

1. DATE OF ORDER	2. ORDER NUMBER	3. CONTRACT NUMBER	4. ACT NUMBER
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**IMPORTANT:**

- This form is not to be used as an invoice. See reverse for invoice requirements and payment information.
- The invoice remit to address must be the same as Block 12. Notify the contracting/ordering officer if the information in Block 12 is incorrect.
- Failure to mail invoice to address in Block 24 will delay payment.
- Failure of service contractors to provide information in Block 9A will result in 20% of payment being withheld (26 U.S.C. 3406(a)).

7. TO: CONTACTOR (Name, address and zip code)		8. TYPE OF ORDER <input type="checkbox"/> A. PURCHASE	REFERENCE YOUR
		Please furnish the following on the terms specified on both sides of the order and the attached sheets, if any, including delivery as indicated.	
		<input type="checkbox"/> B. DELIVERY This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above numbered contact.	
		C. MODIFICATION NO.	AUTHORITY FOR ISSUING
9A. EMPLOYER'S IDENTIFICATION NUMBER		9B. CHECK, IF APPROP. <input type="checkbox"/> <b>WITHHOLD 20%</b>	
		Expect as provided herein, all terms and conditions of the original order, as heretofore modified, remain unchanged.	
10A. CLASSIFICATION <input type="checkbox"/> A. SMALL BUSINESS <input type="checkbox"/> B. OTHER THAN SMALL BUSINESS <input type="checkbox"/> C. SMALL DISADVANTAGED <input type="checkbox"/> D. SMALL WOMEN-OWNED <input type="checkbox"/> E. NON-PROFIT		10B. TYPE OF BUSINESS ORGANIZATION <input type="checkbox"/> A. CORPORATION <input type="checkbox"/> B. PARTNER-SHIP <input type="checkbox"/> C. SOLE <input type="checkbox"/> D. LLC	
11. ISSUING OFFICE (Address, zip code, and telephone no.)		12. REMITTANCE ADDRESS (MANDATORY)	
		13. SHIP TO (Consignee address, zip code and telephone no.)	
14. PLACE OF INSPECTION AND ACCEPTANCE		15. REQUISITION OFFICE (name, symbol and telephone no.)	
16. F.O.B. POINT	17. GOVERNMENT B/L NO.	18. DELIVER F.O.B. POINT ON OR BEFORE	19. PAYMENT/DISCOUNT TERMS

**20. SCHEDULE**

ITEM NO.	SUPPLIES OR SERVICES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT
(A)	(B)	(C)	(D)	(E)	(F)

21. RECEIVING OFFICE (Name, symbol and telephone no.)		<b>TOTAL FROM 300-A(s)</b>	
22. SHIPPING POINT		<b>GRAND TOTAL</b>	
24. MAIL INVOICE TO: (Include zip code)		25A. FOR INQUIRIES REGARDING PAYMENT CONTACT:	
		25B. TELEPHONE NO.	
		26A. NAME OF CONTRACTING/ORDERING OFFICER (Type)	
		26B. TELEPHONE NO.	
		26c. SIGNATURE <i>Shira Lowinger</i>	

**SCOPE OF WORK, TERMS, AND CONDITIONS**  
**UNITED STATES INSTITUTE OF PEACE**

**Civil Society Legislative Monitoring and Advocacy**

The Peace Training and Research Organization (PTRO; or “the Contractor”) to conduct legislative monitoring, raise the capacity of civil society to engage in the legislative process, and raise public awareness on legislative topics and initiate discussion around key legislative issues. This project shall be undertaken jointly with Kakar Advocates.

**1. Description of Need**

Under this statement of work, the Contractor will:

- Undertake legislative monitoring;
- Build the capacity of civil society to engage with the legislative process; and
- Facilitate dialogue around current legislative issues

**2. Overview of the Institute**

The United States Institute of Peace (USIP) is an independent, nonpartisan institution established and funded by Congress to prevent, mitigate, and resolve conflict without violence. A bipartisan board of directors appointed by the President provides oversight.

**3. Type of Contract**

This is a time and materials contract.

**4. Description of Work**

Independently, and not as an agent of USIP, the Contractor shall provide/do the following:

**Background:**

A well-informed, well-educated and involved civil society is vital for legislative development that is reflective of the population it is meant to guide, govern and control. An active civil society is not only likely to generate a more reflective, and therefore more legitimate legal code, but law passed at the national level are more likely to be implemented at the provincial and local levels. In essence, the national and local levels must be brought closer to one another. Political economy that undermines implementation in favor of personal interests is also a problem that requires analysis to guide the strategy of advocacy which is to have impact. Therefore, the Contractor sees the problem as follows:

- A weak and untrained civil society, unable to engage in legislative monitoring and engagement, particularly at provincial levels, with little access to national level actors.
- A civil society and public that do not have information about legislative developments or are unaware of their impacts in their life, and those that do, do

not have the opportunity to voice their opinions or advocate for change or implementation.

- Current legal consultation processes are not able to tap into provincial and local opinions.
- Specific but unclear configurations of political economy preventing implementation. The lack of clarity here prevents successful advocacy efforts and keeps donor focus on formal structures rather than informal power arrangements.

## **5. Project goal:**

Main Objective: To increase and strengthen civil society and public participation in legislative design, reform and monitoring, especially of the new Afghan Penal Code.

Specific Objectives:

1. To engage in capacity-building activities with CSOs in the five regional centers of the country in order to address gaps in understanding of and capacity to engage in the legislative reform process.
2. To engage in legislative monitoring to support and inform the CSOs.
3. To increase public participation in legal reform.
4. To develop platforms for the CSOs to work alongside the organizations involved in legislative development, design and advocacy (e.g. the Justice Sector Support Program and the Criminal Law Review Working Group).
5. Improved ability to affect the legislative process via research the political economy of legislation in Afghanistan in order to understand the challenges and opportunities for legal advocacy on provincial and national levels.

This project thus demonstrates several theories of change:

1. CSOs will employ the skills passed on in capacity building elements to affect the legislative process;
2. CSOs will take on board the information they receive via legislative monitoring;
3. If they have increased awareness, members of the public will more extensively engage with law reform efforts;
4. If offered the opportunity, CSOs will willingly collaborate with, and contribute to, the work of groups already involved in legislative development, design, and advocacy; and
5. Increased knowledge of Afghan political economy will strengthen stakeholders' ability to engage in the legislative process

The goals of the Contractor's activities should be read in conjunction with the goals of its co-implementing organization, Kakar Advocates.

## **6. Project Activities:**

At all times, the Contractor shall maintain contact with its co-implementing organization, Kakar Advocates. The Contractor and Kakar Advocates shall cooperate in good faith for the duration of the project, and shall promptly alert USIP if such cooperation proves impossible or impracticable.

### **Component 1: Agreed Workplan and Logframe**

At the start of the project, the Contractor will prepare a project logical framework, stating the project's goal, outcomes, outputs, means of verification, and assumptions. The logframe will also serve as the project monitoring plan. USIP retains the right to require reasonable logframe amendment, as well as logframe approval authority.

In addition to logframe development, the Contractor, at the start of each project year, shall prepare an annual workplan covering all anticipated project main activities. After preparing this plan, the Contractor shall submit it to USIP. USIP retains the right to require reasonable workplan amendment, as well as workplan approval authority.

Key deliverables:

- One project logframe; and
- Three project workplans (one per project year).

### **Component 2: Conduct Needs Assessment**

Under this component, the Contractor will conduct a needs assessment of civil society organizations at project implementation sites. USIP retains the right to review and approve the needs assessment methodology.

The needs assessment will cover whether, and how, CSOs are engaged in the legislative process, and barriers to their more effective engagement in the legislative process. It will conclude by making specific recommendations for realistic and effective capacity-building steps that the Contractor shall undertake as part of the present project. USIP shall retain the right to review and comment on this report, as well as report approval authority.

The Contractor shall cooperate with Kakar Advocates in preparing this needs assessment. The terms of such cooperation shall be agreed between the Contractor, Kakar Advocates and USIP, but it is anticipated that the Contractor would make use of Kakar Advocates's legal and legislative process expertise.

