



UNDP/AFG/CFP/2022/0000013335

**Call for Proposals for CSOs/NGOs
Legal Aid Services and Identifying Positive Traditional Practices in North Provinces**

1. BACKGROUND AND PROJECT DESCRIPTION

UNDP partners with people at all levels of society to help building nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. One the ground in 177 countries and territories, we offer global perspective and local insight to help empower lives and building resilient nations.

This Call for Proposals (CFP) is specifically related to the **UNDP Afghanistan Area-Based Programme (ABADEI) for Contracting CSOs/NGOs in Afghanistan Legal Aid Services and Identifying Positive Traditional Practices in North Provinces**

Area-Based Approach to Development Emergency Initiatives (ABADEI) Programme for Community Resilience in Afghanistan. adopted by the UN Executive Committee Working Group on Afghanistan, is a tailored area-based integrated programming approach for preservation and safeguarding of essential basic services and livelihoods and community resilience building that has been designed as a rapid response to the current crisis in Afghanistan. It is centered on addressing worsening poverty and vulnerability, supporting community resilience and social cohesion, and enabling the rehabilitation of small-scale critical infrastructure for essential needs (e.g., warehouses, village roads and bridges, health, WASH, solid waste management, education) while creating immediate sources of income through cash-for-work, local markets and livelihood opportunities with particular focus on agri-business and regenerative agriculture infrastructure and services (critical for ensuring food security) that are under threat, due to crisis, climate change and economic collapse.

Lack of access to the legal aid services at provincial and district levels is one of the main challenges for indigenous and vulnerable groups – specifically women, girls, and victims of SGBV cases to defend their rights. Considering the recent political change in the country, have adversely affected the people of Afghanistan, with crime and violence likely to increase, mostly impacting the vulnerable populations, specifically women and girls at the community level. Justice and security are pre-requisites for social and economic development, reduction in crime, increased protection and prevention of violent conflict. Organizations providing free legal aid services at the community level have been closed due to lack of financial support. Provinces are reporting an increasing demand for legal aid services. UNDP was approached

by the Women's Prison Officer in Herat Prison on behalf of 408 male and 30 female prisoners who are in prisons in Herat, Ghor, Badghis, Faryab and Daikundi, all the vulnerable people are requesting legal aid support for their cases. Only in Herat, there are more than 600 prisoners and the number increasing daily, most of whom are pre-trial detainees and waiting to get help with legal assistance.

Women are often the most vulnerable to the effects of conflict and poverty, and regularly face gender-based violence. Violence against women – murder, beating, mutilation, child marriage; giving away girls for dispute resolution and specifically in reconciliation and restoration of crimes (*baad*), women in exchange marriages (*badal*), demand of high bride price (*walwar*) and several other harmful practices – remains widespread throughout Afghanistan.

Given the recent political change in the country, UNDP would like to support the legal aid and legal counselling activities, which is the most urgent needs of the communities at this difficult moment and aligned with the Global Programme priorities. Moreover, UNDP through CSOs/NGOs will engage with independent religious scholars, academics, and civil society groups and Ulama councils to identify positive customary and traditional practices in North region.

Area-Based Programme (ABADEI) will continue provision of legal aid services through grant (providing legal advice on how to handle and proceed the case, prepare adequate documents for the clients, writing indictment, defense statements, writing proper petition for the clients and client representation in the court, and as well as awareness, mediation and outreach activities, and identify positive traditional practices) with a focus on women and youth, through (CSOs/NGOs) and defense lawyers.

Area-Based Programme (ABADEI) will deliver its expected results through the following Output:

IR 4.3 Rights-based access to justice, human rights and human security fostered.

The result area as follow:

4.3.1 Legal counselling services awareness, mediation and outreach activities for civil society groups strengthened using small grants with local actors (25 community groups targeted in reach regions (North and South))

4.3.2 Engage with independent religious scholars, academics, and civil society groups and Ulama councils to identify positive customary and traditional practices. (10 in each region)- North

Support Legal Aid and Identify Positive Traditional Practices:

ABADEI will support legal aid and engage with independent religious scholars, academics, and civil society groups and Ulama councils to identify positive customary and traditional practices through NGOs.

As such, the activities are:

4.3.1 Legal counselling services awareness, mediation and outreach activities for civil society groups strengthened using small grants with local actors (25 community groups targeted in each region).

4.3.2 Engage with independent religious scholars, academics, and civil society groups and Ulama councils to identify positive customary and traditional practices. (10 in each region)

4.3.2.1 Empower legal practitioners and local counsellors in the region to provide rights focused legal aid, social services and awareness services particularly on elimination of violence against women and girls.

2. Expected Project Outcomes, Outputs and Planned Activities

The purpose of this CFP is that the CSOs/NGOs with operational presence – even in the remote areas including districts and villages, namely north provinces, will provide legal assistance (counselling and consultation) to the most indigent and vulnerable populations in Afghanistan and identify positive traditional practices in accordance with the scope and activity description. **Please refer to the attached Annex 1. ToR for expected project outcomes, outputs, and planned activities.**

Each independent registered CSOs/NGOs is expected to provide legal aid services (counselling and consultation) to indigent and vulnerable groups of people in the most remote areas, namely in north provinces and identify positive traditional practices in accordance with the Activity Description below.

In the provision of the legal aid services (counselling, consultation mediation, awareness and outreach activities), criminal cases for all indigent persons and civil cases for children and women victims of gender-based violence must remain the focus, in accordance with the provision of the Legal Aid regulation 2019, which is still enacted and as well as the new SOP for defense lawyers drafted by de facto authority.

In identifying positive traditional practices, the CSO/NGO shall engage with independent religious scholars, academics, and civil society groups and Ulama councils to identify positive customary and traditional practices

Description of Activity

CSOs/NGOs will be engaged by UNDP through a grant to reach citizens in north provinces. The CSO/NGOs will be chosen through a competitive bidding process in accordance with the rules of the UNDP procurement policies.

