**GUIDELINES**

1. **Type of candidates**

Candidates should be non-governmental organizations (NGOs), associations, foundations, civil society groups, networks, and consortia. Government agencies are not eligible to receive funds directly. However, an organization working in close cooperation with a government agency can submit an application. The management of funds awarded will solely be the organization’s responsibility and not of the government agency. Candidates may only submit a maximum one bid per key area, and two bids in total. Separate concept notes are required for each bid.

1. **Minimum Requirements**

* Legal registration in the Republic of Liberia,
* Authority to operate a bank account,
* Financial reliability – most recent audited financial statements will be requested if selected,
* Adherence to IDLO and donor rules and procedure.
1. **Duration**

The duration of the proposed sub grant project shall be a maximum 12 months. Candidates are welcome to propose projects with a shorter duration (for example pilot or quick-impact projects), or projects that will be implemented in several phases.

1. **Budget**

Small-scale and larger scale projects will be considered. The maximum budget for a proposed intervention is:

* Support for SGBV survivors – up to USD 75,000
* Justice Sector monitoring of SGBV cases – up to USD 50,000
* Awareness Raising on SGBV – up to USD 50,000
1. **Type of activities**

The activities to be supported by the Project shall fall within the three key areas identified above. Possible interventions within these key areas could include (but are not limited to):

Support services for SGBV survivors:

* Provision of shelter/safe home services to survivors of SGBV in Montserrado County
* Provision of advocacy services to survivors of SGBV seeking to access justice
* Provision of Accelerated Basic Education (ABE) and life skills training to survivors of SGBV

Justice sector monitoring of SGBV cases:

* Monitoring of police stations dealing with SGBV cases
* Monitoring of specialized sexual offences court Criminal Court “E”
* Monitoring of overall effectiveness of criminal justice response to SGBV

Awareness raising on SGBV:

* Support community dialogues/forums to discuss response and prevention mechanisms to SGBV
* Awareness-raising of services available to survivors of SGBV, such as one stop centers and shelter organizations
* Awareness raising on the SGBV referral pathway including the functions of the respective institutions
1. **Contracting authority**

International Development Law Organization (IDLO) - [http://www.idlo.int](http://www.idlo.org)

**TITLE OF THE SUB-PROJECT**

Concept Note to the International Development Law Organization

Date: XX/MONTH/2016

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### *Maximum 5 pages + 1 page for logic model*

### 1. CONTEXT AND PROBLEM STATEMENT (max. 1 page)

*Provide an analysis of the problems and needs that will be addressed by the Sub-Project. Clearly state the current context at both the national and local levels where the Sub-Project will be implemented, including data where possible. Briefly explain how the Sub-Project will relate to actions, plans and/or programs that have been, or are being, undertaken in the same field of focus - particularly to avoid duplication - and identify potential synergies.*

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### 2. DESCRIPTION OF THE SUB-PROJECT (max. 1 page)

*Provide a description explaining the relevance of the Sub-Project and how it will address the problems and needs identified in the previous Section. The description should include and elaborate on the Sub-Project’s overall impact/outcome(s). Provide a detailed description of the Sub-Project output(s) and activities to be undertaken to meet the proposed outcome(s). Please summarize them in the annexed logic model.*

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### 3. BENEFICIARIES (max. 1/5 page)

*Provide a description of the final beneficiary(ies) of the Sub-Project by identifying their needs and constraints and demonstrating the relevance of the proposed Sub-Project to address them. Also indicate in which provinces/districts the Sub-Project will be implemented.*

### 4. IMPLEMENTING AGENCY(IES) (max. 1/5 Page)

*Provide an overall description of the Implementing Partner(s), including its comparative advantages.*

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### 5. DURATION (max. 1/3 page)

*Estimate the Sub-Project duration by taking into consideration all relevant factors that might affect its implementation. Indicate if this is a short-term Sub-Project or if subsequent phases could be planned to complement this initial phase.*

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### 6. RISKS ANALYSIS (max. 1/3 page)

*Provide a general description of the main preconditions and assumptions for the successful implementation of the Sub-Project. In addition, identify the main risks for the Sub-Project and suggest mitigation measures.*

### 7. MONITORING AND EVALUATION (max. 1/3 page)

*Provide an explanation of how Sub-Project performance will be monitored and evaluated to ensure that activities are delivered within the defined timelines, and results are producing positive results/impact.*

### 8. SUSTAINABILITY (max. 1/5 page)

*Provide an explanation of how the Sub-Project results/impact will be made sustainable following Sub-Project completion. If applicable, describe the possibilities for replication and extension of the Sub-Project outcomes, including follow-up activities, strategies, ownership, advocacy, etc.*

### 9. BUDGET

*Provide the estimated overall cost of the Sub-Project, by outcome/output. Insert additional rows, as needed.*

|  |  |
| --- | --- |
| **Outcome/output**  | **Estimated cost (EUR)** |
| Outcome 1 |  |
|  Output 1.1 |  |
|  Output 1.2 |  |
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| **TOTAL** |  |

## **10. CONTACTS**

*Provide the contact details of the Implementing Partner’s focal points for the proposed Sub-Project.*

|  |  |
| --- | --- |
| **Organization name** |  |
| **Full address** |  |
| **Email** |  |
| **Fax** |  |
| **Phone number** |  |
| **Contact Person**  | Name, Title |

**Logic Model**

**IDLO – Implementing Partner**

**Sub-Project Title**

**Duration:**

**Budget:**

**Location**

Span of Control

Span of Influence