



CALL FOR PROPOSALS FOR LOW VALUE GRANTS

JOINT PROGRAMME ON HUMAN RIGHTS: SEEKING CIVIL SOCIETY ORGANIZATION/CLUTERS ON PROTECTION AND PROMOTION FOR HUMAN RIGHTS

A. Project Title: Joint Programme on Human Rights

The Somalia Joint Programme on Human Rights will be executed by UNSOM, UNICEF and UNDP, with UNSOM acting as the lead entity, and in coordination with the Government and particularly the Ministry of Women and Human Rights Development. The overall objective is to strengthen the capacity and compliance of security and justice institutions with human rights and protection standards, especially the rights of women and girls within the framework of SCR 1325, as well as follow-up on resolutions on protection of children in armed conflict (CAAC). This will be achieved through strengthening the capacity of Somali institutions (Executive- MoWHRD, Ministries of Internal Security and Justice, relevant Federal Parliamentary Committees) in human rights, and the establishment of the Independent National Human Rights Commission to investigate and promote human rights. A key aspect of the joint programme is to strengthen civil society organizations down to the community level in order to increase knowledge, enable Somalis to appreciate human rights, and to monitor and report on human rights, including the rights woman and children. Somalia's human rights commitments are drawn mainly from the UPR recommendations, Security Council resolutions, including UNSCR 1325(2000) (and follow-on resolutions), the Human Rights Roadmap, and recommendations on the international human rights instruments and in all these, the civil society organizations have a critical role.

Strengthening the capacity of Civil Society Organization

The Civil Society support is crucial part of the Joint Programme under the second output on strengthening monitoring, reporting and advocacy capacity of human rights. It aims to enable the civil society organizations and networks to monitor and report human rights while holding government institutions accountable. It aims to facilitate open engagement of strong civil society network(s) that can monitor and report on violations in a secure manner and to strengthen those networks that were well-established and are functioning. Despite difficult working environment, civil society clusters have been active in delivering services in the areas of human rights advocacy, humanitarian action and the protection.

In 2015, UNSOM HRPB mobilized the CSOs to create a CSOs forum to exchange information, coordinate and identify activities to be supported, including capacity-building. The civil society forum has identified gaps and proposed activities to support policy and legal reforms including policy dialogue, facilitated discussion and consultation on emerging issues and trends, such as monitoring activities including protection of IDPs, disabled persons, freedom of expression, conflict related sexual violence, and protection of women and children. Most of the thematic issues are priority themes in the Government's Human Rights Roadmap and the UPR recommendations.

Intended audience to respond to the call: Local Civil Society Organizations/ clusters who can fulfil the required criteria as per below selection criteria

Circulation of the call: The Call for Proposal will be published on UNDP website and circulated widely.

Selection Criteria:

The Offeror and its relevant staff members should be a Somali non-governmental organization (NGO) with experience on human rights on freedom of expression, women' right, youth, human right during humanitarian crises, right of marginalized and minority groups and right of persons with disabilities.

The Offeror should have office in Mogadishu. The interested NGO/CSOs clusters should reflect a strong gender balance. The Offeror should have the capacity to deliver quality services in a timely and professional manner

Criteria	
Experience	<p>Organization</p> <ul style="list-style-type: none"> A minimum of 3-5 years of experience in managing and implementing training, awareness and advocacy activities <p>Project Team</p> <ul style="list-style-type: none"> Should have facilitators with relevant expertise in field of Human rights Knowledge and experience of conflict sensitivity and gender, including mainstreaming tools. Strong monitoring and reporting experience. The Project team shall have oral and written skills in English and Somali. <p>Head of Organizations/Clusters</p> <ul style="list-style-type: none"> A minimum of 3-5 years of experience on Human Rights for freedom of expression, women's right, youth, human right during humanitarian crises, right of marginalized and minority groups Demonstrated evidence of designing, implementing, managing and monitoring programmes and projects.
Language	<ul style="list-style-type: none"> The Offeror should have good oral and written skills in English and Somali and shall share the action plans, reports and etc as an English version with UNDP. Relevant local language skills among the team would be a prerequisite and must be specified in the proposal.
Other	<ul style="list-style-type: none"> A Somali-based non-governmental organization (NGO) or cluster/network is preferred, with cluster membership is preferred. Registration, or evidence of having initiated registration for operating in Somalia or alternatively, documentation from relevant authority for operating in target federal member state(s).

Proposal Budget:

The budget allocated for each grant should not exceed USD 20,000 per NGO/CSO cluster as specified in the ToR (Annex 1).

Proposal implementation duration: The time-period for implementation is 6 months.

