(Reference NO. UNDP/2010/003)

REQUEST FOR QUOTATION

" For Creating Database of Primary Justice Sector Institutions"

The Government of India (GOI) and United Nations Development Programme (UNDP) are inviting proposals from organizations to create a web based database of Primary Justice Sector Institutions for 7 States (Bihar, Chhattisgarh, Jharkhand, Madhya Pradesh, Orissa, Rajasthan and Uttar Pradesh). The intervention will be financed in the context of the GOI-UNDP "Project on Access to Justice for Marginalized People".

Primary Justice Sector Institutions

Primary Justice Sector Institutions are formal/state institutions that people seeking enforcement of their rights/entitlements may approach for assistance/grievance redressal or those institutions that their intermediaries/representatives may approach with a view to effectively ensure the rights of their constituencies. These include but are not limited to courts, prisons, police, prosecutors, national/state/district/Taluk Legal Aid Services Authorities/Committees, Judicial Academies at the National and State level, Bar Councils and Bar Associations, Office of the Prosecutor, National and State Human Rights Commissions, National and State Commission for Women, Shelter Homes for women, children, homeless, disabled etc. at state and district level, government hospitals, Office of the Ombudsman, State Information Commission, Office of the District Collector and other grievance redressal mechanisms/offices at the State/district level.

Purpose of the Database of Primary Justice Sector Institutions

One of the greatest obstacles that people face in accessing justice is the lack of knowledge. This could be in the form of lack of awareness of their rights and entitlements, or of available resources, structures and mechanisms of assistance and redress. The database would, for example, not only contain information on the location and communication details of all police stations, but also the Courts that they are linked to. This information would enable anyone whose family member is arrested and knows the police station which has effected the arrest to also know where the arrested person would be produced for remand. It will also allow the person to know the nearest available Legal Services

Authority that will provide legal aid. The outcome of the same would be speedy redress being made available to the arrested person.

Civil society organizations (CSOs) working on access to justice and for ensuring the rights of the marginalized sections also need information on the primary justice sector institutions in order to serve their constituencies. For example, communication and location specific details of different types of prisons and all other related custodial institutions for women, children, the mentally ill etc. shall also be made available through this database. The inmates of these different custodial institutions including prisons and/or their families or representatives would also have access to information about different authorities in order to prefer complaints while they are in custody. Furthermore, if a civil society organization wished to work on HIV/AIDs in prisons, it will have easy access to information on all the prisons and the concerned officials to be approached and need not spend precious time in gathering this data.

The Department of Justice along with the UNDP would like to create a database of primary justice sector institutions at the National, State and District level to facilitate the people belonging to the marginalized sections of the society and their intermediaries in accessing justice in a structured manner. Indeed, during the pilot phase of this Project entitled Strengthened Access to Justice in India (SAJI), an attempt was made to create an electronic database on some primary justice sector institutions (please see http://www.saji.net.in/). However, the information available is not comprehensive and the current phase of the Project 'Access to Justice for Marginalized People' wishes to create a comprehensive database of Primary Justice Sector Institutions for all the States in India. This database will provide effective and reliable information through a dynamic single window system and would be a tool to facilitate speedy access to justice for the marginalized sections of the society. The database will not only provide contact details of the relevant authorities at the National, State and District level but also a brief description of their mandate and the rights/entitlements for which the people may access these. With easy and accessible information it promotes, the database seeks to further interaction between the users and the justice providers, thereby strengthening access to justice for the marginalized people.

Uploading the database onto the website

The website of the Project on Access to Justice for Marginalized People would have a separate module on the Database for the primary justice sector institutions. The module would have a data entry form for entering information collected on the primary justice sector institutions. The organization engaged for the preparing the database is required to do this data entry. The organisation should have the capacity to manage and monitor the process of data entry (of the collected information) onto the website, as well as for testing and validating the same. The database would be connected with a Geographical Information

System (GIS) and tabular interface in the website along with a search engine to provide basic and advance search options to the users.

Criteria for selection

- Minimum three years working experience in the field of access to justice or rights based development. Preference would be given to those organization that have some experience in database development

- Qualifications and experience of the proposed team members

- Proven ability to work at a comparable scale involving 7 States and all their districts

- Experience of working with non-profit making organizations, International Funding Agencies, Government Departments, community-based projects

- Quality of the proposal submitted and alignment of the proposal with the RFP, project objectives and deliverables

Proposal Format: The proposal must be submitted in the prescribed format along with a completed organization profile (see the Terms of Reference below)

Project Duration

- 6 - 8 months

Please find below detailed Terms of Reference for creation of the database of primary justice sector institutions for the 7 Project States.

The organization is responsible for achieving the objective and reporting (i.e. interim report and a final report after closure). The property rights of the proposal rest with the organization.

How to Apply:-

Quotations should be preferably sent by email to bids.india@undp.org Or addressed to the Procurement Division, United Nations Development Programme, 55, Lodi Estate, New Delhi-110003.

Deadline for submission is 1700 hrs India Time on 16th July 2010.

