



CALL FOR PROPOSALS FOR LOW VALUE GRANTS

JOINT JUSTICE PROGRAMME: SEEKING SOLUTIONS ON RULE OF LAW THROUGH COMMUNITY DIALOGUES

A. Project Title: Joint Justice Programme

Background info:

The United Nations Development Programme (UNDP) has been supporting the government's efforts in effective implementation of the National Development Plan (NDP), which is aligned with the corporate Sustainable Development Goals (SDG), in collaboration with a wide range of stakeholders in Somalia.

The Ministry of Justice, Federal Government of Somalia is the strategic partner of the Joint Justice Programme as it recognizes that access to justice programmes is a priority to ensure safer and access basic justice services for the citizens. The UNDP Rule of Law (RoL) Portfolio implements the 30 month Joint Justice Programme together with the United Nations Assistance Mission in Somalia (UNSOM), UNICEF, UN Women and IDLO.

The second outcome of the programme is "Men and women are safer and accessing basic justice and human rights services" and recognizes that rule of law reforms cannot be achieved solely by top down capacity and institution building initiatives but also require a socially transformative approach with strong citizen participation.

The intention of this activity area is to engage the communities in jointly seeking solutions to rule of law issues particularly on justice, security and land issues (since land disputes are one of the main sources of conflicts in the communities) and partnering with local institutions to implement and assess them.

Community dialogue methodology¹ has been used in many countries in the health sector but also in other areas such as good governance and gender. They have proven a powerful tool to empower communities in collective thinking processes and find creative and locally owned solutions to solve complex social issues. Through facilitated and inclusive dialogues based on equality, trust and acceptance, communities can explore their own development issues, discover new perspectives and take responsibility for their future.

The Joint Justice Programme plans to support community dialogue on justice and security in the five Federal Member States (FMS) capitals during the first phase of the programme. Therefore, to ensure the implementation of this output, the Joint Justice Programme requires the service of local NGOs to conduct these dialogues in Baioda, Kismayo, Jowhar, Dhuusamarreb and Garowe.

Intended audience to respond to the call: Local Non-Governmental Organizations (NGO) and Community Based Organizations (CBO)/networks 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.

¹ UNDP has been the leader of the Community Capacity Enhancement Programme, which is based on a methodology known as '**Community Conversations**'. The main strength of the CCE approach is that it stands out as a community owned and community driven approach. It focuses on people and their interactions, within their broader life context and is based on the premise that people themselves have the capacity to respond effectively to their security and legal requirements by identifying options.

Selection Criteria:

The Offeror and its relevant staff members should be a Somali non-governmental organization (NGO) or CBO with experience in local development, peacebuilding, capacity-development and with understanding of legal issues. The team should reflect a strong gender balance. The Offeror should have the capacity to deliver quality services in a timely and professional manner. Details of capacity and expected deliverables are provided in Annex 1 – the terms of reference.

Criteria	
Experience	<p>Organization</p> <p>A minimum of 5 years of experience in managing and implementing local development and peacebuilding projects in Somalia.</p> <p>Project Team</p> <ul style="list-style-type: none">• The project team should comprise, at minimum, a Project Coordinator; and experienced Programme and operations staff.• The combined team should include the following:• Experience in implementing local development and peacebuilding projects.• Proven ability to adeptly work with a broad range of stakeholders including government and civil society representatives and communities.• Knowledge and experience of conflict sensitivity and gender, including mainstreaming tools.• Strong monitoring and reporting experience.• Proven experience in project management.• The Team Leader should contribute 75% or more of his/her time to this assignment; The CV of the Project Coordinator should be submitted, at minimum, as part of the proposal.• The Project team shall have oral and written skills in English and Somali. <p>Team Leader/Project Coordinator (or equivalent)</p> <ul style="list-style-type: none">• A minimum of 5 years of experience in one or more of the following technical areas (community development, peacebuilding, capacity-development).• Demonstrated evidence of designing, implementing, managing and monitoring Programmes and projects.
Language	<p>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.</p>
Other	<p>A Somali- based non-governmental organization (NGO) 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).</p>

Proposal Budget: The budget allocated for each grant should not exceed USD 40,000 per geographical area as specified in the ToR (Annex 1).

Proposal implementation duration: The time-period for implementation is one year.

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

There should be a separate proposal for each location. Local Non-Governmental Organizations (NGO) and Community Based Organizations (CBO)/networks can apply for one proposal per organization only.

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 Team leader/Project Coordinator shall be submitted.
- Only one proposal can be submitted per organization.
- Proposals should be submitted on email for the below address

UNDP Registry

Registry.so@undp.org

Submission deadlines: The deadline for submission of proposal is on **3 June 2019 (by 4:00 pm local time in Somalia)**

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 federal and state level members as well as UNDP.

