



THE MAKING OF A PERMANENT CONSTITUTION FOR SOUTH SUDAN

A call for Proposals from Civil Society Organizations (CSOs), including NGOs for small grants to provide civic awareness on the constitution making process in all 10 States and 3 Administrative Areas of the Republic of South Sudan

Deadline for proposal submission: Wednesday, 19 January 2022

I. BACKGROUND & CONTEXT

1. There have been strong calls for reforms in South Sudan since the 2005 Comprehensive Peace Agreement (CPA). Following the 2013 and 2016 conflicts, the 2018 Revitalized Agreement on the Resolution of the Conflict in South Sudan (2018 Agreement), emphasizes the writing of a permanent Constitution for South Sudan, which will “lay a foundation for a united, peaceful and prosperous society based on justice, equality, respect for human rights and the rule of law”. There is strong emphasis that the Constitution making process (CMP) must remain a people-driven and people owned process given that the authority and legitimacy of a constitution is derived from the people seeking to ensure a new constitutional order.
2. The 2018 Agreement places a responsibility on the government to “oversee that the permanent Constitution making process is successfully carried out and completed before the end of the transitional period”. The Agreement brings on board a range of stakeholders who are expected to play various roles in the process. These are (i) the Parties, (ii) Other Political Parties of South Sudan, (iii) stakeholders, (iv) the Guarantors, (v) Faith-based leaders; (vi) Women’s Bloc; (vii) Women’s coalition; (viii) Civil Society Alliance; (ix) Civil Society Coalition; (x) Eminent Personalities; (xi) Business Groups; (xii) Academia; and (xiii) Youth.
3. To date, the Ministry of Justice and Constitutional Affairs (MoJCA) has drafted the Constitution Making Process Bill 2021, which once is enacted, will kick-start the process of writing the Permanent Constitution for South Sudan. Different partners have engaged various stakeholders in this process. UNDP has discussed with the Civil Society Organizations (CSOs) and the media their role and readiness to engage in the CMP which is also crucial in creating awareness and increasing civic engagement in the process. A strategy was subsequently developed to guide CSOs and the media in this regard. Complementary to this and in consultation with the MoJCA and Ministry of Federal Affairs (MoFedA), UNDP in partnerships with the various state governments and partners embarked on envisioning and consultative exercises to gauge the level of awareness of the CMP.

4. These efforts point to a significant information gap at the state and community level, and among key population groups such as women, youth, and displaced people on the CMP. Yet, people who are responsible for making the multiple choices about issues of great complexity in a constitution need sufficient levels of information about the issues beforehand. These issues include the numerous stages, institutions and tasks involved. Without access to information about the process or knowledge about constitutional choices being considered, as well as basic civic knowledge, most members of the public especially those who are often left behind in peacebuilding process will have little opportunity to participate meaningfully in the process.
5. Against this backdrop, UNDP through its Access to Justice, Security and Human Rights Strengthening programme is seeking competent and reputable CSOs, NGOs and CBOs to send proposals to provide civic awareness and education on the CMP with the aim of addressing the information gap faced by women, youth, displaced people and communities in Central, Western, and Eastern Equatoria, in Lakes, Upper Nile, Western Bahr el Ghazal, Northern Bahr el Ghazal, Jonglei, Unity and Warrap. The sensitization programme should convey the general phases of the CMP, address key contentious issues and increase public awareness for women, youth, displaced people and communities to prepare them to participate meaningfully. Each proposal should cover no more than two states and administrative areas, and it will be considered and implemented in coordination with other successful proposals under this Call for Proposals and a complementary Call for Proposals from the Media.

