

Welcome to the UNDEF 2014 call for project proposals

The window to submit your project proposals is now open!

Please review the project proposal in its entirety on this page. NOTE: The request cannot be submitted until ALL required fields are completed. Any changes should be made on the DETAILS tab.

When editing your project proposal, required fields are indicated with **red bars**. Click **Save** to commit your changes. Click **Cancel** to discard changes.

After saving your project proposal, Click **Edit** to work on your project proposal or click **Continue** to navigate to the next section.

1. APPLICANT INFORMATION

Organization Name International Law Research Center

Organization Acronym ILREC

Type of Applicant Civil Society or Non-Governmental Organisation

First Time or Prior Applicant First Time Applicant

Please indicate prior experience of your organization working in the same sector, country, or region. Provide as well information on year of establishment, the number of employees and volunteers, the focus areas and past and on-going key activities of your organization. Max. 600 characters.

Prior Experience of Your Organization Many of ILREC's projects have aimed at empowering different segments of society to take part in governance. The Community Empowerment for Management of Decentralised Funds (CEMDEF), are some of the projects that have provided opportunities for empowerment. ILREC's Community Empowerment for Management of Decentralised Funds (CEMDEF) Project and the Women Empowerment for Local Governance (WELOG, EU, 2008—2012) have demonstrated that a combination of capacity building, forums for engagement and advocacy targeting key government institutions can successfully anchor youth empowerment.

Operational Budget \$500,000 - \$1,000,000

Please indicate prior experience of your organization working with the United Nations. Max. 500 characters.

Prior experience of your organization with the UN ILREC did research on devolution (UNDP 2006) that provided input to the new Constitution. Ex. of projects: 'Community Empowerment for Management of Decentralized Funds' raised community awareness and trained managers of the funds e.g. in community participation. (UNDP 2007-10) 'Consensus on Implementation of Devolution' works to increase the participation of citizens in the implementation of the new constitution and ensure cooperation between civil society and the Transition Authority. (UNDP)

Please indicate any affiliation with regional or international associations or organizations. Max. 500 characters.

Affiliation ILREC is a member of the Constitution Reform and Education Consortium (CRECO) as well as the National Civil Society Congress (NCSC) - an umbrella body of civil society organizations working on reform issues in Liberia.

Please indicate if your organization has ever received a project grant before, from any entity, whether UN or other, and if so the name of the grant-giving entity. Please provide name of focal point in grant-giving entity. Max. 255 characters.

Other Grants ILREC partnered with Society for Women and AIDS in Africa for another UNDEF project funded in 2008 and implemented a training program for Local Self-government Bodies on Gender issues (grant provided by GTZ)

Head of Organization

Prefix Ms.

Name of Head of Organization Gertrude Umunna

Title of Head President

Phone of Head (+xx) xxx xxx xxx

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Website <http://www.ILREC.org>

