



TO: Mr. Thabani Mabodoko
Deputy Country Director (Operations)
UNDP Liberia

REF : ADM/089/2022

cc: UNDP Procurement

DATE: 28 October 2022

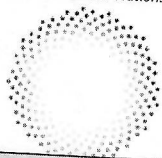
FROM: Ms. Silvia Lavagnoli
Deputy Country Representative, a.i.
United Nations Office of the High
Commissioner for Human Rights

OBJECT: **ADVERTISEMENT REQUEST – CALL FOR PROPOSAL –**
SUBJECT: **SPOTLIGHT PROJECT**

- The United Nations Office of the High Commissioner for Human Rights would like to request you make a procurement for two (2) months (November 30, 2022 – February 28, 2023) a call for proposal for the spotlight initiative to provide capacity development support to women's rights advocates and strengthen local networks to follow up and report on the implementation and amendment of laws and policies on VAWG.
- Proposals may be submitted on or before Wednesday, 12 November 2022 at 5:00 PM Liberia local time and via (choose appropriate box)

Kindly find supporting documents attached for ease of reference and the FA form for cost recovery.





I. Position Informa

Title:	Call for proposal to provide capacity development support to women's rights advocates and strengthen local networks to follow up and report on the implementation and amendment of laws and policies on VAWG.
Contract Type:	Grant to CSOs
Target Locations:	Grand Cape Mount, Grand Gedeh, Lofa, Montserrado, and Nimba Counties
Duration of Contract:	2 Months (November 30, 2022 - February 31, 2023)
Budget Ceiling	This grant will support budgets no more than \$40,666
Submission Deadline	<p>October 27, 2022</p> <p>Proposals may be submitted on or before Wednesday, 12 November 2022 at 5:00 PM Liberia local time and via (choose appropriate box)</p> <p><input checked="" type="checkbox"/> E-mail: bids.lr@undp.org</p> <p><input checked="" type="checkbox"/> courier mail on the following address.</p> <p>Address: United Nations Office of the High Commission for Human Rights 3th Floor, Pan African Plaza Building Opposite the Monrovia City Hall, Monrovia, Liberia Attn: The Country Representative OHCHR, Liberia And marked: Call for Proposals/ OHCHR Spotlight/ 2022/002</p>
Contact for Inquiries (inquiries only. PLEASE DO NOT SEND PROPOSALS TO THIS ADDRESS)	<p>Contact for Inquiries (inquiries only):</p> <p>info.lr.procurement@undp.org</p> <p>PLEASE DO NOT SEND PROPOSALS TO THIS ADDRESS</p>

II. Background/ Context

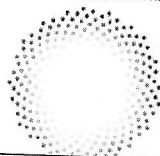
The European Union and the United Nations in 2018, launched the Global Flagship Spotlight Initiative programme which aims at addressing all forms of violence against women and girls, and eliminating harmful practices through a transformative and evidence-based approach, addressing unequal power relations between men and women, and focusing on gender equality and women's empowerment. This is in response to the need to strengthen the Government of Liberia's (GoL) capacity to eradicate cases of Sexual and Gender based Violence (SGBV), harmful practices (HPs) and building better institutional frameworks for enhanced protection capacities and services to survivors.

The EU/UN Spotlight Initiative is premised on the formal UN/Government of Liberia (GOL) Joint Programme on SGBV and HPs. In Liberia, it has six(6) pillars and aims to: (i) Strengthen policies, legislation and regulatory frameworks; (ii) Enhance integrated multi-sectoral capacities of national institutions, organizations and partners in preparedness, prevention and response; (iii) Improve social norms and practices, through inclusive participation and awareness raising of communities on the negative impacts of deep-rooted socio-cultural gender norms and HP; (iv) Integrate multi-sectoral response services to all survivors ensuring effectiveness and efficiency; (v) Develop a multi-sectoral Information Management System (IMS) to support evidence based planning and monitoring of results; (vi) Develop and operationalize a coherent and inclusive framework engaging the different actors including CSOs, the

[Address line – one line only]

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Spotlight Initiative

To eliminate violence against women and girls



private sector and women's movement groups to eliminate violence against women and girls in Liberia.

The implementing agencies of the Spotlight Initiative project are UNDP, UN Women, UNFPA, UNICEF, OHCHR, UNHCR, and IOM. The Programme coverage is nationwide with a progressive approach to the 15 Liberian counties. In addition, the project initially targets five hotspot counties including Nimba, Grand Gedeh, Lofa, Grand Cape Mount and Montserrado which is due to the high prevalence of SGBV/HPs and less SRHR.

Implemented in the context of the Pro-Poor Agenda for Prosperity and Development of the GoL, the EU/UN Spotlight Programme aims to support the Government of Liberia in its efforts to build a society where vulnerable women and girls and marginalized groups can enjoy their full rights and achieve their potential in a secure and safe environment. Its goal is to significantly reduce the prevalence of SGBV, HPs and their inter-linkages with sexual and reproductive health and rights (SRHR).

