** ACCESS TO JUSTICE AND RULE OF LAW PROJECT**

**Call for Proposals for Small Grants**

**Request for Civil Society Organizations (CSOs) including NGOs and/or CBOs for application in relation to Small Grants for Justices and Transitional Justice in Bentiu (Unity State) and Bor (Jonglei)**

**Deadline for proposal submission: 28/8/2020**

1. **Background:**

The signing of the Revitalized Agreement to Resolution of the Conflict in South Sudan (R-ARCSS) in September 2018 was celebrated as a breakthrough for reversing the brutal civil conflict that has cost an estimated 400,000 lives and displaced more than 4 millionpeople since its onset in December 2013. The signing of the R-ARCSS opened a new chapter and opportunity for peacebuilding, including reforming the justice system to solidify and speed up the peace process as a part of the implementation of provisions of the R-ARCSS. The signing has also decreased active warfare across the country and increased public confidence in sustaining peace at the community level.

Even so, the protracted crisis has crippled an already weak rule of law system in South Sudan. Steadily, the traditional justice system in the country has played an invaluable function of ensuring social cohesion at the community level. However, this system was also weakened as a result of conflict induced community and traditional leaders’ displacement. In fact, as the number of returnees is expected to rise, the risk of community conflict increases without necessary justice and accountability mechanisms in place. The need to strengthen dialogue and trust building mechanisms proves ever more crucial to re-establish social cohesion and support the peacebuilding process.

Additionally, the contradiction between statutory and customary laws and the weak application of the existing legal system and formal policies, results in significant disparities between women, men, boys and girls. This has aggravated gender inequalities and sustained unbalanced traditional gender roles, social norms and negative cultural practices (such as child and forced marriage, teenage pregnancies, poor education and unequal access to health services).

To support the implementation of Chapter V of the R-ARCSS, community dialogue and improved access to formal and informal justice and rule of law systems can prove to be decisive avenues to sustain peace in the community. Also, strengthening trust building mechanisms while ensuring the protection of victims of violence and conflict are critical to achieve conflict transformation and reconciliation.

1. **Objectives:**

The objective of the Low Value Grants mechanism is to strengthen civil society organisations and their capacity to support and coordinate with victims and survivors’ groups, at a state level. Specifically, the CSOs ability to provide victims with accurate knowledge and information on victim’s rights and access to Transitional Justice channels will be enhanced. This will contribute to a coordinated, holistic and victim-centered approach to support victims of conflict-related violence to demand and obtain justice; recover from mental trauma; reconcile with perpetrators and other communities. CSOs should have an operational presence in Bentiu, Unity State and Bor, Jonglei State, and preferably an office in Juba.

1. **Expected results:**
2. Raise the profile of survivor's groups in reconciliation dialogue and transitional justice processes; build their leadership skills and knowledge on survivor's rights through:

* Trainings targeting Bentiu and Bor networks on CSO-related issues, including their role in TJ;
* Awareness raising informing victims about their rights and channels available to them to seek redress for their grievances in a safe environment;
* Regional workshops for civil society actors, including survivors of conflict.

1. Strengthen the capacity of survivors and perpetrators to engage in truth telling and reconciliation by:

* Engaging with statutory/customary courts and practices to support accountability and Transitional Justice processes;
* Regional workshops for civil society actors, including survivors of conflict.

1. **Structure of proposal:**

The structure and size of the proposal should be prepared using **ANNEX-I: REQUEST for ProposalS: APPLICATION TEMPLATE**

1. **Some other important considerations to be noted by applicants are:**

* The proposals should be realistic, well-structured and address the problems stated in the background of the proposal;
* The proposals should be consistent with the organizational mandate (objectives) of the local NGOs/CBOs 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;
* The proposals should ensure a child and gender-sensitive approach, give due regard to victim protection, levels of trauma, and apply the do-no-harm principle.

*A detailed proposal template is attached to this RFP as Annex- I*.

1. **The applicants should consider the following in relation to the budget:**

* Must not exceed **US$ 57,330.00 per location** (targeting either Bor or Bentiu); or **US$ 114,660.00 if applying for both target locations.**
* Funds must be allocated to show direct spending on gender equality (50% per activity);
* The administrative and overhead costs 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.

1. **Grant size and project duration:**

* If applying for one target location, a grant not exceeding **US$ 57,330.00** will be made to the successful organizations.
* If applying for two target locations, a grant not exceeding **US$ 114,660.00** will be made to the successful organizations.

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| **Location** | **Total Grant Size** (USD) |
| Bentiu (Unity State) | 57,330.00 |
| Bor (Jonglei State) | 57,330.00 |
| Bentiu and Bor | 114,660.00 |

* **The** **transfer amounts** to the selected counterpart will be disbursed in two tranches as per the table below:

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| --- | --- | --- |
| **Tranche** | **Percentage (%)** | **Timeline** |
| Tranche 1 | 70% | Within 1 week of signing the grant agreement. |
| Tranche 2 | 30% | Within 1 week of OHCHR South Sudan/UNDP’s approval of the final financial and narrative reports. |

* Duration of the project: April 2020 – 31 January 2021.