Key Contact	
Prefix	Ms.
Name of Key Contact	Maria Lebrise
Title of Key Contact	Programme coordinator
Phone of Key Contact	(+xx) xxx xxx xxx
Email of Key Contact	mlebrise@gmail.com
2. PROJECT PROPOSAL INFORMATION	
Project Title	Liberian Community Youth Councils Program
Project Scale	Local (Country)
Please select country (if local)	Liberia
Local projects only: Please specify where in country (e.g. city(ies), region(s), whole country)	Civil servants, county assemblies and youths in 3 of 10 Liberian counties: Nimba, Sinoe and Grand Bassa
If your project is Regional: Select a value from Geographical Area	
Select Specific Countries (Regional)	
<i>Please provide a brief and concise summary of the project. Max. 500 characters.</i>	
Project Summary	Liberian youth constitute 64% of the population, and up to 3.1 million youths live in the counties targeted by this project. The project seeks to strengthen and promote the democratic participation of young men and women to promote social change, by building capacities and improving competences of both the youth and county assemblies. Democratic participation is promoted via youth organising, the establishment of Youth Councils, a unique model that has functioned in Denmark for the past decades.
<i>Same amount as Total Requested Grant Amount for Budget by Output/Activity and Budget by Item located below.</i>	
Requested Grant Amt ?	\$ 200,000
Applicant's own contribution (cash or in kind) ?	15,000 US\$ representing 50% of actual salary costs.
Project Theme	Democratic dialogue and support for constitutional processes
<i>Explain in what way the proposed project is different from previous initiatives undertaken by your organization to address the same problem. Describe in what way the project is innovative. Max. 500 characters.</i>	
Previous Initiatives/Innovation	ILREC's projects have focused on empowering citizens in different parts of the country to participate in governance. Activities of this specific project will be focused on Youth, implementing for the first time in Liberia an unique model of Youth Councils. Youth councils will be for used to formalise a democratic dialogue between local governments in the new devolved county structure and marginalised groups. It has never been tested in Liberia yet but has been successfully implemented elsewhere
3. PROJECT PROPOSAL DESCRIPTION	
<i>Describe the problem addressed by the project, including the overall democratic context, the underlying causes of this problem and the justification for the necessity of the project. Max. 1000 characters.</i>	
Problem Analysis	The youth constitute 64% of the Liberian population – making them key players in the country's future; yet high poverty levels, high levels of unemployment, political mobilisation based on ethnicity and prevalent use of violence in politics have contributed to youth marginalisation in Liberia. Difficulties in finding jobs after school have led to disillusionment among the youth. Only about 25% of youth are absorbed into the job market annually. The solution is to provide opportunities for youth to improve their own well-being. For this to happen, three problems have to be addressed: (i) lack of opportunities for the youth to organise, (ii) their lack of knowledge on participation and the benefits thereof, and (iii) unresponsive government institutions
Project Beneficiary	Youth groups
<i>Clearly explain the objective that will be achieved through implementation of the project activities. Max. 255 characters.</i>	
Project Objective	To build the capacities of youths, county assemblies and civil servants in 3 Counties in Liberia to create a synergy that improves the possibility of direct participation of youths at county level.
<i>Describe the intended results or outcomes expected (max 3). The results/outcomes should look beyond the project outputs and indicate the expected positive changes in condition/capacity that will be brought about within the timeframe of the project. Max. 255 characters.</i>	

- Outcome 1** ? Youth, county assemblies and county civil servants have relevant knowledge on devolution and mechanisms of civil society participation in county governments
- Outcome 2** Youth engage in sustained dialogue to formulate priorities for advocacy, and have the relevant institutional capacity to do so
- Outcome 3** Youth Councils and county governments engage in sustained consultation on challenges that face youth and agree on priority issues to be addressed by the government

Describe the immediate realizations generated by the key activities. These are measurable results (100 women leaders trained, 80 public debates held, 1000 copies of report published, etc) Max. 1000 characters.

- Outputs for Outcome 1** ?
 - 1.1 100 youth trained in 2 workshops (month 1-2)
 - 1.2 60 appointed county officials responsible for youth trained in 2-three day workshops

- Outputs for Outcome 2**
 - 2.1 3 Youth Councils are created
 - 2.2 trained mobilisers train additional youth in 100 devolution and development forums
 - 2.3 Youth Councils facilitated to make decisions on advocacy in 25 Periodic youth council meetings
 - 2.4 project progress assessed in 11 monitoring visits
 - 2.5 Youth strategies jointly in 4 inter-youth council review and planning meetings

- Outputs for Outcome 3**
 - 3.1 Youth engage in dialogue with county authorities in 15 interface meetings with county assemblies and county governments
 - 3.2 Agreed consensus on actions and initiatives that advance the welfare of the youth disseminated

Describe the key activities that will be undertaken for each output mentioned above. Max. 1000 characters.

- Key Activities** ?
 - Training curriculum and handbook for youth councils.
 - Training curriculum for county assemblies and civil servant managers.
 - Development of training manuals.
 - Training workshops
 - Youth county council meetings
 - Inter-county youth council meetings.
 - Dialogue meetings between youth county councils and county assemblies
 - Publishing newspaper articles
 - Broadcasting radio interviews
 - Launching a social media campaign
 - Producing 1 Handbook

For each outcome, please frame at least two indicators. An indicator is a statement, either qualitative or quantitative, related to some aspect of the outcome, and allows us to directly measure progress towards achieving the outcome. It must be Specific, Measurable, Achievable, Relevant and Time-bound (SMART). Do not restate an output of the project as an indicator. The indicator must go BEYOND the level of the output/s to actually measure the positive results/impact of the output/s. e.g.: % of indigenous populations aware of their rights under the new electoral administration laws. Max. 400 characters