In view of the above, EU/UN Spotlight Initiatives through OHCHR is requesting for proposals from organizations of women and girls' human rights advocates and CSOs to; a) Strengthen the capacity of identified local networks to follow-up and report on the implementation and amendment of laws and policies on VAWG, b) advocate for drafting and passage of legislation and/or policies on VAWG, c) collaborate with identified CSOs Network to produce a National human rights report on Liberia with a focus inter alia on identifying the needs and priorities of groups facing multiple and intersecting forms of discrimination.

The OHCHR will work with the successful grantee in a technical and advisory capacity through out the project.

III. Scope of Work

1. Provide capacity development support to women's rights advocate
2. Strengthen local networks for following-up and reporting on the implementation and amendment of laws and policies on VAWG and build capacity to draft legislation and/or policies on VAWG, including promotion of SRHR.
3. Provide technical and advisory support to CSOs Network to produce HR national report.

IV. Deliverables

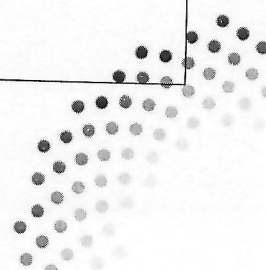
The required outputs of this scope of work include but not limited to the interventions described below:

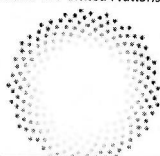
1. Produce final report on support provided local networks for reporting and follow-up on amendment and implementation of laws and policies on VAWG
2. Produce final Report with actionable recommendations of follow-up on amendment and implementation of laws and policies on VAWG
3. Submit final CSOs Network HR report

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4. Final project report

Impact of Results

Spotlight through OHCHR expected results include women's rights advocates, CSOs and key non-state actors/institutions has strengthened local networks for reporting and follow-up on amendment and implementation of laws and policies on VAWG, and legislation and/or policies on VAWG drafted; Identified CSOs Network produces a HR national report with focus on VAWG.

V. Eligibility & Qualification Criteria

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

- ✓ Evidence that it is a National or local women led organization, Women rights organization/ movement
- ✓ The organization's proven administrative and financial management capacity to undertake the interventions.
- ✓ Evidence that it has professionals with requisite experience as part of its staff that can implement the project.
- ✓ The feasibility and soundness of the proposal with sustainability strategies and related budget; and
- ✓ The legitimacy and quality of the contribution and values that the group/movement can provide for the attainment of development results and maximizing the impact of a programme/project.

Key Competencies

CSO implementation teams should possess the following key competencies:

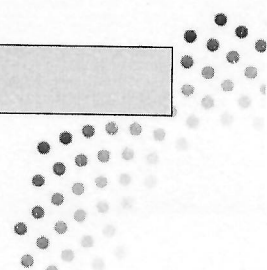
- ✓ Sound knowledge of fundamental human rights principles and international mechanisms system.
- ✓ Ability to work with different stakeholders
- ✓ Capacity building
- ✓ Advocacy and communications skills
- ✓ Project Management/Coordination.
- ✓ Development of strategies, plans and /or programs to prevent and respond to VAWG, including SGBV/HP, and promote women and girls' SRHR, for women and girls facing intersecting and multiple forms of discrimination
- ✓ Skill in community-based projects and programs;

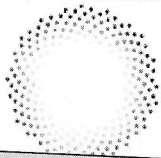
VI. Submission Requirements

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CSOs who meet the requirements should submit a technical proposal no longer than seven (7) pages which should include the following:

- i. Technical Proposal with key interventions identified above
- ii. Results Framework
- iii. Project Budget per related activities
- iv. Proof of legal registration or status
- v. Evidence that the organization is a women-led or women rights organization
- vi. A detailed workplan
- vii. Cover letter directed to OHCHR Country Representative

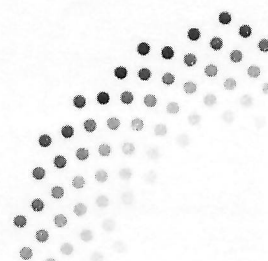
VII. Selection Criteria

- ✓ Proposal will be selected based on technical (70%) and financial (30%) assessments.
- ✓ The technical assessment will review the following:
 - Technical design of proposal in achieving expected results (30%)
 - Experience working with OHCHR and/ other UN agencies (5%)
 - Local experience and presence (10%)
 - Realistic work plan and timeline to complete activities (10%)
 - Applicants' institutional capacity and relevant experience (15%)
- ✓ Budget (cost effectiveness) (30%)

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Janet Farley - Garpi <janetfarley2016@gmail.com>

Fri, Oct 28, 2022 at 10:44 AM

To: Tobi Moore <tobi.moore@un.org>

Cc: Leetor Williams <leetor.williams@un.org>, Silvia Lavagnoli <silvia.lavagnoli1@un.org>, DANAI HAZEL KUDYA <danai.kudya@un.org>

Dear Tobi,

Well noted.