Content and format of the grant proposal: The template for the grant proposal is attached in Annex 2 of this call.

Submission format:

- The proposal prepared by the Offeror and all related correspondence shall be in English.
- The proposal shall conform to the format provided in annex 2.

- The proposal shall attach all required legal evidence, including evidence of legal registration or registration initiation documents and authorization to operate in the targeted federal member state.
- CV of Project Head of Cluster/Project Coordinator shall be submitted.
- Only one proposal can be submitted per organization/cluster.
- Proposals should be submitted on email for the below address:

UNDP Registry

Email: registry.so@undp.org

Submission deadlines:

The deadline for submission of proposal is on **2 May 2019**

Selection Process

Evaluation/selection committee:

The proposals will be selected on a competitive basis. All proposals will be reviewed and endorsed by 5-member panel composed of the government and UN

Final decision:

The panel will submit its minutes, recommendations and full set of qualified proposals to the Project Board for their approval.

Announcement of selected NGOs:

The approved proposals will be announced, and the organizations will be contacted to proceed with the next steps including document finalization and agreement signing.

Scoring of the proposals:

Criteria	Score	Weight
Expertise of Organization <ul style="list-style-type: none"> • legal existence including registration certificates and annual reports • Years of establishment • Experience in undertaking similar assignments • Specialized experience on human rights for protection of IDPs, disabled persons, marginalized communities, freedom of expression, conflict related sexual violence, and protection of women and children. • Financial management capability • Annual financial statements or audit if any 	40	40%
<ul style="list-style-type: none"> • Proposed Methodology, Approach and Implementation Plan • Understanding of the scope of work • Schedule of activities • Clear and realistic timelines • Measuring results (data collection, indicators, results framework) • Reporting plan 	30	30%
Project Personnel <ul style="list-style-type: none"> • Qualifications and Experience of head of cluster, facilitators/ Project Coordinator • Specialized Knowledge 	30	30%

• Experience on Similar Programme / Projects		
Total	100	100%

H. Schedule of Payments:

Deliverable	Amount
Upon signing of the Low Value Grant Agreement (LVG) by both parties	20% of the value of the grant (USD 4,000)
Upon submission of financial and narrative report of the first tranche and detailed work plan certified by UNDP and UNSOM	50% of the grant value (USD 10,000)
Upon submission and acceptance by UNDP of the final narrative report in the format described in annex 2.2., with indicator/M&E data and financial information	30% of the grant value (USD 6,000)

Annex 1: LOW VALUE GRANT TERMS OF REFERENCE

Goal: To strengthen capacity of Civil Society Organization on Human Rights

Specific Objectives:

- Build the capacity of Civil Society Organizations/clusters for protection and promotion on human rights
- Civil society organizations in Somalia are able to monitor, evaluate, report and to hold the government accountable for human rights violations.

Monitoring, reporting and advocacy capacity of human rights Civil Society Organizations developed

Activity result 2.1: Human rights civil society organizations in Somalia are able to monitor, evaluate, report and to hold the government accountable for human rights violations.

Specific objectives

- Developing civil society skills to monitor, report and advocate on human rights, accountability; legal reforms and policy gaps;
- Strengthening CSO clusters/networks to engage with the authorities and the international community

Key Results	Activity	Sub activity result	Key deliverables	Indicators
Enhanced awareness on the Freedom of expression with media and Journalists groups		<ul style="list-style-type: none">International Day to End Impunity for Crimes against Journalists is on 2 November 2019 and International Human Rights Day on 10 December.A panel discussions on the Protection and Safety of Women Journalists in Conflict Situations. Participants will represent media houses, government officials, lawyers, female reporters, journalists, women activists and members of the public.Two-day discussion for journalists and media workers on the role of media in protection of human rights in line with the new media act.One-day training on reporting human rights issues in the context of humanitarian crises. The training can help journalists build a more humane and just portrayal of affected communities in the media.	<ul style="list-style-type: none">International day to end impunity and international human rights days marked with representation of all FGS and FMS stakeholders.One panel discussion with about 50 participants form FGS/FMSOne training on human rights in humanitarian action for 40 participants	# of participants and # of CSO’s representing Federal Member States and Banadir trained on freedom of Expression issues