Key deliverables for this component are:

- One Needs Assessment Report

### **Component 3: Conduct Rollout and Awareness Raising**

At each province of project implementation (Herat, Balkh, Nangarhar, Kandahar, and Kabul) the Contractor shall introduce the present project to civil society members. Such rollout shall include explaining the project and its aims, and assessing the level of civil society interest in the project. It shall also include familiarizing participants with ongoing processes of Penal Code reform, and Elimination of Violence against Women Law (EVAW Law) implementation; or on another topic as agreed between USIP and the Contractor.

For each event, the Contractor shall produce a short report including narrative of the event, attendance lists and photographs.

Combining information obtained in the needs assessment report and provincial rollouts, the Contractor shall prepare lists of civil society organizations or individuals to participate

in subsequent rounds of capacity building. USIP shall retain authority to review and approve these lists before their finalization.

The Contractor shall cooperate with Kakar Advocates in conducting its project rollout activities. The terms of such cooperation shall be agreed between the Contractor, Kakar Advocates and USIP, but it is anticipated that the Contractor would make use of Kakar Advocates' connections and networks, particularly at the Kabul level, in preparing lists of potential beneficiaries. In Kabul, the Contractor and Kakar Advocates shall jointly kick off the project.

Key deliverables for this component are:

- Five project rollout reports; and
- Five approved beneficiary lists.

#### **Component 4: Build Capacity of CSOs on Advocacy and Government Engagement**

Before project capacity building elements, the Contractor shall conduct a baseline assessment of target beneficiary skills and needs, either as part of its overall Needs Assessment (Component 2 above) or separately. Based upon this baseline assessment and other information developed over the course of the project, the Contractor shall develop or adapt training materials for gender justice and legal reform; advocacy and engagement; and/or other topics as agreed between the Contractor and USIP. USIP shall retain the right to review and approve project training materials before their use.

The Contractor shall build the capacity of project beneficiaries in at least two issue areas. Unless separately agreed with USIP, capacity building sessions shall cover not less than 5 days for each of the two agreed topics, and have not less than 30 project beneficiaries at each site (x5 sites=150 beneficiaries in total) The Contractor shall adapt such training materials to the capacities of target beneficiaries, particularly keeping in mind issues of varying levels of literacy and formal education; and utilizing adult learning methodologies as appropriate.

As appropriate during capacity building sessions and at their conclusion, but at the least including baseline and endline assessment of relevant beneficiary capacity, the Contractor shall monitor beneficiary progress, and shall revise its methodologies should beneficiaries not display adequate progress.

Following each capacity-building event, the Contractor shall develop an event report including pre- and post-event beneficiary capacity assessment; a short narrative of the event; event photos; and event attendance lists.

Following project capacity building elements, the Contractor shall conduct not less than two days of designated mentoring and follow-up in the target provinces. The Contractor shall also make itself available to provide advice and guidance to project beneficiaries outside of designated follow-up sessions. For each province of implementation, the Contractor shall prepare a brief report including plans for provincial engagement and support going forward.

The Contractor shall cooperate with Kakar Advocates in conducting its capacity building activities. The terms of such cooperation shall be agreed between the Contractor, Kakar

Advocates and USIP, but it is anticipated that the Contractor would make use of Kakar Advocates' legal and legislative process expertise in preparing capacity building materials, at the least.

Key deliverables for this component are:

- Capacity-building materials;
- 10 capacity-building reports (2 per province x 5 provinces), including beneficiary pre- and post-event assessments; and
- 5 mentoring and follow-up reports including engagement and support plans.

### **Component 5: Provincial Public Seminars and Workshops**

At each of the four provincial implementation sites, bi-annual public seminars will be held with community members and the CSOs. These seminars will: a) disseminate findings from legislative monitoring; b) expose the public to legislative developments and the language and processes that are involved therein; and c) provide the public with a platform to voice their feelings and opinions regarding legislation, directly to the CSOs who will be present. USIP shall retain the authority to approve seminar topics.

From the 2nd public seminar onwards, parliamentarians from the provincial and, where possible national, levels will be brought to the seminars. This will allow direct access to legislators themselves, enhance accountability in implementation, and enable communities to provide their input directly to those designing legislation.

The Contractor would arrange and partake in bi-annual meetings after the public seminars which would bring the provincial CSOs to the capital to engage with national working groups, legal reform bodies and parliamentarians. These would include the JWG, JSSP and the CLRWG. This would function to achieve two goals: the transmission of public and provincial opinion to the national level and provide direct access to decision-makers in order to advocate to them. PTRO would be both an organizer and a participant in that advocacy.

These meetings will also serve to ask these groups what assistance / research they require at the provincial level and provide the necessary support to the CSOs in order to fulfill these needs. The JSSP-Regional Section of the JSSP may in particular require support from the CSOs.

After each public seminar, the Contractor shall prepare an event report providing a short narrative of the event, along with event photos and attendance lists. Each report shall also contain a plan for follow-up during the next quarter, as well as, as possible, seminar attendees' plans for advocacy or other legislative engagement.

The Contractor shall cooperate with Kakar Advocates in conducting these activities, particularly at the Kabul level. The terms of such cooperation shall be agreed between the Contractor, Kakar Advocates and USIP, but it is anticipated that the Contractor would make use of Kakar Advocates' legal and legislative process expertise, as well as its contacts in the government and legal community.

Key deliverables for this component are:

- 24 public seminar event reports.

### **Component 6: Research Paper**

The Contractor's research department will write a research paper on the political economy of legislation. The political economy of law-making and law-reform in Afghanistan arguably hinder a truly consultative and inclusive legislative process. Understanding how and why this works will guide our work: knowing who to bring together; what it is that motivates those who are for and against certain laws and how we can best secure their buy-in to the legislative process, if not a particular legislative result (i.e. how we can get the advocacy to work by framing it in the lights of actors' interests).

USIP shall provide editorial comment before PTRO finalizes this research paper, and retains the right to require reasonable revisions before accepting the research paper as a final submission.

The Contractor shall cooperate with Kakar Advocates in preparing this research paper. The terms of such cooperation shall be agreed between the Contractor, Kakar Advocates and USIP, but it is anticipated that the Contractor would make use of Kakar Advocates' legal and legislative process expertise. Kakar Advocates shall also have the right to provide input to the project research paper, which the Contractor shall consider in good faith.

Key deliverables for this component are:

- Research paper on legislative political economy

### **Component 7: Support to Introductory Meetings**

Towards the beginning of the project, Kakar Advocates shall arrange introductory meetings between itself, the Contractor, and entities engaged in the law reform process. Such entities shall include, but not necessarily be limited to, the Criminal Law Reform Working Group, Afghan Parliament, and Ministry of Justice Taqin. The precise list of entities shall be mutually agreed between the Contractor, Kakar Advocates, and USIP.

As coordinated by Kakar Advocates, the Contractor shall support this process. Such support shall include, but not necessarily be limited to: providing relevant personnel to represent the Contractor during such meetings; and facilitating the engagement of those entities relevant to law reform with whom the Contractor is already in contact.

Key deliverables for this component are:

- N/A

### **Component 8: Support to Quarterly Conferences**

The Contractor shall support Kakar Advocates in conducting quarterly conferences. Conferences will be held to discuss substantive issues of the law inviting CSOs, CLRWG, JSSP, MoJ and other stakeholders including Afghan and international experts. The Contractor shall support such conferences in a manner to be agreed between the Contractor, Kakar Advocates, and USIP. Such support might however include supplying

out-of-Kabul perspectives on issues discussed at quarterly conferences, or findings from project elements on which the Contractor is taking a primary role.

Key deliverables for this component are:

- N/A

### **Component 9: Support to Public Meetings**

At least twice during each project year, Kakar Advocates shall organize public meetings in order to solicit commentary from, and promote the engagement of, persons from outside the law reform and CSO/NGO community. PTRO shall support this activity. Such support shall constitute, but not necessarily be limited to, introducing members of the public with capacity to engage with the law reform process, in a manner coordinated with Kakar Advocates.

