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**ACCESS TO JUSTICE, SECURITY, AND HUMAN RIGHTS STREGNTHENING PROGRAM**

Request for Proposals (RFP) for Small Grants

**Call for Proposals from Civil Society Organizations (CSOs), including NGOs and CBOs, for small grants to provide legal aid including legal awareness, legal advice, legal representation and counsel to women entrepreneurs and women in business in Central, Western, and Eastern Equatoria States (Juba, Yambio, and Torit)**

Deadline for proposal submission: 26 November 2021

1. **BACKGROUND**

United Nations Development Programme (UNDP) South Sudan is seeking an implementing partner, CSO, NGO, or CBO, to provide legal aid including legal representation, legal awareness, and legal advice and counsel to women entrepreneurs or women in business Central, Western, and Eastern Equatoria States. The grant will be funded under the “Supporting Social and Economic Development of Women in South Sudan” project supported by the African Development Bank.

Access to justice for all is a foundational principle of rule of law and is crucial for enabling people to claim their rights and seek recourse for violations of their rights. As part of UNDP’s commitment to supporting justice reform and service delivery in South Sudan, the Access to Justice, Security, and Human Rights Strengthening Program is committed to empowering marginalized communities and vulnerable persons seek recourse for injustice, legal empowerment and equal access to justice through supporting and enhancing the provision of legal aid. The Program supports justice sector institutions strengthen their capacities to provide justice and security services while also working with partners and justice sector stakeholders on the national, state, and community levels to minimize barriers that limit access to justice, particularly for vulnerable populations including women and girls.

While female entrepreneurship is expanding in South Sudan, women in South Sudan continue to face high levels of socioeconomic disempowerment and barriers towards starting formal or informal businesses. Sometimes unaware of their rights and also facing legal barriers and limited access to justice, women entrepreneurs and business owners in South Sudan are often in particularly vulnerable positions, affecting the daily operations of their enterprises. Challenges and barriers faced by women entrepreneurs and business owners can range from registering a business, opening a bank account, purchasing or owning land, or engaging with law enforcement, to facing high levels of sexual harassment or abuse.

As such, UNDP is seeking a CSO, NGO, or CBO to provide legal aid and support to enhance the legal empowerment of women entrepreneurs and women in business in Central, Western, and Eastern Equatoria. The project aims to support the provision of legal aid in the form of legal representation or counsel as well as the provision of legal support in the form of legal advice, training, and awareness raising to women in business in Central, Western, and Eastern Equatoria states. In addition to providing direct protection and support in the form of legal representation, the implementing partners should seek to empower women entrepreneurs and women in business to address power imbalances faced in the formal and informal private sectors, to use referral pathways to seek protection and support via the justice system, and to navigate the justice system and overcome legal barriers faced by women in business.

**Previous recipients of grants may participate in the current competitive process**.

1. **OBJECTIVES AND EXPECTED OUPUTS/DELIVERABLES**

CSOs are requested to submit their proposals for potential grant implementation. The main objective of the grant is to identify civil society organizations (CSOs), national non-governmental organizations (NNGOs), or community-based organizations (CBOs) with operational presence and capacities in Central, Eastern, and Western Equatoria States to provide the following services:

1. Legal aid provision in the form of legal representation or counsel for at least 25 women entrepreneurs or women in business
2. Legal aid provision in the form of legal advice, training, and awareness raising supporting the legal empowerment of at least 75 women entrepreneurs and women in business
3. **PROJECT DURATION**

The project duration is **three (3) months**, beginning before 31 December 2021.

1. **ELIGIBILITY & QUALIFICATION CRITERIA**

The CSO/NNGO/CBO must meet the following criteria to be eligible for selection:

1. Be legally registered as CSO/NNGO/CBO with the Ministry of Justice and Constitutional Affairs and in possession of a valid registration certificate.
2. Mandate and founding document should be in line with the activities for which the fund is being sought.
3. Have an established office and experience in implementing similar/related activities.
4. **STRUCTURE OF PROPOSAL**

Proposed Methodology, Approach, Quality Assurance Plan and Implementation Plan – This section should demonstrate the CSO/NNGO/CBO’s response to this call for proposals by identifying the specific components proposed, how the outputs/ delivery shall be addressed, as specified; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted, if at all.

Moreover, the proposal should demonstrate how the proposed methodology meets or exceeds the call for proposals, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. The methodology must include an implementation timetable, a quality assurance framework and a risk log.

Management Structure and Resource (Key Personnel) – This section should include a comprehensive description of the management structure and information regarding required resources including curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the call for proposals. The structure and length of the proposal must comply with the format in *Annex I* below.

1. **EVALUATION CRITERIA**

Applications will be evaluated by the Grant Appraisal Committee against the following main criteria:

Each proposal will be given a score from 0 to 100 points broken down as indicated below:

**Technical Evaluation (90 points score)**

1. **Consistency with legal aid objectives**

The proposal should address issues relating to access to justice for women entrepreneurs and business leaders.

1. **Likelihood of success and project feasibility/sustainability**

The proposal should clearly demonstrate sustainability during and after the grant period without any external funding.

1. **Capacity of the organization to implement the project (institutional, financial)**

The CSO/NNGO/CBO should demonstrate the ability 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.

1. **Comprehensiveness of the project description – product, plan and budget**

The proposal should clearly define its strategy for implementation detailing a step-by-step project plan and itemized budget, target groups, and clear timelines for activity duration.