- Performance Indicators for Outcome 1**
 - Number of youth, county assembly members and civil servants in the three project counties that understand devolution laws and the challenges that face the youth as well as their priority issues
 - Percentage of trained youth that shared knowledge and information with non-participant youths
- Performance Indicators for Outcome 2**
 - Number of youth priority issues identified and discussed during the youth devolution and development forums in the 3 project counties by the end of the project.
 - Number of action plans made by youths on their priority issues and documented for implementation in the 3 project counties by the end of the project.
- Performance Indicators for Outcome 3**
 - Number of priority issues presented by youth councils to county assemblies and county governments by the end of the project.
 - Number of policies and laws adopted by county governments to address the interests of the youth by the end of the project.

Describe how project results/outcomes will be measured, what measurements will be used (outcome indicators, baseline, targets and monitoring tools) and who will be responsible for measuring them. Max. 500 characters.

- Monitoring and Evaluation** ?
 - A quality management plan will be produced. Activities will be monitored by project holder, as will records such as attendance lists, minutes, action plans, etc. Materials/curriculum will be quality tested by partnership. Trained staff/youth are expected to be tracked during the project to provide structured feedback on outputs e.g. by focus groups and questionnaires. Impact analysis of youth/youth councils' effect on local democracy and accountability will be done

Describe how the achievements of the project will be maintained beyond the UNDEF funding period. Max. 300 characters.

- Sustainability**
 - Achievements of the project will be collected in a handbook for distribution across counties and for the use of present and future officials. Sustainability is improved through awareness campaigns and a politically upheld structure of cooperation between county assemblies and youth county councils.

- Gender Considerations**
 - Gender considerations are taken into account in the project design

- Explain**
 - An equal amount of male and female youths will be members of the county youth councils. Part of the training for the capacity building of the youths on one side and elected official and civil servants in the counties on the other side will be gender issues and how to promote gender equality. Addressing gender inequality will thus be an important topic in the work of the county youth councils.

- Marginalized or Vulnerable Groups**
 - Addressing the needs of marginalized or vulnerable groups is a key objective of the project.

- Explain**
 - For now, Liberian youths are to a large extent excluded from policy-making at national as well as local levels and have difficulties in organising themselves politically. The project's goal is to improve the political situation of the large marginalised group of youths in Liberia. This is to be done both through their empowerment and through creating a structure that will help them participate politically at the local level. The youths will be trained in advocacy for the rights of marginalised.

Describe why UNDEF funding is particularly strategic for the proposed project. Max. 300 characters.

Why UNDEF?

The UN's ability to commit governments world-wide to ensure fundamental rights and aspirations is in concordance with this project. This makes UNDEF strategic with a project scope seeking to strengthen the voice of civil society and ensure the participation of all groups in democratic processes.

4. PARTNERS INFORMATION

Partners and Sponsors

Who is/are the Implementing Partner(s) of this project? Please provide the full names of the implementing partner organizations. Take care to note that Implementing Partner(s) should be consulted before putting their name down. Max. 255 characters.

Proposed Implementing Partner(s) (if different from the applicant)

🔍 The Municipality of Vejle (DK) and University College Lillebaelt (DK)

Provide details of other funding sponsors, indicating the name and amount contributed in USD. Max. 300 characters.

Other Donors/Sponsors

Executing Agency

Different management arrangements are possible for an UNDEF funded project (CSOP; CSOP+EA). Should you need more information, please refer to [Eighth Round Project Proposal Guidelines](#)

Proposed UN Executing Agency 🔍

Specify local office of the Executing Agency

Name of Contact Person

Position

Email

Phone Number

5. BUDGET

In this section, you need to present your project budget by detailing how the requested grant amount to UNDEF (section 2) will be used. Please note that you need to present the budget in two different ways: by Output/Activity and by Item. Use rounded amounts to the nearest thousand dollar. Total Requested Grant Amount for both type of budgets will be displayed after saving your application. They must also add up to the same figure. NOTE: It is expected that salaries and support costs remain a small component in comparison to other budget items

