BACKGROUND AND OBJECTIVES

A. Background

The DDR Programme is an integral part of Sudan's Comprehensive Peace Agreement (CPA), which was signed on 9 January 2005, marking the end of Africa's longest civil war. DDR in Sudan is designed to enhance short-term security through capitalizing on peace dividends through reintegrating individual ex-combatants (XCs) and SNGs, while also contributing to longer-term peace and stability through affecting the rightsizing of both the SAF and SPLA. Doing so will positively impact security in a three pronged approach by increasing trust and confidence between the two formerly opposing forces, facilitating conditions for domestic security, as well as directly addressing XCs and SNGs as a human security threat.

According to the National DDR Strategic Plan, Women Associated with Armed Forces (WAAF) are a distinct special needs group eligible for DDR in Sudan. Despite not having held combative roles within armed groups, WAAFG are recognized in the NSDDRP due to the support services they provided to the military and armed groups which were essential to the maintenance and cohesion of the armed groups. WAAF are also recognized given the close interreliance between themselves and the military.

In line with the Integrated DDR Standards (IDDRS), gender analysis methodology and UN best practice, an assessment of women's vulnerabilities and capacities (V&C) should inform reintegration planning for WAAF. An initial vulnerability and capacity assessment of the WAAF caseload was undertaken in 2005 and qualitative base line data regarding WAAF's capacity to reintegrate as well as their physical, security and cultural vulnerabilities was collected. Subsequent cycles of V&C in BNS were conducted in 2009 and 2010 have provided the NSDDRC and the UNIDDRU with basic data pertaining to WAAF's reintegration needs and capacity.

This project, which is limited to Blue Nile State, will serve as an effective pilot for the SDDRP whist also allowing UNDP to build best practice on the reintegration of this particular caseload. The experience of BNS will inform future DDR programming on Social Reintegration.

B. Objectives

The Sudan Disarmament Demobilisation and Reintegration Programme aims at facilitating the economic and social reintegration of ex-combatants and Women Associated with Armed Forces (WAAF) into civil society, thereby contributing to broader reconciliation and recovery across Sudan. Recent surveys of WAAF have indicated that other women in the community feel that they are unfairly benefiting from individual economic reintegration packages. WAAF are becoming stigmatized at the community level, which is impeding their successful reintegration as well as causing fractures in the social fabric of communities, pitting women against one another.

Community based social reintegration projects for WAAF, Female Ex-combatants (FXC) and civilian women, will support the successful reintegration of WAAF by building capacity on key life skills and
supporting reconciliation and peacebuilding between WAAF, FXC and civilian women. Recent Focus Group Discussions have indicated that in many communities women are lacking physical spaces to meet and organize themselves.

Data collected during Demobilization indicates that 40% of WAAFG in BNS are illiterate. Recent FGD’s have also shown that both WAAFG and civilian women have low literacy skills and WAAF have requested training on basic literacy and numeracy to help them succeed in fully benefiting from their reintegration package. Women have also expressed a desire to learn food processing skills due to food insecurity during parts of the year.

The NSDDRC and UNDP-DDR, with the support of the Joint DDR Commission in Blue Nile State, is looking for NON GOVERNMENTAL OR CIVIL SOCIETY ORGANIZATIONS (hereafter referred to as ORGANIZATIONs)¹ to implement community based women’s reconciliation and peacebuilding projects.

**SCOPE OF WORK, DELIVERABLES, TIME FRAME, AND MINIMUM REQUIREMENTS OF INSTITUTION**

### A. Scope of Work

The ORGANIZATION will detail a workplan for how the specific deliverables will be completed within the required timeframe. The ORGANIZATION will detail any partnerships which will support the sustainability, gender responsiveness, involvement of women’s ORGANIZATIONs, and linkages with Ministries and/or UN Agencies.

The ORGANIZATION will work closely with the community structure, JDDRC and UNDP/DDR BNS for the implementation of this project. The project will provide community based women’s projects to WAAF, FXC, and Civilian women.

The ORGANIZATION will be responsible for implementing 4 community based women’s projects in 4 locations in BNS (locations to be decided on by JDDRC/NSDDRC/UNDP) over a three month period. Each project will consist of the following components: literacy, food processing, reconciliation and peacebuilding.

- Literacy/numeracy training should be provided 2-3 times per week for a two hours;
- Training on food processing (using the food locally available to that community) to support food security among women and their families should be provided through trainings and workshops and should include materials required for food processing, such as canning jars and utensils;
- The entire project should focus on peacebuilding and reconciliation among women at the community level. The organization should detail how they will ensure this focus.