The relevant consideration in administering the Legal Aid services and identifying positive traditional practices, by each CSO/NGO must include but not limited to the following:

- UNDP will administer 1 grant to 1 CSO and/or NGO, for 3 months (till 15 Dec 2022) in north provinces.
- The CSO/NGO must administer a minimum of 150 legal aid cases (counselling, mediation and consultation) per 3 months in north region;
- Of the number of legal aid cases (counselling, mediation and consultation) proposed per 3 months, the CSO/NGO must ensure the counselling and consultation to number of criminal cases (including **misdemeanor** and felony cases) is 70% of total legal aid cases, EAW cases is 15% of total legal aid cases, as well as family and juvenile case is 15% of total legal aid cases.
- At least 15% of the total beneficiaries from 150 cases must be women and children.
- At least 40% cases should be registered from the district level.
- The CSOs/NGOs must also propose an outreach mechanism wherein the organization will also spread knowledge and information on Legal Aid services (counselling and consultation), in the most remote areas of north region, within the selected category of the geographical implementation of the grant
- Since 15 Aug 2022, the criminal and civil procedures have changed, so the CSOs/NGOs should specifically indicate the procedure that how to provide legal aid (legal counseling and consultation) services, including hiring qualified defense lawyers, providing legal counseling, dealing with the clients, drafting defense statement, participation of defense lawyer in judicial hearing and any required criminal and civil procedure based on current status of justice and judicial institutions.
- The CSO/NGO must administrate 5 one-day workshops and awareness materials on legal awareness, mediation and outreach, target 25 community groups including CSOs, academia, women networks and faith leaders.*
- The CSO/NGO must conduct 10 two-days workshops with independent religious scholars, academics, and civil society groups, informal justice practitioners (members of Jirga and Shora) and Ulama councils to identify positive customary and traditional practices, and provide reports on identified positive practices.*
- The CSO/NGO must conduct 2 one-day workshops to empower legal practitioners and local counsellors in the region to provide rights focused legal aid, social services and awareness services particularly on elimination of violence against women and girls.*
- The CSO/NGO must provide details, to what extent the level of access to informal justice procedure and processes is smooth and reachable for citizens.

*Note: All capacity building workshops conducted by CSO/NGO must include and provide all relevant training materials.

Methodology:

The CSO/NGO will be expected to propose the most appropriate methodology to meet the results desired from the list of activities outlined above. The following principles will however guide the process:

1. Identification of the indigent persons eligible to receive legal aid services (counselling and consultation) – must provide the details of the beneficiaries along with cases

details in a report to UNDP on a monthly basis, through a format provided by UNDP Afghanistan once the grants are awarded.

2. The CSO/NGO must demonstrate maximum value through their proposals.
 3. All necessary conditions under this TOR and CFP must be met
 4. The CSO/NGO must adhere to the provisions of the Legal Aid Regulation of 2019, Legal Aid SOP, which has been drafted recently and any other applicable documents.
 5. *The CSO/NGO must administrate 5 one-day workshops and awareness legal awareness, mediation and outreach, target 25 community groups including CSOs, academia, women networks, defense lawyers and faith leaders. (25 participants in each workshop, 5 participants from each of the five community groups)
 6. *The CSO/NGO must conduct 10 two-days workshops with independent religious scholars, academics, defense lawyers, informal justice practitioners (member of Jirga and shora) civil society groups and Ulama councils to identify positive customary and traditional practices. (25 participants in each workshop) and provide report on identified positive practices.
 7. *The CSO/NGO must conduct 2 one-day workshops to empower legal practitioners and local counsellors in the region to provide rights focused legal aid, social services and awareness services particularly on elimination of violence against women and girls. (25 participants in each workshop)
 8. Conduct literature review to provide details, to what extent the level of access to informal justice procedure and processes is smooth and reachable for citizens.
 9. Provide report and feedbacks from workshop participants on identifying positive traditional practices.
- *Note: All capacity building workshops conducted by CSO/NGO must include and provide all relevant training materials.

The CSO/NGO will assume all responsibilities for management and monitoring of the delivery of all activities for the duration of the grant. In addition, the CSO/NGO shall work closely with the appointed focal points for the Area-Based Programme (ABADEI) at UNDP i.e., Legal Counselling Manager and Regional Manager for the regular oversight of the activity delivery and coordination. The CSO/NGO shall work closely with the appointed focal points for the Area-Based Programme for monitoring and evaluation i.e., National Legal Counselling Manager and the National Project Operations Officer for Financial compliance.

3. Institutional/Management Arrangement

The selected CSO/NGO shall work under the supervision of the UNDP Area-Based Programme (ABADEI), Manager, i.e., Project Manager and Legal Counselling Manager and all other focal points as identified above. Quality Assurance and compliance with UNDP Corporate Standards will be ensured through the regular oversight from the Programme Management Specialist (Justice).

The Area-Based Programme (ABADEI) Manager shall coordinate between the CSO/NGO and UNDP and other counterparts for the purposes of this project. Reporting is expected to on a monthly basis in addition to the specific reports.

Liaison with other authorities shall be as indicated in the description of specific activities and assisted by UNDP.

The CSO/NGO will be responsible for ensuring all aspects of the project including, but not limited, implementation, including work premises, facilities, logistics, security, professional indemnity insurance, materials and services.

4. Monitoring and Evaluation

The selected independent organization and/ or NGO will be required to have a strong result monitoring system in place, and process of documenting results, challenges/issues and mitigation measures, and lessons learned at a minimum. UNDP will also undertake periodic programmatic monitoring, and undertake financial spot-checks, as part of its quality assurance processes.

Minimum acceptable performance:

- 100% of the activities completed.

Failure to achieve this minimum standard may result in the payment to the CSO/NGO for those activities being fully or partially withheld by UNDP.

Verification:

The CSO/NGO will submit a monitoring plan which will track progress of all activities.

UNDP reserves the right to perform unscheduled on-site inspections and verification of any documents and activities being undertaken. UNDP reserves the right to engage an independent third-party for the purposes of verification of project performance and audit, UNDP reserves the right to undertake punitive measures in the event of transgressions such as fraudulent reporting – both narrative and financial, including but not limited to withholding of payments.

5. Reporting and Visibility:

The independent organization and/ or NGO will provide monthly and final reports on the processes, progress and results of the legal aid services provided, workshops conducted and positive traditional practices identified. Payment shall be based on receipt and acceptance of legal aid services reports found to be satisfactory as per the Area-Based Programme (ABADEI) staff.

Monthly Reports:

The CSO/NGO will provide monthly narrative and financial reports to Area-Based Programme ((ABADEI) i.e. Project Manager and Legal Counseling Manager. The monthly progress reports (See Annex 4. Monthly Progress Report) which may include, activity progresses, monitoring and financial records and should be issue-focused and must conform to the format.