Key deliverables for this component are:

- N/A

### **Component 10: Support to National Conference**

Kakar Advocates shall organize a National Conference in the middle of the Project to inform government entities of the establishment of the CSOs legislative monitoring and advocacy for law reform, share lessons learned, and to ensure adequate time is given for follow up for the remaining of the Project for sustainability.

The Contractor shall support such conferences in a manner to be agreed between the Contractor, Kakar Advocates, and USIP. Such support might however include supplying out-of-Kabul persons (or perspectives) to reflect on issues discussed at quarterly conferences, or outlining findings from project elements on which the Contractor is taking a primary role.

Key deliverables for this component are:

- N/A

### **Component 11: Support to Periodic Press Conferences**

Periodically throughout the project, in a manner to be determined but likely tied to significant project events, Kakar Advocates shall organize press conferences. As coordinated with Kakar Advocates, the Contractor shall support this activity. Such support shall include, but not necessarily be limited to: providing persons to speak at such press conferences, and liaising with members of the press to help ensure adequate attendance at project press conferences.

Key deliverables for this component are:

- N/A



## Component 12: Support to Paper Development

The Contractor shall support Kakar Advocates in the production of periodic short papers, largely updates on legislative developments; as well as short papers designed to inform legislators directly. Contractor support shall at least encompass reviewing and commenting on short papers; and ensuring that such short papers do not contradict or undermine public messaging, public documents, or similar for which the Contractor is primarily responsible. It can also encompass feeding provincial perspectives into the short paper development process or other Contractor observations on the legislative process.

Key deliverables for this component are:

- N/A

## Component 13: Project Final Evaluation

At the conclusion of the project, the Contractor and Kakar Advocates shall collaborate on the production of a final project evaluation. Such evaluation shall at the least contain: analysis of whether or not the project met its goals, and why; progress against agreed logframe indicators; analysis of why progress was or was not made against such indicators; project lessons learned; and recommendations. Such recommendations may cover the Afghan legislative space more generally, and need not be confined to the present project.

USIP shall provide editorial comment before the Contractor and Kakar Advocates finalize this evaluation, and retains the right to require reasonable revisions before accepting the project final evaluation as a final submission.

Key deliverables for this component are:

- Project Final Evaluation

## 7. Meeting Requirements

The Contractor shall provide oral briefings and attend meetings with Institute leadership, managers, and staff as required. The Contractor shall also coordinate with the COTR by telephone, e-mail, or in person as necessary to ensure successful management of the project.

The Contractor shall submit monthly reports to the COTR in USIP-standard format.

## 8. Deliverables:

The following deliverables are required during project **Year 1**:

<b>Deliverable</b>	<b>Due Date</b>
1. Logframe	May 10, 2016
2. Workplan 1	May 10, 2016
3. Needs Assessment	July 25, 2016
4. 4 Provincial Kick-off Meetings	July 25, 2016
5. Develop Capacity-building Materials	August 10, 2016

6. Round 1 Public Seminars in Four Locations	August 10, 2016
7. Beneficiaries Trained in 2 Provinces in Topic 1	November 15, 2016
8.. Beneficiaries Trained in 3 Provinces in Topic 1	April 15, 2017
9. Round 2 Public Seminars in Four Locations	April 15, 2017
10 Final financial report	May 01, 2017
11. Progress and financial reports are due before each payment.	

Following the Contractors' satisfactory completion of the Year 1 deliverables described above, the Contractors and USIP shall further specify deliverables and due dates for Year 2 in line with the activities and outputs included in this SOW. USIP will then add those deliverables, and their due dates, to the above table. Following the Contractors' satisfactory completion of the Year 2 deliverables to be specified, USIP and the Contractors will then specify deliverables for Year 3 in line with the activities and outputs in this SOW. USIP will then add those deliverables, and their due dates, to the above table.

**9. Period of Performance:**

The period of performance runs from the effective date of the award through May 31, 2017 with possibility of extension till May 31, 2019.

USIP funding of Contractor activities beyond March 31, 2018 is contingent upon relevant approval of Inter-agency Agreement Partners. USIP shall notify the Contractor a sufficient time in advance of affected activities. Upon notification, USIP and the Contractor shall develop a mutually agreed plan to conclude project implementation, and expend project funds, within actual contract length.

**10. Key Personnel:**

The following Contractor individual(s) have been identified as key Contractor personnel for performance under this contract.

<u>Name</u>	<u>Title</u>	<u>Contact Details</u>
Mirwais Wardak	Managing Director	mirwais.wardak@ptro.org.af

The above personnel are considered essential to the work being performed in this contract. If these individuals are unavailable to work on this contract, or if the Contractor expects their level of involvement to be significantly different from the proposed/discussed level, the Contractor shall immediately notify the Contracting Officer and shall submit justifications (including proposed substitution) in sufficient detail to permit evaluation of the impact on the program. Prior to substitution of key personnel the Contractor shall obtain the written consent of the Contracting Officer.

**11. USIP Furnished**

N/A

**12. Consideration:**

As consideration for its satisfactory performance over the life of this contract, the Contractor shall be paid **\$134,425.88** in first year. In case of extension the total project cost would be **\$403,277.65**.

USIP funding of Contractor activities beyond March 31, 2018 is contingent upon relevant approval of Inter-agency Agreement Partners. USIP shall notify the Contractor a sufficient time in advance of affected activities. Upon notification, USIP and the Contractor shall develop a mutually agreed plan to conclude project implementation, and expend project funds, within actual contract length.

During project **Year 1**, the Contractor shall receive **\$134,425.88** in return for satisfactory completion, as reasonably determined by USIP, of the deliverables described below.

Year 2 and Year 3 of the contract are each option years. Continuation of the project to Year 2, and further payment to the Contractor, are contingent upon the Contractor's satisfactory performance during Year 1, as assessed via USIP performance review. If USIP continues the contract to Year 2, it will award the contractor an additional **\$134,425.88**. Continuation of the project Year 3, and further payment to the Contractor, are again contingent upon the Contractor's satisfactory performance during Year 2, as assessed by USIP performance review. If USIP continues the contract to Year 3, it will award the contractor an additional **\$134,425.89**.

For occasions where additional funds beyond the estimates described above would clearly benefit the quality of activities or outputs described in this contract's Statement of work (SOW), the Contractor may use either propose using its core funding or, in consultation with USIP, explore other funding options. Before either using core funding, or accepting other funds, for the activities or outputs described in the SOW, the Contractor shall notify USIP of its intention a reasonable period in advance, and obtain USIP approval.

In the event that USIP and the Contractor disagree over the publication of materials described in this contract, the parties agree to meet and, in good faith, pursue a mutually acceptable solution. If the Contractor decides to publish materials described in this contract without USIP's approval, then USIP is under no obligation to pay for the affected deliverable, and may reduce payment to the Contractor accordingly. The Contractor's sole publication shall not affect USIP's intellectual property rights under this contract.

### **13. Pricing**

The cost of the project budget is based on the individual line item costs for each budget line item, included in this contract. The cost of the wage of all project staff, as well as of costs for project activities, are in line with market prices for comparable personnel, goods, or services in Afghanistan.

### **14. Invoicing:**

Payment sequencing for Year 1 will be as follows:

- a) First payment in the amount of **\$44,808.63** will be made after completion for the following deliverables and upon approval by COTR:
  - a. Deliverables 1-2

- b) Second payment in the amount of **\$44,808.63** will be made after completion for the following deliverables and upon approval by COTR:
  - a. Deliverables 3-6
- c) Third payment in the amount of **\$22,404.31** will be made after completion for the following deliverables and upon approval by COTR:
  - a. Deliverable 7
- d) Third payment in the amount of **\$22,404.31** will be made after completion for the following deliverables and upon approval by COTR:
  - a. Deliverables 8-9 and 10.

Following agreement to extend the project to Year 2, and USIP and the Contractor's specification of Year 2 deliverables, USIP will add Year 2 invoicing and payment terms in the above list of payments. Similarly, following agreement to extend the project to Year 3, and USIP and the Contractor's specification of Year 3 deliverables, USIP will add Year 3 invoicing and payment terms in the above list of payments.

