



## Call for Proposals Notice – Grants to Iraqi NGOs

### **Supporting the provision of Legal Assistance services in Sulaimaniyah, Northern Iraq - Kurdistan Region**

UNDP is pleased to announce a call for proposals for Iraqi Non-Governmental Organizations (NGOs) for the project “Supporting the provision of Legal Assistance services in Sulaimaniyah, Northern Iraq - Kurdistan Region”.

#### **Background:**

UNDP Iraq is seeking an NGO as a Recipient of Grant to provide support to the Kurdistan Bar Association KBA to implement the legal assistance scheme (the ‘legal help desk’), providing legal assistance services to vulnerable groups in Sulaimaniyah, Northern Iraq - Kurdistan Region.

To enhance the protection of citizen’s right through better access to justice and advocacy by increasing the legal awareness of vulnerable and disadvantaged people in Iraq, and also to increase their ability to claim their legal rights by improving access to legal assistance services, UNDP has supported Bar Association and NGOs to deliver legal assistance services in Kurdistan region in close cooperation and coordination with Judiciary, and as a result a strong partnership was formed between the three institutions.

To ensure the sustainability of legal assistance services, the project started supporting the institutionalization of legal aid in the Kurdistan region through cooperation with Bar Association as a national legal institution established by law and represent lawyers, and through building strong partnership between Judiciary, Bar Association and NGOs for the provision of legal assistance services. For this purpose UNDP has developed and signed a MoU to provide a framework of cooperation and facilitate collaboration that enable KBA to operate legal assistance scheme targeting poor and vulnerable persons in governorate of Sulaimaniyah, and institutionalize legal aid scheme. The implementation of the MoU is supported by an additional contract with a local NGO, to provide capacity development and the required operational supports to KBA to operate the legal assistance scheme.

Through the mentioned cooperation and partnership, legal assistance services and awareness provided by KBA with the support from local NGO and cooperation with different relevant institution such as Directorate for Combating Violence Women, through court based legal help desks and mobile legal clinic to vulnerable people, including female victims of domestic

violence and GBV, poor who cannot afford private lawyers, elderly, disabled persons, children and youths, prisoners, refugees...etc, in addition, significant steps has been taken by KBA to institutionalize the legal aid through the submission of legal aid law to Kurdistan Parliament and other required institutional arrangement to manage legal aid.

In its efforts to institutionalize the legal aid, UNDP want to continue the collaboration with KBA and provide further support. For this purpose UNDP need to contract local NGOs, to support the implementation of the MoU with/ and the provision of legal assistance services by KBA in Sulaimaniyah.

## **1. Small grants' mechanism:**

### **1.1 Eligibility for receiving grants:**

Eligible NGOs are national NGOs legally registered and operate in Sulaimaniyah governorate.

**1.2 Project Duration:** maximum 8 months (no extensions will be granted).

**1.3 Geographic coverage:** The grantee will work in Sulaimaniyah governorate.

**1.4 Grant size:** 80,000 USD (eighty thousand US dollar).

Own contributions from the NGO consortia are not mandatory but will be considered positively.

**Important Note:** part of the mentioned grant will be disbursed through the NGO recipient of grant on the cost of bar association staff working with the project and legal services provided by the bar association which include: monthly salary of project staff from KBA, fees for the lawyers providing legal consultation and fees for lawyers providing legal representation, therefore the applicant NGO requested to coordinate with the head of bar association branch in Sulaimaniyah governorate to know about/ and agree on the allocation related to the cost of KBA to be reflected on the financial proposal. Application without allocation for the KBA cost in the financial proposal will be disqualified and excluded.

### **1.5 Scope of work:**

In close cooperation with KBA and any other relevant stakeholders, the implementing partner will:

- a) ***Providing operational and management support to KBA, to operate the legal assistance scheme***, which include providing free legal assistance through the legal help desk inside the court premises and providing legal awareness through mobile legal outreach. Legal help desks will be technically managed by the KBA, the operational and management support will be provided through an operation unit with 1 project manager, 1 social workers and 1 administrative assistance. The management unit will be responsible for providing daily operational support, submit report to UNDP on the work, achievements of the legal aid help desk, payment of the salaries of the KBA lawyers, payments of financial expenses of the outreach activities, legal fees for legal representations and legal consultations, as well as other responsibilities as mentioned below.
- b) ***Develop and manage the document systems, policies and procedures required to operate the legal assistance service***, assist and support the KBA to develop and manage intake procedures, clients records systems, conflict of interest policies (particularly in relation to GBV, DV cases, where the scheme may be assisting the victim as well as requested to assist the defendant), case file structures and a client referral manual. The policies and procedures will include a monitoring and evaluation system, with a system designed to provide quality assurance for the work performed by the implementing partner under the contract, and to measure progress towards achieving the project targets. The policies and procedures will also identify measures to ensure the sustainability of the legal assistance scheme beyond the project lifespan.
- c) ***Outreach and referral coordination***, coordinating the mobile legal outreach sessions and referral systems with relevant institutions to assist KBA to conduct the legal awareness sessions targeting vulnerable groups especially at the rural and remote areas, also to provide free legal consultation and representation to cases refereed by relevant institution such as Directorate of Combating Violence Against Women, shelter, prisons...etc.
- d) ***Provide regular training and guidance sessions to bar association lawyers*** who are providing legal assistance.
- e) ***Development of operational and managerial system inside the bar association***: The operation unit will also identify 3 staff from KBA to be trained on Management, reporting, and financial management. It is expected that by the end of the project KBA will have well established management unit within their office in Sulaimaniya.