The monthly reports should be sent in last week of the month. In total, the CSO/NGO is required to submit 3 monthly progress reports.

All reports shall be submitted in soft copies in English language along with the supportive documents.

Final Report:

The Final report will cover the summary of monthly progress reports, financial report and success stories report should be submitted within 10 days of completion of the reporting period. Review and finalization of final reports will follow the process similar to what is described above for monthly reports.

Please see Annex 4. Final report as reference format.

The final report should be submitted within 10 days after the closure of the project.

All reports shall be submitted in soft copies in English language along with the supportive documents.

Beneficiary Data and Case Data:

The CSO/NGO will also regularly share the details of the beneficiaries and cases being supported with UNDP.

UNDP's visibility guidelines will apply to the project, and as a minimum apply to

- Pictures, videos, press releases
- Success stories and case studies
- Any newsletters prepared by the Organization/s capturing progress of the project activities
- Project signboard, banners, t-shirts, posters, wall stickers and any other relevant visibility items such as training manuals and other training materials.

Reporting Templates such as monthly progress report, financial report, and UNDP communication templates will be provided at the point of signing the Agreement. UNDP and donor related visibility Guidelines would be provided at the time of signing the Agreement.

6. Duration, Location of Work and Target Beneficiaries

Duration

The activities are envisaged to have cumulative duration of 3 months. The assignment must be completed within a total duration of 3 months from signature of contract. The final report i.e., narrative and financial report needs to be submitted within 10 days after the closure of the project. Activities will be implemented simultaneously where sequencing and conditionality is required.

Location of Work

The activities are expected to be implemented in North Provinces.

UNDP Afghanistan is based in Kabul and all related coordination, collaboration and reporting activities will be located in Kabul, as appropriate and by agreement of the parties. UNDP staff will travel to the relevant provincial offices of the CSO/NGO where the activities are being implemented.

7. Deliverables and Estimated Payment Schedule

Indicative implementation schedule:

Months	1	2	3
Inception			
Legal services Aid (counselling and consultation) (min150)			
Reporting			

Payments are proposed to be made according to the following schedule, upon the completion of defined deliverables, and the certification of the deliverables by UNDP.

Deliverables	Percentage of activity	Performance conditionality	Estimated Payment Tranches %
Methodology Framework: <ul style="list-style-type: none"> - Development of Work plan and timeframe. - Identification of Defence Lawyers jointly with UNDP within the independent organisation and / or CSO/NGO for Legal Aid service delivery. - Delivery methodology of Legal Aid services 	10%	Submit copy of work plan, list of defence lawyers, copy of concept note on delivering the methodologies	10%

- Delivery methodology of workshops (awareness, capacity building and traditional justice)			
<p>Delivery of Legal Aid services in district level with receipt of legal aid service report (60 cases)</p> <p>*Of the number of legal aid cases (counselling and consultation), each CSO/NGO must ensure the counselling and consultation to - criminal cases including misdemeanor and felony cases (70%), EAW cases (15%) as well as family and juvenile case (15%).</p> <p>* At least 15-of the total beneficiaries from targeted cases must be women and children.</p>	20%	Submission of narrative, financial and monitoring reports (annex 4)in accordance with UNDP Format.	20%
<p>Delivery of Legal Aid services in central level with receipt of legal aid service report (90 cases)</p> <p>*Of the number of legal aid cases (counselling and consultation), each CSO/NGO must ensure the counselling and consultation to - criminal cases including misdemeanor and felony cases (70%), EAW cases (15%) as well as family and juvenile case (15%).</p> <p>* At least 15of the total beneficiaries from targeted cases must be women and children.</p>	20%	Submission of narrative, financial and monitoring reports (annex 4)in accordance with UNDP Format.	20%
<p>- Conduct 5 one-day workshops and provide awareness materialson legal awareness, mediation and outreach, target 25 community groups including CSOs, academia, women networks and faith leaders.</p>	10%	<p>Completed 5 one-day workshops as submitted by proposal and approved by UNDP.</p> <p>Submission of narrative, financial and monitoring reports (annex 4)</p>	10%

		in accordance with UNDP Format.	
- Conduct 10 two-days workshops with independent religious scholars, academics, and civil society groups and Ulama councils to identify positive customary and traditional practices and provide report on identified positive practices	20%	Completed 10 two-day workshops as submitted by proposal and approved by UNDP. Submission of narrative, financial and monitoring reports (annex 4) in accordance with UNDP Format.	20\$
- Conduct 2 one-day workshops to empower legal practitioners and local counsellors in the region to provide rights focused legal aid, social services and awareness services particularly on elimination of violence against women and girls.	5%	Completed 2 one-day workshops as submitted by proposal and approved by UNDP. Submission of narrative, financial and monitoring reports (annex 4) in accordance with UNDP Format.	5%
- Conduct literature review to provide details, to what extent the level of access to informal justice procedure and processes is smooth and reachable for citizens and provide feedbacks on identifying positive traditional practices.	5%	Submission of literature review report Submission of narrative, financial and monitoring reports in accordance with UNDP Format.	5%
Submission of final Report –	10 %	Submission of final Report and the status of cases and outcomes of workshops completion.	10%

8. **ELIGIBILITY & QUALIFICATION CRITERIA**

1. **Eligibility Criteria**

Eligibility and Qualifications of the applicant organization CSO/NGO

Interested CSOs/NGOs must meet the following criteria to be eligible for selection. **Qualified local CSOs/NGOs are strongly encouraged to apply.**

The applicant organizations must have the following **minimum** expertise and experience:

- a) Be legally registered as a CSO/NGO and in possession of a valid registration certificate in Afghanistan.
- b) Proven *knowledge and understanding* on the criminal and civil procedures of Afghanistan based on current status of justice and judicial institutions since 15 August 2022
- c) Proven *knowledge and understanding* on the informal justice system/traditional justice in Afghanistan.
- d) Proven *expertise and experience* in working on legal aid (counselling and consultation), especially in criminal cases including misdemeanor and felony cases, ERAW cases as well as family and juvenile case
- e) Proven *expertise and experience* in capacity building and legal awareness workshops.
- f) Proven *technical expertise and experience* in providing legal support to GBV victims
- g) Proven experience in Monitoring and evaluating legal aid services (counselling and consultation) administration.
- h) A *minimum* of 3 years of active CSO/NGO operations with transparency and accountability in financial management systems and procedures.
- i) A *minimum* of 3 years of active relevant experience for legal aid and support women rights.
- j) A *minimum* of 3 years of active relevant experience in conducting capacity and legal awareness workshops.
- k) Proven similar / related experience in line with this call for proposal with proven experience in managing similar grant.
- l) Proven *experience* of working in North provinces.