Janet

[Quoted text hidden]



United Nations Nations Unies

FINANCIAL AUTHORIZATION FORM

For UNDP Country Offices Use only



REVISED

FA# 31-3100031812

Version 3.00

UNDP COUNTRY

To:

UNDP-LIBERIA

Attn

Phone/Fax

CC: UNDP Treasury, if over 50,000 USD

Resident Representative of LIBERIA

00231-226-210

Fax: +1-212-9065845

AGENCY INFORMATION

From Agency	OHCHR	Donor Code	00559
Subject	Agency Service Request	Authorizing Agency Officer	Benny SOEJONO FINANCE OFFICER OHCHR
Agency Requested Date	24.08.2022	Signature:	
Due Date	As Per Below Instruction	Approved by	Alena INHELDER
Payee	As Per Below Instruction	Email	alena.inhelder@un.org
Remark		Ext.	
		Dept/Office	OHCHR ODHC PSMSOC FBMS
		Date Approved	24.08.2022

SERVICE INSTRUCTIONS

Total Amount/Curr: 61,999.56 USD

Applicable Service Charge: As per instruction/UPL

Item No	Agency ULO	Agency Ref.	Agency Project Code	Amount	Curr.	Description	Item Status
001	31-3100031812-001	71113510	M99-71113510-11587-SB-012813-32HCA	13,517.46	USD	NO staff	REVISED
Detailed Service Instruction:							
002	31-3100031812-002	74171010	M99-74171010-11587-SB-012813-32HCA	2,000.00	USD	Consultants - Fees	UNCHANGED
Detailed Service Instruction:							
003	31-3100031812-003	74181010	M99-74181010-11587-SB-012813-32HCA	36,095.05	USD	Individual contractor	REVISED
Detailed Service Instruction:							
004	31-3100031812-004	74341010	M99-74341010-11587-SB-012813-32HCA	906.56	USD	OE Travel and Meeting Facilitation Service	PARTIALLY PROCESSED

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FINANCIAL AUTHORIZATION FORM

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FA#

31-3100031812

Version

3.00

Item No	Agency ULO	Agency Ref.	Agency Project Code	Amount	Curr.	Description	Item Status
Detailed Service Instruction:							
005	31-3100031812-005	74121020	M99-74121020-11587-SB-012813-32HCA	592.00	USD	Office communication costs	PARTIALLY PROCESSED
Detailed Service Instruction:							
006	31-3100031812-006	77003510	M99-77003510-11587-SB-012813-32HCA	4,358.09	USD	"Office supplies, stationary & photocopy paper"	PARTIALLY PROCESSED
Detailed Service Instruction:							
007	31-3100031812-007	74111020	M99-74111020-11587-SB-012813-32HCA	0.00	USD	Rental Conference Servicing Equipment	REVISED
Detailed Service Instruction:							
008	31-3100031812-008	77008110	M99-77008110-11587-SB-012813-32HCA	1,500.00	USD	Petrol for vehicles	UNCHANGED
Detailed Service Instruction:							
009	31-3100031812-009	77151010	M99-77151010-11587-SB-012813-32HCA	0.00	USD	Acquisition of other miscellaneous equipment	REVISED
Detailed Service Instruction:							
010	31-3100031812-010	72111174	M99-72111174-11587-SB-012813-32HCA	3,030.40	USD	Travel of participants for workshops / seminars	PARTIALLY PROCESSED
Detailed Service Instruction:							

SB-012813 -S1-32HCA-000164 - OHCHR Liberia Spotlight. This financial

authorization cancels and supersedes the previous Financial authorization. You are authorized to incur project requirements for Q1 #

Q3 2022, as per details and not to exceed amounts provided above, which will be authorized by Mr. Uchenna EMELONYE, Head of office. The amounts authorized above are the open and available amounts in OHCHR's ERP as of issuance date of this Financial Authorization. Due to the timing differences from the billing and clearance of transactions from the Service Clearing Account, the actual available balance may be lower. UNDP Country office to review and confirm previous payments made against this Financial Authorization.

UNDP cost recovery service charge based on the UPL. Please note that Service Charges will be absorbed centrally by OHCHR and are not included in the amount authorized above. UNDP Regulations & Rules should be applied.

FINANCIAL AUTHORIZATION FORM

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FA#

31-3100031812

Version

3.00

Prepared by: Sripriya JHUNJHUNWALA

Dept/Office: OHCHR ODHC PSMSOC FEMS

Email: sripriya.jhunjhunwala@un.org

Contact Number:

UN Account: 1400000179

"Note this is a REVISION of a previously sent Financial Authorization. UNDP Country office to review and confirm previous payments made against this Financial Authorization".