II. OBJECTIVES

6. UNDP seeks to facilitate and support partners to carry out civil awareness and education on the general CMP so that South Sudanese in all states and administrative areas reaching the county, payam and boma level:
 - Understand the provisions of the 2018 Agreement relating to the CMP, linkages and complementary between them;
 - Understand the process being followed, the mechanisms of review as stipulated in the CMP Bill 2021 as well as the role of various stakeholders and members of the public;
 - Appreciate the role of the people, what is expected of them, and all other stakeholders and how they can participate meaningfully;
 - Acknowledge that any lapse in not honoring the 2018 Agreement or making the constitution may take the country back to conflict as it seeks to address root causes of the 2013 and 2011 conflicts;
 - Are informed about the process thus far and commit to engage in and discuss how to localize the CMP at the state and community level.
7. CSOs, NNGOs and CBOs are requested to submit their proposals as potential grant implementers. Applications must include the states/counties/payams/bomas they operate in. The main objective of

the grant is to identify a CSO/NNGOs/CBOs with operational presence and capacities in their specific locations of operation to provide the herein stated objectives and outputs/deliverables.

III. EXPECTED OUTPUT/DELIVERABLES

8. Some key outputs are expected:
 - a. Women, youth, displaced groups and community members and leaders (religious, traditional leaders, war veterans, widows of war) at county level are informed and aware of the CMP and their role;
 - b. An analytical and results oriented report summarizing key points and issues, recommendations and commitments from the discussions that will inform further planning of constitution making support in the state; as well as the number, stakeholder group and caliber of participants;
 - c. A Memoranda on key concerns from the people presented to the County Commissioner with a copy to the State Governor which would be readily available for presentation to the Reconstituted National Constitutional Review commission (R-NCRC) when it starts its public consultations to the states.

IV. ELIGIBILITY & QUALIFICATION CRITERIA

9. The CSO/NNGO/CBO must meet the following criteria to be eligible for selection:
 - a. Legally registered with the MoJCA and in possession of a valid registration certificate;
 - b. Mandate and founding documents should be in line with activities for which the fund is being sought;
 - c. Have an established office in the state where the civic education will take place with email and office telephones; and possess experience in implementing similar/related activities;
 - d. Politically neutral.

V. PROPOSAL

10. Proposed Methodology, Approach, Quality Assurance Plan and Implementation Plan – This section should demonstrate the CSO'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.
11. 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 and a quality assurance framework.
12. 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* below.

VI. EVALUATION CRITERIA & METHODOLOGY

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

(A) Consistency with CMP's objectives

The proposal should address issues relating to CMP.

(B) Likelihood of success and project feasibility/sustainability

The proposal should clearly demonstrate sustainability after the grant period and in the absence of external funding.

(C) Capacity of the organization to implement the project (institutional, financial)

The CSOs 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. More specifically, the CSO must

- demonstrate ability in carrying out advocacy among communities in South Sudan;
- demonstrate experience in the governance and rule of law area and in, at least, two of the 10 states in South Sudan;
- have a human resource capable of conducting capacity building on governance and peace building and rule of law;
- be gender sensitive and youth focused: Youth and women-led CSOs, NNGOs and CBOs have an added advantage;
- have strong logistical assets;
- have strong internal control systems in project management;
- have been audited as indicated by audit report(s) for the last 3 years;
- fully disclose if currently being supported by any other donor to work on the CMP.

(D) 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.

(E) Competence of the organization's staff

Previous experience in related fields, availability of skills and training as well;

- Be very familiar with South Sudan context especially with citizens' general political sentiments
- Have strong capacity in governance and peace building in South Sudan; (to E)
- Be able to demonstrate partnership with CBOs at grassroots; (E)
- Be able to provide its most recent Annual Report detailing its programmes and activities; (E)

14. Financial Evaluation- (10 points)

- (F) The budget should be detailed, complete, rational and realistic, and **must not exceed the equivalent of USD\$25,000.**
- (G) Administrative costs **must not** exceed 10% of the total proposed amount.
- (H) The amount requested in the proposal should be commensurate with the organization’s administrative and financial management capabilities.

| Summary of Technical Proposal Evaluation criteria | | Score Weight | Points Obtainable |
|---|--|--------------|-------------------|
| 1. | CSO/NNGO/CBO Eligibility and Qualifications | 10% | 200 |
| 2. | Proposed Methodology, Approach and Implementation Plan | 30% | 300 |
| 3. | Management Structure and Key Personnel | 30% | 300 |
| 4. | Likelihood of success and project feasibility and sustainability | 10% | 100 |
| 5 | Financial Evaluation-The budget should be detailed, complete, rational, realistic and results-oriented, and must not exceed the equivalent of USD \$25,000. | 10% | 100 |
| Total | | | 1000 |

Detailed sub-criteria are provided in Attachment 1

(I) Project duration

The Project duration is four (4) months.