1. One representative from Ministry of Justice, MOJ Federal Government of Somalia
2. One representative of Joint Justice and Corrections Section, UNSOM
3. One representatives of UNDP
4. Representatives from target FMS as observers to the process.

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 in local development and peacebuilding work- Financial -management capability	40	40%

- Annual financial statements or audit if any		
Proposed Methodology, Approach and Implementation Plan <ul style="list-style-type: none"> - 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 Project Team Leader/Project Coordinator - Specialized Knowledge - Experience on Similar Programme / Projects 	30	30%
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 8,000)
Upon submission of development of 3 satisfactory community action plans as certified by UNDP	50% of the grant value (USD 20,000)
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 12,000)

Annex 1: LOW VALUE GRANT TERMS OF REFERENCE

Goal: To produce positive behavioral change and societal changes that will strengthen the capacities of communities to work with the local government, police and judiciary to identify their legal and security requirements.

Specific Objectives:

- Promote citizen participation as a means for development
- To ensure community participation in identifying underlying causes of security, justice and land issues and identifying priorities as well as local solutions
- Support development of community action plans on justice, security and land management issues
- Contribute to the development of police and justice services that respond to the needs of the local communities

Key Activity Results	Sub activity result	Indicators
5 master trainers in each location are identified and selected to undergo a training of trainers on community conversations. The master trainers should include 1 senior staff of the NGOs, 1 member of the local government, 1 women leader and 1 youth leader.	The NGO together with the UN RoL GFP will identify the member of the local government women leader and youth leader through a consultation meeting within the community.	# of master trainers in Baidoa, Kismayo, Jowhar, Dhuusamarreb and Garowe. trained on community conversations.
At least 30 influential persons in each location are selected and trained as community facilitators. The community facilitators should include representatives from minority clans, youth and women leaders.	Minimum 30 community facilitators trained in each location. In-depth feedback gathered from community facilitators through feedback sessions at the end of each community conversation	
At least 2ab community conversation session per month		# of people participating in community conversations % of targeted persons that have increased knowledge of legal and security needs in the community and community participation (disaggregated by gender)
Support development of community action plan	Number of action plans developed including also responsible level of decision making as a result of the conversation and presentation to the authorities with follow up	# of security and justice actions developed and requested by community with the formal justice actors.

Provide ongoing technical to the implementation of community conversations and community action plan through monthly follow up visits and activities	Community conversations timely implemented, and quality control ensured	# of follow up and support activities undertaken to support community action plans # of skills reinforcement session with community facilitators
Document systematically the process steps, activities, and the changes generated at community level	Changes in the communities documented	# Quarterly reports including documentation of indicators of changes drafted

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 workplan submitted for UNDP review and endorsement within a week following the orientation.
- Participate in UNSOM briefing meetings with stakeholders at the three locations in Baidoa, Kismayo, Jowhar, Dhuusamarreb and Garowe.
- Identify 5 master trainers in each location to participate in the training of trainers
- Identify topics for community conversations together with the international expert on community conversations
- Baseline assessment and village planning exercises completed. The village planning exercise is expected to be multi-stakeholder and community-based with targeted participation of women and minority groups.
- Identify criteria for selection of the 50 influential persons in each location to become community facilitators. The NGO should include representatives from women and minority groups.
- Intervention plan formulated; validated with stakeholders and submitted for UNDP endorsement.

Estimated timeline: 4 weeks.

2. Training and feedback session

Result Indicators and Targets

- Persons suitable for serving as community facilitators and experiences once identified their short biography and supporting documents are documented and provided.
- A 7-day training course is provided by the master trainers to identified persons
- Organize one community conversation per month and one feedback session after each community conversation
- Master trainers to participate in quarterly review meeting with international expert.
- Facilitate interaction and dialogue between the community facilitators and the local administration, police and formal justice actors.
- Follow up and support activities on the action plans with relevant authorities
- Master trainers to participate in refresher course, document the community conversation process, the results and community changes

Estimated timeline: 48 weeks

3. 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). A copy of the monthly progress report shall also be shared with the Ministry of Justice & Judiciary Affairs, Federal Government of Somalia: info@moj.gov.so.

- Close coordination is maintained with relevant actors and partners such as government institutions (Ministry of Justice Federal Government of Somalia and the Ministries of Justice at the Federal Member states, UN agencies, NGOs and CBOs.
- Comprehensive narrative and financial completion report submitted to UNDP within two months following the end of the project.

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- Workplan 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		