



National Call for Proposals for Grant Submission by NGOs/CSOs to Provide Advocacy, Engagement, and Awareness for Key and Vulnerable Populations within the Framework of the Project: "Strengthening Human Rights for Vulnerable Populations in Malawi"

Deadline for proposal submission: Wednesday, 22 May 2024

INSTRUCTIONS

I. BACKGROUND

The 2030 Agenda for Sustainable Development establishes a global framework to foster a diverse society that is equitable and inclusive for all. Central to this agenda is the commitment to reduce inequalities and promote societies that are peaceful, just, and inclusive. In alignment with these goals, UNDP Malawi's programme on Governance Pillar III: *Oversight Mechanisms, Human Rights, and Rule of Law*, aims to strengthen institutional oversight, human rights, and the rule of law to ensure adherence to legal frameworks and safeguard the interests of the people of Malawi. UNDP also provides policy and technical support in the realm of human rights and rule of law, guided by the 2030 Agenda, the UNDP Strategic Plan 2022-2025, and the UNDP Malawi Country Programme Document (CPD).

The Programme focuses on strengthening the human rights of vulnerable populations in Malawi by empowering civil society to effectively represent, access and defend the rights of vulnerable groups including women, key populations and young people so that they are enabled and effectively resourced to lead human rights service delivery, advocate for and enjoy rights, and overcome social and structural barriers to human rights. A key element of this initiative is the creation of mechanisms for promoting and protecting the rights of marginalized women, children, people with disabilities including persons with albinism and key populations. This includes increasing public awareness campaigns on legal, citizen and human rights.

The intervention seeks to engage with formal and informal media and other awareness channels to ensure maximum coverage throughout the sensitization campaigns. It also supports the creation of protection mechanisms and measures for civil society actors, including at-risk human rights defenders and media actors in order to open up the space for the key and vulnerable community for dialogue and better coordination of a platform. This will in turn create demands and compliance with human rights.

Additionally, the project coordinates CSOs to provide access to sexual and reproductive health rights services, legal protection and economic empowerment for survivors of gender-based violence, particularly women and children in Mangochi and Nkhotakhota.

The goal is to identify and discuss key legal, policy and human rights challenges, and to establish and promote a robust platform for engagement between stakeholders such as government, traditional leaders and CSOs in the promotion of the rights of women, children, persons living with HIV/AIDS, persons with disabilities and key populations. The project specifically focuses on engaging the public to 'leave no one behind-the furthest behind first', through consultations with NGO/CSO representatives working in communities especially at the grassroots level.

It is in this vein that UNDP invites civil society organizations (CSOs), to submit proposals to participate actively in amplifying the impact of human rights advocacy, inclusion, engagement, and awareness initiatives. CSOs, being at the forefront of societal change, are key in creating sustainable partnerships, enhancing public dialogue, and ensuring that the rights of the most vulnerable are not only recognized but protected.

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II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

Objectives:

The main objective of the grant selection process is to identify NGO/CSOs with operational presence and capacities to engage in advocacy and awareness campaigns on human rights for key and vulnerable populations in Malawi preferably including Mangochi and/or Nkhotakhota districts.

NGO/CSOs are requested to submit one proposal specifying which districts they will cover in their advocacy work and why (a maximum of 3 districts). Each proposal should demonstrate the specific added value the NGO/CSO can deliver in specified districts.

Expected Outputs/Deliverables:

- a) Provide human rights and Sexual Orientation, Gender Identity, and Gender Expression (SOGIE) based trainings and information raising awareness services, to the public and relevant stakeholders in cooperation and consultation with other key population led CSOs/NGOs.
- b) Provide counselling to key and vulnerable populations in contact with the law (as victims, witnesses or perpetrators) including preparation of victim reports and related expert assessments where relevant.
- c) Develop a multi-media information and advocacy campaign on legal rights, human rights, and social support services for key and vulnerable persons including adaptation of existing materials and development of new materials.
- d) In conjunction with UNDP conduct knowledge and awareness-raising sessions for community members, community-based groups and traditional leaders on legal rights, legal services, human rights, and constitutional/legal issues facing women, children in marriages, persons living with HIV/AIDS, LGBTQI populations, older persons, persons with disabilities and key populations.

