

UNDP SIERRA LEONE



UN  
DP

Empowered Live  
Resilient Nations

AGREEMENTS CLEARANCE FORM (LOA/PCA/MCG)

Cluster: Governance  Inclusive Growth  Energy and Environment

Name or Project/Programme: ROL Security & Human Rights Project

Atlas Project ID: 104225

Name of Implementing Partner: Centre for Accountability & Rule of Law (CARL)

Any previous LOA/PCA/MCG with this IP? Yes  No

If Yes, what is the cumulative amount till last agreement?  
SL Le. ....

DETAIL OF THIS AGREEMENT

Duration of Agreement: 12 months

Total Amount: SL Le ..... 828,920,000 (Equivalent USD..... 106,000.00

Tranch(es): 2

Standard UNDP template used? Yes  No

Is the agreement in line with signed AWP, Project Document or CPD? Yes  No

Reference to AWP: Output/Activity Results/Actions (description) ..... ROL 2018 AWP Output 2; Activity Results 1.1; 1.2

IP is legally registered/renewed Yes  No

Has IP been assessed (HACT) Yes  No  If Yes, Wt hen? 2017 HIGH   
SIGNIFICANT   
MODERATE   
LOW

If No, Why?..... On the list for 2016 HACT and has undergone desk review Feb 2016.

Clearance by the PROGRAMME CLUSTER

*Mahmoud Alpha Conteh*  
Prepared by: Mahmoud Alpha Conteh  
Governance Programme Associate  
Date: 21 November 2018

*Walter-Neba C.*  
Reviewed and Cleared by: Walter-Neba C.  
OIC Governance Team Leader  
Date

Clarence by PROGRAMME MANAGEMENT SUPPORT UNIT

Sign: *Daisy Forde*  
Name: Daisy Forde  
Designation: PMSU  
Date: 21/11/18

TO BE FORWARDED TO THE COUNTRY DIRECTOR (CD) FOR APPROVAL

## MICRO-CAPITAL GRANT AGREEMENT

### MICRO-CAPITAL GRANT AGREEMENT BETWEEN UNDP SIERRA LEONE AND CENTRE FOR ACCOUNTABILITY & RULE OF LAW FOR THE PROVISION OF GRANT FUNDS

This Agreement (hereinafter referred to as the "Agreement") is made between **UNDP Sierra Leone** and the **Centre for Accountability & Rule of Law** (hereinafter referred to as **CARL**).

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 **CARL** in the context of UNDP SGBV response projects, and on the terms and conditions set forth in this Agreement; and

WHEREAS the **CARL** 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 CARL

##### 1.1 The **CARL** 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 **CARL** commits itself to reaching the performance targets set out in Annex III to this Agreement. If the **CARL** 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 **CARL** under the Programme/Project. Upon request of UNDP, and for its consideration in determining the period of the suspension, the **CARL** shall be obligated to produce a written explanation detailing the reasons the target was missed, and measures taken by the **CARL** to remedy the situation. The suspension shall remain in effect until UNDP is satisfied that the **CARL** has achieved the target. In programmes/projects in which the Grant is channeled to the **CARL** through a technical assistance contractor, the contractor may, at its discretion, continue to provide technical assistance to the **CARL** during this suspension period.

1.3 The **CARL** 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 **CARL** in an amount up to **SLL 828,920,000 (Eight Hundred & Twenty-Eight Million Nine Hundred & Twenty Thousand Leones)** at a UN official exchange rate of **Le7, 820/\$** for the month of **November 2018** and according to the disbursement schedule set out in Annex IV. Payments are subject to **CARL** meeting the outputs as specified in Annex III.

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

Bank Name: **First International Bank**

Account Name: **Centre for Accountability & Rule of Law (CARL)**

Account Number: **09-101-021814-07**

BBAN Number: **006000090102181407**

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 **CARL** in the performance of the activities under this Agreement.