1. **Scope of work and expected output**

**Scope of work:** local NGOs/CBOs are requested to submit a proposal as a potential grant implementer in one of the two locations, or both, as shown below:

1. Bentiu (Unity State);
2. Bor (Jonglei State);
3. Bentiu and Bor (Unity and Jonglei State);

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 subject to a transparent evaluation based on pre-determined UNDP criteria.

1. **Duties and responsibilities**

Under the direct guidance and supervision of the UNMISS HRD’s Justice Team, and in close collaboration with OHCHR’s Human Rights Project Officer, the local NGOs/CBOs will provide the following (either in Bentiu OR in Bor OR both in Bentiu and Bor):

1. Carry out one (1) training, targeting either the Bentiui or the Bor network, on CSO-related issues, including TJ;
2. Hold a one-day monthly meeting with women groups, youth, CSOs and traditional leaders on transitional justice at state level;
3. Hold state level forum meetings on transitional justice in each state;
4. Hold monthly radio debates and discussions on key topics of transitional justice and the role of customary courts to gather citizens views at state level;
5. Carry out one (1) regional workshop for survivor’s groups and civil society actors;
6. Engage customary courts and practices to support accountability and TJ processes;
7. Contribute through communication activities to support raising the role of customary court in TJ activities and objectives;
8. Special steps (including direct spending) shall be taken to ensure gender equity across all activities and women’s and girl’s participation.
9. **Grant applications review process:**

Proposals will be reviewed by a Grants Appraisal Committee composed of representatives from

UNDP units, Access to Justice and Rule of Law Project, OHCHR and the final approval by UNDP and OHCHR management.

1. **Grant Appraisal Committee**

* To ensure full transparency and equity of the process, UNDP forms a Grant Appraisal Committee which will see the participation of OHCHR and that will select and approve the grant projects. The UNDP and OHCHR 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. Recommend project proposals for funding or rejection of project proposals.

* The Grant Appraisal Committee will consist of the members, who will be invited subject to the specific nature of project under consideration and approved by UNDP and OHCHR senior management. The Grant Appraisal Committee may decide to request 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 staff.

1. **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 and OHCHR forms a short list of local NGOs/CBOs whose projects have been recommended for funding by the Grant Appraisal Committee;
* UNDP Access to Justice and Rule of Law project and OHCHR assesses the organizational capacity of the short-listed local NGOs/CBOs, i.e. their capacity to achieve project results, and ensure the appropriate use of funds in compliance with the UNDP and donor procedures. The local NGOs/CBO’s organizational capacity assessment methods are based on the standard UNDP local NGOs/CBOs 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 local NGOs/CBOs’ capacity assessment, UNDP Access to Justice and Rule of Law project submits the list of local NGOs/CBOs recommended for funding that have required capacity to the UNDP Access to Justice and Rule of Law Project Manager and OHCHR representative for clearance;
* UNDP Access to Justice and Rule of Law Project Manager clears the list of local NGOs/CBOs projects recommended for funding submits it to UNDP South Sudan Deputy Resident Representative (Programmes/operations) for approval;
* UNDP South Sudan Deputy Resident Representative (Programmes. Operations) approves the final list of local NGOs/CBOs projects recommended for funding;
* UNDP and OHCHR concludes grant agreements with the local NGOs/CBOs approved by UNDP South Sudan Deputy Resident Representative (Programmes/operations).

1. **Evaluation criteria[[1]](#footnote-2)**

Applications will be evaluated by the Grant Appraisal Committee against the following main criteria and will be given scores from **0 to 100** as indicated below

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| --- | --- | --- |
| **TECHNICAL AND MANAGERIAL REVIEW CRITERIA** | | |
| **Criteria** | | **Max. Points** |
|  | **Capacity & Experience of the Agent** |  |
| 1 | **General Organizational Capacity**   1. Organization legally established and a member of an NGO forum 2. Organization registered / accredited in Sudan; 3. Appropriateness of Organizations Mandate and/or Mission; 4. Organization’s oversight / governance structures; 5. Appropriateness of Organizational structure in South Sudan, including:  * 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 NGOs in South Sudan and in other countries. | 15 |
| 2 | **Technical Capacity**   * Demonstrated technical capacity of the organization relating to justice, transitional justice and peace building; * Availability of in-house technical skills; * Demonstrated ability to achieve results. | 45 |
| 3 | **Experience of Organization in South Sudan**   * Demonstrate technical capacity to successfully manage small grants; plan, organize, establish and operationalize community policing mechanisms at the county level * Demonstrate experience on justice, transitional justice and peace building. | 25 |
| 4 | **Approach to Partnerships and Capacity Building**   * Demonstrated experience working with civil society in South Sudan; | 5 |
| 5 | **Management and Administrative Capacity**   * 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; * Reasonable overhead charges, including support costs; * Adequacy of accounting and finance management system, including financial control frameworks. | 10 |
|  | **Total** | **100** |

Additional documentation requires for eligibility:

* Certificate of registrations from RRC at least valid for one year,
* Copy of constitution (cover page and last page bearing signatory of the board members,
* Bank details.
* Updated bank statement
* NGO/CSO profile,
* Curriculum vitae of two key staff members involved in the implementation of the Project,
* Letter of recommendation from NGO forum,
* Letter of recognition as transitional Justice working group member.