The contractor shall work closely throughout the implementation of the project with the KBA to conduct on the job training for KBA selected technical staff (finance, management, administration ...etc) in order to insure the creation of a sustainable mechanisms for KBA to manage and carry on the project by the end of the project.

- f) **Training of 25 paralegal to establish a lawyer network and develop legal aid board** that include Bar Association, Provincial Council, Government Institutions, CSOs, and Directorate for Combating Violence Against Women.

## **2. Selection process**

A selection panel comprised of UNDP-Iraq staff will review the applications.

Step 1: Incomplete and late applications will be excluded (please refer to the list of documents to be submitted in the Submission Details section below).

Step 2: The selection panel will evaluate the proposals and budgets against the attached grid (Annex 1).

Step 3: The selection panel will select the top scoring NGOs for granting.

NGOs will be informed of the selection results approximately 1-2 weeks after the application deadline.

## **3. Submission Details:**

Interested NGOs should send an email containing:

1. Form A: Project Proposal form completed
2. Form B: Project Budget form completed with the allocation for KBA cost
3. Copy of original valid certification of legal NGO registration
4. Recommendation letters of international donors (optional)
5. Support letters from government or parliament institutions in case the project requires such cooperation (optional)

Language of submission: English

Address:

[bids.iraq@undp.org](mailto:bids.iraq@undp.org);

[nahid.hussein@undp.org](mailto:nahid.hussein@undp.org)

[shabaz.jamal@undp.org](mailto:shabaz.jamal@undp.org)

**Email subject:** Submission Provision of Legal Assistance services in Sulaimaniyah.

**Deadline:** no later than **5:00pm (Iraq time) 26 April. 2014**

## Annexes

- Annex 1 – Project proposal evaluation grid
- Form A – Project Proposal form
- Form B – Project Budget form

## Disclaimer

UNDP reserves the right to accept or reject any or all applications received without incurring any obligation to inform the affected applicants.

## ANNEX 1 Project Proposal Evaluation Grid

Project Proposal for legal aid grant	Score	
1. Relevance	Sub-score	100
1.1 Relevance of the proposal to the thematic area of the call for proposals.	50	
1.2 Relevance of the proposed beneficiary/ target groups? Are they and their differentiated needs clearly identified?	50	
2. Methodology and Approach	Sub-score	400
2.1 Is the overall methodology and approach relevant to the objectives of the project proposal?	100	
2.2 Do the activities provide for a clear and structured way to achieve the project proposal objectives?	100	
2.3 Is the results framework well structured, following a logical hierarchy of results that provide specific ways of assessing progress and performance?	50	
2.4 Is the work plan consistent with the proposal and realistically achievable within the given	100	

timeframe?		
2.5 Does the project proposal approach reflect gender differential issues? Does it take into account specific needs and opportunities for men and women?	50	
3. Sustainability	Sub-score	200
3.1 Is the proposal likely to have an immediate impact on the target groups throughout the project's duration?	100	
3.2 To what extent does the project proposal plan working closely with government institutions and other relevant actors are there any mechanisms to promote a structured relationship with these institutions?	100	
4. Cost effectiveness	Sub-score	100
4.1 Is the proposed budget presenting a reasonable value for money ratio? Is the ratio between the planned resources and expected impact satisfactory?	50	
4.2 Is the proposed budget displaying necessary and relevant costs for the achievement of the project's objectives?	50	
5. Applicant experience	Sub-score	200
5.1 Is the applicant NGO mandate relevant to the thematic areas of the call for proposal?	50	
5.2 Do the past activities of the applicant NGO reflect relevance visa-vie the interventions described in the Call for Proposals.	100	
5.3 Does the applicant NGO have previous international funding experience?	50	
<b>Total score</b>		1000