The four locations will be selected by UNDP and the JDDRC based on a survey which indicates geographical areas where women are confronting challenges in reintegration. The ORGANIZATION must therefore be willing to work in rural areas of all 6 localities of Blue Nile State.

---

¹ Organizations must be registered with HAC
The ORGANIZATION will be responsible for working with community leaders, NSDDRC, UNDP and JDDRC to ensure that communities support these community based women’s projects and that communities as a whole identify which civilian women should participate in the project.

The ORGANIZATION is responsible for all costs associated with the training (materials, food, drinks, transport, accommodations, staffing, etc). The ORGANIZATION will identify any external resource persons who will support the trainings.

The ORGANIZATION will be responsible for organizing all logistics, administration, transportation, accommodation, and costs of all trainings and discussion groups associated with this project.

The ORGANIZATION will conduct monthly monitoring of the project. The ORGANIZATION will provide monthly progress and financial reports and a final report including lessons learned and best practices.

B. Deliverables

1. Finalized workplan (first draft to be submitted in proposal), including a detailed timeline of activities

2. Workshop report from each locality on the sensitization sessions held with community and religious leaders. This should include their response to the project, any problems/solutions, as well as a final list of community women programme participants

3. List of individuals who will participate in community based women’s projects

4. Finalized workshop materials package for food processing

5. Monthly progress and financial reports which include detailed update from each project, including challenges, solutions, changes in beneficiaries’ knowledge in food processing and literacy/numeracy, and impact of project on reconciliation and peacebuilding among women, etc. The ORGANIZATION, N/JDDRC and UNDP will agree on the specific monthly/quarterly report-writing format.

6. Final financial and narrative report including lessons learned and best practices. The ORGANIZATION will prepare a final report on the overall outcome of the project reflecting the effectiveness, relevance and quality of interventions with due respect to the future needs, recommendations. The report shall be a minimum of 5 pages’ (excluding annexes) and shall also outline the following:

- An assessment of the change in key skills women gained under the project

- An assessment of the project’s impact on reconciliation and peacebuilding among women

- Thorough critique/analysis on impact of the project on women’s lives.

- Challenges and constraints in the work.

- Brief recommendations for future interventions with recommendations for capacity development projects, beneficiaries, and how to improve gender-sensitivity of interventions
The report shall reflect linkages and coordination with partners, perceptions by community members and community leaders.

7. Attendant's lists and on-session photos of all meetings and workshops. The lists will be included in the accounting of funds as a reflection of workshop expenses and attendance.

8. Should UNDP require information outside of the monthly progress report, the ORGANIZATION is required to provide updates.

C. Minimum Requirements of Institution

1. The ORGANIZATION must have experience conducting similar women’s community based projects in rural communities in BNS;

2. The ORGANIZATION must be able to cover rural areas in all 6 localities;

3. The ORGANIZATION should have reputation of institutional capacity and experience in dealing with the project implementation, accounting and reporting.

D. Duration and Timing

It is expected that the implementation will start on 1st October 2010 and be completed 31st December 2010. Should the donor extend the project timeframe, the ORGANIZATION will be permitted to extend project implementation for a maximum of an additional 2 month period. However, all proposals should indicate how the ORGANIZATION will implement the full project within three months.

PROJECT PROGRESS MONITORING

The respective commissioners of the JDDRC State offices and the Project Coordinator of UNDP DDR in BNS will undertake the responsibility of UNDP monitoring. The NSDDRC will be responsible for the longer term monitoring of the target group. However, the ORGANIZATION is required to conduct it’s own M&E.

Monthly Progress reports by the ORGANIZATION are essential for J/NS DDRC and UNDP DDR Unit to monitor progress in the implementation, provide technical advice when needed, and support the disbursement of funds.

A reporting format will be agreed upon immediately prior to the start of implementation. The ORGANIZATION will report to an identified focal point within JDDRC, NSDDRC and UNDP. Monthly reports will be expected to be timely and thorough to avoid delays in remittances of funds to the ORGANIZATION.