III. TARGET GROUPS

The Project's major goals are to strengthen institutional capacity to protect human rights while enabling vulnerable groups to ventilate their rights. Therefore, the Project shall target both duty bearers (represented mainly by State institutions and traditional leaders) and rights holders (represented by the general population with particular focus on vulnerable groups, such as women, children generally, children in marriage, the youth population, prisoners, indigent people, persons with albinism, PWDs, the LGBTQI community, persons in remote areas). The major dynamics of the relationship between rights holders and duty bearers are the lack of trust and low satisfaction of rights holders in the human rights-related services provided by duty bearers, who lack the capacity to deliver quality services, conduct dialogue with rights holders, and enforce accountability. Both groups are eager to effect change but require external facilitation and capacity building for that to occur. The Project will assist in formulating and implementing mutually agreeable solutions by brokering a

partnership between rights holders and duty bearers, increasing awareness and capacity on specific subject matters, and planning and developing policies that ensure inclusive participation. The Project will focus on districts with the highest human rights and justice demands.

IV. ELIGIBILITY & QUALIFICATION CRITERIA

The NGOs must meet the following criteria to be eligible for selection.

- a) Be legally registered as NGO/CSO and in possession of a valid registration certificate.
- b) Possess a mandate and founding document in line with the activities for which the funds are being sought.
- c) Must have a minimum of 5 years' experience in implementing projects related to human rights, legal advocacy, or support services for key and vulnerable populations.
- d) Have an established office and experience in implementing key and vulnerable populations, Human rights or similar/related interventions and activities.

V. PROPOSAL

Proposed Methodology, Approach, Quality Assurance Plan and Implementation Plan – This section should demonstrate the NGO/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.

Moreover, the proposal should demonstrate how the proposed methodology meets or exceeds the RFP, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable and a quality assurance framework provided.

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 RFP. The structure and length of the proposal must comply with the format in *Annex I* below.

VI. EVALUATION CRITERIA & METHODOLOGY

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

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

1. Consistency with stated objectives: The proposal should address issues relating to awareness, engagement and dissemination of information in relation to key and key populations.
2. Likelihood of success and project feasibility/sustainability: The proposal should clearly demonstrate a sustainability strategy after the grant period and in the absence of external funding. In particular, each proposal must provide a detailed cooperation and handover strategy to relevant government MDAs working to provide services to key and vulnerable populations as well as an exit strategy for proposed activities.
3. Capacity of the organization to implement the project (institutional, financial): The NGO/CSO 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. This should include proven experience and ability to work successfully with key population institutions.
4. 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.
5. Competence of the organization's staff. Previous experience in related fields, availability of skills and training.

6. The budget should be detailed, complete, rational and realistic, and **must not exceed the equivalent of USD 25,000.**
7. Administrative costs must not exceed 10% of the total proposed amount.
8. The amount requested in the proposal should be commensurate with the organization's administrative and financial management capabilities.
9. The grant will be payable in local currency at the official exchange rate.

Summary of Technical Proposal Evaluation criteria		Score Weight	Points Obtainable
1.	NGO/CSO eligibility and qualifications	10%	10
2.	Proposed methodology, approach and implementation plan (including identification of 3 districts to work in) Proposals targetting Mangochi and/or Nkhotakhota districts will be prioritised.	20%	20
3.	Management structure and key personnel	20%	20
4.	Likelihood of success and project feasibility and sustainability	20%	20
5	Financial evaluation-The budget should be detailed, complete, rational and realistic, and must not exceed the equivalent of USD 25,000.	30%	30
Total			100

b) Project duration

The project duration will not go beyond **6 months**, counted from the date of the contract signature to the date when all relevant activities have been successfully completed.