Strengthened engagement of the youth in human rights, Justice and police institutions including monitoring of prison detainees on human rights issues and electoral process	<ul style="list-style-type: none"> Two-day panel discussion on how the civil society can strengthen oversight on the justice and police institutions including the custodial corps on status of the youth prisoners. Two-day training on monitoring and reporting during Elections Assessment study on the legal status of youth prisoners in Somalia prisons 	<ul style="list-style-type: none"> Panel discussion held on rights of prisoners and enhanced understanding of the situation of the youth prisoners Somalia. Discuss principles of independent monitoring and reporting during elections 	# Of participants who have benefited from panel discussion on legal status of youth prisoners, oversight of rule of law institutions and electoral monitoring
Awareness on Promotion on Human Rights	<ul style="list-style-type: none"> Six training activities for university students and lectures on human rights as contained in the Universal Declaration of Human Rights and other international instruments, and the government obligations targeting in order to strengthen policy formulation among the academia in order to improve their contribution to the government policy formulation. 	<ul style="list-style-type: none"> 6 trainings completed and reached 200 to participants 	# of University students engaged in training programme and show continued interest in the subject
Advocacy on women's rights including FGM, legal framework on sexual offenses	<ul style="list-style-type: none"> Two-day consultation meeting on the advocacy strategy for Sexual Violence Bill which was approved by the FGS cabinet in May 2018 Annual celebration of the 16 Days of Activism against Gender Violence. One-day workshop on prevention and responsive mechanisms for GBV, FGM, and Child Protection. One-day awareness raising training on prevention of human rights violations against IDPs women. 	<ul style="list-style-type: none"> Two--day consultation meeting on Sexual Offence bill reaching out around 50 relevant stakeholders One-day workshop targeting 40 key stakeholders and community representatives 	# of stakeholders attended workshops for Sexual Offence bill and prevention of GBV and provide recommendation on sexual offenses bill and FGM
Ensuring Human Rights during Humanitarian crises	<ul style="list-style-type: none"> Two-day training in coordination with Ministry of Social services, and Ministry of Human Rights on implementation of IDPs policy. Assessment of IDPs situations. Annual celebration of the International Human Rights Day. 	<ul style="list-style-type: none"> Two days trainings completed around 55 participants International Human Rights Day marked 	# of stakeholders attended the two - day trainings and identify coordination pathways.
Rights of Marginalized	<ul style="list-style-type: none"> Two-day discussion on Human Rights with marginalized community members from youth, 	<ul style="list-style-type: none"> Two discussion completed 	# Advocacy and awareness sessions identify key issues of

and Minority Groups	<p>women and community leaders and identify training areas and how to undertake outreach programmes to the community. These discussions shall also include rights enshrined in the Universal Declaration of Human Rights (UDHR) and the chapter two of provisional constitution of Somalia and its application for the protection of rights.</p> <ul style="list-style-type: none"> • A panel discussion on the participation of the marginalized and minority communities in 2020 Election. • Annual commemoration of International Human Rights Day. 	<p>targeting around 60 participants</p> <ul style="list-style-type: none"> • Panel discussion is held for marginalized communities toward 2020 election • International Human Rights Day is marked 	the marginalized community.
Rights of Persons with Disabilities	<ul style="list-style-type: none"> • Two-day training on rights of persons with disabilities and 100 people from persons with disabilities, IDPs, community leaders and members from civil society will benefit from it. The focus will be on the rights of persons with disabilities to actively participate in public and political affairs. • A panel discussion on National Disability Agency law and ratification of the Convention on Persons with Disabilities (CRPD). • Annual celebration of International Disability Day on 3 December. 	<ul style="list-style-type: none"> • 2 days training for 100 participants • Panel discussion is held for disability agency law and ratification of the convention on persons with disabilities (CRPD) International Disability Day is marked on 3 December 2019 	# of recommendations received on disability agency law and ratification of the convention on persons with disabilities (CRPD)

1. Planning and mobilization

Result Indicators and Targets

- Participate in 2-day orientation session in Mogadishu (to be organized and facilitated by UN). During this workshop, UNDP will provide an orientation to its programming approaches and training on specific tools (baseline assessment and indicators identified). The Offeror and UNDP will agree on data-collection and reporting tools and formats. *The Offeror is expected to identify a minimum of 3 mid to senior level staff to participate in this orientation.*

- Updated work plan submitted for UNDP review and endorsement within a week following the orientation.
- The CSO clusters should include representatives from women and minority groups.

Estimated timeline: 4 weeks.

2. Project Management, monitoring and reporting

Result Indicators and Targets

- Project is managed in accordance with the contractual arrangements.
- Close communication is maintained with UNDP on implementation progress, results, challenges and emerging issues on monthly basis through monthly reports (template shall be provided).
- Close coordination is maintained with relevant actors and partners such as government institutions, UN agencies, NGOs and CBOs.
- Comprehensive narrative and financial completion report submitted to UNDP within two months following the end of the project.
- The Offeror bears full responsibility for the overall management of activities, and bears all substantive, operational, financial, monitoring and evaluation responsibilities.

