

MICRO-CAPITAL GRANT AGREEMENT

MICRO-CAPITAL GRANT AGREEMENT BETWEEN UNDP SIERRA LEONE AND HUMANIST WATCH SALONE FOR THE PROVISION OF GRANT FUNDS

This Agreement (hereinafter referred to as the "Agreement") is made between **UNDP Sierra Leone** and **Humanist Watch Salone** (hereinafter referred to as **HUWASAL**).

WHEREAS UNDP manages the Rule of Law, Security and Human Rights Project in Sierra Leone with project ID: 00104225 (hereinafter referred to as "the Project"), implemented at the request of the Government of Sierra Leone.

WHEREAS UNDP desires to provide funding, in the form of a micro-capital grant (hereinafter referred to as "the Grant") to the **HUWASAL** in the context of UNDP SGBV response projects, and on the terms and conditions set forth in this Agreement; and

WHEREAS the **HUWASAL** is ready and willing to accept such funds from UNDP for the activities described in the following, and on the said terms and conditions;

NOW, therefore, the parties hereto agree as follows:

I. Responsibilities of the HUWASAL

1.1 The HUWASAL agrees to:

1. Undertake the activities described in the new **Concept Paper**, **Annual Workplan** and **Description of Activities** in accordance with the **Detailed Budget** which are attached to this Agreement respectively as Annex I, Annex II, Annex III, and Annex V respectively with any subsequent updates thereof to be approved by the UNDP;
2. Report to the UNDP on the utilization of the Grant in accordance with Annex VI.

1.2 The **HUWASAL** commits itself to reaching the performance targets set out in Annex III to this Agreement. If the **HUWASAL** fails to meet its responsibilities outlined in article 1.1, or to attain at least 70% of any one performance target for any given period, UNDP will have the right to suspend all or part of the micro-capital grant support to the **HUWASAL** under the Programme/Project. Upon request of UNDP, and for its consideration in determining the period of the suspension, the **HUWASAL** shall be obligated to produce a written explanation detailing the reasons the target was missed, and measures taken by the **HUWASAL** to remedy the situation. The suspension shall remain in effect until UNDP is satisfied that the **HUWASAL** has achieved the target. In programmes/projects in which the Grant is channeled to the **HUWASAL** through a technical assistance contractor, the contractor may, at its discretion, continue to provide technical assistance to the **HUWASAL** during this suspension period.

1.3 The **HUWASAL** shall inform UNDP about any problems it may face in attaining the objectives agreed upon, as soon as such problems are encountered.

II. Duration

2.1 This Agreement shall expire on **15 December 2019** covering the anticipated term of the project. The Agreement may be extended beyond this period based on the approval by UNDP and evidenced through an exchange of letters between the Parties, noting the new expiration date.

III. Payments

3.1 UNDP shall provide funds to the **HUWASAL** in an amount up to **Le1,014,000,000 (One Billion Fourteen Million Leones)** equivalent to **\$130,000** at a UN official exchange rate of **Le7, 800/\$** for the month of **October 2018** and according to the disbursement schedule set out in Annex IV. Payments are subject to **HUWASAL** meeting the outputs as specified in Annex III.

3.2 All payments shall be deposited into the **HUWASAL** bank account of which the details are as follows:

Bank Name: **Rokel Commercial Bank, Kenema**
Account Name: **Humanist Watch Salone (HUWASAL)**
Account Number: **04-1102083**
BBAN Number: **002004002110208326**

3.3 The amount of payment of such funds is not subject to any adjustment or revision due to changes in prices, exchange rates or the actual costs incurred by the **HUWASAL** in the performance of the activities under this Agreement.

IV. Records, Information and Reports

4.1 The **HUWASAL** shall maintain clear, accurate and complete records in respect of the funds received under this Agreement.

4.2 The **HUWASAL** shall furnish, compile and make available at all times to UNDP any records or information, oral or written, which UNDP may reasonably request in respect of the funds received by the **HUWASAL**.

