



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Title:	Call for proposal for CSO to Establish a Network of Women CSOs and Support the Independent National Commission on Human Rights (INCHR) to Provide Awareness and Monitor the Courts E in Bong and Nimba Counties
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:	Bong and Nimba Counties
Duration of Contract:	9 Months (April 2021- December 2021)
Submission Deadline:	<p>Proposals may be submitted on or before Friday, 5 March 2021 at 1:00 PM Liberia local time and via:</p> <p><input checked="" type="checkbox"/> E-mail: bids.lr@undp.org</p> <p>Contact for Inquiries (Inquiries only):</p> <p>info.lr.procurement@undp.org</p>

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 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.

In response to the prevalence of gender-based violence, the Programme has supported the Judiciary of Liberia to establish specialized SGBV Criminal Courts E to provide accountability to survivors of SGBV. In addition to the Court E in Montserrado county, two such courts were recently established in Bong and Nimba counties. To ensure the efficiency of such courts, the Programme intends to build a network of women CSOs in each county to sensitize the public on their services, provide support to survivors of SGBV and witnesses, and remedies and monitor the efficiency of the courts and referral pathway. Consequently, two CSOs are required to establish networks of CSOs that will work in an integrated manner to monitor the courts.

III. Scope of Work

UNDP is seeking proposals from qualified CSOs/CBOs to Establish a network of women CSOs and support the INCHR to provide awareness on and monitor the Courts E in Bong and Nimba 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, INCHR, other key stakeholders, and the Rule of Law Joint Programme at UNDP.

Duly registered CSOs/CBOs are encouraged to develop and submit proposal 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
- 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

- Establish a network of women CSOs and partner with the INCHR;
- Conduct public awareness on the services provided by the Courts E in Bong and Nimba counties;
- Monitor the performance of the Courts E in Bong and Nimba Counties including but not limited to:
 - ✓ tracking individual cases from the report to the police till final determination in court
 - ✓ the rate of case disposal
 - ✓ the timeliness of disposal
 - ✓ provide an understanding of factors stalling cases
 - ✓ effectiveness of the preparation of witnesses
 - ✓ sentences imposed and their proportionality to the offence
 - ✓ the extent to which cases are settled out of court and factors driving such decisions
 - ✓ factors affecting investigation and prosecution
 - ✓ proportion of reported cases that are investigated
 - ✓ where investigated cases are not charged to court, reasons why they are not charged to court and factors considered
 - ✓ rate of conviction and acquittal
 - ✓ factors leading to and reasons for acquittal;
- Support survivors and witnesses to access the Courts E;
- 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 accountability for SGBV cases.

VI. Eligibility & Qualification Criteria

Grant will be awarded to CSOs/CBOs based on the following considerations:

- ✓ National or local Civil Society Organizations (CSOs)/Community Based Organizations (CBOs);
- ✓ The CSOs/CBOs are duly registered in Liberia and must have an office in the proposed county.
- ✓ 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; and
- ✓ The institutional capacity of the CSOs/CBOs.

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 or other UN Agencies (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/CBOs who meet the requirements should submit a technical proposal of not more than ten (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