Note:

1. Unless full-time engagement of staff is proposed, a full elaboration of part-time engagements must be provided, including an annotated schedule of inputs from each expert by activity, and a detailed description of how the combination of expertise of all positions will fulfil the overall and specific requirements of the requested services and results for the project.

2. If there is a staff member of UNDP, who has any relationship with the organization, as an owner or relative of the owner or member of the Board of Directors or part of their management team etc., this should be officially notified to UNDP prior to the start of the selection process.

9. Scope of the Technical and Financial Proposal

The Technical Proposal must be submitted in keeping with the Template provided in **Annex 2**, and the Financial Proposal must be submitted in keeping with the Template provided in **Annex 3** and **Annex 3a**. The overall Submission must be accompanied with the following minimum **supporting documentation**.

1. Copy of CSO/NGO Registration
2. CVs (establishing competence and demonstrating qualifications/skills relevant to the TOR) of the technical, management and implementation support personnel proposed to work on the Project
3. Annual certified financial report and Audit Report undertaken during the last 2 years.
4. Profile of the proposed CSO/NGO Partners (if applicable).
5. Evidence of the Organization's Regulations/Policies and Procedures, manuals with regards to human resources and financial management, procurement and contracting and administration.
6. Evidence of previous relevant 3 years of experience for legal aid and strengthening Women Rights that qualifies the organization to undertake this Project.
7. Evidence of previous relevant 3 years of experience for conducting capacity and legal awareness workshops.
8. Similar or related experience in line with this call for proposal with proven experience in managing grants of USD 40,000 or above, ready to scale-up this experience in partnership with other CSOs/NGOs.
9. Due to the spread of COVID-19 the organization should take all necessary actions and safeguarding procedures required to protect staff and beneficiaries against the virus.

The Financial Proposal must provide a detailed cost breakdown for the achievement of each Output, providing separate figures for each expense category. Project Management and indirect costs must be reflected separately, and not exceed a total of 18% of the total budget. The cost breakdown will be used to determine the value for money against each unit cost, as well as the calculation of price in the event both parties have agreed to add new deliverables to the scope of Services. The Financial Proposal Template provided is to guide the applicant, and not to restrict the applicant. Where possible please also submit an excel budget separately.

10. EVALUATION CRITERIA & METHODOLOGY

a) Proposals will be evaluated based on the following criteria:

- 1) Sound technical proposal that includes innovative and replicable inclusion mechanisms to machine the value transfer to the beneficiaries
- 2) High impact interventions directly targeting and responding to the needs established in the TOR
- 3) Size of budget requested commensurate with the organization's proven administrative and financial management capacity
- 4) Participatory monitoring and evaluation that will contribute to building a sense of ownership among the beneficiaries to promote the sustainability of the interventions.

	Summary of Technical Proposal Evaluation criteria	Score Weight	Points Obtainable
1	CSO/NGO Eligibility and Qualifications	30%	300
2	Proposed Methodology, Approach and Implementation Plan	30%	300
3	Management Structure and Key Personnel	30%	300
4	Financial Assessment	10%	100
	Grand total	100%	1000

Detailed sub-criteria as follows:

	Summary of Technical Proposal Evaluation criteria		Score Weight	Points Obtainable
1	CSO/NGO ELIGIBILITY AND QUALIFICATIONS	Scoring Criteria	30%	300
1.1	Proven knowledge and <i>understanding</i> on the criminal and civil procedures of Afghanistan based on current status of justice and judicial institutions since 15 August 2022	- 50 points for demonstrated proven strong knowledge and understanding on the criminal and civil procedures of Afghanistan based on current status of justice and judicial institutions since 15 August 2022 - 35 points for good knowledge and understanding on the criminal and civil procedures of Afghanistan based on current status of justice and judicial institutions since 15 August 2022		50
1.2	Proven <i>expertise and experience</i> in working on legal aid (counselling and consultation), especially in criminal cases including misdemeanor and felony cases, EAW cases as well as family and juvenile case.	- 50 points for demonstrated proven strong expertise and experience in working on legal aid (counselling and consultation), especially in criminal cases including misdemeanor and felony cases, EAW cases as well as family and juvenile case. - 35 points for good expertise and experience in working on legal aid (counselling and consultation), especially in criminal cases including misdemeanor and felony cases, EAW cases as well as family and juvenile case.		50

1.3	Proven <i>technical expertise and experience</i> in traditional justice and identifying positive traditional practices.	- 20 points for demonstrated proven strong technical expertise and experience in providing legal support to GBV victims - 14 points for good technical expertise and experience in providing legal support to GBV victims		20
1.4	Proven <i>experience</i> in Monitoring and evaluating legal aid services and traditional justice projects	- 30 points for demonstrated proven strong experience in Monitoring and evaluating legal aid services (counselling and consultation) administration. - 21 points for good experience in Monitoring and evaluating legal aid services (counselling and consultation) administration.		30
1.5	A <i>minimum</i> of 3 years of active CSO/NGO operations with transparency and accountability in financial management systems and procedures.	- 50 points for more than 3 years of active CSO/NGO operations with transparency and accountability in financial management systems and procedures - 35 points for 3 years of active CSO/NGO operations with transparency and accountability in financial management systems and procedures		50
1.6	A <i>minimum</i> of 3 years of active relevant experience for legal aid and support women rights.	- 25 points for more than 3 years of active relevant experience for legal aid and support women rights. - 18 points for 3 years of active relevant experience for legal aid and support women rights.		25
1.7	Proven similar / related <i>experience</i> in line with this call for proposal with proven experience in managing similar grant.	- 20 points for demonstrated strong proven similar / related experience in line with this call for proposal with proven experience in managing grants - 14 points for some similar / related experience in legal related issues with proven experience in managing grants		20
1.8	Proven <i>experience</i> of working in north provinces.	- 30 points for demonstrated proven experience of working in North provinces in line with this call for proposal - 21 points for some experience of working in North provinces		30
1.9	A <i>minimum</i> of 3 years of active relevant experience in conducting capacity and legal awareness workshops.	- 25 points for more than 3 years of active relevant experience in conducting capacity and legal awareness workshops. - 18 points for 3 years of active relevant experience in conducting capacity and legal awareness workshops.		25
s2	PROPOSED METHODOLOGY, APPROACH, AND IMPLEMENTATION PLAN		30%	300
2.1	To what degree does the CSO/NGO understand the task?	- 50 points for the CSO/NGO proposal showcasing excellent understanding of the task as per RFP/TOR requirements - 35 points for the CSO/NGO proposal showcasing satisfactory understanding of the task as per RFP/TOR requirements - 20 points for the CSO/NGO proposal showcasing poor understanding of the task as per RFP/TOR requirements		50

