REQUEST FOR PROPOSALS

RULE OF LAW PROGRAM:
ADVANCING LIBERIAN SECURITY SECTOR ACCOUNTABILITY
AND PUBLIC TRUST

The Carter Center is looking to engage Liberian media firms or civil society organizations (CSOs) to support the implementation of its security sector accountability project in Monrovia and Bong, Lofa and Nimba counties. We invite proposals from relevant organizations and groups, per the requirements laid out in this request for proposal (RFP). Proposals must be sent to ruleoflawliberia@cartercenter.org by March 31, 2023, by 5:00 pm GMT.

Project Background and Objectives

Since 2017, the Carter Center’s Rule of Law Program has been supporting key Liberian security agencies, including the Liberia Drug Enforcement Agency (LDEA), Liberia Immigration Services (LIS), and Liberia National Police (LNP) to build greater confidence in the security sector through increased transparency, accountability, and community engagement. From 2017-2021, The Carter Center, with assistance from the U.S. Bureau of International Narcotics and Law Enforcement Affairs (INL), implemented the Advancing Liberian Police Accountability and Citizen Trust (ALPACT) project that helped the LNP to develop, adopt, and raise awareness about new complaints and commendations processes in Bong, Grand Bassa, Great Monrovia, Lofa, and Nimba, and Rivercess Counties.

To sustain and expand gains made under the previous programming, INL provided the Center with additional funding for a follow-on project, Advancing Liberian Security Sector and Public Trust (ALSSAPT). The new project, which started in November 2022, is working to further improve security sector accountability and increase public trust by expanding assistance to the LIS and LDEA to develop, implement, and raise awareness of new complaints and commendations systems. The ALSSAPT project is being implemented in Monrovia and Bong, Lofa, and Nimba Counties, and is scheduled to end in November 2023. Specifically, the ALSSAPT project aims to fulfill three key objectives:

1. Strengthen LNP complaints and commendations tracking and reporting processes;
2. Improve LDEA and LIS response to complaints and commendations; and,
3. Improved LDEA and LIS reporting and citizen engagement.

Through a competitive process, the Center is seeking to partner with media firms or media-focused civil society organizations to assist with the achievement of Objective 3 through the development of radio messaging for public awareness raising of the new LDEA and LIS complaints and commendations mechanisms.

Award

Media firms and organizations that have shown a commitment to advancing and promoting greater accountability and transparency in the public security sector are invited and encouraged to apply. Working in partnership with The Carter Center, selected firms/organizations will
develop and organize a public radio messaging campaign to raise awareness about the new complaints and commendations mechanisms of the LIS and LDEA including the Find Officer App—a mobile phone and website-based application that facilitates the submission of officer complaints and commendations. Importantly, the selected partner will be encouraged to work closely with the LIS and the LDEA in developing messaging and content.

Illustrative examples of activities include:

- Developing relevant radio messaging campaigns, such as short jingles, public official appearances, and/or scripted commercials in clear and simple English;
- Identifying and reaching out to local radio stations to disseminate the campaign;
- Conducting live radio programs to increase public awareness about the existence and processes for filing complaints or commendations for LDEA and LIS agents, that may include who to contact; how to file complaints or commendations; the role of relevant agency departments like the Board on Internal Inquiry, Professional Standards Departments, Human Resource Sections; and what to expect when an investigation is being conducted.
- Maintaining accurate records of radio program logs including the number of times and days the radio campaign messages were broadcast and the estimated number of total persons reached.
- Collecting data to measure project progress/impacts such as through interviews/surveys or other methods.
- Maintaining frequent and clear communication with the Carter Center’s Rule of Law Program based in Monrovia, to plan or make necessary arrangements for the above-mentioned programming including reporting project progress. Keeping abreast of local developments that may affect the implementation of radio campaigns.

The Center will issue only one award up to $19,000 to a single firm/organization to cover media campaign work in Monrovia and Bong, Lofa, and Nimba counties.

**Deliverables**

Project implementation is expected to begin upon firm selection and contract execution on or before May 1, 2024, and continue for up to five months. The partner will be expected to provide the following deliverables and documentation no later than September 30, 2023:

- Monthly narrative inclusive of updated data and back-up, within five days following the end of each month;
- Midterm financial and narrative reports due by July 31, 2023;
- Final narrative report that details activities, successes, challenges, recommendations for future programming, and collected data and back-up due no later than September 30, 2023; and,

Additionally, to measure project progress and impact, The Carter Center will request partners to collect and share relevant data and documentation, that may include the following depending on the agreed upon activities:

- Number of estimated individuals reached by radio programs and messaging;
- Audio copies of radio programs and messaging;
• Contracts and agreements signed between the partner and the radio station;
• Number of radio programs disseminated and copies of airing schedules; and,
• Other data metrics as deemed applicable to the proposed activities.

All data provided should be disaggregated by county, agency (if relevant), and if applicable: age and gender, to assess the reach and impact based on geographic and demographic indicators.

Applications Instructions

Eligibility:
As funding for this work is being provided by INL, successful organizations may be required to be registered with the U.S. Government. If an organization receives over $25,000USD from the U.S. Government in a given year (from one source or multiple), they are required to have an up-to-date SAM registration.

