



Call for Proposals from Civil Society Organizations and Academic Institutions in Sierra Leone to Support Justice and Security Sector Reforms

I. BACKGROUND

The United Nations Development Programme (UNDP) partners with people at all levels of society to help build nations that can withstand crisis and drive and sustain the kind of growth that improves the quality of life for everyone. UNDP is on the ground in 177 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience to sustain development results and achieve the 2030 Sustainable Development Goals.

In Sierra Leone, the Bureau of International Narcotics and Law Enforcement Affairs under the US Department of State (US/INL) and UNDP have, since 2015, partnered on two thematic projects that are contributing to strengthening the justice and security sectors in Sierra Leone. The 'Promoting Transparency in Sierra Leone's Judiciary' ('bail and sentencing') project has focused on:

- Supporting the judiciary and justice chain in the development of bail and sentencing guidelines
- Strengthening the judicial profession through development of the first-ever comprehensive capacity assessment and in-service curricula for the Judicial and Legal Training Institute (JLTI)
- Implementation of an electronic criminal case management system – the Justice App and establishment of a public relations office in the Judiciary.

The 'From Prisons to Corrections' project has supported the Sierra Leone Correctional Service (SLCS) to implement their Strategic Plan for the improvement of life in correctional facilities through the following activities:

- Legislative reforms
- Piloting the Human Rights Audit and Action Planning model
- Development of rehabilitative and re-integration programmes while strengthening SLCS self-sufficiency
- Alleviating congestion in correctional facilities through implementation of the pilot Prison Courts.

The Bail and Sentencing project cycle ended in December 2017 and the Correctional project is still ongoing. Both projects contribute to strengthening the justice chain and overcoming the challenges within the justice sector in terms of violations of key human rights in the administration of justice, including lack of due process, prolonged detention and lengthy case processing times. This is in addition to alleviating poor conditions of detention and improving service delivery within the institutions. The justice chain has, through these projects, received the necessary technical and financial support to review and enhance the legal frameworks, processes and practices that have inhibited access to justice within the judiciary and the correctional service with positive outcomes.

Achievements of the justice chain institutions under the US/INL and UNDP project support have included but not limited to the following:

- Review of the Criminal Procedure Act 1965, submitted by the Attorney General and Minister of Justice to Parliament in December 2017 and yet to be passed into law;
- Approval of the revised Bail Policy by the Rules of the Court Committee;
- Development of Judicial and Legal Training Institute core curricula on ethics, case management, bail and sentencing for judicial and justice chain staff and training of more than 700 Judges, Magistrates, Police, Law Officers, Lawyers, Paralegals and Civil Society actors;
- Established the Judiciary's Public Relations Office that ensures provision of information to the public including on reforms and responses to questions posed by the media;
- Implementation of a criminal case management system for the Courts – Justice App using low cost hardware and technology and enhancing case management;
- SLCS review of the Correctional Act 2014 and Prison Rules 1961;
- SLCS development of a Correctional Accommodation Master Plan measuring all 19 correctional facilities providing detailed data on maximum capacity of institutions in accordance with international minimum standards;
- SLCS also developed an Industry Master Plan making key recommendation for improvement of existing industries and possibility of scaling up through a market assessment of potential industries. This has the potential to ensure that inmates will be engaged in correctional industries and receive skills training for better livelihood support once they are released;
- SLCS piloted human rights audits of facilities and developed national action plans for ensuring implementation and compliance with the United Nations Standard Minimum Rules for the Treatment of Prisoners ('Mandela Rules') and the United Nations Rules for the Treatment of Women Prisoners and Non-custodial Measures for Women Offenders ('the Bangkok Rules'). Concrete improvements have included separation of remand and sentenced inmates, introduction or review of family visits, improvements in hygiene and accommodation, and recreation.
- Justice chain institutions led by the Judiciary have piloted Prison Courts to ensure speedy review of pre-trial and remand cases which will continue in 2018.

In late 2016, UNDP developed a holistic project titled: *Strengthening the Rule of Law, Security and Human Rights in Sierra Leone* which commenced 1 January 2017 following validation by the Sierra Leonean justice and security sector institutions and civil society organisations. The project supports the Sierra Leone government in progressively achieving Sustainable Development Goals 5 and 16 and applies the following theory of change:

If justice and security sector reform and access to justice and security interventions are strengthened, coordinated, inclusive, transparent and participatory with respect for human rights, then it will contribute to maintain peace and stability and improve access to justice including for the most marginalized, and enhance people's trust in justice and security sector institutions.

It has the following three specific outputs:

1. Justice and security sector coordination and data management enhanced for inclusive, accountable and evidence-based policy and law making;
2. Improved access to justice for rights holders especially for women and vulnerable groups;

3. Strengthened justice and security sector institutions to deliver effective justice and security services closer to the people and in compliance with human rights standards.