2.2	Have the important aspects of the task been addressed in enough detail?	<ul style="list-style-type: none"> - 50 points for the CSO/NGO proposal excellently addressed the important aspects of the task in full details - 35 points for the CSO/NGO proposal satisfactorily addressed the important aspects of the task in some details - 20 points for the CSO/NGO proposal poorly addressed the important aspects of the task in little to no details 		50
2.3	Is the scope of the task well defined and does it correspond to the TORs? Does the proposal approach and methodology demonstrate towards providing legal aid and identifying positive traditional justice in selected local area?	<ul style="list-style-type: none"> - 100 points for excellent proposal approach and methodology towards providing legal aid and identifying positive traditional justice in selected local area - 70 points for satisfactory proposal approach and methodology towards providing legal aid and identifying positive traditional justice in selected local area - 40 points for poor proposal approach and methodology towards providing legal aid and identifying positive traditional justice in selected local area 		100
2.4	Does the proposal should clearly define its strategy for implementation detailing step by step project plan and itemized budget, target groups, and clear timelines of activity duration? Is the project coherent and technically feasible?	<ul style="list-style-type: none"> - 100 points for excellent quality of clearly defining strategy for implementation, with full details of step by step approach, timeline, activity duration. Project coherent and technically feasible. - 70 points for satisfactory quality of clearly defining strategy for implementation, with some details of step by step approach, timeline, activity duration. Project is relatively coherent and technically feasible. - 40 points for poor quality of clearly defining strategy for implementation, with full details of step by step approach, timeline, activity duration. Project is marginally coherent and technically feasible. 		100
3	Management Structure and Key Personnel		30%	300
3.1	Project Manager / Team Leader			60
	Education: (25 points) Minimum completed Bachelor's degree in Law, Political Science, Social Sciences, or other relevant degrees from an accredited college or university.	<ul style="list-style-type: none"> - 25 points for more advanced degree than Bachelor's degree in Law, Political Science, Social Sciences, or other relevant degrees from an accredited college or university. - 18 points for Bachelor's degree in Law, Political Science, Social Sciences, or other relevant degrees from an accredited college or university. 		
	Relevant Experience: (25 points) Minimum of 4 years of professional experience in the field of Legal Aid and Legal Awareness, or similar field, in Afghanistan. At least 3 years of experience in a project management / team lead function for Legal Aid / Justice and Judicial Services Technical Support and management, or similar field, in Afghanistan. Experience in at least two (2) projects as an expert in the field of Legal Aid and Legal Awareness, or similar field, in Afghanistan.	<ul style="list-style-type: none"> - 25 points for relevant experience submitted and supported by excellent evidence of ability to support and exceed grant requirements - 17 points for relevant experience submitted and supported by satisfactory evidence of ability to support grant requirements 		

	<p>Language: (10 points)</p> <ul style="list-style-type: none"> Fluency in Dari and Pashto required Strong proficiency in oral and written English is required for reporting purposes. 	<p>- 5 points for fluency in Dari and Pashto</p> <p>- 5 points in strong proficiency in oral and written English</p>		
3.2	<p>Admin / Finance</p> <p>Education: (25 points)</p> <p>Minimum completed Bachelor's degree in Business Administration, Finance, or other relevant degrees, from an accredited college or university</p> <p>Relevant Experience: (25 points)</p> <p>Minimum of 4 years of professional experience as Admin / Finance Officer, or similar capacity</p> <p>At least 3 years of experience in financial management of Grants by international donors such as USAID / DFID and /or other UN organizations, or similar capacity.</p> <p>Experience in at least two (2) projects as an expert in the field of financial management for Legal Aid services, or similar field, in Afghanistan.</p>	<p>- 25 points for more advanced degree than Bachelor's degree in Business Administration, Finance, or other relevant degrees, from an accredited college or university</p> <p>- 18 points for Bachelor's degree in Business Administration, Finance, or other relevant degrees, from an accredited college or university</p> <p>- 25 points for relevant experience submitted and supported by excellent evidence of ability to support and exceed grant requirements</p> <p>- 17 points for relevant experience submitted and supported by satisfactory evidence of ability to support grant requirements</p>		60
	<p>Language: (10 points)</p> <ul style="list-style-type: none"> Fluency in Dari and Pashto required proficiency in oral and written English is required for reporting purposes. 	<p>- 5 points for fluency in Dari and Pashto</p> <p>- 5 points in strong proficiency in oral and written English</p>		
3.3	<p>Senior Defense Lawyer (Please identify clearly the number of personnel proposed for this position, and provide respective individual CVs as requested in the technical proposal format</p> <p>Education: (25 points)</p> <p>Minimum completed Bachelor's degree in Law/Sharia from an accredited college or university is required, Master degree will be preferred.</p> <p>Relevant Experience: (25 points)</p> <p>At least Four years of relevant professional experience in dealing with Misdemeanor / Felony, EAW cases, Family matters, and Juvenile matters.</p>	<p>- 25 points for more advanced degree than Bachelor's degree in Law/Sharia from an accredited college or university</p> <p>- 18 points for Bachelor's degree in Law/Sharia from an accredited college or university</p> <p>- 25 points for relevant experience submitted and supported by excellent evidence of ability to support and exceed grant requirements</p> <p>- 18 points for relevant experience submitted and supported by satisfactory evidence of ability to support grant requirements</p>		60
	<p>Language: (10 points)</p>			