### IV. Records, Information and Reports

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

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

4.3 Within thirty days after completion of programme/project activities, the **CARL** 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 **CARL** will provide two (2) progress reports to UNDP by **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 **CARL**:

Executive Director,  
51 Brook Street, (1<sup>st</sup> Floor), Freetown

## V. General Provisions

5.1 This Agreement and the Annexes attached hereto shall form the entire Agreement between **CARL** 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 **CARL** 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 **CARL** 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 **CARL** 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 **CARL** 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 **CARL** to undertake activities under this Agreement. Such responsibilities shall be borne by the **CARL**.

5.4 The rights and obligations of the **CARL** are limited to the terms and conditions of this Agreement. Accordingly, the **CARL** 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 **CARL** 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 **CARL**, 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 **CARL**, 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 **CARL** 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 **CARL** 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, during 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 because 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 **CARL**, respectively, have on behalf of UNDP and the **CARL** signed the present Memorandum of Agreement on the dates indicated.

**On behalf of UNDP:**



**Name:** Mr. Samuel Doe

**Title:** UNDP Country Director

**Date:** 21-11-2018

**On behalf of CARL:**



**Name:** Mr. Ibrahim Tommy

**Title:** CARL Executive Director

**Date:** 21/11/2018

## 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 war<sup>1</sup>. 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 about 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

<sup>1</sup> "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 **SLL 828,920,000 (Eight Hundred & Twenty-Eight Million Nine Hundred & Twenty Thousand Leones)** at a UN official exchange rate of **Le7, 820/\$** for the month of November 2018.

#### Section 1) Results to be achieved by CARL

The following deliverables/outputs shall be achieved by **CARL** through activities implemented across communities in the districts of Western Area Urban, Kambia, Bo, Port Loko and Bombali within the time frame of the support to the IP:

- At least 3,000 cases monitored with data collected by court monitors across the 5 districts of Western Area, Kambia, Port Loko, Bombali and Bo;
- 12 court monitors selected and orientated through a 1-day capacity building workshop for on court monitoring and court processes;
- 50 dialogue sessions on the implementation of the Bail & Sentencing Regulations organized bringing together officials from the Judiciary, justice chain actors (MOJ, SLP, SLCS) and local leaders to interface on issues around challenges in the implementation of the Bail Regulations;
- 1-day project orientation and capacity development for court monitors conducted bringing together at least 50 participants across localities of implementation of the project;
- 3 joint CSO IPs and UNDP review meetings held on the implementation of the project bringing together all court monitors to interface on the implementation of the project and the monitoring processes especially at district levels with at least 25 court monitors in attendance;
- 3 Newsletter editions of the "Justice Watch on Bail Application" produced and disseminated;
- 3 to 4 Press Conferences held to provide details to the public on progress on the implementation of the Bail & Sentencing Regulations and next steps;
- 2 National interface sessions held with the Chief Justice, the SLP, the SLCS, the MOJ and other justice chain actors and presentation made on the findings of the court monitoring processes;
- 2 mid-term reports submitted to UNDP on the 30 April 2019 and 30 August 2019 to provide information on progress in the implementation of the project and 1 final report submitted by 15 December 2019 to provide information on achievements and gains made during the project.

#### Section 2: Activities to be implemented by the CARL:

##### ***Activity 1: Project Orientation and Capacity Building Workshop for Court Monitors and Staff***

This activity is planned as an opener to this project for the CARL. It is also planned to provide much needed capacity development of the IP's court monitors which shall be disseminated across 5 districts: Western Urban, Kambia, Port Loko, Bombali and Bo. The activity will bring together monitors from the

provinces as well as the media and other justice sector partners to develop an understanding on the scope and the implementation modalities of the project.

***Activity 2: Monitor the application of the Bail and Sentencing Regulations across Magistrates Courts in Freetown, Bo, Port Loko, Kambia & Makeni***

This activity shall commence with the simplification of the Bail Regulation for ease of understanding by the wider population. This step is needed to ensure that the monitoring process also serves as an opportunity for awareness raising and advocacy for right protection. The court monitors shall be disseminated across the 5 districts of intervention of the IP to monitor the Magistrates Courts utilizing the monitoring tool developed and refined with contributions from the 3 CSOs that are to engage on the monitoring. In the process of the monitoring, the CARL will develop IEC materials that will be posted, across court buildings or visible places. Furthermore, the IP will ensure press releases and other statements are issued during the monitoring to inform the public on progress and areas of concerns for right holders. The monitoring tools are designed to capture a range of information on the application of bail in court including the offence tried, gender of parties, representation by a lawyer, number of adjournments, decision on bail by the court...etc.