1. **Competence of the organization’s staff**

Previous experience in related fields. Whether the past activities of the organization bear relevance to the thematic area of this Request for Proposals. Whether the past activities reflect relevance to the interventions described in this Request for Proposals.

**Financial Evaluation (10 points)**

The budget should be detailed, complete, rational and realistic, and **must not exceed the equivalent of USD 15,000**.

Administrative costs (including personnel costs) **must not** exceed 10% of the total proposed amount.

The amount requested in the proposal should be commensurate with the organization’s administrative and financial management capabilities.

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| **Summary of Technical Proposal Evaluation criteria** | | **Score Weight** | **Points Obtainable** |
|
| 1. | Consistency with Objectives | 15% | 150 |
| 2. | Likelihood of success and project feasibility and sustainability | 20% | 200 |
| 3. | CSO/NNGO/CBO Eligibility and Qualifications (Capacity of the organization to implement the project) | 20% | 200 |
| 4. | Proposed Methodology, Approach and Implementation Plan | 20% | 200 |
| 5. | Management Structure and Key Personnel | 15% | 150 |
| 6. | Financial Evaluation - The budget should be detailed, complete, rational and realistic, and must not exceed the equivalent of **USD $15,000.00. Administration and personnel costs must not exceed 10%.** | 10% | 100 |
|  | Total | | 1000 |

Detailed sub-criteria are provided in Attachment 1

1. **SELECTION PROCESS**

UNDP will review the proposals through a five-step process: (i) determination of eligibility; (ii) technical review of eligible proposals; (iii) scoring and ranking of the eligible proposals based on the assessment criteria outlined in the previous section to identify highest ranking proposal; (iv) round of clarification (if necessary) with the highest scored proposal; and (v) Grants Agreement (GA) signature.

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 in legal aid delivery or providing legal representation in the courts of South Sudan;
* Experience and expertise in training and capacity building;
* Knowledge of international human rights norms and experience of working on human rights and protection issues;
* 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 CSOs.

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

Applications (project proposals) in the form of the template attached (Attachment I) must be submitted by CSOs/NNGOs/CBOs based in South Sudan by email as detailed below not later than **26 November, 2021 at 1700hrs** along with the following:

1. Proof of registration as a non-governmental/non-commercial organization including copies of registration certificate(s)
2. Organizational profile with the following details:

* A clearly defined management structure;
* Experience in the fields as indicated in the call for proposals;
* Experience and expertise in provision of legal aid services;
* Knowledge of international criminal and human rights law and norms and experience of providing legal representation, legal advice/counselling and legal awareness on protection of peoples’ rights;
* Work experience in South Sudan or in post conflict situations of at least two years prior to the application;
* Curriculum vitae of two key staff members involved in the implementation of the Project.
* Bank details.
* HACT micro assessment valid report
* Bank statement for the last six months and to-date.

Interested CSOs may obtain further information at the following address:

Name of Office: Access to Justice, Security, and Human Rights Strengthening Program, UNDP South Sudan

Contact persons:

Aubrey Hamilton

Rule of Law Specialist

Access to Justice, Security, and Human Rights Strengthening Program

UNDP South Sudan

Email: [aubrey.hamilton@undp.org](mailto:aubrey.hamilton@undp.org)

Complete proposals must be emailed to [aubrey.hamilton@undp.org](mailto:aubrey.hamilton@undp.org) with evelyn.edroma@undp.org in copy, with the subject “**Call for Proposals from Civil Society Organizations (CSOs), including NGOs and CBOs, for small grants to provide legal aid including legal awareness, legal advice, legal representation and counsel to women entrepreneurs and women in business”** on or before **26 November 2021 at 1700hrs** South Sudan local time. Late bids will not be accepted.

**ATTACHMENT I**

UNDP Civil Society Development Programme

Call for ProposalS

**Call for Proposals from Civil Society Organizations (CSOs), including NGOs and CBOs, for small grants to provide legal aid including legal awareness, legal advice, legal representation and counsel to women entrepreneurs and women in business in Central, Western, and Eastern Equatoria States (Juba, Yambio, and Torit)**

#### 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 SSP) |  |
| 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 support to the vulnerable groups of people. Describe your organization’s mission, if it has one.
  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 represent the interests and protect the rights of vulnerable groups of persons.
  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 vulnerable groups of people that your project will address. Explain why these issues are important to the target group, community, region and 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.

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

* 1. Describe project’s main target population, and other stakeholders, and 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 to carry out its mission as a legal representation provider.

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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 solving 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 the project: contents, volume, circulation, dissemination.

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| **14. Project Monitoring and Evaluation** (maximum of ½ page) |

Describe how you will monitor project implementation and evaluate its results, and what qualitative and quantitative indicators will be used.

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| **15. Future activities** (maximum of ½ page) |

How will your organization continue to remain relevant in functioning as a legal representation provider after completing the project? How will it further develop project’s achievement?

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

Provide project budget in SSP 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 the education, qualification and relevant experience of each project staff person and invited expert, focusing on human rights where appropriate.

**ATTACHMENTS**

In addition to the Project Proposal, the application package must include copies of the following documents:

* + - 1. Proof of registration/registration certificate as a non-governmental/non-commercial organization including copies of the registration certificate and constitution or another governing document;
      2. Curriculum vitae of two key staff members that will be involved in the implementation of the Project;
      3. Bank details.
      4. HACT micro assessment valid report.
      5. Bank statement for the last six months.