Once the work is accepted and approved, the Contractor will be paid within **30 days of receipt of invoice**. All payments will be made in US dollars. The Contractor must include his Contract number and Federal ID and send invoices to the following address:

United States Institute of Peace  
Office of Finance  
2301 Constitution Avenue, NW  
Washington, DC 20037

Payment will generally be made via electronic transfer of funds.

**15. Contracting Officer Technical Representative (COTR)**

Shahmahmood Miakhel of United States Institute of Peace will be the COTR for this contract. This individual may be reached at +93-798 369 369 or by e-mail at [smiakhel@usip.org](mailto:smiakhel@usip.org).

The COTR is responsible for:

- Monitoring the Contractor's progress, including tracking and assessing performance, and notifying the Contracting Officer when problems arise.
- Assisting The Contractor in the resolution of technical problems encountered during performance.
- Inspecting and accepting all items required by the contract.

The COTR is not authorized to and shall not:

- Make any changes that impact The Contractor's costs/price.
- Direct or negotiate any changes in the terms, conditions, or amounts cited in the contract (only USIP's Contracting Officer has authority to do this).
- Make any action that commits USIP or could lead to a claim against USIP

**Terms and Conditions**

## **Independent Contractor**

Contractor shall be an independent contractor with respect to performance of all work performed under this agreement, and neither Contractor nor anyone employed by Contractor shall be deemed for any purpose to be the employee, agent, servant, or representative of USIP nor shall it or they have any authority to speak for or otherwise to bind USIP in any manner. As an independent contractor, you are responsible for the safety and security of individuals working under this contract. USIP strongly encourages individuals who will be traveling and working in conflict zones and areas prone to violence and instability, to acquire security awareness training prior to operating in those environments. It is the responsibility of the individual contractor to obtain this training.

## **USIP Name and Logo**

USIP name and logo are the property of USIP. Neither shall be used by Contractor for any purpose(s) except with the express, prior written authorization of USIP.

## **Confidentiality and Non-Disclosure**

"Confidential Information" means all information in whatever form or in whatever medium recorded, relating to the Work disclosed in writing, orally, or in any other form to Contractor by USIP, either directly or indirectly, and all information compiled or developed during the course of the Work, except for the following:

- (1) Information in the public domain through no action of Contractor in breach of this Agreement; or
- (2) Information independently developed by Contractor; or
- (3) Information acquired by Contractor from a third party not delivered to Contractor in breach of confidentiality agreements which said third party may have with USIP, the Government, USIP's other contractors or affiliates, or any other third party.

Both during the term of this Agreement and following completion of the work or termination of the Agreement, Contractor will retain in strict confidence, and not disclose to third parties or use for the benefit of anyone other than USIP any Confidential Information, without the prior written consent of USIP.

All Confidential Information obtained or developed pursuant to the Agreement shall be subject to this Agreement unless expressly excepted in writing by the USIP.

Nothing contained herein shall be deemed to prevent disclosure of any Confidential Information by Contractor if, in the written opinion of Contractor's counsel, such disclosure is required by any applicable federal or state law, rule, or regulation, or by any applicable order, subpoena, judgment, or decree; provided, however, that Contractor shall give USIP at least ten (10) days prior written notice before disclosing any Confidential Information and, in making such disclosure, Contractor shall take all reasonable steps to preserve the confidentiality of the Confidential Information to the greatest extent possible.

If and when requested in writing, Contractor shall, and shall cause its lower tier subcontractors to execute any such confidentiality agreements as are deemed necessary for the protection of USIP, the Government and/or any of their respective other contractors.

### **Indemnity – Intellectual Property**

Except as specifically agreed by USIP, all original work of Contractor under the Contract shall be treated as "work for hire" and all right, title and interest in such work shall be assigned to or owned by USIP.

Contractor represents and warrants that all intellectual property of any nature included in any deliverable to USIP (or any other party under the Contract) shall be public domain property, or the original work of Contractor, or shall be used with all applicable consents or licenses from the owner, copyright holder or patent owner.

Contractor shall indemnify, defend and hold harmless USIP from and against any and all claims, actions, and damages which USIP may suffer or pay by reason of any claims or suits arising out of claims of infringement of any patent rights, copyrights or other intellectual property, proprietary or confidentiality rights relating to the work performed by contractor or any of its subcontractors under or in connection with the Agreement. Any such suit or claim shall be defended at Contractor's expense by counsel satisfactory to USIP. If, in any such suit or claim, a temporary restraining order or preliminary injunction is granted, Contractor shall make every reasonable effort, by giving a satisfactory bond or otherwise, to secure the suspension of the injunction or restraining order. If, in any such suit or claim, the work, or any part, combination or process thereof, is held to constitute an infringement and its use is permanently enjoined, Contractor shall promptly make every reasonable effort to secure for USIP or, at no cost to USIP, a license authorizing continued use of the infringing item. If Contractor is unable to secure such suspension or such license within a reasonable time, Contractor shall, at its own expense and without impairing USIP's use of the work, either replace the affected work, or part, combination or process thereof, with non-infringing components or parts or modify the same so that same becomes non infringing.

### **Publicity**

Contractor shall not disclose the nature of its work under the Agreement, or engage in any other publicity or public media disclosures with respect to the work without the prior written consent of USIP.

### **Acceptance and Inspection**

USIP shall have the right to inspect all work performed under this Agreement upon delivery or pursuant to such other terms as may be agreed upon in writing. Acceptance shall not occur until after completion of inspection. Acceptance shall not absolve Contractor from correcting errors, omissions, and other defects in workmanship under the Warranty provisions of the Agreement to the extent that they are not patently apparent and discoverable upon reasonable inspection at time of delivery or as otherwise agreed upon. Payment shall be conditioned upon USIP's acceptance of the work under this Agreement.

### **Representation and Warranty of Work**

No principal, employee or subcontractor of Contractor (1) is an employee of or personal services contractor to the Institute; or (2) has a familial or other relationship with a USIP employee participating in the contracting for or receipt of the Services under this Agreement except as specifically acknowledged and consented to by USIP in a writing attached to this Agreement. Contractor warrants that all work (i) shall, as applicable, be free of defects in workmanship, (ii) shall be performed in accordance with the accepted professional standards and industry codes applicable to the work in effect as of the award of the Agreement, (iii) shall be performed in a good and workmanlike manner and (iv) shall strictly conform to the Agreement. Upon receipt of written notice of a defect or deficiency in the work, Contractor shall at USIP's sole option and at no cost to USIP, promptly re-perform, repair, or replace, such defective or deficient work so that it conforms with the requirements of the Agreement. If USIP deems it inexpedient for Contractor to correct defective or deficient work, USIP may make a deduction from the Contract price in lieu of such correction, as determined by USIP.

### **Compliance with Laws**

In the performance of work under this Agreement, Contractor shall comply, and shall require its subcontractors, agents, and other representatives to comply with all applicable laws, treaties, ordinances, judgments, decrees, injunctions, writs and orders of any court or governmental agency or authority, and rules, regulations, codes, orders, interpretations of any Federal, District of Columbia, or other governmental entity or other body having jurisdiction over the Agreement or any activity conducted at or in connection with the Agreement (collectively "Laws"). Contractor agrees to indemnify and hold USIP harmless for, of, and from any loss, including but not limited to fines, penalties, and corrective measures, USIP may sustain by reason of Contractor's failure to comply with any such Laws in connection with the performance of its work for USIP under this Agreement. Contractor shall obtain and maintain all permits, licenses, and consents required by governmental authorities for performance of any work to be performed under this Agreement. At no time during the term of this Agreement shall Contractor be debarred from contracting with the U.S. Government, subject to sanctions promulgated or supervised by any U.S. Government agency, or otherwise ineligible to contract with the U.S. Government for any reason. Such debarment, sanction status or exclusion at any time shall be a material breach of the Agreement. Contractor's subcontracting under this Agreement with any person debarred, subject to sanctions, or ineligible to contract with the U.S. Government shall be grounds for termination of this Agreement at the sole discretion of USIP.