It is within this framework, and specifically output 2 that UNDP with US/INL support is issuing this call for proposals for civil society organisations and academic institutions in Sierra Leone with relevant expertise within promotion and strengthening of rule of law, justice and human rights.

II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

The objective of this Call for Proposals is:

Strengthened public awareness and empowerment of those vulnerable in the justice system and accountability towards the Judiciary and the Sierra Leone Correctional Service (SLCS) to implement reforms

Support will be provided to civil society organisations and academic institutions that submit proposals that includes but is not limited to the following interventions:

- Innovative project proposal clearly defining creative interventions and approaches to support the achievement of the outlined objective;
- Focusing on the ongoing justice and security reforms in Sierra Leone;
- Innovative ways of collecting and collating data and monitoring application of new laws, regulations and instruments (e.g. the application of the Bail Regulations by courts);
- Civic education of and engagement with communities (including local leaders, youth and women's groups) to strengthen their awareness and empower them to hold government accountable to commitments and reforms;
- Clearly demonstrating and contributing to SDG 5 (women's empowerment) and 16 (access to justice) in Sierra Leone

Final Beneficiaries

Eligible proposals will be those focused outside the Western Area peninsular and in hard to reach communities and/or **Youths** in Universities and Senior Secondary schools and targeting those vulnerable in the justice system, including detainees, inmates, women and juveniles as the direct and final beneficiaries.

III. ELIGIBILITY & QUALIFICATION CRITERIA

The parameters that will determine whether a CSO/NGO or Academic Institution is eligible to be considered by UNDP will be based on the Request for Information (RFI) template attached in Annex 1.

IV. PROPOSAL

The proposal shall include:

1. Contextual analysis/background information, proposed methodology and approach, including objective and clear outputs that will be achieved within the lifecycle of the suggested project;
2. Quality assurance plan;

3. Implementation plan;
4. Description of Management Structure and Resource (Key Personnel). 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 TOR;
5. Financial Proposal.

Moreover, the proposal should demonstrate how the proposed methodology meets or exceeds the TOR, while ensuring appropriateness of the approach to the local context and the rest of the project operating environment.

V. 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 maximize the value transfer to the beneficiaries.
- 2) High impact interventions directly targeting and responding to the call.
- 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. Joint initiatives are encouraged and should clearly spell out the lead institution.

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	NGO Eligibility and qualifications	10%	100
2.	NGO Past Performance	15%	150
3.	Proposed Methodology, Approach and Implementation Plan and Financial Proposal	30 %	300
4.	Sustainability Plan	10 %	100
5.	Management Structure and Key Personnel	20%	200
6.	Financial proposal	15 %	150
Total			1000

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

organization / institution proposed approach and methodology. The organization / institution has 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 below outlined evaluation criteria, and the institution which obtains the highest technical score shall be selected. Organisations and institutions exceeding the established fixed budget in their financial proposals will be rejected.

Proposals must translate community and vulnerability needs into implementable activities by the organisations or institutions. Under QB-FBS, assessment focuses on maximizing transfer of value to the beneficiary user within a given budget.

c) Budget size and duration

Proposals amounts should range from a minimum of USD 50,000 for direct interventions in a single community or geographical area to a maximum of USD 150,000 for direct interventions in multiple communities/ activities or geographical area within the same country as stated in the ToR. Proposals implementable across rural settings are highly solicited.

The amount requested in the proposal should be commensurate with the organization's administrative and financial management capabilities and proposals demonstrating that interventions fall within the core strategy and/or research of the organization / institution will be considered favorable.

Project duration shall be for 15 months.

VI. SELECTION PROCESS:

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

VII. SUBMISSION PROCESS

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

Applicants must submit their proposals in one envelope to:

- **UNDP, 55 Wilkinson Road Freetown, Tender box, Ground Floor**
- **Number of copies: 2**

Or emailed to: procure.sle@undp.org

The following documents must be submitted in order for the submission to be considered:

- 1) Proposal Template
- 2) Project Synopsis
- 3) Documentation requested in the Request for Information (RFI) (Annex 1)
- 5) Audited financial statements for past two years, including management report and footnotes that accompany the financial statements.

Only one submission per organization is allowed. Once the application is complete and submitted,

revised versions of proposal documents will not be accepted.

Submission Deadline

Proposals, with supporting documents, should be submitted by **25 June 2018 Close of Business (COB)**.

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 procure.sle@undp.org

Note; UNDP reserves the right not to fund any proposal arising from this Call for Proposals

Estimate Competition Timeline

Below is an estimated timeline for this Call for Proposals.

1 June 2018: Call for Proposal opens and relevant documents are posted online and in three newspapers.

25 June 2018: Deadline for organizations to submit proposals under this Call by **COB**.

25 June – 6 July 2018: Assessment and selection processes will take place.

2nd week in July 2018 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.