	<ul style="list-style-type: none"> Fluency in Dari or Pashto required 	- 10 points for fluency in Dari and Pashto		
3.4	<p>Defense Lawyers</p> <p>(Please identify clearly the number of personnel proposed for this position, and provide respective individual CVs as requested in the technical proposal format)</p>		60	
	<p>Education: (25 points)</p> <p>Minimum completed Bachelor's degree in Law/Sharia from an accredited college or university is required, Master degree will be preferred</p>	<p>- 25 points for more advanced degree than Bachelor's degree in Law/Sharia from an accredited college or university</p> <p>- 18 points for Bachelor's degree in Law/Sharia from an accredited college or university</p>		
	<p>Relevant Experience: (25 points)</p> <p>At least three years of relevant professional experience in dealing with Misdemeanor / Felony, EAW cases, Family matters, and Juvenile matters.</p> <p>Familiarity with informal justice system.</p>	<p>- 25 points for relevant experience submitted and supported by excellent evidence of ability to support and exceed grant requirements</p> <p>- 17 points for relevant experience submitted and supported by satisfactory evidence of ability to support grant requirements</p>		
	<p>Language: (10 points)</p> <ul style="list-style-type: none"> Fluency in Dari or Pashto required 	- 10 points for fluency in Dari and Pashto		
3.5	<p>Legal Trainer</p> <p>(Please identify clearly the number of personnel proposed for this position, and provide respective individual CVs as requested in the technical proposal format)</p>		60	
	<p>Education: (25 points)</p> <p>Minimum completed Bachelor's degree in Law/Sharia from an accredited college or university is required, Master degree will be preferred</p>	<p>- 25 points for more advanced degree than Bachelor's degree in Law/Sharia from an accredited college or university</p> <p>- 18 points for Bachelor's degree in Law/Sharia from an accredited college or university</p>		
	<p>Relevant Experience: (25 points)</p> <p>At least three years of relevant professional experience in conducting legal training and awareness programs, based on adult learning methods.</p> <p>Familiarity with informal justice system.</p>	<p>- 25 points for relevant experience submitted and supported by excellent evidence of ability to support and exceed grant requirements</p> <p>- 17 points for relevant experience submitted and supported by satisfactory evidence of ability to support grant requirements</p>		
	<p>Language: (10 points)</p> <ul style="list-style-type: none"> Fluency in Dari or Pashto required 	- 10 points for fluency in Dari and Pashto		

4	Financial Assessment		10%	100
4.1	Financial Assessment (<i>see below for detailed evaluation methodology and criteria</i>)			100
	Grand total		100%	1000

The **financial assessment** will review the efficient utilization of budget as follows:

- a. Output-based budgeting (capturing all relevant Budget Categories);
- b. Financial Contribution/cost sharing contribution to implementation of the Project from the Organization
- c. Value for money on the cost of implementation.
- d. Operations and Administrative/indirect costs (not exceeding 18%) reflected separately
- e. Inclusion of annual certified financial report and Audit Report undertaken during the last 2 years.
- f. The budget should be detailed, complete, rational and realistic, and **must not exceed the equivalent of USD\$ 78,000 for North region** and covers all activities up to 15 Dec 2022.

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

b) Evaluation methodology: Quality based under Fixed Budget Selection (QB-FBS)

QB-FBS methodology implies that all proposals have the same maximum overall price (which cannot exceed a known fixed budget amount), focusing the selection on the quality of the proposal and the CSO/ NGO proposed approach and methodology. CSO have to provide their best technical proposal and financial breakdown (within the budget) in one single envelope (clearly stating proposed overheads). Evaluation of all technical proposals shall be carried out, in accordance with the above outlined evaluation criteria, and the institution which obtains the highest technical score shall be selected. CSOs/ NGOs exceeding the established fixed budget in their financial proposals will be rejected

Proposals have to translate community needs into implementable activities by the CSOs/NGOs. Under QB-FBS, assessment focuses on maximizing transfer of value to the beneficiary user within a given budget.

Note: Unless full-time engagement of staff is proposed, a full elaboration of part-time engagements must be provided, including an annotated schedule of inputs from each expert by activity, and a detailed description of how the combination of expertise of all positions will fulfil the overall and specific requirements of the requested services and results for the project.

11. 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 evaluation criteria and methodology to identify highest ranking proposal;
- (iv) Round of clarification (if necessary) with the highest scored proposal;
- (v) Responsible Party Agreement (RPA) signature.

12. SUBMISSION PROCESS

Applicants shall bear all costs related to proposal preparation and submission.

Applicants must submit their proposals in the form of the template attached (Annex 2. Technical Proposal Template, Annex 3. Financial Proposal Template) and the following documents **through online eTendering system**.

1. Copy of CSO/NGO Registration
2. CVs (establishing competence and demonstrating qualifications/skills relevant to the TOR) of the technical, management and implementation support personnel proposed to work on the Project
3. Annual certified financial report and Audit Report undertaken during the last 2 years.
4. Profile of the proposed CSO/NGO Partners (if applicable).
5. Evidence of the Organization's Regulations/Policies and Procedures, manuals with regards to human resources and financial management, procurement and contracting and administration.
6. Evidence of previous relevant 3 years of experience for legal aid and research that qualifies the organization to undertake this Project.
7. Similar or related experience in line with this call for proposal with proven experience in managing grants of USD 20,000 or above, ready to scale-up this experience in partnership with other CSOs/NGOs.
8. Due to the spread of COVID-19 the organization should take all necessary actions and safeguarding procedures required to protect staff and beneficiaries against the virus.

Proposals submitted via email or by hard copies will not be accepted. For instructions, please refer to eTendering User Guide for Bidders. LATE APPLICATIONS WILL NOT BE ACCEPTED.

Potential applicants should refer to the "Frequent Asked Questions" posted in UNDP's website.

For additional questions about the Call for Proposals Guidelines or application forms, please e-mail procurement.af@undp.org with clearly mentioning the subject:

UNDP/AFG/CFP/2022/0000013335 - Call for Proposals for CSOs/NGOs Legal Aid Services and Identifying Positive Traditional Practices in North Provinces

Note: UNDP reserves the right not to fund any proposals arising from this Call for Proposals

Estimate Completion Timeline

Below is an estimated timeline for this Call for Proposals:

10 August 2022: Call for Proposal opens, and relevant documents are posted online.
24 August 2022: Deadline for organizations to submit proposals under this Call
31 August 2022: Assessment and selection processes will take place
15 September 2022: Selected applicants will be notified

IMPORTANT ADDITIONAL INFORMATION

UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See http://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf and <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/> for full description of the policies)

In responding to this Call for Proposals, UNDP requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP's interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:


- * Are or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, Terms of Reference, cost analysis/estimation, and other documents to be used in this competitive selection process;
- * Were involved in the preparation and/or design of the programme/project related to the services requested under this Call for Proposals; or
- * Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such conflict exists.