### **Section 508 Compliance**

Because USIP receives Federal funds its work, to the extent Contractor's work will involve creating or modification of Information Technology hardware or software, Contractor shall ensure that it is in compliance with the requirements section 508 of the Rehabilitation Act of 1973, as amended, as they may be applicable.

### **Compliance with Workplace Rules**

Contractor, to the extent work is to be performed on the premises of USIP, shall conform its activities to all procedures, work hours, and safety rules and regulations as may be in force at USIP. Contractor shall also undergo such safety and other training as may be offered by USIP with regard to its site.

### **Contractor Personnel, Access to USIP Facilities**

USIP also shall have the right in its sole discretion to request that Contractor remove and replace any one or more of its staff working at USIP if such person is deemed by USIP to be incompetent, disorderly, or otherwise unsatisfactory. Contractor shall promptly comply with such request. USIP shall have the right in its sole to revoke access to its premises for any one of more of Contractor's personnel.

### **Equal Opportunity**

The Contractor agrees that it will not discriminate against any employee or applicant for employment to be employed in the performance of work under this Agreement with respect to hire, tenure, terms, conditions or privileges of employment, or matters directly or indirectly related to employment because of age, sex, height, weight, marital status, race, color, religion, sexual orientation, national origin, ancestry, disability or veteran status. Contractor also agrees to comply with all applicable provisions of Executive Order 11246 of September 24, 1965, as amended. Breach of this covenant may be regarded as a material breach of this Agreement.

### **Record Retention and Audits**

Contractor and its subcontractors of any tier shall maintain true and correct sets of cost and other records relating to the work and all transactions related to the Work and shall retain all such records for at least three years after final payment under this Agreement.

USIP, itself or through its designated agent (e.g., audit firm), may from time to time at any time after the date of this Agreement until three years after final payment under this Agreement, make an audit of any and all records of Contractor and any of its subcontractors of any tier that pertain to the performance of work under the Agreement. Contractor shall assist USIP in making the above audits. Such audits will not include Contractor's payroll or other confidential information of Contractor's other clients unless it relates directly to this Agreement. Contractor shall include, and shall require all its Subcontractors of any tier to include, in all lower tier Subcontracts in connection with the work under this Agreement, a provision materially similar to this paragraph. USIP may at any time require Contractor to submit to the Institute a copy of its latest Annual Audited Report ("annual audit" or "audit").

### **Assignment**

Neither this Agreement nor any part thereof nor any right arising therefrom shall be transferred or assigned by Contractor to any other individual, firm, partnership, corporation, institution, or government agency without the prior written consent of USIP.

### **Termination for Convenience**

At any time, USIP may, in its discretion, terminate this Agreement in whole or in part for its convenience, by giving five (5) business days written notice to Contractor. Upon receiving such notice, Contractor shall: (a) Stop performance of all Work except that reasonably necessary to carry out termination; (b) Make no further monetary commitments except with the written consent of USIP.

### **Default by Contractor**



USIP shall have the right, in addition to all other rights or remedies it may have under this Agreement or by law or in equity, to terminate this Agreement in whole or in part if Contractor (a) fails (i) to comply with the material terms of this Agreement; (ii) to make satisfactory progress toward completion of the work; or (iii) to perform its work in a satisfactory manner in terms of quality, provided; (b) makes any assignment for the benefit of creditors, or (c) initiates or has initiated against it bankruptcy, insolvency, receivership, or similar proceeding, by giving notice to Contractor. In the event of a breach under subparagraph (a), USIP shall afford Contractor a period of ten (10) days to correct the breach or present an acceptable plan to USIP for correcting the breach. The failure of USIP to terminate Contractor for any default shall not be deemed a waiver of its right to terminate contractor for some other related, subsequent, or independent default. Upon receipt of such notice, Contractor shall stop all Work. Contractor shall be entitled to be paid only for Work previously submitted and accepted by USIP. USIP shall be entitled to recover from Contractor the costs of retaining others to complete the Work agreed to under this Agreement.

### **No Waiver Of Breach**

Any failure by USIP at any time, or from time to time, to enforce or require the strict compliance with and performance by Contractor of any of the terms or conditions of the Agreement shall not constitute a waiver by USIP or a breach of any such terms or conditions or any other breaches, or the right of USIP to avail itself of the remedies it may have for any such breach.

### **Indemnity - General**

Contractor shall indemnify, defend, hold and save USIP, USIP's affiliates, and each of its/their respective agents, successors, assigns, and any and all officers, directors, shareholders, employees or representatives of any of the foregoing, harmless from and against any loss, claim, liability, judgment, cost or expense (inclusive of attorney and expert fees), including but not limited to any and all property damage, delay, business interruption, lost business transactions or opportunities, or lost profits to Contractor and/or to any one or more third parties and any and all personal injury to Contractor and/or to any one or more third parties, including death, in the event such loss, claim, liability, cost or expense to any extent whatsoever (even if any entity other than Contractor is contributory thereto) arises from or relates to any act or omission of Contractor, its employees or affiliates in connection with the Work. Contractor waives any right to assert immunity from these obligations under any workers' compensation or other employee benefit statute.

### **Damages / Limitation of Liability**

In no event shall USIP or any of its affiliates, representatives or any directors, officers, or employees of any of the foregoing be liable to contractor or any of its lower tier subcontractors, whether based on delay, contract, tort, negligence, warranty, indemnity, strict liability, error or omission or otherwise, for any consequential, special, incidental, indirect, exemplary, multiple or punitive damages or damages arising from or in connection with loss of use or loss of revenue or profit, actual or anticipated or otherwise, and contractor hereby releases USIP, and its respective affiliates, representatives, directors, officers and employees from any such liability.

In no event shall USIP be liable to contractor, regardless of cause, for any amount in excess of the total amount of this agreement.

## **Insurance (For Contracts above \$100,000.00)**

Unless otherwise agreed to in writing, Contractor will procure and maintain during the period that this Agreement remains in force insurance coverages with limits of not less than those designated below, and which shall provide for written cancellation notice at least thirty (30) in advance of such event:

(a) Workers' Compensation: As is required by the jurisdiction in which the contract is to be performed; and / or, (b) Employer's Liability:

- (i) \$500,000 trauma, each accident
- (ii) \$500,000 disease, each employee
- (iii) \$500,000 disease, policy limit

(c) Commercial General Liability. Coverage must remain in force for at least twelve (12) months after the completion of this Agreement. The policies will NOT contain exclusions for the following coverages: independent contractors, blanket contractual, broad form property damage, and personal injury.

- (i) \$2,000,000 combined single limit, general aggregate.
- (ii) \$1,000,000 combined single limit, each occurrence, products and completed operations. (iii) \$1,000,000 per offense personal injury.
- (iv) \$1,000,000 combined single limit each occurrence, bodily injury and property damage liability.

(d) Business Automobile Liability. Coverage must apply for any automobile, whether owned, non-owned or hired: (i) \$1,000,000 each accident combined single limit, bodily injury and property damage liability.

Contractor will require the same insurance coverage and limits from its subcontractors as required of it, and upon request of USIP, will require its lower-tier subcontractors to certify insurance coverage to USIP.

If Contractor fails to certify the insurance coverage(s) required in this Agreement to USIP, USIP may, at its option, place insurance of the coverage and limits described above to cover the operations of Contractor. USIP will pay the premiums for such insurance, and charge those premiums to the Contractor.

USIP, by requiring the insurance coverage(s) listed above, in no way limits the obligations or liabilities of Contractor assumed elsewhere in this Agreement. Deductibles, if any, are for the account of Contractor.

## **Taxes**

Contractor shall be responsible for the reporting and payment of all taxes which become payable by operation of law or contract and shall save USIP harmless from all liability, loss, and expense resulting from Contractor's failure to comply with all requirements of such laws or contracts.

### **Disputes, Continuation of Work**

In the event a dispute arises between USIP and Contractor regarding the application or interpretation of any provision of the Agreement, or with respect to an alleged breach of the Agreement, the aggrieved party shall give notice in writing to the other party and the parties shall negotiate in good faith and attempt to resolve such dispute. If the parties fail to resolve the dispute within thirty (30) days after delivery of such notice, or during such longer period to which they may agree in writing, each party shall have the right to pursue any and all remedies available to it under the law.