Annex 1



REQUEST FOR INFORMATION (RFI) FROM CSO/NGO AND ACADEMIC INSTITUTIONS

1. OBJECTIVE

This is a Request for Information (RFI) from national CSOs/NGOs or academic institutions for potential partnership with UNDP in delivering outputs for development projects requiring expertise and experience in the following areas: Access to Justice and Rule of Law

2. INFORMATION REQUESTED

Interested CSOs/NGOs or academic institutions are requested to fill out the below questionnaire, attaching all supporting documentation where specifically requested.

Please note that attachments should be provided to support each answer to the questions. All questions must be answered directly and clearly. Extraneous information that are not directly responding to the questions will only constrain the ability of UNDP to positively assess the CSO/NGO's alignment with UNDP requirements.

All CSOs/NGOs whose information are found to be consistent with UNDP programme needs will be sent a subsequent questionnaire to enable UNDP to conduct a Capacity Assessment. Based on the results of this Capacity Assessment Checklist (CACHE), UNDP will determine if the CSO/NGO may or may not be placed on a roster, for rapid engagement when required.

A copy of the CACHE is attached **for information only**. **Please do not submit the CACHE form at this stage.**

Topic	Areas of Inquiry/ Supporting documentation	Response
1. Proscribed organizations	<p>1. <i>Is the CSO/NGO or institution listed in the UN's list of proscribed organizations, UNDP Vendor Sanctions List, or indicted by the International or National Criminal Court?</i></p> <p>2. <i>Is the CSO/NGO or institution banned by any other institution/governments? If, yes, please provide information regarding the institution/Government and reasons.</i></p>	
2. Legal status and Bank Account	<p>1. <i>Does the CSO/NGO or institution have a legal capacity to operate in the UNDP programme country, and does it comply with the legal requirements of the country to register and operate an NGO/CSO? Please provide copies of all relevant</i></p>	

	<p><u>documents evidencing legality of operations.</u></p> <p>2. Does the CSO/NGO or institution have a bank account? (Please Submit proof indicating latest date)</p>	
3. Certification/ Accreditation	<p>Is the CSO/NGO or institution certified in accordance with any international or local standards (e.g., ISO), such as in:</p> <ul style="list-style-type: none"> • Leadership and Managerial Skills • Project Management • Financial Management • Organizational standards and procedures • Other 	
4. Date of Establishment and Organizational Background	<p>1. When was the CSO/NGO or institution established?</p> <p>2. How has the CSO/NGO or institution evolved since its establishment? (no more than 2 paragraphs)</p> <p>3. Who are your main donor/ partners?</p> <p>4. Please provide a list of all entities that the CSO/NGO or institution may have an affiliation with.</p> <p>6. In how many cities/provinces/regions/ countries do you have capacity to operate in? Please provide a complete list and indicate the size of the offices in each location.</p>	
5. Mandate and constituency	<p>1. What is the CSO/NGO's or institution primary advocacy / purpose for existence?</p> <p>2. What is the CSO/NGO's or institution mandate, vision, and purpose? (no more than 2 paragraphs)</p> <p>3. Is the CSO/NGO or institution officially designated to represent any specific constituency?</p>	
6. Areas of Expertise	<p>1. Does the CSO/NGO or institution have expertise in any of the key areas identified above in this RFI?</p> <p>2. What other areas of expertise does the CSO/NGO or institution have?</p>	

<p>7. Financial Position and Sustainability</p>	<p>1. <i>What was the CSO/NGO's or institutions total financial delivery in the preceding 2 years? Please provide audited financial statements for the last 2 years. If audited financial statements are not available, please provide an explanation regarding why it is not possible to obtain them.</i></p> <p>2. <i>What is the CSO/NGO's or institutions actual and projected inflow of financial resources for the current and the following year?</i></p> <p>3. <i>Please provide a list of projects with description, duration, location and budget over the past 2 years (arrange from biggest budget to the lowest).</i></p>	
<p>8. Public Transparency</p>	<p>1. <i>What documents are publicly available?</i></p> <p>2. <i>How can these documents be accessed? (Pls provide links if web-based)</i></p>	
<p>9. Consortium</p>	<p>1. <i>Do you have the capacity to manage a consortium?</i></p> <p>2. <i>Do you currently, or have you in the past, managed or been involved with a consortium? If yes, provide a list of all consortia, the list of partners in the consortia, the role in the consortia, and the total financial budgets involved.</i></p> <p>3. <i>Do you have a formal alliance with other CSOs/NGOs or institutions? If yes, pls. identify and provide details.</i></p>	

3. CLOSING DATE

A completed RFI with requested attachments must be submitted to:

United Nations Development Programme
- UNDP, 55 Wilkinson Road Freetown, Tender box, Ground Floor
Marked: UNDP Call for Proposal CSO/Academic Institutions - Support
Justice and Security Sector Reforms
email: procure.sle@undp.org

They should be received no later than 25 June 2018 by COB .