The IP will ensure the monitoring of at least 3,000 cases during the project and their findings will include information collated from the other 2 CSO partners (PW-SL and HUWASAL). Altogether, the IP in collaboration with HUWASAL and PWSL will monitor approximately all Magistrates Courts nationwide. This deliberate attempt is aimed at providing a comprehensive picture on the status of implementation of the Bail Regulations by judicial officers and how they interface with other justice chain actors. Radio sessions shall be held across 10 stations across the 5 districts of interventions monthly to bring to the fore issues identified as well as opportunities for improvement in the process of justice dispensation. IEC materials printed shall be distributed in the process.

***Activity 3: Hold 50 dialogue sessions across 5 districts with judiciary and other justice chain actors and raise awareness through media and IEC materials on the implementation of the Regulations.***

These dialogue sessions will aim at strengthening justice sector actors' understanding on the content and the implementation of the Bail Regulations. The monthly sessions will bring together justice sector partners from the Judiciary (district Magistrate), the SLP (Police Prosecutors), the SLCS, CSOs and selected local leaders. The essence of the exercise is to build a common understanding at local/district level on the content of the Regulations and the role of each actor in the dispensation of justice especially as that relates to bail application in court and the guiding principles to arrive at a decision by the Magistrate.

The IP will further develop jingles, short videos and other communication materials to disseminate information under this project at district levels. Building on gains made, the IP together with other CSO IPs supported by UNDP will convene 2 national encounters with representatives of institutions at senior level (CJ, MOJ, SLP, SLCS...etc.) to share their findings on the monitoring exercise. Press releases issued will contribute to this effect as well.