Notwithstanding the existence of a dispute between USIP and the Contractor and regardless of whether such dispute is the subject of dispute resolution pursuant to this paragraph, Contractor shall not be entitled to suspend or otherwise delay its performance of the work.

### **Governing Law, Jurisdiction, and Venue**

This Agreement, and any disputes arising under or related to this Agreement, shall be governed by and construed in accordance with the laws of the District of Columbia, excluding any provisions or principles thereof which would require the application of the laws of a different jurisdiction.

### **Anti-Deficiency.**

USIP is a quasi-official organization authorized by Congress under the U.S. Institute of Peace Act, 22 U.S.C. 4601-11, and USIP is subject to statutory limits on its contracts and expenditures. Notwithstanding any other provision of this Contract, no payment owed by USIP under this Contract shall be due or made by USIP if (1) USIP is not authorized to exist under the U.S. Institute of Peace Act or other legislation; or (2) no appropriation or appropriation authority exists for such payment.

USIP-PTRO Civil Society Legal Reform - Budget						
	Costs	Budget Narrative	Person	Months	Unit rate (in USD)	Costs (in USD)
<b>1</b>	<b>Salary and Wages</b>					
<b>1.1</b>	<b>Programme Staff</b>					
	Managing Director (20%)	Managing Director (36 months at 20% time): The managing director will be spending 20% of his time overseeing the project implementation, attending the meetings at Kabul level and donor relations. He will be writing the progress and final reports and do monitoring visits to the provinces.	1	36	4,000	28,800.00
	Programme Manager (50%)	The programme manager is responsible for the overall design and implementation of the project, and ensuring its successful completion. 50% of his time will be spent on	1	36	1,800.00	32,400.00
	Project Officer	Project officer will be responsible for the implementation of the project and will be supporting the trainers and researchers in their activities. Project officer will be monitoring the progress of the project and will be responsible for communication with field staff.	1	36	800.00	28,800.00
	Senior Trainers (50% for 24 months)	Senior Trainer (4) ( 24 months): 4 senior trainers will travel to each province to conduct the trainings on Gender Justice Analysis, Advocacy and Engagement training, follow up sessions, meetings between CSOs and provincial representatives and public seminars.	4	24	800.00	38,400.00
	Translator (for Pol Eco research)	Translator will help the researchers to translate the interviews transcripts and make it ready for analysis	1	12	800.00	9,600.00
	Research Analyst (30%)	Research Analyst (24 months 30% of his/her time):The research analyst will use a number of qualitative and quantitative data analysis methods to draw out findings from the research, CSOs engagement with the provincial representatives and public seminar reports to produce a report on civil society engagement in legislative processes in Afghanistan.	1	24	4,500.00	32,400.00
<b>1.2</b>	<b>Administrative/ support staff</b>					
	Admin and Finance Manager (26.5%)	Admin & Finance Assistant (36 months at 26.5% time): The admin and finance assistant will provide support for all project staff and participants throughout the project. The assistant will spend 26.5% of his/her time on this project.	1	36	1,000.00	9,540.00
	Logistics Manager (26.5%)	program staff providing logistics support for the trainers, research staff and other program staff to in the four provinces while conducting research, trainings, CSOs meetings and public seminars.	1	36	800.00	7,632.00
	<b>Subtotal Salaries and Wages</b>					<b>187,572.00</b>
<b>2</b>	<b>Activities</b>					
<b>2.1</b>	<b>Project Personnel (researchers/legislative monitors)</b>					
	Travel from Kabul to four provincial capitals for need assessment and CSOs identification (2 researchers)	Travel from Kabul to Mazar, Herat, Kandahar and Nangrahar: 2 researchers will fly from Kabul to four provinces for CSOs identification.	2	4	200	1,600.00
	Accommodation in four provincial capitals for need assessment and CSOs identification (2 researchers 10 days in each province)	Accommodation in Mazar, Herat, Kandahar and Nangrahar for Kabul-based staff (2 researchers): 2 researchers will spend 10 nights in each province, total 40 nights @ \$50 per night.	2	40	50	4,000.00
	Travel from Kabul to four provincial capitals for pre and post test monitoring (2 researchers)	Travel from Kabul to 4 provincial capitals for pre and post test monitoring (2 researchers x 2 trips to 4 provincial capitals @ \$200): 2 researchers will fly from Kabul to 4 provincial capitals for 2 times, once for pre and then for post test monitoring.	2	4	400	3,200.00

	Accommodation in four provincial capitals for pre and post test (monitoring) (2 researchers for 10 days in each province)	Accommodation in 4 provincial capitals for pre and post test monitoring (2 trips x 4 provincial capitals trips x 5 days @ \$50 per night): 2 researchers will fly from Kabul to 4 provincial capitals for 2 times, once for pre and then for post test monitoring staying in each province for five nights.	2	40	50	4,000.00
	Travel from Kabul to four provinces for research on political economy research (4 provinces)	Travel from Kabul to 4 provinces (2 researchers, 4 trips each @ \$200): 2 researchers will fly from Kabul to four provinces for political economy field research.	2	4	200	1,600.00
	Accommodation in four provincial capitals for research on political economy research (4 provinces) (2 researchers for 10 days in each province)	Accommodation in four provincial capitals for Kabul-based staff (2 researchers): 2 researchers will spend 40 nights in total 10 in each province to collect data for political economy study.	2	40	40	3,200.00
	Local travel expenses for the researchers for need assessment and CSOs identification and pre and post test monitoring	Local travel expenses for researchers who will be spending 80 days in field (40 days for pre and post test monitoring and 40 days for data collection for political economy research @ \$60 per person.	2	80	60	9,600.00
	Per Diem for Kabul-based staff	Per diem for Kabul-based researchers: Each researcher will receive a per diem payment to cover all meals and refreshments for each day they are away from Kabul. Two researchers will be spending 80 days in field (40 days for pre and post test monitoring and 40 days for data collection for political economy research @ \$10 per person.	2	80	10	1,600.00
	<b>Subtotal Project Personnel (researchers)</b>					<b>28,800.00</b>
	<b>2.1 Trainers and project manager and officer</b>					
	Travel from Kabul to four provincial capitals for training CSOs in gender justice analysis and legal	Travel from Kabul to four provincial capitals (2 trainers, 4 trips each): 2 trainers will fly from Kabul to four provinces conducting the first five days trainings on Gender Justice	2	4	200	1,600.00
	Accommodation in four provincial capitals for training CSOs in gender justice analysis and legal reform (2 trainers for 5 days in 4 provinces to 2 groups)	Accommodation in four provincial capitals for the trainers (2 trainers): 2 trainers will spend 40 nights in total, 10 in each province to deliver 2 trainings each for five days (2 trainers for 5 days in 4 provinces to 2 group).	2	40	50	4,000.00
	Travel from Kabul to four provincial capitals for training CSOs in advocacy (2 trainers)	Travel from Kabul to four provincial capitals (2 trainers, 4 trips each): 2 trainers will fly from Kabul to four provinces conducting the five days training on Advocacy.	2	4	200	1,600.00
	Accommodation in four provincial capitals for training CSOs in advocacy (2 trainers for 5 days in 4 provinces to 2 groups)	Accommodation in four provincial capitals for the trainers (2 trainers): 2 trainers will spend 40 nights in total, 10 in each province to deliver 2 trainings each for five days (2 trainers for 5 days in 4 provinces to 2 group).	2	40	50	4,000.00
	Travel from Kabul to four provincial capitals for monitoring and assistance to CSOs according to their	Travel from Kabul to four provincial capitals for five times to do follow ups and coachings (2 trainers x 4 provinces x 5 times @ \$200 per trip).	2	40	200	16,000.00
	Accommodation in four provincial capitals for monitoring and assistance to CSOs according to their needs (2 trainers for 2 days in 4 provinces for 2 groups 5 times)	Accommodation in four provincial capitals for follow ups/coaching and monitoring to CSOs according to their needs (2 days x 4 provinces x 2 groups x 5 times x \$50 per night)	2	80	50	8,000.00
	Travel from Kabul to four provincial capitals for meetings between CSOs and provincial representatives (project manager and project officer)	Travel from Kabul to four provincial capitals for meetings between CSOs and provincial representatives (2 staff members x four provinces x @ \$200 per trip)	2	4	200	1,600.00
	Accommodation in four provincial capitals for meetings between CSOs and provincial representatives (project manager and project officer)	Accommodation for project manager and project officer in four provinces two nights in each province (2 staff members x 4 provinces x 2 nights in each province x \$ 50 per night).	2	8	50	800.00