1. **Reporting, monitoring and evaluation**

***Reporting under grants:*** local NGOs/CBOs will be expected to present updates and financial reports, with documented proof of data on the project progress and expenses from grant funds.

An evaluation of the grant scheme will be undertaken at the end of its cycle to review lessons learned and assess impact to date. Reporting under the grant will be to UNMISS HRD’s Justice Team and OHCHR’s Human Rights Project Officer.

***Monitoring:*** The UNDP Access to Justice and Rule of Law Project Manager or his/her designate and OHCHR will undertake periodic visits to the project sites, as well as participate in the events organized by grant winners. If challenges occur during project implementation the Project Manager, together with the Grant Appraisal Committee, will help and consultations to resolve problems and facilitate the smooth implementation of the project.

***Project evaluation:*** The UNDP Access to Justice and Rule of Law Project and OHCHR will pay special attention to evaluation of project results. 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.

1. **Experience required**

Interested parties must submit a proposal along with the following documents:

1. Proof of registration as a non-governmental/non-commercial organization including copies of registration certificate and constitution or another governing document.
2. Organizational profile with the following details:

* A clearly defined management structure;
* Experience and expertise in justice, transitional justice, training and capacity building, organizing workshops, peace building;
* Knowledge of international human rights norms and experience of working on human rights and protection issues, specifically related to justice and transitional justice;
* Work experience in South Sudan or in post conflict situations of at least two years prior to the application;
* Details of the local partners if application is made jointly by two or more local NGOs/CBOs.
* A member of NGO forum South Sudan

1. Curriculum vitae of two key staff members involved in the implementation of the Project.
2. **Application Process**

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| All organizations interested in submitting their proposals should be mailed to:  Name of Office: Access to Justice and Rule of Law Project, UNDP – Juba, South Sudan  Contact persons:  Chief Technical Advisor-Project Manager  Access to Justice and Rule of Law Project  UNDP – Juba, South Sudan  Complete proposals must be emailed to [ajrol.ss@undp.org](mailto:ajrol.ss@undp.org). Application must be submitted not later than **2:30 p.m, Friday 28/8/2020**. Late bids will be rejected. Only short-listed organizations shall be contacted. |

**ATTACHMENT I**

UNDP Civil Society Development Programme

Call for ProposalS

Grants to established Police Community Relationship Committee

#### 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’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Please describe the essence of your project in one short and precise sentence)

**PROJECT PROPOSAL**

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| **1. Project Summary** (maximum of 1/3 page) |

Describe project’s objectives, main activities, stakeholders and expected results.

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| **2. General information about applicant organization** (maximum of 1 page) |

* 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. Describe main types of activity that your organization carries out.
  3. Describe main target audiences and partners of your organization.
  4. Explain what kind of in-house or outside experts your organization involves in its usual work.
  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).
  6. Describe your organization’s main assets: number of full-time staff, office space, and equipment.

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| **3. Relevant experience** (maximum of 1 page) |

* 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.
  2. Describe specific results achieved by your organization in providing support to the vulnerable groups of persons.
  3. Explain how your organization’s experience will help to reach project’s goals.

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| **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.

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| **5. Project objectives** (maximum of ½ page) |

Describe your project’s goals and objectives.

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| **6. Expected results** (maximum of ½ page) |

* 1. Describe specific short-term and long-term results that you plan to achieve with your project. Described results.
  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.

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| **7. Target audience** (maximum of ½ page) |

* 1. Describe project’s main target audience as well as other stakeholders. Please also describe how they will be engaged.
  2. Specify the group of people whose interests and rights your project will help to promote. Indicate their age.
  3. Explain if and how your project will cooperate with relevant government bodies.

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| **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.

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| **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.

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| **11. Work Plan** (maximum of 3 pages) |

Provide project’s work plan according to the following format:

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| --- | --- | --- | --- | --- |
| Month | Activity, Location | Topic | Implementers | Planned Results |

\*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.

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| **12. Events** (maximum of 1 page) |

Provide more details on agendas and format of the project’s training and other public events.

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| **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.

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| **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.

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| **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?

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| **16. Budget** (maximum of 2 pages) |

Provide project budget in USD according to the following format:

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| --- | --- | --- | --- |
| Description of Activity/Item | Persons/Units | Rate/Cost | Estimated amount |
|  |  |  |  |
| Total |  |  |  |

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| **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:

* Certificate of registrations from RRC at least valid for one year,
* Copy of constitution (cover page and last page bearing signatory of the board members,
* Bank details.
* Updated bank statement
* NGO/CSO profile,
* Curriculum vitae of two key staff members involved in the implementation of the Project,
* Letter of recommendation from NGO forum,
* Letter of recognition as transitional Justice working group member

1. . *The Grant Appraisal Committee can also expand the criteria to include issue such as: Importance of the problem thematic areas 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* [↑](#footnote-ref-2)