(J) SELECTION PROCESS

15. 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.

(K) SUBMISSION PROCESS

16. Applications (project proposals) in the form of the template attached (Attachment I) must be submitted by CSOs based in South Sudan by email as detailed below **not later than Wednesday, 19 January 2022 at 16:00 hours** along with the following:

- a) Proof of registration as a non-governmental/non-commercial organization including copies of registration certificate(s)
- b) 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 civic education services;
 - 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.

17. Interested CSOs may obtain further information at the following address:

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

Contact persons:

Evelyn Edroma, Chief Technical Advisor/Program Manager
 Access to Justice, Security and Human Rights Strengthening Program
 UNDP South Sudan
 Email: evelyn.edroma@undp.org

Complete proposals must be emailed to evelyn.edroma@undp.org with subject, ‘**Small Grants to Provide Civic Education/Awareness on the CMP**’, to the address below on or before **Wednesday, 19 January 2022 not later than 16:00 hours** South Sudan local time. Late bids will be rejected.

Annex 1:

UNDP Civil Society Development Programme

CALL FOR PROPOSALS

Small Grants for Providing civic awareness/education on the CMP in South Sudan particularly in CSOs area of operation.

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:

PROJECT PROPOSAL

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

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

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

- 2.1 Main areas of expertise – describe your organization's main competencies, especially concerning CMP. Describe your organization's mission, if it has one.
- 2.2 Describe main types of activity that your organization carries out.
- 2.3 Describe main target audiences and partners of your organization.
- 2.4 Explain what kind of in-house or outside experts your organization involves in its usual work.
- 2.5 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).
- 2.6 Describe your organization's main assets: number of full-time staff, office space, and equipment.

3. Relevant experience (maximum of 1 page)

- 3.1 Provide evidence of your organization's experience in thematic area of this competition. Describe the work performed by your organization that demonstrates its capability in CMP.
- 3.2 Describe specific results achieved by your organization in providing support to CMP.
- 3.3 Explain how your organization's experience will help to reach CMP's goals.

4. Problem analysis (maximum of ½ page)

- 4.1 Describe main problem(s) concerning CMP that your project will address. Explain why these issues are important to the target group, community, region and society in general.

5. Project objectives (maximum of ½ page)

- 5.1 Describe your project's goals and objectives.

Goal:

Objectives:

6. Expected results (maximum of ½ page)

- 6.1 Describe specific short-term and long-term results that you plan to achieve with your project. Described results.
- 6.2 Explain what positive changes in the life of the target groups will be achieved through your project.

7. Target audience (maximum of ½ page)

- 7.1 Describe project’s main target audience, and other stakeholders, and how they will be engaged.
- 7.2 Specify the group of people whose interests and rights your project will help to promote. Indicate their age.
- 7.3 Explain if and how your project will cooperate with relevant government bodies.

8. Project Activities (maximum of 1 page)

- 8.1 Briefly describe the form and contents of each type of activity that will be carried out during project implementation to reach its objectives.

9. Communication strategy (maximum of ½ page)

- 9.1 Describe your project’s key messages, audiences, information products and communication channels.

10. Organizational capacity improvement (maximum of ½ page)

- 10.1 Explain how this project will help to strengthen your organization’s capacity to carry out its mission as an organization.
- 10.2 Organization staff

| S/No | Name | Designation | No. of Years | Qualification |
|------|------|-------------|--------------|---------------|
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11. Work Plan (maximum of 3 pages)

Provide project’s Work Plan according to the following format:

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

12. Events (maximum of 1 page)

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

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.

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.

15. Future activities (maximum of ½ page)

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

16. Budget (maximum of 2 pages)

Provide project budget in USD (payments will be made in local currency at the official exchange rate) according to the following format:

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

1. Proof of registration as an NGO/non-commercial organization including copies of registration certificate and constitution or any other governing document;
3. Curriculum vitae of two key staff members involved in the implementation of the Project;
4. Bank details.
5. Audited accounts for the last three (3) years;