	Travel from Kabul to four provincial capitals for public seminars 3 times to each provinces (3 staff members)	Travel from Kabul to four provincial capitals for three times of three staff members (project manager, project officer and logistic manager). Four provinces x 3 staff members x three times x @ \$200.	3	12	200	7,200.00
	Accommodation for 3 project staff in four provincial capitals for public seminars for 3 times to each province	Accommodation for project manager, project officer and logistics manager in four provinces two nights in each province for three times (3 staff members x 4 provinces x 2 nights in each province x 3 times x \$ 50 per night).	3	24	50	3,600.00
	Per Diem for Kabul-based staff	Per diem for Kabul-based staff member who will be traveling for trainings, follow ups, CSOs meetings and public seminars: Each staff member will receive a per diem payment of \$10 to cover all meals and refreshments for each day they are away from Kabul.	er Person per da	192	10	1,920.00
	<b>Subtotal Trainers</b>					<b>50,320.00</b>
	<b>2.2 Participants</b>					
	Per diem for participants attending gender justice analysis and legal reform workshops, per participant per day (2 groups x 5 provinces x 30 ppl x 5 days)	Per diem for participants attending legal awareness workshops: All participants will receive a per diem to cover food and refreshments for each legal awareness training day. (2 provinces, 9 groups in each, 8 people per group, 5 days)	er Person per da	1,500	5.00	7,500.00
	analysis and legal reform workshops, per participant per day (2 groups x 5 provinces x 30 ppl x 5 days; roughly 50% to receive reimbursement)	Travel expenses for participants attending legal awareness workshops: All participants will receive travel expenses to enable attendance at each training day. (2 provinces, 9 groups in each, 8 people per group, 5 days)	er Person per da	750	10.00	7,500.00
	Per diem for participants attending advocacy and engagement training, per participant per day (2 groups x 5 provinces x 30 ppl x 5 days)	Per diem for participants attending legal awareness workshops: All participants will receive a per diem to cover food and refreshments for each legal awareness training day. (2 provinces, 9 groups in each, 8 people per group, 5 days)	er Person per da	1,500	5.00	7,500.00
	Travel for participants attending advocacy and engagement training, per participant per day (2 groups x 5 provinces x 30 ppl x 5 days; roughly 50% to receive reimbursement)	Travel expenses for participants attending legal awareness workshops: All participants will receive travel expenses to enable attendance at each training day. (2 provinces, 9 groups in each, 8 people per group, 5 days)	er Person per da	750	10.00	7,500.00
	Per diem for participants attending follow up sessions for monitoring and assistance for CSOs, per participant per day (2 groups x 5 provinces x 30 ppl x 1 day meetings 4 times)	Per diem for participants attending legal awareness workshops: All participants will receive a per diem to cover food and refreshments for each legal awareness training day. (2 provinces, 9 groups in each, 8 people per group, 5 days)	er Person per da	1,200	5.00	6,000.00
	Travel for participants attending follow up sessions for monitoring and assistance for CSOs, per participant per day (2 groups x 5 provinces x 30 ppl x 1 day meetings for 4 times; roughly 50% to receive reimbursement)	Travel expenses for participants attending legal awareness workshops: All participants will receive travel expenses to enable attendance at each training day. (2 provinces, 9 groups in each, 8 people per group, 5 days)	er Person per da	600	10.00	6,000.00
	Per diem for participants attending meeting between CSOs and provincial representatives, per participant per day (1 groups x 5 provinces x 60 ppl x 2 meetings)	Per diem for participants attending legal awareness workshops: All participants will receive a per diem to cover food and refreshments for each legal awareness training day. (2 provinces, 9 groups in each, 8 people per group, 5 days)	er Person per da	600	5.00	3,000.00
	Travel for participants attending meeting between CSOs and provincial representatives, per participant per day (1 groups x 5 provinces x 60 ppl x 2 meetings; roughly 50% to receive reimbursement)	Travel expenses for participants attending legal awareness workshops: All participants will receive travel expenses to enable attendance at each training day. (2 provinces, 9 groups in each, 8 people per group, 5 days)	er Person per da	300	10.00	3,000.00

	Per diem for participants attending public seminars, per participant per day (1 groups x 4 provinces x 60 ppl x 3 times in each province)	Per diem for participants attending legal awareness workshops: All participants will receive a per diem to cover food and refreshments for each legal awareness training day. (2 provinces, 9 groups in each, 8 people per group, 5 days)	Per Person per da	720	5.00	3,600.00
	Travel for participants attending public seminars, per participant per day (1 groups x 4 provinces x 60 ppl x 3 times in each province; roughly 50% to receive reimbursement)	Travel expenses for participants attending legal awareness workshops: All participants will receive travel expenses to enable attendance at each training day. (2 provinces, 9 groups in each, 8 people per group, 5 days)	Per Person per da	360	10.00	3,600.00
	Per diem for CSO reps for national level meetings between CSOs national working groups, legal reform bodies and parliamentarians (5 reps from 5 province for 3 days for 3 times)	Per diem for participants attending legal awareness workshops: All participants will receive a per diem to cover food and refreshments for each legal awareness training day. (2 provinces, 9 groups in each, 8 people per group, 5 days)	Per Person per da	225	10.00	2,250.00
	Accommodation in Kabul for CSO reps for national level meetings between CSOs national working groups, legal reform bodies and parliamentarians (5 reps from 4 province for 3 days for 3 times)	CSOs representatives will be invited from the provinces to participate in the national level meetings and will be accomodated in Kabul for three nights (5 reps x 4 provinces x 3 times x \$50 per night x 3 nights). The meeting will take only one day but PTRO will need a day before the meeting to breif the participants comming from the four provinces to be ready for the meetings in Kabul.	Per Person per da	180	50.00	9,000.00
	Travel for CSO reps for national level meetings between CSOs national working groups, legal reform bodies and parliamentarians (5 reps from 4 province for 3 times)	CSOs representatives will be invited from the provinces to participate in the national level meetings (5 reps x 4 provinces x 3 times x \$200 per person).	Per travel	60	200.00	12,000.00
	Hall rent for trainings and meetings in the provinces and in Kabul	All the workshops and meetings between CSOs and provincial representatives including the meetings in Kabul will take place in apprpriate places that will need a rented meeting hall in a secure place.	Lump sum			10,000.00
	<b>Subtotal Participants</b>					<b>88,450.00</b>
	<b>Subtotal Activities</b>					<b>167,570.00</b>
	<b>4 Supplies, Material and Other Costs</b>					
	<b>3 Printing and Reproduction for training</b>					
3.1	Training Aids (i.e. Posters, pens, notebooks)	Participants will receive training aids that will include posters, pens and notebooks and it is estimated that each participant will cost aroun \$2 atnding the workshop and the total number of the participants attending all the workshops, meetings and seminars will be around 3000.	Per workshop	3000	2	6,000.00
3.2	Printing of Training Manuals	Participants will receive training manuls printed by PTRO and it is estimated that each participant will cost aroun \$3 atnding the workshop and the total number of the participants attending all the workshops, meetings and seminars will be around 3000.	Per workshop	3000	3	9,000.00
3.3	Publication of the final research papper	The political economey research paper will be published and will cost around \$5000	Lumpsum	1	5000	5,000.00
	<b>Subtotal Supplies/Material and Other Costs</b>					<b>20,000.00</b>
	<b>Total</b>					<b>375,142.00</b>
	<b>7.5% Overhead/Admin</b>					<b>28,135.65</b>
	<b>Total inclusive of 7.5% Overhead/Admin</b>					<b>403,277.65</b>



**Proposal for the United States Institute for Peace**

**Civil Society Legislative Monitoring and Advocacy**

**By**

**Peace Training and Research Organization (PTRO)**

**Technical Proposal**

1 October 2015



## Description of Project

A brief description of the Problem that has shaped the project.