After the end of the contract, a joint JDDRC, NSDDRC and UNDP assessment mission will be conducted to the concerned villages. The main objective of this assessment mission will be to make a final evaluation of the performance of the ORGANIZATION taking into account the specific contexts and conditions of different locations.
A- Guideline for Proposal Development

- The Proposals prepared by the ORGANIZATION and all correspondence and documents relating to the Proposal shall be written in English language.
- The ORGANIZATION should propose the types of projects which it is capable of implementing, including, but not limited to, reconciliation and peacebuilding, literacy training, food processing.
- The ORGANIZATION should detail how these projects will promote peacebuilding and reconciliation among women at the community level.
- The ORGANIZATION must include in their proposal details of how the ORGANIZATION will ensure quality control (i.e. ensure the quality of the trainings and that the timeline is being met) in the proposal.
- The proposal must clearly indicate approaches and methodologies/strategies to be used to implement the community based women’s projects.
- The ORGANIZATION must demonstrate experience conducting women’s community based projects, preferably those involving peacebuilding.
- The ORGANIZATION should demonstrate how these projects will utilize partnerships with Ministries, other UN projects, and/or ORGANIZATION’s.
- The ORGANIZATION must detail in their proposal their ability to cover rural communities in all 6 localities.
- The ORGANIZATION must detail in their proposal how they will carry out project within required timeframe.
- The proposal must be attached with detail budget (financial proposal) and work plan.
- The proposal should be prepared for 3 month of implementation and monitoring period.
- Attach evidence that shows the ORGANIZATION is non-governmental organization/civilian society organization/non for profit organization, legally registered with responsible institutions in Sudan (i.e. provide HAC registration).
- Special encouragement is given to proposals from women’s ORGANIZATIONs.
- The attached Outline should be utilized to develop the proposal (see Annex 1).

B- Mechanism for the Submission of Proposal

- Proposal should be submitted by email or hand delivered to DDR Project team in the following address:

  Mr Ahmed Zakaria, North Coordinator  
  DDR Programme  
  UNDP Compound,  
  House 7, Block 5, Gama’a Avenue,  
  Khartoum University Street

- Deadline for submission of Proposal is 29th September 2010.
- The initial screening of the proposal will be done by UNDP DDR project team with the NSDDRC.
- After the initial screening, the qualified proposals will be reviewed by a grant committee for approval.
- The payment will be made in three instalments.
- As part of the monitoring mechanisms the ORGANIZATION’s must submit a work plan, monthly technical and financial progress reports and a project completion reports.
C- Criteria for Screening of Proposal

- Selection will be made by UNDP DDR Grant Committee.

- The Committee will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed and whether the Proposals are generally in order.

- The technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR) and technical quality of the proposal.

- Organizational capacity and experience to implement community based women’s projects

- Realistic project approach

- Innovativeness, sustainability, replicability of the methodologies and approaches

- The price schedule will be scored on the basis of overall project support costs for the delivery.
Annex 1: Outline for Project Proposal, UNDP

I. Applicant Information
- Name of organization
- Contact information of organization: mailing address, telephone and fax numbers, email, websites.
- Mandate and key objectives of organization
- Name/s and contact information of partner-organizations in the proposed project
- Brief description of experience and expertise of organization in the implementation of similar projects.

II. Rationale. Provide a brief description of the background of the proposed project, the issues that are proposed to be addressed, and potential linkages with other institutions, programmes and recovery projects. (1-4 paragraphs)

III. Objectives. Describe in detail the main goal and specific objectives of the project. (1-3 paragraphs).

IV. Strategy. Provide an overview of the proposed activities, expected outputs and deliverables, timelines, and involvement of community in various activities. (maximum two pages).

V. Partnerships and Sustainability. This will describe the partnerships and linkages among the other programmes and institutions (if any), the UNDP/DDR and NSDDRC. (2-3 paragraphs)

VI. Risk Analysis. Identify and describe the main risks that may constrain the effective implementation of the project and the achievement of the desired outputs, and how such risks will be managed by project implementers (2 – 3 paragraphs)

VII. Results and Resources Framework (one-page matrix)

<table>
<thead>
<tr>
<th>Project Title:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Desired outcomes/impacts:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Outputs</strong></td>
</tr>
<tr>
<td>---------------</td>
</tr>
</tbody>
</table>

VIII. Monitoring and Evaluation Arrangements (2-3 paragraphs). This will include how participatory mechanisms will be instituted in the project, the consultation and reporting procedures, and internal monitoring procedures to ensure effective and efficient project implementation.
IX. Detailed Budget Proposal

Date: __________

Project Title: ___________________________________________________

Name of the RECIPIENT INSTITUTION: 
________________________________________________

Total Amount of budget in USD: __________

PERIOD COVERING FROM_______ TO_______

<table>
<thead>
<tr>
<th>General Category of Expenditures</th>
<th>Tranche 1</th>
<th>Tranche 2</th>
<th>Tranche 3</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Premises</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training/Seminar/Workshops, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contracts (Audit)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment/Furniture (Specify)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other [Specify]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

* Please note that all budget Lines are for costs related only to project activities.

** These budget categories are suggested guidelines. The Recipient may choose alternates which more accurately reflect their expense items and needs.