Note: Bidders are requested to mention the RFQ Title / RFQ Reference No. in their mail.

CREATING THE DATABASE OF PRIMARY JUSTICE SECTOR INSTITUTIONS

Terms of Reference

Government of India – UNDP Project
Access to Justice for the Marginalized People

Background

Access to justice is now recognized as being essential to human development, for ensuring democratic governance, in reducing poverty and for the purpose of conflict prevention. UNDP defines Access to Justice as, "the ability of people to seek and obtain a remedy through the formal or informal institutions of justice, and in conformity with human rights standards"[1] and recognizes that access to justice includes the ability to access the judicial system but has a broader scope than mere litigation. It is a right to live within an environment of rights where such rights are effectively protected. Within this broad paradigm, the term 'access to justice' includes two major concerns - guaranteeing human rights and ensuring capacity development of state institutions and citizens to ensure the protection of those rights.[2]

The Government of India and UNDP have partnered to implement a project on 'Access to Justice for Marginalized People' in the States of Bihar, Chhattisgarh, Jharkhand, Madhya Pradesh, Orissa, Rajasthan and Uttar Pradesh as well as at national level with key institutions. The project will seek to enhance capacities of vulnerable groups to seek and obtain justice by strengthening capacities of justice service providers including legal aid authorities at the national, state and district level; enhancing legal awareness of poor; developing legal and representational capacities of CSO's, and networks working at the local level to improve access to justice for vulnerable groups; informing policies through action research and facilitating channels for engagement and communication between justice and other public institutions and the most vulnerable groups at the local level.

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[1] UNDP, 'Programming for Justice Access for All. A Practitioner's Guide to a Human Rights-Based Approach to Access to Justice', UNDP, Bangkok, 2005. p. 4
[2] Ibid

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Area to be covered by the database

The database would cover all the 7 States of Bihar, Chhattisgarh, Jharkhand, Madhya Pradesh, Orissa, Rajasthan and Uttar Pradesh and their districts.

Funding

Fund will be allocated as per the decision of the Selection Committee formed for this purpose, and a Service Agreement will subsequently be signed between UNDP and the responsible party. The Agreement will serve to register the commitments and results that the recipient organization has agreed to produce. Fund will be released in 3 installments (1st upon signing the contract, 2nd upon receiving an interim report and 3rd upon receiving final report and based on satisfactory deliverables).

Expected Outputs

- A complete database of primary justice sector institutions of the 7 Project States collected and uploaded on the Project website.
- A hardcopy of the database with sources of information clearly mentioned
- Capacity development of the Project Management Team for fully utilizing the database of primary justice sector institutions
- A report highlighting the outcomes of the project on creation of database of primary justice sector institutions. The report should also suggest ways to upscale this to the entire country as well as ways to maintain and update the information.

Proposal - Criteria for Selection, and Format

Essential Criteria for Selection:

- Minimum three years working experience in the field of access to justice or rights based development. Preference would be given to those organization that have some experience in database development

- Qualifications and experience of the proposed team members

- Proven ability to work at a comparable scale involving 7 States and all their districts

- Experience of working with non-profit making organizations, International Funding Agencies, Government Departments, community-based projects

- Quality of the proposal submitted and alignment of the proposal with the RFP, project objectives and deliverables

Proposal Format:

A. Technical proposal

The proposal must include the following information:

1. Project Title
2. Name of the Organisation
3. Contact Details
4. Brief Background of the Organisation
5. Collaborating Partners (if any)
6. Project Descriptions:
   - Project goal
   - What is the duration of the project?
   - Target Institutions to be covered in the database (description and numbers)
   - Expected impact on empowerment of women and people belonging to marginalized groups (SCs, STs, minorities etc.)
   - Time schedule with milestones - The time frame should include specific timelines for the completion of each component along with its testing.
   - Is the project co-funded by any other source?
   - What are the likely risks to the project?
7. Essential Criteria: The proposal must indicate which of the above-mentioned selection criteria does it fulfil and how?
8. Technical Competence

    a. Briefly describe your organizational capacity to produce this kind of project (e.g. staff strengths, experience, understanding on human rights, office locations, physical space etc.).

    b. What type of team will be assigned to this project? What will each person's role be? Please include a brief background summary for each key staff member assigned to this project, along with his/her technical competencies and experience.

    c. Please discuss any partnerships with other organizations for technical support.

    d. Please provide brief details of prior projects on database development.

    e. Provide reference information for three former or current clients, if any.

9. Methodology to be used in the project (for data collection and analysis).

10. Project Evaluation and Monitoring Indicators. Tools to be used for monitoring the progress?

11. Key deliverables of the project.

12. Copy of the organization's Registration Certificate.

13. Names and contact details of 2 funding agencies that have supported the work of the organization in the last 3 years.

B. Financial proposal (to be submitted separately in a sealed envelope)

Kindly provide a detailed budget (with breakups)

Reporting and Monitoring Arrangements

The organization will be required to produce:

1. An interim report on the project progress, achievements and challenges faced in achieving the project objectives.

2. A Project Completion Report within a month of the completion of the project.