4.3 Within thirty days after completion of programme/project activities, the **HUWASAL** shall provide the UNDP with a final report with respect to all expenditures made from such funds (including salaries, travel and supplies) and indicating the progress made toward the goals of the activities undertaken, utilizing the reporting format contained in Annex VI of this Agreement.

4.4 **HUWASAL** will provide three (3) Mid-term Reports to the UNDP by **15 December 2018, 30 April 2019 and 30 August 2019** indicating the progress made toward the goals of the activities undertaken, and a Final Report by **15 December 2019** utilizing the reporting format as provided by UNDP.

4.5 All correspondence regarding the implementation of this Agreement shall be addressed to:

For **UNDP**
UNDP Country Director,
55 Wilkinson Road, Freetown

For the **HUWASAL**:
National Coordinator,

V. General Provisions

5.1 This Agreement and the Annexes attached hereto shall form the entire Agreement between **HUWASAL** and **UNDP**, superseding the contents of any other negotiations and/or agreements between the Parties, whether oral or in writing, pertaining to the subject of this Agreement.

5.2 The **HUWASAL** shall carry out all activities described in its Workplan with due diligence and efficiency. Subject to the express terms of this Agreement, it is understood that the **HUWASAL** shall have exclusive control over the administration and implementation of the activities referred to above in paragraph 1.1 and that **UNDP** shall not interfere in the exercise of such control. However, both the quality of work and the progress being made toward successfully achieving the goals of such activities shall be subject to review by **UNDP**. If at any time **UNDP** is not satisfied with the quality of work or the progress being made toward achieving such goals, **UNDP** may: (i) withhold payment of funds until in its opinion the situation has been corrected; or (ii) declare this Agreement terminated by written notice to the **HUWASAL** as described in paragraph 5.7 below; and/or seek any other remedy as may be necessary. **UNDP**'s determination as to the quality of work being performed and the progress being made toward such goals shall be final and shall be binding and conclusive upon the **HUWASAL** insofar as further payments are concerned.

5.3 **UNDP** does not undertake any responsibilities whatsoever in respect of life, health, accident, travel or any other insurance coverage for any person employed by **HUWASAL** to undertake activities under this Agreement. Such responsibilities shall be borne by the **HUWASAL**.

5.4 The rights and obligations of the **HUWASAL** are limited to the terms and conditions of this Agreement. Accordingly, the **HUWASAL** and personnel performing services on its behalf shall not be entitled to any benefit, payment, compensation or entitlement except as expressly provided in this Agreement.

5.5 The **HUWASAL** shall indemnify, hold and save harmless, and defend, at its own expense, the United Nations, **UNDP**, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the **HUWASAL**, or its employees, officers, agents or sub-contractors, in the performance of this Memorandum of Understanding. This provision shall extend, *inter alia*, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the **HUWASAL**, its employees, officers, agents, servants or sub-contractors. The obligations under this provision do not lapse upon termination of this Memorandum of Understanding.

5.6 Assets (Credit Funds and Equipment) supplied by **UNDP** funds to the **HUWASAL** shall be the property of **UNDP** until the end of the project, at which time **UNDP** shall determine the best use of these assets, in accordance with its Financial Regulations and Rules. The assets shall be used for the purpose indicated in the Workplan throughout the period of this Agreement.

5.7 This Agreement may be terminated at any time by either Party giving thirty (30) days written notice to the other Party. Upon termination of the Agreement, the **HUWASAL** shall promptly return any unutilized funds to **UNDP**.

5.8 No modification of or change to this Agreement, waiver of any of its provisions or additional contractual provisions shall be valid or enforceable unless previously approved in writing by the parties to this Agreement or their duly authorized representatives in the form of an amendment to this Agreement duly signed by the parties hereto.

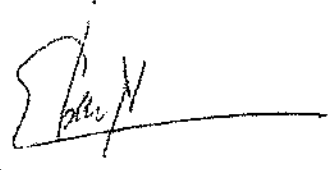
5.9 Any controversy or claim arising out of, or in accordance with this Agreement or any breach thereof, shall unless it is settled by direct negotiation, be settled in accordance with the UNCITRAL Arbitration Rules as at present in force. Where, in the course of such direct negotiation referred to above, the parties wish to seek an amicable settlement of such dispute, controversy or claim by conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules as at present in force.