VII. 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 Section V to identify highest ranking proposal; (iv) round of clarification (if necessary) with the highest scored proposal; and (v) signature of grant agreement.

VIII. SUBMISSION PROCESS

Applications (project proposals) in the form of the template attached (Attachment I) must be submitted by NGOs/CSOs based in Malawi to the UNDP Offices in Lilongwe or by email as detailed below **not later than Wednesday, 22 May 2024 at 17:00 hrs (Malawian time)** 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 training and capacity building;
 - Knowledge of key population advocacy, legal rights, international human rights;
 - Experience of working on human rights and protection issues;
 - Work experience in Malawi of at least two years prior to the application.
 - Curriculum vitae of two key staff members involved in the implementation of the project.

All entities interested in submitting their proposals for grants to **provide advocacy, engagement and awareness for key and vulnerable populations** may obtain the call for proposal documents in person or from the UNDP website as follows:

<http://procurement-notice.undp.org>

Interested NGO/CSOs may obtain further information at the following address:

Name of Office: Pillar III: Oversight Mechanisms, Human Rights & Rule of Law Project, UNDP
– Lilongwe, Malawi

Contact email: procurement.malawi@undp.org

Complete proposals must be emailed to the contact emails above with the subject '**Call for Proposals for Grants to Provide Advocacy, Engagement and Awareness for Key and Vulnerable Populations**' to the address below **not later than Wednesday, 22 May 2024 at 17:00 hrs (Malawi time)**. Late bids will be rejected.

TORs Reviewed by:

DocuSigned by:
Rowland Cole
73BE958AD7C74A6...

Chief Technical Advisor – Rule of Law & Human Rights-UNDP

TORs Endorsed by:

DocuSigned by:
Challa Kumisa
55CE989E5A55446...

Deputy Resident Representative-UNDP

Annex 1

UNDP Pillar III: Oversight Mechanisms, Human Rights & Rule of Law Project

CALL FOR PROPOSALS

Grants to provide ***Advocacy, Engagement and Awareness for Key and Vulnerable Populations***

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 NAME: _____

(Please describe the essence of your project in one short and precise sentence)

PROJECT PROPOSAL**1. Project Summary** (maximum of 1/3 page)

1.1 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 support to the vulnerable groups of people. Describe your organization’s mission, if it has one.
- 2.2 Describe main types of activities 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 to represent the interests and protect the rights of vulnerable groups of persons.
- 3.2 Describe specific results achieved by your organization in providing support to the vulnerable groups of persons.
- 3.3 Explain how your organization’s experience will help to reach project’s goals.

4. Problem Analysis (maximum of ½ page)

- 4.1 Describe main problem(s) concerning key and vulnerable groups of people (persons living with HIV/AIDS, women, children, PWDs and key population) 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.

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 population, 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 a legal aid provider.

11. Work Plan (maximum of 3 pages)

11.1 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 solving of the problem addressed by your project, and specific positive changes in the life of the target audience.*

12. Events (maximum of 1 page)

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

13. Publications (maximum of ½ page)

13.1 Briefly describe all publications, handouts and other printed materials that will be produced during the project: contents, volume, circulation, dissemination.

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

14.1 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)

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

16. Budget (maximum of 2 pages)

16.1 Provide project budget summary in USD according to the following format:

Description of Activity/Item	Persons/Units	Rate/Cost	Estimated amount
Total			

**A detailed project budget will be provided as Attachment 3*

17. Personnel (maximum of 2 pages)

17.1 Briefly describe the education, qualification and relevant experience of each project staff person and invited expert, focusing on human rights where appropriate.

ATTACHMENTS

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

1. A completed UNDP Itemized Cost Estimate - Detailed Budget Template as Attachment 2
2. A completed self-certification form for programming entities as Attachment 3
3. Proof of registration as a non-governmental/non-commercial organization including copies of the registration certificates and constitution or other governing document;
4. Curriculum vitae of two key staff members that will be involved in the implementation of the Project;
5. Bank details.