Thank you for your continuous support to UNDP Afghanistan.

Sincerely yours,

Prepared by:

DocuSigned by:

E3DEC590CF1A465...

Name: Yin Hom Nicole Chow

Title: Procurement Officer

Date: August 10, 2022

Approved by:

DocuSigned by:

C37FA973C99B45F

Name: Ijaz Hussain

Title: Head of Procurement a.i.

Date: August 10, 2022

Annex 2. Format of Technical Proposal

Name of Organization:	[Insert Name of Proposer]	Date:	Select date
CFP reference:	UNDP/AFG/CFP/2022/0000013335 Call for Proposals for CSOs/NGOs Legal Aid Services and Identifying Positive Traditional Practices in North Provinces		

We, the undersigned, offer to provide the proposal for **Legal Aid Services and Identifying Positive Traditional Practices in North Provinces** accordance with your Call for Proposal No. **UNDP/AFG/CFP/2022/0000013335** and our Proposal.

The Proposer's proposal should be organized to follow this format of Technical Proposal. Where the Proposer is presented with a requirement or asked to use a specific approach, the Proposer must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: CSO/NGO ELIGIBILITY AND QUALIFICATIONS, CAPACITY AND EXPERTISE

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country, particularly in legal aid and research and on the criminal and civil procedures of Afghanistan.
- 1.4 Permit to work in North provinces as per ToR, i.e. CSO/NGO license, etc.
- 1.5 Quality assurance procedures and risk mitigation measures.
- 1.6 Organization's commitment to sustainability.

SECTION 2: PROPOSED METHODOLOGY, APPROACH, AND IMPLEMENTATION PLAN

This section should demonstrate the proposer's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Proposer will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Proposer's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: PROPOSER'S COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: MANAGEMENT STRUCTURE AND KEY PERSONNEL

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]
	[Insert]
Professional certifications	[Provide details of professional certifications relevant to the scope of services]
	<ul style="list-style-type: none">▪ Name of institution: [Insert]▪ Date of certification: [Insert]
Employment Record/ Experience	[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]
	[Insert]
References	[Provide names, addresses, phone and email contact information for two (2) references]
	Reference 1: [Insert]
	Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

ANNEX 3. FINANCIAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	UNDP/AFG/CFP/2022/0000013335 Call for Proposals for CSOs/NGOs Legal Aid Services and Identifying Positive Traditional Practices in North Provinces		

We, the undersigned, offer to provide the services for **Legal Aid Services and Identifying Positive Traditional Practices in North Provinces** in accordance with your Request for Proposal No. **UNDP/AFG/CFP/2022/0000013335** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Financial Proposal budget is detailed, complete, rational and realistic, and **does not exceed the equivalent of USD\$ 78,000 for North region and covers all activities up to 15 Dec 2022.**

Our Proposal shall be valid and remain binding upon us for 90 days, commencing on the Deadline for Submission of Proposals.

We understand you are not bound to accept any Proposal you receive.

Name: _____
Title: _____
Date: _____
Signature: _____

[Stamp with official stamp of the Bidder]

Annex 3a. Financial Proposal Form

Call for Proposals for CSOs/NGOs

Legal Aid Services and Identifying Positive Traditional Practices in North Provinces

Name of Proposer:	[Insert Name of Proposer]	Date:	Select date
CFP reference:	UNDP/AFG/CFP/2022/0000013335 Call for Proposals for CSOs/NGOs Legal Aid Services and Identifying Positive Traditional Practices in North Provinces		

The Financial Proposal should align with the requirements in the Terms of Reference and the Proposer's Technical Proposal.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

Deliverables	Performance conditionality	Estimated Payment Tranches %	Proposed Price (USD, Lumpsum, all inclusive)
Methodology Framework: <ul style="list-style-type: none"> - Development of Work plan and timeframe. - Identification of Defence Lawyers jointly with UNDP within the independent organisation and / or CSO/NGO for Legal Aid service delivery. - Delivery methodology of Legal Aid services - Delivery methodology of workshops (awareness, capacity building and traditional justice) 	Copy of work plan, list of defense lawyers and copy of concept note indicating the methodologies	10%	
Delivery of Legal Aid services in district level with receipt of legal aid service report (60 cases) *Of the number of legal aid cases (counselling and consultation), the CSO/NGO must ensure the counselling and consultation to - criminal cases including misdemeanor and felony cases	Submission of narrative, financial and monitoring reports (annex 4) in accordance with UNDP Format.	20%	

<p>(70%), EVAW cases (15%) as well as family and juvenile case (15%).</p> <p>* At least 15-20% of the total beneficiaries from targeted cases must be women and children.</p>			
<p>Delivery of Legal Aid services in central level with receipt of legal aid service report (90 cases)</p> <p>*Of the number of legal aid cases (counselling and consultation), the CSO/NGO must ensure the counselling and consultation to - criminal cases including misdemeanor and felony cases (70%), EVAW cases (15%) as well as family and juvenile case (15%).</p> <p>* At least 15of the total beneficiaries from targeted cases must be women and children.</p>	<p>Submission of narrative, financial and monitoring reports (annex 4) in accordance with UNDP Format.</p>	20%	
<p>- Conduct 5 one-day workshops and provide awareness materials on legal awareness, mediation and outreach, target 25 community groups including CSOs, academia, women networks and faith leaders.</p>	<p>Completed 5 one-day workshops as submitted by proposal and approved by UNDP.</p> <p>Submission of narrative, financial and monitoring reports (annex 4) in accordance with UNDP Format.</p>	10%	
<p>- Conduct 10 two-days workshops with independent religious scholars, academics, and civil society groups and Ulama councils to identify positive customary and traditional practices.</p>	<p>Completed 10 two-day workshops as submitted by proposal and approved by UNDP.</p> <p>Submission of narrative, financial and monitoring reports (annex 4) in accordance with UNDP Format.</p>	20\$	

