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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Name</td>
<td>International Law Research Center</td>
</tr>
<tr>
<td>Organization Acronym</td>
<td>ILREC</td>
</tr>
<tr>
<td>Type of Applicant</td>
<td>Civil Society or Non-Governmental Organisation</td>
</tr>
<tr>
<td>First Time or Prior Applicant</td>
<td>First Time Applicant</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td>Head of Organization</td>
<td>Gertrude Umunna</td>
</tr>
<tr>
<td>Prefix</td>
<td>Ms.</td>
</tr>
<tr>
<td>Name of Head of Organization</td>
<td>Gertrude Umunna</td>
</tr>
<tr>
<td>Title of Head</td>
<td>President</td>
</tr>
<tr>
<td>Phone of Head</td>
<td>(+xx) xxx xxx xxx</td>
</tr>
<tr>
<td>Email of Head</td>
<td><a href="mailto:gumunna@gmail.com">gumunna@gmail.com</a></td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.ILREC.org">http://www.ILREC.org</a></td>
</tr>
</tbody>
</table>
### Key Contact

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Ms.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Key Contact</td>
<td>Maria Lebrise</td>
</tr>
<tr>
<td>Title of Key Contact</td>
<td>Programme coordinator</td>
</tr>
<tr>
<td>Phone of Key Contact</td>
<td>(+xx) xxx xxx xxx</td>
</tr>
<tr>
<td>Email of Key Contact</td>
<td><a href="mailto:mlebrise@gmail.com">mlebrise@gmail.com</a></td>
</tr>
</tbody>
</table>

### 2. PROJECT PROPOSAL INFORMATION

| Project Title | Liberian Community Youth Councils Program |
| Project Scale | Local (Country) |
| Local projects only: | Liberia |
| Choose a value from Geographical Area | Civil servants, county assemblies and youths in 3 of 10 Liberian counties: Nimba, Sinoe and Grand Bassa |

#### Please provide a brief and concise summary of the project. Max. 500 characters.

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.

#### 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 |

#### 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 fora 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

#### 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.

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.

#### Problem Analysis

Project Beneficiary | Youth groups |

#### 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.

#### 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.

Describe 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.
Youth, county assemblies and county civil servants have relevant knowledge on devolution and mechanisms of civil society participation.

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 1

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 2

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

Outputs for Outcome 3

<table>
<thead>
<tr>
<th>Performance Indicators for Outcome 1</th>
<th>Key Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>- 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</td>
<td>Training curriculum and handbook for youth councils.</td>
</tr>
<tr>
<td>- Percentage of trained youth that shared knowledge and information with non-participant youths</td>
<td>Training curriculum for county assemblies and civil servant managers.</td>
</tr>
<tr>
<td>- 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.</td>
<td>Development of training manuals.</td>
</tr>
<tr>
<td>- 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.</td>
<td>Training workshops</td>
</tr>
<tr>
<td>- Number of policies and laws adopted by county governments to address the interests of the youth by the end of the project.</td>
<td>Youth county council meetings</td>
</tr>
</tbody>
</table>

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.

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

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.

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.

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 could 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)

Other Donors/Sponsors

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

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 - Amount in US$ $15,000
Activity 2 - Amount in US$ $35,000
Activity 3 - Amount in US$ $50,000
Activity 4 - Amount in US$ $20,000
Activity 5 - Amount in US$ $15,000
Activity 6 - Amount in US$ $6,000
Activity 7 - Amount in US$ $27,000
Activity 8 - Amount in US$ $12,000
### UNDEF funded Budget by Item

#### Activity 9 - Amount in US$

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount (US$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Project Costs (TPC)</td>
<td><strong>$180,000.00</strong></td>
</tr>
<tr>
<td>Monitoring and Evaluation, Executing Agency fee - Amount in US$</td>
<td><strong>$20,000</strong></td>
</tr>
<tr>
<td>Total Requested Grant Amount</td>
<td><strong>$200,000.00</strong></td>
</tr>
</tbody>
</table>

#### Activity 10 - Amount in US$

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount (US$)</th>
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</tr>
</tbody>
</table>

#### 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.

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

- **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

#### 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**
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 UN DPI 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.

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Information

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