The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

5.10 Nothing in or relating to this Agreement shall be deemed a waiver of any privileges and immunities of the United Nations, or UNDP.

IN WITNESS THEREOF, the undersigned, duly appointed representatives of UNDP and the HUWASAL, respectively, have on behalf of UNDP and the HUWASAL signed the present Memorandum of Agreement on the dates indicated.

On behalf of UNDP:



Name: Mr. Samuel Doe

Title: UNDP Country Director

Date: 05-10-2018

On behalf of HUWASAL:



Name: Mr. Christopher M. Brima

Title: HUWASAL National Coordinator

Date: 5/10/2018

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On behalf of UNDP:



Name: Mr. Samuel Doe

Title: UNDP Country Director

Date: 05-10-2018

On behalf of HUWASAL:

Name: Mr. Christopher M. Brima

Title: HUWASAL National Coordinator

Date:



Annex I: Concept Paper

Strengthening knowledge and awareness in the application of the Bail Regulations and the draft Sentencing Policy through the monitoring of courts and awareness raising and community empowerment on the instruments

October 2018 – December 2019

Concept Note

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 organizations. 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 organizations and academic institutions in Sierra Leone with relevant expertise within promotion and strengthening of rule of law, justice and human rights.

Objectives

The objective of this initiative is to ensure 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.

This support is provided to CSOs and academic institutions for interventions including:

- 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

Available Budget

The available budget for this activity is **350,000 \$**

Annex II: ROL Brief Prodoc Narrative

Project Title: Strengthening Rule of Law, Security and Human rights in Sierra Leone

Project Number: 00104225

Implementing Partner: MoJ, MIA, LAB, Judiciary, LAB, HRCSL, IPCB, SLP, SLCS and CSOs

Start Date: 01/01/2017 **End Date:** 31/12/2019 **LPAC Meeting date:** 08/12/2016 and 1/02/2018

Brief Project Description

This Project seeks to strengthen rule of law, access to justice and security delivery in Sierra Leone in compliance with international human rights standards. The project builds on the lessons learnt from UNDP's Access to Justice and Security Sector Reform (SSR) projects and years of UN and development partners' support to justice and security delivery. The new project takes a holistic approach and brings together justice and security sector interventions under one framework, enhances synergies and coordination and establishes shared priorities with an aim to maintaining peace and stability and strengthening the rule of law, access to justice, accountability and transparency to ensure equal access to justice for all, including the most marginalised, in particular women, addresses gaps in the justice sector chain and prisons overcrowding.

Overall, the Project seeks to address continued challenges around access to justice and security for the poorest and mistrust by the population vis-à-vis justice and security sector institutions. The failure of effective rule of law is said to have contributed greatly to the civil war¹. Most justice, security and oversight institutions are significantly underfunded by the Government of Sierra Leone (GoSL). This constitutes a significant challenge, and it is critical that the Project interventions are sustainable.

Although Sierra Leone has made progress with regard to its ratification of international and regional human rights standards, law reforms and implementation in practice remains an obstacle. Human rights violations including gender-based violence (GBV) thus continue in practice. The Project therefore has a strong focus on protection and promotion of human rights including gender justice and integrates a human rights based approach (HRBA) throughout its intervention logic with an aim to ensure that right holders are empowered to claim their rights and increasingly hold duty bearers accountable to respect, protect and fulfil their duties - increasing trust as a result. More focus will be placed on understanding how to gain such trust through learning, M&E and strengthening dialogue between duty bearers and rights holders at the centre. The Project will target support to alternative dispute resolution (ADR) processes at the community level including informal justice systems, and supporting mechanisms, such as community based paralegals and Local Police Partnership Boards (LPPB's). Together with the implementation of the new bail and sentencing policies these interventions will seek to reduce case backlogs and prison overcrowding and enhance equal access to justice and security in compliance with international and regional human rights standards.