<p>- Conduct 2 one-day workshops to empower legal practitioners and local counsellors in the region to provide rights focused legal aid, social services and awareness services particularly on elimination of violence against women and girls.</p>	<p>Completed 2 one-day workshops as submitted by proposal and approved by UNDP.</p> <p>Submission of narrative, financial and monitoring reports (annex 4) in accordance with UNDP Format.</p>	5%	
<p>- Conduct literature review to provide details, to what extent the level of access to informal justice procedure and processes is smooth and reachable for citizens and provide feedbacks on identifying positive traditional practices.</p>	<p>Submission of literature review report</p> <p>Submission of narrative, financial and monitoring reports (annex 5) in accordance with UNDP Format.</p>	5%	
Submission of final Report –	Submission of final Report (annex 4) and the status of cases and outcomes of workshops	10%	
<p align="right">(Z) Total Proposed Cost per Deliverable (USD)*</p> <p>*This amount should be equal to (Y)Total Amount of Financial Proposal in Table 2.</p>			

Table 2: Summary of Overall Prices

	Amount(s)
Professional Fees ((D) Total for Professional Fees from Table 3)	0
Other Costs ((J) Total for Other Costs from Table 4)	0
Total Amount of Financial Proposal (Y)	0

Table 3: Breakdown of Professional Fees

Name of Proposed Personnel (Must attach 1xCV for each proposed personnel)	Position	Unit of Measure	Proposed No. of Personnel	Proposed Rate (USD)	Period of engagement	Total Amount
			A	B	C	$D=A \times B \times C$
	Project Manager / Team Leader		1			0
	Admin / Finance		1			0
	Senior Defense Lawyer					0
	Defense Lawyers					0
	Legal Trainer					0
	Others					0
						0
(D) Total for Professional Fees (USD):						0

Table 4: Breakdown of Other Costs

Description of Activity	UOM	Quantity	Unit Rate (USD)	Total Amount
		A	B	$C=A \times B$
Operations Cost				
Office space rental				0
Communication				0
IT equipment, consumables				0
Printing/scanning				0
Office utilities				0
(D) Subtotal for Operations Cost (USD)				0
Transport and Travel Cost for Field Work				
Travel and transportation for proposed key personnel				0
Per diem				0
(E) Subtotal for Transport and Travel Cost for Field Work (USD)				0
Workshop 1: 5 one-day workshops on legal awareness, mediation and outreach, target 25 community groups including CSOs, academia, women networks and faith leaders				
Venue Cost				0

Travel Cost (Transportation) for Participants				0
Food and Refreshment (Two meals & One tea break)				0
Workshop training materials (e.g. Stationary, printing, etc.)				0
IT equipment, Sound and media system				0
(F) Subtotal for Workshop 1 Cost (USD)				0
Workshop 2: 10 two-days workshops with independent religious scholars, academics, and civil society groups, informal justice practitioners (members of Jirga and Shora) and Ulama councils to identify positive customary and traditional practices.				
Venue Cost				0
Travel Cost (Transportation) for Participants				0
Food and Refreshment (Two meals & One tea break)				0
Workshop training materials (e.g. Stationary, printing, etc.)				0
IT equipment, Sound and media system				0
(G) Subtotal for Workshop 2 Cost (USD)				0
Workshop 3: 2 one-day workshops to empower legal practitioners and local counsellors in the region to provide rights focused legal aid, social services and awareness services particularly on elimination of violence against women and girls				
Venue Cost				0
Travel Cost (Transportation) for Participants				0
Food and Refreshment (Two meals & One tea break)				0
Workshop training materials (e.g. Stationary, printing, etc.)				0
IT equipment, Sound and media system				0
(H) Subtotal for Workshop 3 Cost (USD)				0
Other Costs: (if applicable, please specify)				
Others				0
(I) Subtotal for Other Costs (USD)				0
(J) Total for Other Costs (USD): (D+E+F+G+H+I)				0

Please note that all budget Lines are for costs related only to project activities. These budget categories are suggested guidelines. The Recipient may choose alternates which more accurately reflect their expense items and needs. Financial Proposal budget should be detailed, complete, rational and realistic, and must not exceed the equivalent of USD\$ 78,000 for North region and covers all activities up to 15 Dec 2022.



Empowered lives.
Resilient nations.

ANNEX 4. Monthly Progress REPORTING FORMAT

UNDP/AFG/CFP/2022/0000013335

Call for Proposals from CSO/NGOs

Legal Aid Services and Identifying Positive Traditional Practices in North Provinces

Monthly/Final Progress Reporting Format

1. Project Information

Project Title	
Responsible Party	
Project period	
Budget	
Report submitted by	
Submission Date	
Reporting Period: First/Second/Third Month(s), Final Report	

2. Executive Summary:

3. Achievement of Project Progress Results During Reporting Period:

3.1 Meetings:

Legal Aid Services (Counselling, Consultation and Mediation)

Outcomes	Activities	Number of legal aid beneficiaries in this reporting period			
		Location/Province/ District	Male	Female	Total
	Provision of legal counselling				
	Total beneficiaries: legal representation in court				
	Number of Legal Counselling Provided Cases				
	Provision of legal counselling				

Geographic Distribution of the Beneficiaries:

Geographic distribution of the beneficiaries on central and district level												
No	Province	Center of the Province	case	Male	Female	District Cases	Male	Female	Total Cases	Male	Female	Percentage based on TOR
1												
2												
3												
4												
5												
Total Cases												

Status of the cases:

Status of the cases											
No	Category	Closed Cases	Male	Female	Ongoing Cases	Male	Female	Total Cases	Male	Female	Percentage based on TOR
1	Misdemeanor and felony cases (70%)										
2	EVAW cases (15%)										
3	Family and juvenile case (15%).										
Total Cases											

3.2 Awareness Workshops:

3.3 Capacity Building Workshops:

3.4 Workshops on Identifying Positive Traditional Practices:

4. Others:

5. Monitoring and Evaluation:

6. Challenges/Issues:

7. Lessons Learned and way forward:

8. Risks and Mitigation Measures:

Risks	Mitigation Measures

9. Success Story:

10. Financial Reporting:

11. Plan for Next Month:

Attachments:

Annex (1)_ Data Collection Sheet



ANNEX 5. Literature Review Reporting Template

UNDP/AFG/CFP/2022/0000013335

Call for Proposals from CSO/NGOs

Legal Aid Services and Identifying Positive Traditional Practices in North Provinces

Literature Review Reporting Template

I. Executive Summary

II. Objectives:

III. Methodology

IV. Findings/Results of Literature Review

V. Analysis/ Feedbacks

VI. Gender Specific Results

VII. Issues

VIII. Risk Lesson Leant

IX. Future Plans

X. Annexes: