Office on Ministries Road or emailed to ajrol.ss@undp.org on or before **21 January 2019, at 1400 hrs.**

Late bids will be rejected. Only short-listed organizations shall be contacted.

ATTACHMENT I

UNDP Access to Justice and Rule of Law Project

REQUEST FOR PROPOSALS: Request for civil society organizations (CSOs) including NGOs and/or CBOs for application of small grants to support victims' groups

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 USD)	
Project dates	

PROJECT 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, rule of law and human rights documentation. 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 on transitional justice and human rights documentation.
- 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 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 Measurable 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 in the advocacy for transitional justice after completing the project? How will it further develop the project's achievement?

16. Budget (maximum of 2 pages)

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