**Annex V: Detailed Budget**

| <b>CARL Detailed Budget-UNDP CSO Call-2018-2019</b> |   |            |             |                       |                        |
|---|---|------------|-------------|-----------------------|------------------------|
| <b>Budget Code</b>                                  | <b>Activity &amp; Description</b>   | <b>Qty</b> | <b>Freq</b> | <b>Unit Cost (Le)</b> | <b>Total Cost (Le)</b> |
| <b>1</b>  | <b>Activity 1: Project Orientation and Capacity Building Workshop for Court Monitors and Staff</b>  |            |             |                       |                        |
| 1.1   | Hall rental   | 1          | 1           | 1,200,000             | 1,200,000              |
| 1.2   | Refreshment for participants and monitors (breakfast & lunch)   | 50         | 1           | 75,000                | 3,750,000              |
| 1.3   | Transport for external court monitors   | 5          | 1           | 150,000               | 750,000                |
| 1.4   | Transport for internal court monitors   | 7          | 1           | 50,000                | 350,000                |
| 1.5   | Facilitators' fees  | 4          | 1           | 600,000               | 2,400,000              |
| 1.6   | Rapporteur  | 1          | 1           | 500,000               | 500,000                |
| 1.7   | Stationery for court monitoring (lump)  | 1          | 12          | 650,000               | 7,800,000              |
| 1.8   | Transport refunds for internal participants   | 35         | 1           | 50,000                | 1,750,000              |
| 1.9   | Transport & DSA for distant participants  | 15         | 2           | 350,000               | 10,500,000             |
| 1.10  | Stipend & transport for media: print, TV & radio  | 6          | 1           | 150,000               | 900,000                |
| 1.11  | Coordination costs for project orientation activity   | 1          | 1           | 5,000,000             | 5,000,000              |
| 1.12  | Banner & other logistics arrangements (lump)  | 1          | 1           | 1,800,000             | 1,800,000              |
|   | <b>Sub-Total</b>  |            |             |                       | <b>36,700,000</b>      |
| <b>2</b>  | <b>Activity 2: Monitor the application of the Bail and Sentencing Regulations across Magistrates Courts in Freetown, Bo, Port Loko, Kambia &amp; Makeni</b> |            |             |                       |                        |
| 2.1   | Consultancy fee for the simplification of the finalized Bail Regulation   | 1          | 1           | 10,000,000            | 10,000,000             |
| 2.2   | Printing of simplified version of the Bail Regulations (Layout, setting, printing)  | 500        | 1           | 30,000.00             | 15,000,000             |
| 2.3   | Monthly stipends for 12 monitors for 12 months  | 12         | 12          | 1,000,000             | 144,000,000            |
| 2.4   | Communication cards for 12 monitors for 12 monitors   | 12         | 12          | 50,000.00             | 7,200,000              |
| 2.5   | Transportation allowance for 12 monitors for 12 months  | 12         | 12          | 300,000.00            | 43,200,000             |
| 2.6   | Monthly stipends for 2 data entry clerks for 12 months  | 2          | 12          | 1,000,000             | 24,000,000             |
| 2.7   | Monthly stipends for Court Monitoring Coordinator   | 1          | 12          | 1,000,000             | 12,000,000             |
| 2.8   | Printing of monitoring tools for monthly use  | 1          | 12          | 700,000               | 8,400,000              |
| 2.9   | Joint IPS-UNDP review meetings with all monitors from 3 CSO IPS on activity (3 meetings x 1 day per meeting for 25 participants);                           | 1          | 3           | 12,000,000            | 36,000,000             |
| 2.10  | Production of 3 Editions of "Justice Watch on Bail Application" newsletter  | 1          | 3           | 8,000,000             | 24,000,000             |
| 2.11  | Stationery for court monitoring (pens, note books...etc.)   | 1          | 1           | 6,020,000             | 6,020,000              |
| 2.12  | Production of wall posters on content of Regulations  | 1          | 1,000       | 5,000                 | 5,000,000              |
| 2.13  | Production of stickers  | 1          | 600         | 10,000                | 6,000,000              |
| 2.14  | production of flyers  | 1          | 2,500       | 2,000                 | 5,000,000              |
|   | <b>Sub-Total</b>  |            |             |                       | <b>345,820,000</b>     |



