



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Title:	Call for proposal for CSOs to support the establishment of Justice and Conference Centers for the provision of legal aid services, psychosocial support to survivors of SGBV and human rights awareness
Contract Type:	Grant to CSOs
Programme:	Joint Programme – “Strengthening the Rule of Law in Liberia: Justice and Security for the Liberian People – Phase II”
Target Location:	Bomi, Grand Bassa, Grand Kru, Margibi, Maryland, River Cess, River Gee, and Sinoe
Duration of Contract:	9 Months (April 2021 – December 2021)
Submission Deadline:	Proposals may be submitted on or before Friday, 5 March 2021 at 1:00 PM Liberia local time and via: <input checked="" type="checkbox"/> E-mail : bids.lr@undp.org Contact for Inquiries (Inquiries only): info.lr.procurement@undp.org

II. Organisational Context

Rule of law is a core pillar of the United Nation’s response to the Sustainable Development Goals. In fragile States, national and local capacities must be empowered to respond to immediate justice and security needs, ensuring that peace dividends are translated into inclusive growth. As Liberia straddles the humanitarian-development axis, unobstructed access to rule of law institutions remains a decisive factor in efforts to rebuild societies and create an enabling environment that contributes to poverty reduction, sustainable growth and development, gender equality and guarantees for the respect and protection of human rights. The Joint Rule of Law Programme’s engagement in this area seeks to address key developmental challenges by promoting the rights of women, gender equality, and children’s rights, while ensuring that physical and legal protection, as well as the psychological wellbeing of people, communities and civil society and that their access to justice is enhanced. The Programme will support an enabling environment for growth and development by strengthening transparency institutions to increase accountability and combat corruption, while introducing policy and structural reforms to ensure that the judiciary and relevant law enforcement agencies—in close collaboration with other relevant sectors—provide timely, credible, predictable and acceptable responses to crimes and legal disputes.

The Programme also engages with Civil Society Organizations (CSOs) and Community Based Organizations (CBOs) to foster grassroots voice, accountability and civic engagement human rights literacy and more especially, provide legal aid particularly to survivors of SGBV and address prolonged and arbitrary detention. Consequently, CSOs are required to provide legal aid services, psychosocial support, and human rights awareness in each of the above-mentioned counties. CSOs with established presence in the said counties are preferred.

III. Scope of Work

UNDP is seeking proposals from qualified CSOs/CBOs to provide legal aid services, psychosocial support to survivors of SGBV, address prolonged and arbitrary detention, address harmful traditional practices and provide human rights awareness in Bomi, Grand Bassa, Grand Kru, Margibi, Maryland, River Cess, River Gee, and Sinoe Counties.

Contract will be awarded to the most technically compliant and responsive CSOs/CBOs based on demonstrated capacity and experience. Selected CSOs/CBOs will be expected to work in close collaboration with the Ministry of Justice (MOJ), the Judiciary, other key stakeholders, and the Rule of Law Joint Programme at UNDP.

Duly registered CSOs/CBOs are encouraged to develop and submit proposals in the following format:

- Project description/content and problem analysis - what results will the project achieve and how does it address the problem
- Justification - analysis of why it is important to address the problems and why your organization is best suited to carry out this task
- Expected results - expected outcomes, outputs and activities
- Implementation strategy - how the project will undertake the activities to ensure most effective and efficient achievement of results
- Geographic location/districts and types of project beneficiaries/targeting criteria (gender and age sensitive)
- Work plan - highlighting expected outcome(s), outputs, indicators, baselines, targets, planned activities, time-frame, responsible party and budget
- Partnership - partners needed for coordination and collaboration for successful implementation of the project
- Risks and Risk Mitigation Strategy
- Monitoring and Evaluation
- Project Exit Strategy/Sustainability
- Institutional profile - a brief description of your organization, including its registration details and relevant experience and competencies in working on issues related to access to justice, rule of law, security, and human rights
- Project Budget - a proposed budget with a ceiling of USD50,000.00 per county linked with output and activities including justification or explanation. A detailed budget should also be prepared and submitted in Excel as an annex.
- Reporting timeline
- Project Results Framework - outlining all project outcome(s), outputs, activities with indicators of progress, baselines and targets (must be gender- and age- sensitive), and means of verification

IV. Deliverables

- Provide legal aid services, psychosocial support and legal awareness for survivors of SGBV in the above-mentioned counties and ensure that their cases are prosecuted in the courts;
- Ensure that safe homes are functional and that survivors of SGBV receive gender sensitive care and protection;
- Conduct awareness on human rights in selected communities in the above-mentioned counties;
- Work with relevant government institutions, and other key stakeholders for proper coordination and promotion of access to justice and reduce harmful traditional practices for vulnerable groups including women and girls;
- Address prolonged and arbitrary detention; and
- Provide regular updates as well as progress and financial reports.

V. Impact of Results

Increased access to justice for the citizens and other residents, particularly women, children and other vulnerable groups through strengthened capacity of CSOs to provide legal services including legal aid and awareness.

VI. Eligibility & Qualification Criteria

Grants will be awarded to organizations based on the following considerations:

- ✓ National or local Civil Society Organization (CSO)/Community Based Organization (CBO)
- ✓ The CSO/CBO is duly registered in Liberia and must have office in their proposed county(ies)
- ✓ The organization's proven administrative and financial management capacity to undertake the project
- ✓ The relevance of the proposal to achieving the expected results and related budget
- ✓ The institutional capacity of the CSO/CBO

VII. Selection Criteria

Proposal will be selected on the basis of technical (70%) and financial (30%) assessments.

The technical assessment will review the following:

- ✓ Relevance of proposal to achieving expected results (25%)
- ✓ Experience working with UNDP and /or other Un Agency (5%)
- ✓ Local experience and presence (15%)
- ✓ Realistic work plan and timeline to complete activities (5%)
- ✓ Applicants' institutional capacity and relevant experience (15%)
- ✓ Sustainability of intervention (5%)

The financial assessment will review:

- ✓ Value for money (30%)

VIII. Submission Requirements

CSOs who meet the requirements should submit a technical proposal of not more than twelve (12) pages including annexes which should include the following:

- I. Cover Page
- II. Project Document (Technical Proposal with key areas identified in the format above)
- III. Proposed Work plan
- IV. Results Framework
- V. Project Budget per related activities
- VI. Proof of legal registration or status
- VII. CVs of key staff for the project