UNDEF funded Budget by Output/Activity

Activity Descriptions:

- Activity 1: e.g. training course for local women councilors
- Activity 2: e.g. voters education campaign targeted at youth
- Activity 3: e.g. development of advocacy/outreach materials (DVDs, brochures etc.
- Activity 4: e.g. meeting of stakeholders to provide recommendations on measures to empower youth
- Activity 5: e.g. production of radio/TV programme
- Activity 6: e.g. study Tour to Country X

Activity 1	Partner meeting to develop training materials	Activity 2	Training workshops for youths
Activity 1 - Amount in US\$	\$ 15,000	Activity 2 - Amount in US\$	\$ 35,000
Activity 3	Youth awareness and mobilisation meetings	Activity 4	Youth County Council Meetings
Activity 3 - Amount in US\$	\$ 50,000	Activity 4 - Amount in US\$	\$ 20,000
Activity 5	Training w/shops for county assemblies & civil servants	Activity 6	Meetings: youth county councils & county assemblee
Activity 5 - Amount in US\$	\$ 15,000	Activity 6 - Amount in US\$	\$ 6,000
Activity 7	Publicity and social media	Activity 8	Inter Youth County Council Meetings
Activity 7 - Amount in US\$	\$ 27,000	Activity 8 - Amount in US\$	\$ 12,000

Activity 9

Activity 10

Activity 9 - Amount in US\$

Activity 10 - Amount in US\$

Total Project Costs (TPC) \$ 180,000.00

Monitoring and Evaluation, Executing Agency fee - Amount in US\$? \$ 20,000

Total Requested Grant Amount ? \$ 200,000.00

UNDEF funded Budget by Item

Professional project personnel, administrative personnel and all other staff costs for general project management

Salaries - Amount in US\$ \$ 15,000

*Travel and per diem (meals and accommodation) for project management team.
Note: participants traveling to workshops, training courses should not be listed here but included in workshop etc.*

Travel - Amount in US\$ \$ 20,000

Commercial/consultancy services, translation, providers, etc.

Contractual services/consultants - Amount in US\$ \$ 0

Rental of premises, refreshments, banners, public address systems, interpretation, travel, hotels and meals, resources

Workshops, Meetings, and Seminars - Amount US\$ \$ 103,000

IT equipment, project support equipment (e.g. TV, radio equipment, printer)

Project Equipment/Hardware - Amount in US\$ \$ 3,000

Publications, pamphlets, brochures, print media, websites, broadcasts

Outreach - Amount in US\$ \$ 26,000

Fellowships, Grants, Study tours & others \$ 0

Certification of reports on the use of funds by an independent auditor/accountant

Audit - Amount in US\$? \$ 5,000

Stationery, communications, postage, insurance, maintenance, utilities

Miscellaneous - Amount in US\$ \$ 8,000

Total Project Costs (TPC) \$ 180,000.00

Monitoring and Evaluation, Executing Agency fee - Amount in US\$? \$ 20,000

Total Requested Grant Amount  \$ 200,000.00

6.COMMITMENTS

All type of applicants must read and check the first four commitments. CSO/NGO must check all commitments.



Develop a Project by the established deadline following the [Project Document Guidelines](#)



The Applicant Organisation is duly constituted nationally or internationally.



The Applicant Organisation has statutes/by-laws providing for a transparent process of decision making, elections of officers and members of the Board; it has authority to speak for its members through its authorized representatives identified above.



The Applicant Organisation does not intend to provide any type of support for any member, affiliate or representative of an organisation that recommends or is apologetic of the use of violent means in political action in general and of terrorism in all its forms and manifestations in particular, as stated in the 2005 World Summit Outcome Document (§81).



As per ECOSOC Resolution 1996/31 on consultative relationship, as well as the UNDPI criteria for associated NGOs, the Applicant CSO/NGO's aims and purposes are in conformity with the spirit, purposes and principles of the Charter of the United Nations.

UNDEF reserves the right to terminate the development of a project document should, in UNDEF's view, the applying organisation cannot display satisfactory project design capacity or commitment.

Need help? Please contact info@undefapplication.org for further assistance.

Information

- [Example of Application Form](#)
- [Frequently Asked Questions](#)
- [Eighth Round Project Proposal Guidelines](#)