|      |  |       |     |            |                    |
|------|--|-------|-----|------------|--------------------|
| 3    | <b>Activity 3: Hold 50 dialogue sessions across 5 districts with Judiciary and other justice chain actors and raise awareness through media and IEC materials on the implementation of the Regulations</b>   |       |     |            |                    |
| 3.1  | Refreshment for monthly dialogues sessions with 10 participants (Judiciary 2; SLP 2; CSO 2; SLCS 2; traditional leader 2) at 12 dialogue sessions in 5 districts (12 sessions per district) on implementation of the Bail and sentencing regulations by the courts | 12    | 5   | 300,000    | 18,000,000         |
| 3.2  | Transport for 12 participants at 12 dialogue sessions per district for 5 districts   | 24    | 5   | 100,000    | 12,000,000         |
| 3.3  | Fuel for invites distribution by CARL staff  | 1,200 | 1   | 8,000      | 9,600,000          |
| 3.4  | Stipends & communication for 2 community engagement officers for 12  | 2     | 12  | 1,000,000  | 24,000,000         |
| 3.5  | Coordination costs for engagements on bail and sentencing across 5 districts   | 1     | 12  | 900,000    | 10,800,000         |
| 3.6  | Radio discussions: airtime for 10 radio stations (2 in Freetown, 2 in Kambia, 2 in Port Loko, 2 in Bo and 2 in Makeni) for interfaces with justice chain actors on the application of bail regulations   | 10    | 12  | 350,000    | 42,000,000         |
| 3.7  | Transport for 3 panelists per discussion (justice actors & CSOs)   | 3     | 50  | 100,000    | 15,000,000         |
| 3.8  | Production of Jingle for airing on bail and sentencing   | 1     | 1   | 6,000,000  | 6,000,000          |
| 3.9  | Airing of jingles across selected radio stations   | 5     | 100 | 20,000     | 10,000,000         |
| 3.10 | Production of a short video on bail and sentencing practice  | 3     | 1   | 5,000,000  | 15,000,000         |
| 3.11 | Professional fees for video production   | 3     | 1   | 3,500,000  | 10,500,000         |
| 3.12 | Airing of video  | 3     | 100 | 50,000     | 15,000,000         |
| 3.13 | Top-up cards and fuel for coordination of 50 radio sessions across 5 districts   | 1     | 50  | 350,000    | 17,500,000         |
| 3.14 | CD plates for recording of sessions  | 12    | 5   | 10,000     | 600,000            |
| 3.15 | Quarterly Press Conference updates on the monitoring of bail application (transport & stipends to media, hall rental, refreshment...etc.) (with 20 journalists)  | 1     | 4   | 4,000,000  | 16,000,000         |
| 3.16 | Publication of press releases  | 1     | 2   | 1,200,000  | 2,400,000          |
| 3.17 | Hold 2 national interface sessions with Chief Justice, SLP Leadership, MOJ, SLCS Leadership and other sector partners to update on findings on implementation of bail and sentencing nationwide (transport, refreshment, logistics...etc. for 100 participants.)   | 1     | 2   | 16,000,000 | 32,000,000         |
| 3.18 | Developing 3 reports under the project   | 1     | 3   | 1,000,000  | 3,000,000          |
| 3.19 | Vehicle hire including fuel and driver   | 1     | 10  | 1,200,000  | 12,000,000         |
| 3.20 | DSA for staff for up country trips on project  | 2     | 10  | 300,000    | 6,000,000          |
|      | <b>Sub-Total</b>   |       |     |            | <b>277,400,000</b> |
| 4    | <b>Project administrative costs for 14 months</b>  |       |     |            |                    |
| 4.1  | <b>Contribution to staff costs:</b>  |       |     |            |                    |
| 4.2  | Project Manager  | 1     | 14  | 1,000,000  | 14,000,000         |
| 4.3  | Regional Coordinators  | 5     | 14  | 900,000    | 63,000,000         |
| 4.4  | Advocacy & Outreach Officer  | 1     | 14  | 950,000    | 13,300,000         |
| 4.5  | Executive Director   | 1     | 14  | 1,500,000  | 21,000,000         |
| 4.6  | Finance Officer  | 1     | 14  | 1,200,000  | 16,800,000         |
| 4.7  | Monthly office communication support   | 1     | 14  | 600,000    | 8,400,000          |
| 4.8  | Internet subscription  | 1     | 14  | 500,000    | 7,000,000          |

|                           |   |   |    |            |                    |
|---------------------------|---|---|----|------------|--------------------|
| 4.9                       | Stationery                                      | 1 | 14 | 500,000    | 7,000,000          |
| 4.10                      | Utility (electricity and water)                 | 1 | 14 | 250,000    | 3,500,000          |
| 4.11                      | 40% contribution to Office Rent (Le 35,000,000) | 1 | 1  | 15,000,000 | 15,000,000         |
| 4.12                      | Monthly bank charges                            | 1 | 14 | 250,000    | 3,500,000          |
| <b>Sub-Total</b>          |   |   |    |            | <b>169,000,000</b> |
| <b>Grand Total in SLL</b> |   |   |    |            | <b>828,920,000</b> |

|   |  |  |  |  |                |
|---|--|--|--|--|----------------|
| <b>Total in USD\$ (@ UN Rate of 7,820 SLL/\$ for November 2018)</b> |  |  |  |  | <b>106,000</b> |
|---|--|--|--|--|----------------|

**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 |
|----------------------------------|----------|-------------------------|---------------|-----------------------|----------------------------|--------------------------|
|                                  |          |                         |               |                       |                            |                          |
|                                  |          |                         |               |                       |                            |                          |
|                                  |          |                         |               |                       |                            |                          |
|                                  |          |                         |               |                       |                            |                          |
|                                  |          |                         |               |                       |                            |                          |
|                                  |          |                         |               |                       |                            |                          |
|                                  |          |                         |               |                       |                            |                          |
|                                  |          |                         |               |                       |                            |                          |
|                                  |          |                         |               |                       |                            |                          |