Throughout the Project, UNDP will work closely with the GoSL, civil society organisations (CSOs) and community based organisations (CBOs) at local level to strengthen institutional capacity of the Justice Sector Coordination Office (LAB), the Ministry of Justice (MoJ), Law Officers' Department (LOD), the Ministry of Internal Affairs (MIA), the Judiciary, the Human Rights Commission of Sierra Leone (HRC-SL), the Legal Aid Board (LAB), Sierra Leone Corrections Services

¹ "Witness to Truth", Sierra Leone Truth and Reconciliation Commission (TRC), Volume 3B, 2004

(SLCS)the Sierra Leone Police (SLP) and the Independent Police Complaints Board (IPCB) as well as other MDAs upholding the rule of law.

The project will provide robust support to promote access to justice and security for all through strengthening both the formal and informal justice and security systems and empowering marginalised communities throughout Sierra Leone, including women, youth and children.

The Project will strengthen justice and security sector coordination through supporting the LAB and a sector-wide approach. Close coordination within the institutions and between institutions (duty bearers) and right holders represented by CSOs will be enhanced to strengthen transparency, accountability, effectiveness and efficiency and ensure coherence and synergies with other support provided by UNDP and UN agencies as well as development partners, such as DfID, ISAT, US Embassy, INL, Irish Aid, the EU, the World Bank and the Islamic Development Bank.

The Project is aligned with the Agenda for Prosperity (AfP) 2013-2018, the Justice Sector Reform Strategy and Investment Plan III (JSRSIP III) 2015-2018 and the strategic implementation plans around Security Sector Reform (Second Security Sector Review for Sierra Leone (2012-2022)) and to the extent possible to the implementing partners' (IPs) own strategic plans.

At the overall level, the Project is aligned with the SDG 16 (peace, justice and strong institutions) *'leaving no one behind'* and with UNDP's global programme for justice, security and human rights (Strengthening the Rule of Law and Human Rights for Sustaining Peace and Fostering Development - A UNDP Global Programme for Justice, Security and Human Rights 1 July 2016 – 30 June 2020). In addition, the project has a strong focus on SDG 5 (gender equality and empowerment of women and girls), as it aims to enhance access to justice for women, addressing violence against women (VaW), gender based violence (GBV) and addressing cultural and social gender barriers in justice and security sector reform.

The project has three outputs:

1. Justice and Security Sector Coordination and data management enhanced for inclusive, accountable and evidence-based policy and law making and enhancing access to justice;
2. Enhanced 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.

Annex III: Description of Activities

Project number: 00104225 Project title: Rule of Law, Security and Human Rights in Sierra Leone

This MCG will **expire on 15 December 2019**. The full amount of this MCG is **Le 1,014,000,000** (One Billion Fourteen Million Leones) equivalent of **USD\$ 130,000** at the official UN exchange rate of **Le 7,800** for the month of **October 2019**.

Section 1) Results to be achieved by HUWASAL

The following deliverables/outputs shall be achieved by **HUWASAL** through activities implemented across communities in the districts of Kailahun, Kenema and Kono within the time frame of the support to the IP:

- 40 Secondary Schools engaged with knowledge of 4,000 participants (Students and Teachers) strengthened on the Bail and sentencing guidelines.
- 800 community residents' knowledge improved on the Bail and sentencing regulations across 8 hard to reach chiefdoms in 4 districts through town hall meetings.
- Legal knowledge and practice on bail and sentencing strengthened for 200 SLP police personnel to enable them provide support to prosecution of matters at Magistrates court level across 4 judicial districts of Kenema, Kono, Kailahun and Moyamba;
- About 60 radio discussions conducted on a special theme "Justice Hours" (i.e. 15 discussions per district) utilizing 11 community radio stations through sign broadcast approach.
- Data collected across 4 magistrates courts with over 4,000 cases monitored and data entered into a system to generate analysis and make presentation to sector partners. 10 staff (court monitors and Community Engagement Officers) capacity built to support effective project implementation.
- Daily court sitting monitored across 4 Magistrate courts with paralegal services provided to at least 1,200 litigants; court users' perceptions assessed on court processes.
- 48 dialogue sessions held across 4 districts between justice chain actors (SLP, Judiciary, SLCS) and CSOs and traditional leaders to provide insights on the application of the bail regulations and discussions on bottlenecks for successful implementation.
- Correctional industries, the SLCS Earning Scheme policy and detention conditions monitored across 4 correctional facilities in Kenema, Kailahun, Moyamba and Kono districts with cases reviewed to determine bail application and level of progress in courts.
- 3 Quarterly progress reports submitted on 15 December 2018, 30 April 2019, 30 August 2019 and 1 final report on project activities submitted to UNDP on 15 December 2019 capturing details on interventions. Reports shall include disaggregated information on number of women granted bail; number of people aware of the new bail and sentencing regulations; consistency in the application of the bail regulation at district levels by magistrates.

Section 2: Activities to be implemented by the HUWASAL:

Activity 1: Build knowledge of 4,000 students across 40 schools in 4 districts on bail and sentencing to enable them support wider community sensitization on bail and sentencing and reforms

This activity will provide knowledge development on the Bail regulations and the sentencing policy as well as reforms within the justice and corrections sector. The overall objective is to ensure that school going students develop a wider knowledge on the instruments, so they can replicate within their families and communities. This activity will be delivered with support from the LAB lawyer, CSO, HRC facilitators. 10 schools will be targeted in each district for the 4 districts with 100 head teachers and teachers involved.

Activity 2: Conduct community outreach sessions across 8 chiefdoms in 4 districts on the Bail and sentencing regulations and prison reforms reaching 800 local leaders, women's groups, youth groups.

To ensure wider dissemination of the content of the Bail and sentencing regulations, there is need for community structures such as women's groups, youths, local leaderships and local structures to be involved. The regulations have introduced changes especially in the administration of bail. While little has been achieved in terms of sensitization, it is believed that these sensitization activities will provide the necessary platform to empower community residents on the instruments and help them to demand transparency and accountability in the administration of justice. Altogether, 800 residents will be targeted across 8 chiefdoms with facilitators drawn from the LAB, the HRC and CSOs.

Activity 3: Refresher workshops on Bail and sentencing regulations for 200 SLP officers drawn across 4 districts in the East and South regions.

With the completion of the Bail regulations and the draft sentencing policy, UNDP conducted trainings for SLP officers reaching a total number of 500 personnel in 2016-2017. This number seems relatively small compared to the total number of SLP personnel. The objective of this training is to decentralize training efforts to ensure that SLP officers are capacitated within their locality of work. In total, 200 SLP personnel will be reached across 4 districts. HUWASAL will ensure that officers are selected from remote communities of operation to ensure that trainings benefit officers who have not been trained before.

Activity 4: Support 12 monthly district and 2 national dialogues with justice chain actors and CSOs across 4 districts to interface on the implementation of the Bail Regulations and Provide public education through radio discussion sessions on Bail and sentencing regulations to ensure wider coverage.

While monitoring courts, the HUWASAL together with other CSO partners will organize monthly radio discussions on the implementation of the bail regulations in each of the 4 districts. The initiative is aimed at sharing findings with the magistrates and other sector partners on data gathered through the monitoring as well as challenges faced in the dispensation of justice. 12 encounters will be held in each district bringing together 10 partners in the sector. Radio engagement is one of the most popular, available and affordable means of communication to reach wider audiences with educative messages which stimulate sustainable community actions towards change. It is common for community residents to be glued to their radio sets whole day while going about their own businesses. The radio has thus become a social mobilization tool and a means to provide information to a wider public. In total, the HUWASAL will conduct over 60 radio sessions across 11 community radio stations in 4 districts. The sessions will aim at disseminating information on the bail regulations and court processes to ensure citizens are aware of due processes before the courts.

Activity 5: Monitoring Magistrates courts to gather first-hand information on the application of the Bail and sentencing regulations.

Since the passage of the Bail Regulations, application of the instrument has been timid before the courts. Lack of uniformity in practice has seen several courts applying different methods for arriving or denying bail. This has got serious implications on the right to bail by accused persons. The essence of the monitoring is to gather information on practices across districts of intervention to generate dialogue therefrom across the board on bail and sentencing. The HUWASAL will work in collaboration with other CSO partners to ensure data collected is analyzed and shared with others for presentation to justice chain actors. At least 4,000 cases will be monitored by HUWASAL employing 8 monitors and 2 data collectors.

Activity 6: Support the Sierra Leone Correctional Services (SLCS) for the implementation of their reforms

HUWASAL will work with SLCS through collaborative partnership in monitoring inmates' involvement in prison work across established industries. The support will enable the HUWASAL to track the implementation of the SLCS Earning Scheme policy. HUWASAL will also provide support to identify at least 80 cases for a review of bail conditions thus resulting to decongesting the prison. Cases identified will be channeled to the relevant Magistrates court by HUWASAL in partnership with their LAB colleagues in Moyamba, Kenema, Kono or Kailahun. HUWASAL will also develop data on the cases identified for submission to UNDP, Judiciary and SLCS for discussion around issues of overcrowding. Through this activity, HUWASAL will engage both Prison Officers and inmates; collect information on bail conditions of those on pre-trials.

Annex IV: Disbursement Plan

Expected CP Outputs and Indicators Including Targets	Planned Activities	2018	2019					Planned Budget	Tranches	
		Q 4	Q 1	Q 2	Q 3	Q 4	Amount		Tranche I	Tranche II
<p>Output 2: <i>“Improved access to justice and security for right holders including women and vulnerable groups”;</i> <i>Action 2.1.3 “Support LAB aid and CSOs to provide services for vulnerable groups...”</i> <i>Activity 2.1.4 ‘Support sensitization and training of communities and local leaders including traditional leaders’</i> <i>Action 2.2.1 “UNDP Call for proposals for civil society organization and institutions focusing on judicial and correctional reforms.</i></p> <p>Indicators: -# of legal aid service providers trained; -# of children and women accessing legal aid services in criminal and civil cases; Baselines: -2 CSOs supported in 2017 with grants to raise awareness on rights; -2,123 women and men received; Targets: - 2 key csos supported to raise awareness on rights; -6,000 community residents reached with messages on bail and sentencing; -450 SLP personnel capacitated on new bail & sentencing regulations.</p>	1. Build knowledge of students on bail and sentencing across 40 schools in 4 districts reaching 4,000 students	X	X	X	X	X	172,750,000	42,750,000	130,000,000	
	2. Conduct community outreach in 8 chiefdoms on bail and sentencing reaching 800 residents and locals	X	X	X	X	X	128,100,000	28,100,000	100,000,000	
	3. Refresher trainings for 200 SLP Officers on bail and sentencing in 4 districts	X	X	X	X	X	106,500,000	25,000,000	81,500,000	
	4. Hold 48 district monthly dialogues on bail regulations implementation with justice chain actors and conduct Public education on bail and sentencing and reforms across 11 radio stations in 4 districts			X	X	X	X	231,300,000	31,300,000	200,000,000
	5. Monitoring 4 Magistrates Courts across 4 judicial districts and gathering information on bail practice	X	X	X	X	X	115,350,000	15,350,000	100,000,000	
	6. Support the SLCS in the implementation of reforms through monitoring of Earning Scheme, correctional industries and detention conditions and review of cases	X	X	X	X	X	108,000,000	0	108,000,000	
	7. Project administrative costs for 15 months.	X	X	X	X	X	152,000,000	40,000,000	112,000,000	
						TOTAL MCG	Le1,014,000,000	Le182,500,000	Le831,500,000	

NOTE:

1. Tranche 1 shall be disbursed upon signature of the MCG and shall contribute to the implementation of activities as above described;
2. Tranche 2 shall be disbursed upon the submission of financial and narrative reports evidencing the utilization of the first tranche by the HUWASAL. The said reports shall be submitted by **15 December 2018** at the latest.
3. Adjustments within budget lines may be made in consultation between **UNDP** and **HUWASAL**. Such adjustments may be made if they are in keeping with the provisions of the Programme Support/Project Document and if found to be in the best interest of the project.

Annex V: Detailed Budget

HUWASAL Detail Budget-UNDP-CSOs Call 2018-2019

Activity	Budget Code	Description	Quantity	Frequency	Unit Cost	Total Cost
1. Build knowledge of students from learning institutions on Bail Regulations, Sentencing Policy and Prison reforms targeting 4,000 students across 40 schools in 4 districts	1.1	Refreshment for 4,000 students, 100 teachers and school administrators	4,100	1	10,000	41,000,000
	1.2	Transport and facilitation allowances for 4 facilitators at 40 sessions	4	40	300,000	48,000,000
	1.3	Fuel for HUWASAL Coordination for 60 outreaches sessions across 4 districts in 8 chiefdoms	3,500	1	8,000	28,000,000
	1.4	Top up communication cards for coordination	1	1	2,000,000	2,000,000
	1.5	DSA for overnights for 3 staff	3	25	250,000	18,750,000
	1.6	Production A3 & A4 flyers and leaflets for outreach sessions	1,000	1	15,000	15,000,000
	1.7	Coordination costs for HUWASAL staff for 40 outreach sessions	40	1	500,000	20,000,000
Sub-Total:						172,750,000
2. Conduct community outreach sessions across 8 chiefdoms reaching out to 800 traditional leaders, local authorities, women's groups, youth groups on the Bail and sentencing regulations and prison reforms	2.1	Hall rental for 8 outreach sessions	1	8	500,000	4,000,000
	2.2	Transport refund for 300 distant participants	300	1	100,000	30,000,000
	2.3	Transport refund for 500 internal participants	500	1	50,000	25,000,000
	2.4	Transport, DSA and facilitation allowance for 4 Facilitators (Legal Aid Board, SLCS HRCSL and CSO staff)	4	8	800,000	25,600,000
	2.5	Coordination costs for HUWASAL staff for 8 outreach sessions	1	8	1,500,000	12,000,000
	2.6	Fuel for 8 outreach sessions	300	8	8,000	19,200,000
	2.7	Top up communication cards for staff	1	1	1,500,000	1,500,000
	2.8	DSA for overnights for 3 staff for invites distribution and ground work	3	12	300,000	10,800,000
Sub-Total:						128,100,000
3. Refresher training for 200 SLP officers across 4 districts on the Bail and	3.1	Hall hire for 4 sessions across 4 districts	1	4	1,000,000	4,000,000
	3.2	Refreshment for 210 participants @ 4 workshops (breakfast, lunch, tea-break)	210	1	120,000	25,200,000
	3.3	Fuel for coordination costs for 4 outreach Sessions	1600	1	8,000	12,800,000

sentencing Regulations	3.4	DSA for overnights for planning for 3 staff	3	5	300,000	4,500,000
	3.5	Coordination costs for 4 sessions	1	4	1,500,000	6,000,000
	3.6	Transport and allowance to 80 distant participants	1	80	400,000	32,000,000
	3.7	Transport for 120 internal participants	1	120	50,000	6,000,000
	3.8	Transport and facilitation allowances for 4 facilitators at 4 sessions	4	4	1,000,000	16,000,000
Sub-Total:						106,500,000
4. Hold 48 dialogue sessions with justice chain actors at districts and National level on the implementation of the Bail and sentencing regulations and conduct Media engagements on Bail and sentencing using 11 community radios	4.1	Monthly Refreshment for 10 participants (Judiciary 2; SLP 2; CSO 2; SLCS 2; traditional leader 2) at 12 dialogue sessions in 4 districts (12 sessions per district) on implementation of the Bail and sentencing regulations by the courts	12	4	350,000	16,800,000
	4.2	Transport for 12 participants at 12 dialogue sessions per district for 4 districts	12	4	600,000	28,800,000
	4.3	Fuel for invites distribution	3000	1	8000	24,000,000
	4.4	Stipends for 2 community engagement officers for 15	1	15	800,000	12,000,000
	4.5	DSA for 3 staff to attend 2 justice chain actors engagements and 4 CSO engagement meetings in Freetown on Bail and Sentencing	3	6	500,000	9,000,000
	4.6	Coordination costs for district engagements on bail and sentencing	1	12	1,500,000	18,000,000
	4.7	Fuel for 6 trips for Freetown engagements	150	6	8,000	7,200,000
	4.8	Airtime for 11 radio stations (5 in Kenema, 3 in Kailahun and 3 in Kono districts) for 40 radio broadcasts	11	13	500,000	71,500,000
	4.9	Transport for 3 panelists per discussions (justice actors & CSOs)	4	40	150,000	24,000,000
	4.10	Top-up cards and fuel for coordination of 40 radio sessions across 4 districts	1	40	500,000	20,000,000
Sub-Total:						231,300,000
5. Monitoring of 4 Magistrates' courts on the application of Bail and	5.1	Venue for 2 days training for 6 court monitors, 2 data entry clerks and 2 staff	1	2	500,000	1,000,000
	5.2	Refreshment (breakfast and lunch) training participants	15	2	65,000	1,950,000
	5.3	Transport allowance and DSA for distance participants	5	2	500,000	5,000,000

Sentencing Regulations	5.4	Transport allowance for internal participants	5	2	100,000	1,000,000
	5.5	Facilitation allowance and transport for 2 facilitators for 3 days	2	2	600,000	2,400,000
	5.6	Transport allowance and refreshment for 5 court monitors for 13 months	5	13	1,000,000	65,000,000
	5.7	Printing and distribution of monitoring tools to monitors	1	13	400,000	5,200,000
	5.8	Stipends and communication cards for 2 data entry clerks	2	13	800,000	20,800,000
	5.9	Coordination costs for 1 coordinator for 13 months	1	13	1,000,000	13,000,000
Sub-Total:						115,350,000
6. Support SLCS on Prison reforms through review of cases for bail, monitoring of Earning Scheme Policy, Correctional Industry Works and detention conditions	6.1	Transport and DSA Support to 2 staff for follow-up contact with family members and witnesses in cases for bail review and speedy trials in at least 80 cases	2	13	700,000	18,200,000
	6.2	Refreshment for 13 monthly engagement meetings with SLCS-CSOs on the state of Earning Scheme implementation, review of cases, detention conditions and industry work (4 facilities: Kenema, Kailahun, Kono and Moyamba)	13	4	400,000	20,800,000
	6.3	Fuel and top up cards for coordination with SLCS in support to decongest correctional centers	1	15	600,000	9,000,000
	6.4	Support to 4 Correctional facilities with industry equipment to assist inmates' works	1	1	60,000,000	60,000,000
Sub-Total:						108,000,000
7. Project administrative costs for 15 months	7.0	UNDP Contributions to staff costs				
	7.1	National Coordinator	1	15	1,000,000	15,000,000
	7.2	Programme Manager	1	15	1,000,000	15,000,000
	7.3	Admin/Finance Officer	1	15	900,000	13,500,000
	7.4	Driver	1	15	700,000	10,500,000
	7.5	Fuel for office generator (300 liters/month)	350	15	8,000	42,000,000
	7.6	Fuel for 4 motor bikes	1000	1	8,000	8,000,000
	7.7	Monthly maintenance of 1 vehicle and 3 Motor Bikes	1	15	2,000,000	30,000,000
	7.8	Office Rent	1	15	800,000	12,000,000
	7.9	Bank charges	1	15	400,000	6,000,000
Sub-Total:						152,000,000
Grand Total:						1,014,000,000
Total in USD\$ (@ 7,800Le/\$)						130,000

Annex VI: Annual Reporting Template

Recipient Institution _____

Year _____

OVERALL TARGETS FOR ENTIRE GRANT	BASELINE	PROPOSED ANNUAL TARGETS	ANNUAL BUDGET	ACTUAL ANNUAL RESULTS	ACTUAL ANNUAL EXPENDITURES	PROGRESS TOWARDS TARGETS