**Call for Proposals**

**To Improve Women and Girls’ Access to Justice and Security by Ensuring Accountable Service Provision**

The United Nations Entity for Gender Equality and Empowerment of Women (UN Women) is inviting civil society organizations and consultancies to submit proposals for the project entitled

**“Strengthening the Rule of Law in the oPt: Justice and Security for the Palestinian People”**

**Guidelines for the Submission of Proposals**

**Format of Proposal -** Given the attached Terms of Reference (Annex I), the proposal should contain, at a minimum, the following:

**1) A narrative proposal consisting of:**

* Context and problem analysis: A description of the reality of women in the State of Palestine with regards to their access to justice, security and protection services aiming to prevent and respond to violence (not more than 1 ½ pages).
* Justification: Analysis of why it is important to develop the capacity of the local stakeholders and why your organization is best suited to carry out this assignment (1 page).
* Expected results: The expected outputs and outcomes of your project (½ page).
* Project design:Description of strategies and approaches that your organization proposes to address, how the proposed strategies and activities will contribute to women’s access to justice and security services. In addition, the proposal should address how the organization intends to deliver on the specific objectives as described in the Terms of Reference (Annex I)
* Partnerships: A description of the partners needed to successfully implement the project and their roles (½ page).
* Institutional profile: A brief description of the organization, including its registration details and relevant experience working on issues pertaining to women, peace and security, familiarity with international human rights instruments and gender based violence, understanding and work experience on women’s rights, gender equality and women’s empowerment both at the central and district levels.

**2) Logical Framework Format: Using Annex II**

**3) Work plan: Using Annex III**

 **4) A Budget fulfilling the following requirements: Using Annex IV:**

* An output based budget –showing amount required to achieve each output.
* The budget should include an allocation for preparation of a certified financial report at the end of the project.
* The administrative/indirect costs should not exceed 10% of the total budget and can be used to cover costs such as communication costs for staff, office supplies, utilities, rent, maintenance, bank charges, etc.

**5) Applicant organizations must include supporting documents to include the following:**

* Organizational brochure(s), newsletters and/or info sheets.
* Certified financial audit reports for 3 previous fiscal years. The organization/firm should submit the work plan, log frame and budget annexes in excel format using Annex II, III, and IV.
* Terms of Reference (ToRs) and/or CVs of proposal staff and/or technical consultants.
* If applicable: a copy of the signed partnership agreement, or joint venture contract between the applicant organization and partner organization/s.

**Proposals can be submitted by** non-governmental organizations or jointly by two or more organizations.

The applying organizations must be legally registered.

**Criteria for selection:** Proposal will be selected on the basis of technical (80%) and financial (20%) assessments. The technical assessment will review the following:

* Extent to which the proposal fulfills the requirements of the Call for Proposals (10%)
* Clarity of the situation analysis and problem identification (10%)
* Soundness of strategy, proposed activities and expected results against the problem analysis (25%)
* Application of a participatory process to bring together various strategic partners (10%)
* Realistic work plan to complete the activities (10%)
* Applicants’ institutional capacity and relevant experience (15%)

**Proposals are due by Monday 6 May, 2015 by 14.00h.**

**Please send the full application in English only including the proposal, annexes and all requested supporting documents to:**

UN WOMEN Palestine Country Office

To the attention of: UN Women Palestine Procurement

Al Alami , UNOPS Building,

Rosary Sisters School Street,

Dahyet Al Barid, East Jerusalem

*Or through email:*

To: palestine.procurement@unwomen.org

Subject line: **Rule of Law Programme – Call for Proposals May 2015**

**Please make sure to clarify the exact name of the Call for Proposals you are applying to, as follows:**

**CALL FOR PROPOSALS**

**To Improve Women and Girls’ Access to Justice and Security by Ensuring Accountable Service Provision**

**Strengthening the Rule of Law in the oPt: Justice and Security for the Palestinian People**

**The full application must include the following items:**

1. The Narrative Proposal
2. Logical Framework Format (Annex II)
3. Implementation Workplan Format (Annex III)
4. Budget Annex (Annex IV)
5. Supporting documents

**Applications missing any of the items above will not be viewed as complete applications and thus will not be considered by UN Women under this Call.**

**Q&A Sessions:**

Q&A sessions will be organized by UN Women to enable interested organizations who wish to apply for this Call to ask questions that would better help them respond to the Call and submit relevant proposals.

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| --- | --- | --- | --- |
| 22.04.2015 | Ramallah  | 10.00 am - 12.00 pm  | Caesar Hotel  |
| 22.04.2015 | Gaza | 10.00 am - 12.00 pm  | Lighthouse Restaurant |
| 23.04.2015 | Bethlehem  | 10.00 am – 12.00 pm  | Bethlehem Hotel  |

Annex I

**Terms of Reference**

**Strengthening the Rule of Law in the oPt: Justice and Security for the Palestinian People” programme**

**Background**

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women’s rights at the center of all its efforts, UN Women leads and coordinates the United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States’ priorities and efforts builds effective partnerships with civil society and other relevant actors.

UN Women plays an innovative and catalytic role in Palestine since its inception in 1997. UN Women oPt focuses its activities on one overarching goal, namely to support the implementation at the national level of existing international commitments to advance gender equality in line with the national priorities. In support of this goal, and thoroughly taking into consideration the specificities of the oPt context, UN Women concentrates its efforts and interventions toward the realisation of following strategic goals: Engendering governance, peace and security; Supporting women's economic security and rights; and Promoting women’s rights and protection against violence.

In response to calls from Justice and Security institutions for increasing accountability of the Rule of Law in Palestine, and aiming at enhancing gender equality commitments and access of women and girls to justice, UN Women and UNDP jointly implement the Programme “Strengthening the Rule of Law in the oPt: Justice and Security for the Palestinian People” (2014-2017). The programme supports the process of creating systems and capacity development of the justice and security sectors in Palestine through institutionalizing systems, policies, procedures and mechanisms related to the protection and empowerment of all Palestinian people with focus on women, children victims of violence.

Under the Rule of Law programme UN Women will focus on:

* Enhancing Civil Society’s contribution to the rule of law and community access to justice in the Gaza Strip;
* Strengthening the gender responsiveness of justice, security and legislative actors;
* Improving women and girls’ access to justice and security by ensuring accountable service provision to prevent, protect and respond to violence and by addressing their broader legal needs.

Within this framework, UN Women seeks to partner with Civil Society Organisations that are interested to contribute to fulfil the objectives of this programme. The specific activities that are expected to be carried out are detailed below

**Group A) Enhanced rule of law and community access to justice in the Gaza Strip (two year timeframe)**

Research & monitoring activities

* 1. Conduct one research on women’s access to justice and undertake two impact assessments of legal aid services in the Gaza Strip.
	2. Undertake one impact assessment of legal aid services on women and girls in the Gaza Strip.
	3. Monitor the response of formal and informal justice actors, as well as security actors to the legal and protection needs of women.
	4. Conduct two studies with the scope of assessing the impact of informal justice system on women and girls through the Programme.

Awareness and capacity development activities

* 1. Create and implement awareness raising campaigns with focus on multi-sectoral prevention and early detection of Gender Based Violence (GBV) with specific focus on schools, education institution and youth centres.
	2. Support the increase of access to justice for marginalised women with focus on women IDPs, women in overcrowded households, women heads of households and widows.
	3. Support the establishment of a pilot referral system for women and girls’ victims and survivors of violence in partnership with Ministry of Social Affairs.

**Group B) Enhanced rule of law and community access to justice in the Gaza Strip (one year timeframe as a response to the recent conflict in Gaza)**

Awareness and capacity development activities

1.1 Conduct sensitization sessions for men and women members of IDP committees within the temporary

 shelters (UNRWA schools) on VAWG and available legal aid, justice and security services, while fostering

 women’s leadership and peer -to-peer support to prevent violence and women’s human rights violations.

1.2 Delivery of training programme for the Palestinian Bar Association/CSOs lawyers on provision of gender

 sensitive legal services tailored to the assessed legal/protection needs of women.

1.3 Pilot integrated legal/social support services provided by trained lawyers/social workers

 targeting women and girls within vulnerable groups and victims of violence.

* 1. Develop an efficient documentation and reporting system to provide base line data and information on

 Palestinian women’s rights’ violations under the recent conflict in Gaza in light of international UN resolutions (UNSCR 1325 and UNSCR 1889)

* 1. Mobilise cadres within justice and security institutions specialised in gender responsive services as well as detection and responses to violence against women in Gaza.
	2. Increase awareness on VAW, available legal aid, justice and security services within the IDP communities at temporary shelters.
	3. Foster women’s leadership and peer-to-peer support to prevent violence and women’s rights violations in the IDP communities.

**Group C) Improve women and girls access to justice and security by ensuring accountable service provision to prevent, protect and respond to violence, and by addressing their broader legal needs in the West Bank (2 year timeframe)**

Research and monitoring activities

* 1. Develop a mechanism to collect and document gender statistics on cases related to women, whether complainants, accused or witnesses, accessing the justice chain.
	2. Conduct one assessments of the gender responsiveness of legal aid services that are supported by the Joint Programme.
	3. Conduct one study on gender responsiveness of the informal justice service providers that are supported by the Joint Programme.
	4. Regularly monitor application of international standards when delivering legal aid services to women and the impact of the legal aid and services on women and children.