As of April 4, 2022, the U.S. Government has transitioned from requiring that any organizations receiving U.S. Federal funding have DUNs number in order to register with the System for Award Management (SAM). Now, it is required that organizations obtain an active Unique Entity Identifier (UEI) number as part of the validation process to combat fraud and ensure integrity. Any organization submitting a proposal in response to this RFP must show proof of having an active UEI number or proof that they are in the process of registering. Registration is hosted at https://sam.gov/content/home. More information and guidance can be found in Annex 1, but should you have any further questions, please contact erica.phillips@cartercenter.org.

Required Proposal Documents
Interested organizations should provide the following via email by the proposal submission deadline:

1. **Overview of organization:** Provide background and focus of the organization, past performance and technical expertise, and an overview of leadership structure and financial capacity.

2. **Project activities and expected results:** Clearly state the proposed activity or activities. Identify what will be done and what will it achieve, why it is important to be done, who will do it and who will benefit from the activity, how it will be done, when it will be done, and where it will be done. Be as specific as possible.

3. **Workplan:** Provide an implementation plan with a timeline detailing the delivery of the activities with their specific dates and responsible staff.

4. **Project budget:** Provide a project budget with realistic costs that are broken down by type of expenditure (such as personnel, radio contracts, other communications, transportation, meeting costs, etc.). Please include notes per type of expenditure explaining the breakdown of costs.

*Example of cost breakdown:* Meetings: 2 meetings, 50 people per meeting, $5 meal per person, $50 for the printing of participant sign-in list and flyers, $100 hall rental each meeting, $50 phone cards to call participants, etc.)
5. **Samples of past work:** Provide audio and/or digital copies of previous media/radio campaigns, messaging, and/or materials.

6. **Pre-award survey:** Complete and submit the document found in Annex 2.

7. **Subgrant top-sheet:** Complete and submit the document found in Annex 3.

**How to Apply:**

Proposals must be sent to ruleoflawliberia@cartercenter.org by March 31, 2023, by 5:00 pm GMT.

**Proposal Scoring**

Proposals will be scored as follows. Please note that any proposal not containing the above required proposal documents will not be considered/scored.

<table>
<thead>
<tr>
<th>No</th>
<th>Evaluation Criteria</th>
<th>Weighting</th>
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<tbody>
<tr>
<td>1</td>
<td>Organization</td>
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<tr>
<td>1.1</td>
<td>Experience implementing relevant activities in the project location and sufficient leadership in place to manage the proposed programming</td>
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<td></td>
<td><strong>SUB-TOTAL</strong></td>
<td><strong>30</strong></td>
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<td>2</td>
<td>Project Methodology</td>
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<td>2.1</td>
<td>Proposed activities are expected to contribute to increased awareness about LIS and LDEA complaints and commendations mechanisms through radio/media messaging</td>
<td>30</td>
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<td>2.2</td>
<td>Proposed activities are creative and varied with the purpose of maximizing reach, especially to women and other marginalized groups</td>
<td>20</td>
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<td>2.3</td>
<td>Activities are clearly defined in relation to what, why, who, how, when, and where.</td>
<td>20</td>
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<td></td>
<td><strong>SUB-TOTAL</strong></td>
<td><strong>70</strong></td>
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<tr>
<td></td>
<td><strong>OVERALL TOTAL</strong></td>
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US Entity Validation

On April 4, 2022, the US government transitioned from the DUNS (data universal numbering system) to the UEI (unique entity identifier). Any organization receiving US federal funding must have an active UEI number. SAM.gov uses an entity validation service (EVS) to independently verify the existence and uniqueness of an entity.

What is Entity Validation?

The validation process is a critical piece of the federal awards ecosystem. It prevents improper payments, procurement fraud, and helps ensure the integrity of government contracts and grants processes, representing trillions of dollars in taxpayer funds each year.

Where to register or update your entity?

You can go to https://sam.gov/content/home to register or update your entity with a UEI.

What is required?

All documents must be certified by authorized sources. You may need more than one form of documentation to validate certain aspects (like name, founding year, etc.)

List of acceptable documents: https://go.usa.gov/xuSVt

Resources to help you through the process:

1. Where can I view my Unique Entity ID?
2. What documentation do I need to validate my entity?
3. Validating your Entity?
4. How to renew or update an entity?
5. How to check the status of your entity registration?

You can download the presentation slide deck from SAM.gov here with more specific information.
Please find the Carter Center’s Pre-Award Survey in this link:
https://docs.google.com/document/d/1jAXRTrTIC4wg7rGZAon2xUzX8t7IYQKY/edit?usp=sharing&ouid=105712181719469306705&rtpof=true&sd=true.

Please download the document and complete all required sections.
ANNEX 3 – SUB-GRANT TOPSHEET

Please find the subgrant topsheet in this link:
https://docs.google.com/spreadsheets/d/1OwFaBinY0IaNAya1qFDnVwOqXL_eYjbp/edit?usp=sharing&ouid=105712181719469306705&rtpof=true&sd=true.