ANNEX 2: LOW VALUE GRANT PROPOSAL TEMPLATE

Annex 2.1 Low Value Grant Proposal

TO BE PREPARED BY THE RECIPIENT INSTITUTION. THIS PROPOSAL WILL BE SUBMITTED TO THE STEERING COMMITTEE/PROJECT BOARD FOR APPROVAL

Project Number: _____

Date: _____

Project Title: _____

Name of the RECIPIENT INSTITUTION: _____

Total Amount of the Grant (in USD): _____

1- PURPOSE OF THE GRANT

- Indicate the purpose of the grant and describe the result(s) the grant is expected to achieve.
- Explain why the grantee is uniquely suited to deliver on the objectives

2- PROPOSED ACTIVITIES AND WORK PLAN

- Describe the activities that will be completed to achieve the objectives
- Elaborate if there are any targeted group(s)/ geographical area who will benefit from the grant, other than the Recipient Institution. If so, who are the targeted groups/geographical area and how will any potential beneficiaries be selected?

WORK PLAN

PLANNED ACTIVITIES ¹	Timeline ²				Planned Budget for the Activity (in grant currency) ³
	T1	T2	T3	T4	
1.1 Activity					\$
1.2 Activity					\$
1.3 Activity					\$
Total					\$

1 State what activities will be completed with the grant Funds. Use as many activity lines as necessary

2 Define the time periods relevant for the grant and indicate when specific activities are expected to be completed. Typically, time periods relate to when the tranches of Funds are released (i.e., quarterly, six monthly, annually) Use as many time periods as necessary.

3 Indicate the budget amounts in the grant currency.

3- PERFORMANCE TARGETS

State the indicators for measuring results that will be achieved using the grant. At least one indicator is required. More can be used if useful to more fully measure the results that are expected to be achieved:

INDICATOR(S)	DATA SOURCE	BASELINE	MILESTONES			
			Period 1	Period 2	Period ...	FINAL TARGET
1.1						
1.2						

4- RISK ANALYSIS:

Indicate relevant risks to achieving the grant objectives and mitigation measures that will be taken. Risks include security, financial, operational, social and environmental or other risks.

Risk	Risk rating* (High/Medium/ Low)	Mitigation measures

*The risk rating is based on a reflection of the likelihood of the risk materializing and the consequence it will have if it does occur.

5- GRANT BUDGET OF RECIPIENT INSTITUTION (state currency)

PERIOD COVERING FROM _____ TO _____

General Category of Expenditures	Tranche 1	Tranche 2	Tranche 3	TOTAL	
				I.	
Personnel					
Transportation					
Premises					
Training/Seminar/ Workshops, etc.					
Contracts (e.g., Audit)					
Equipment/Furniture (Specify)					
Other [Specify]					
Miscellaneous					
TOTAL					

* Please note that all budget Lines are for costs related only to grant Activities.

** These budget categories and number of tranches are suggested guidelines. The Recipient may choose alternates which more accurately reflect their expense items and needs.

*** Add as many tranches columns as necessary

Annex 2.2 REPORTING FORMAT

THE NARRATIVE AND THE FINANCIAL REPORT TO BE PREPARED BY THE RECIPIENT INSTITUTION.

Recipient Institution: _____

Year _____

Period covering this report:

- This report must be completed by the Recipient Institution and accepted by UNDP
- The Recipient Institution must attach any relevant evidence to support the
- The information provided below must correspond to the information that appears in the financial report
- Attach the accepted grant proposal to this report

Performance:

1- Work plan Performance (cumulative, including the current period)

COMPLETED ACTIVITIES	Timeline ²				Planned Budget for the Activity (in grant currency) ³	Funds Delivered for the Activity (in grant currency)
	T1	T2	T3	T4		
1.1 Activity					\$	
1.2 Activity					\$	
1.3 Activity					\$	
Total					\$	

2- Performance Targets

INDICATOR(S)	Data Source	Baseline	Reporting Period Milestone/Target	Reporting Period Actual Performance Against the Target
1.1				
1.2				

3- Challenges and Lessons Learned:

Financial Reporting: *Note: Financial reporting can be in local currency but cannot exceed the grant value in USD.

General Category of Expenditures	Budgeted Amount	Actual Expense
Personnel		
Transportation		
Premises		
Training, Workshops, etc.		
Contracts (e.g., Audit)		
Equipment/Furniture (Specify)		
Other [Specify]		

Miscellaneous		
TOTAL		