Awareness and capacity development activities

2.1Organise networking events and partnership among governmental, nongovernmental and women’s

 organizations to increase understanding, mutual trust and shared vision of women’s needs and rights

 when entering into the justice chain, in collaboration of MOWA and MOSA.

* 1. Deliver multi-sectoral awareness raising to the police and governmental and non-governmental service providers related to GBV prevention, early detection, rights and support services focusing on girls and boys.
	2. Deliver a formal and non-formal education programme for children and youth to help stop violence against young women and girls.
	3. Support the government to fulfil its obligations in relation to women in detention.

**Duties and Responsibilities**

In close coordination with the UN Women Rule of Law team in the West Bank and Gaza, partner CSOs will be responsible for the implementation of programme activities ensuring the realization of the anticipated interventions in line with UN Women terms and stipulations.

Precisely, the Responsible Party is expected to undertake the following tasks, duties and responsibilities as per project agreement;

* Implement agreed on activities in close coordination and collaboration with UN Women and its Rule of Law programme team,
* Participate in regular meetings with UN Women RoL team and the other Responsible Parties, as called,
* Maintain close coordination with UN Women throughout the implementation of the project activities and seek approval as needed,
* Share relevant project information with UN Women and related target group(s),
* Work in close coordination and cooperation with the UN Women Project Specialist and UN Women Programme Coordinator in Gaza,
* Assign a Project Coordinator to act as the focal point for the project, in addition to other staff member(s) assigned to implement exclusively all agreed upon activities,
* Contract local partners, national / international consultants, as identified in the project proposal and budget and in coordination with UN Women,
* Ensure proper follow up with target group and partners regarding implementation of the agreed activities,
* Monitor the implementation of activities undertaken as part of the signed agreement with the selected beneficiaries on the field level.
* Support and contribute to the establishment of a beneficiary advisory group,
* Conduct meetings, and workshops with different bodies to ensure the smooth project implementation,
* Develop and produce knowledge products where relevant, in consultation with UN Women and relevant stakeholders,
* Ensure organization and coordination for relevant and time bound capacity development interventions, including logistics and arrangements for participants,
* Keep accurate documentation of all related activities and events,
* Promptly share with UN Women information of needs in order to adopt strategies to overcome any shortages,
* Promptly share with UN Women information on any challenges/ obstacles face the implementation,
* Submit narrative and financial reports on quarterly basis to UN Women as per signed agreement, in addition to UN Women guidelines and regulations,
* Design and disseminate a brochure to promote the services provided under the approved work plan,
* Provide ongoing updates to the feed into UN Women’s website and furnish it relevant information on executed activities which would include success stories and testimonies from beneficiaries,
* Promote the provided services as part of the approved work plan at the national level and among women beneficiaries and other targeted groups/audiences, in close collaboration with UN Women,
* Develop a participatory exit strategy to ensure sustainability of services provided to targeted women and girls.

**Annex II: Logical Framework Format**

|  | **Indicators** | **Means of Verification** | **Important Assumptions** |
| --- | --- | --- | --- |
| Goal:  |  |  |  |
| Outcome 1 –*The project is expected to contribute towards the achievement of this result, collectively with other development partners.* |  | i)ii)  |  |
| Output 1.1 – *The project will be directly held accountable for this result.* |  | i)ii) | *X – not needed* |
| Activities A:A.1 A.2A.3 |  |  |
| Output B:  |  | i) ii) |  |
| Activities B: B.1B.2B.3 |  |  |
| Output C: |  | i)ii) |  |
| Activities C:C.1 C.2  |  |  |

**Annex III: Implementation Workplan Format**

| **Outcome(s):** |  |
| --- | --- |
| **Output (s):** | **Output Indicator** | **Key Activity** | **Implementing****Partner(s)** | **Timeframe**  | **Amount** |
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**Annex IV**

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| **Budget**  |  |
|   |  |  |  |  |   |   |   |
| **SL.No.** | **Budget Heads** | **Unit/Qty** | **Rate** | **Total Budget** | **%age** | **SL.No.** | **Notes on budget line items** |
| **1** | **Personnel\*** |   |   |   |   |  |   |
|   |   |   |   |  |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|  | **sub total Personnel** |  |  |  |  |  |   |
|  |   |   |   |   |   |  |   |
| **2** | **Programme\*\*** |   |   |   |   |  |   |
|   |   |   |   |  |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   | **Sub total Programme** |   |   |  |  |   |   |
| **3** | **Equipment\*\*\*** |   |   |   |   |  |   |
|  |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|  | **Sub total Equipment** |   |   |  |  |  |   |
| **4** | **Administrative Costs\*\*\*\*** |   |   |   |   |  |   |
|   |   |   |   |   |  |   |   |
|   | **Sub total Administrative cost** |   |   |  |  |   |   |
|  | **Total** |   |   |  | **100** |   |   |