A well-informed, well-educated and involved civil society is vital for legislative development that is reflective of the population the latter is meant to guide, govern and control. An active civil society is not only likely to generate a more reflective, and therefore more legitimate legal code, but law passed at the national level are more likely to be implemented at the provincial and local levels. In essence, the national and local levels must be brought closer to one another. Political economy that undermines implementation in favor of personal interests is also a problem that requires analysis to guide the strategy of advocacy which is to have impact. Therefore, PTRO sees the problem as follows:

- A weak and untrained civil society, unable to engage in legislative monitoring and engagement, particularly at provincial levels, with little access to national level actors.
- A civil society and public that do not have information about legislative developments or are unaware of their impacts in their life, and those that do, do not have the opportunity to voice their opinions or advocate for change or implementation.
- Current legal consultation processes are not able to tap into provincial and local opinions.
- Specific but unclear configurations of political economy preventing implementation. The lack of clarity here prevents successful advocacy efforts and keeps donor focus on formal structures rather than informal power arrangements.

Main Objective: To increase and strengthen civil society and public participation in the legislative design, reform and monitoring of the new Afghan Penal Code.

Specific Objectives: 1) To engage in capacity-building activities with CSOs in the five regional centers of the country in order to address gaps in understanding of and capacity to engage in the legislative reform process.

2) To engage in legislative monitoring to support and inform the CSOs.

3) To increase public participation in legal reform.

4) To develop platforms for the CSOs to work alongside the organizations involved in legislative development, design and advocacy (Justice Working Group, the Justice Sector Support Program and the Criminal Law Review Working Group).

5) To research the political economy of legislation in Afghanistan in order to understand the challenges and opportunities for legal advocacy on provincial and national levels: both for PTRO's work in this project, and for the benefit of the organizations listed in SO 3.

### Activities:

1.1) Conduct a needs assessment and map of the CSOs in Kabul, Herat, Mazar, Kandahar City and Jalalabad. This will identify the additional capacity building required by CSOs, and which CSOs are best suited to engage in legislative monitoring and reform, surrounding the new Penal Code.

1.2) Meet with the JSSP, JWG and CLRWG to discuss what support and information – particularly from the provincial level – they require for their work.

1.3) Educate the CSOs about the current changes and ongoing process surrounding the new penal code and provide training in legislative monitoring and legal reform and gender justice analysis. This training will place emphasis on ensuring that the penal code in the Elimination of Violence against Women (EVAW) Law that protects women's rights is transferred into the new penal code. PTRO would wish to work closely alongside USIP in the development of this training curriculum.

1.4) Provide training on advocating for and monitoring the implementation of laws already passed by parliament: at both national and provincial levels. Particular focus would be given to the EVAW law.

1.5) Conduct pre and post training assessments to evaluate training impact and adjust or redesign as required.

1.6) Arrange meetings between the CSOs and their provincial representatives to facilitate engagement and advocacy efforts. Support the CSOs throughout this process and ensure dedicated PTRO staff are available to them.

2.1) PTRO will engage in legislative monitoring. It will monitor developments particularly surrounding the new Penal Code and the Elimination of Violence against Women (EVAW) law and summarize these in quarterly reports. These legal commentaries will be disseminated to the CSOs trained in activity 1.3. CSOs will then be able to use this information to guide their efforts.

3.1) Bi-annual public seminars will be held with community members and the CSOs. These seminars will: a) disseminate findings from legislative monitoring conducted in 2.1; b) expose the public to legislative developments and the language and processes that are involved therein; c) provide the public with a platform to voice their feelings and opinions regarding legislation, directly to the CSOs who will be present. This is relevant for the activities described in 4.1 below.

3.2) From the 2<sup>nd</sup> public seminar onwards, parliamentarians from the provincial and, where possible national, levels will be brought to the seminars. This will allow direct access to legislators themselves, enhance accountability in implementation, and enable communities to provide their input directly to those designing legislation.

4.1) PTRO would arrange and partake in bi-annual meetings after the public seminars which would bring the provincial CSOs to the capital to engage with national working groups, legal reform bodies and parliamentarians. These would include the JWG, JSSP and the CLRWG. This would function to achieve two goals: the transmission of public and provincial opinion to the national level and provide direct access to decision-makers in order to advocate to them. PTRO would be both an organizer and a participant in that advocacy.

4.2) These meetings will also serve to ask these groups what assistance / research they require at the provincial level and provide the necessary support to the CSOs in order to fulfill these needs. The JSSP-Regional Section of the JSSP may in particular require support from the CSOs.

5.1) PTRO's research department will write a research paper on the political economy of legislation. The political economy in Afghanistan prevents the implementation of important laws. Understanding how and why this works will guide our work: knowing who to bring together; what it is that motivates those who are for and against certain laws and how we can get those against the laws to change and support their implementation (i.e. how we can get the advocacy to work by framing it in the lights of actors' interests). It will therefore be important for SO 4 and SO 3.

## Theory of Change

Please note: throughout this process, the focus will be on the new Penal Code, with a focus on the successful transfer of the criminalization section of the EAW law. However, the theory of change is written generically – not referring to any specific law – to indicate the capacity of this project and its mechanisms to continue functioning after the development of the Penal Code and for a variety of legal developments.

IF: CSOs are provided with training in advocacy, legislative monitoring, legal reform and gender justice analysis; AND Meetings are organized with these CSOs and provincial representatives, national working groups, legal reform bodies and parliamentarians; AND PTRO engages in legislative monitoring to keep CSOs updated and informed; AND PTRO researches the political economy surrounding legislation and therefore understands which actors to engage with and why THEN CSOs will have the capacity, knowledge and the access to decision-makers to engage in successful advocacy, legal monitoring and provide important legal input. This will: make laws increasingly relevant; ensure that laws are better implemented at the provincial and local levels because CSOs on those levels will be capacitated in advocating for and monitoring their implementation. Advocacy will also be more successful because it will be appropriately guided by research

IF: the public is directly engaged with legislative developments, and provided a platform to express their feelings directly to CSOs and, later Parliamentarians AND CSOs and Parliamentarians are likewise provided with a space to explain legislative developments and encourage gender sensitivity THEN legal development and design will become increasingly relevant to the local context; AND the public will have an increased understanding of why laws are important and meaningful to their lives. These laws will have greater legitimacy and therefore be more easily implemented. In addition, provincial actors who are unwilling to implement important laws that are not in their interest, will have less room to not implement them, because the public will be made aware of their obligation to do so, and CSOs will have the capacity to monitor and advocate for implementation.

## Past experience

1) Improving Access to justice and engagement with community conflicts for women in Takhar and Kunduz – USIP Funded.

This project is in its final stages, had a value of \$ 152 867 and was conducted over a period of approximately nine months. The project formed eighteen female justice committees in Kunduz and Takhar in order to improve justice outcomes for female community members by enhancing their engagement with community dispute resolution processes. The women who formed the female justice committees were trained in legal awareness, advocacy and dispute resolution methods in order to support their later activity. In addition, PTRO conducted extensive research into the challenges that women faced in attempting to engage judicial bodies as well as the mechanisms they used in order to overcome these challenges, if they were able to. Because USIP has engaged PTRO to conduct work before this call for proposals, you can feel confident that PTRO is an organization that implements work to the high standard expected by USIP.

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2) Citizens First – Oxfam Novib Funded

This is extensive project aimed at training and creating CSOs that have advanced skills to monitor and improve local, provincial and national governance structures by holding them accountable. Men, women and youth from Takhar, Herat and Nangarhar were selected and provided with four distinct trainings: in basic advocacy, good governance and public participation, policy analysis and budget tracking. These CSOs will then be exposed to individuals and structures within government, while receiving specific guidance provided by PTRO to ensure that the skills these CSOs have been provided are implemented and used. Similar projects are being run by another NGO in Pakistan with the long-term goal of bringing these CSOs together to enhance intellectual exchange and understanding between civilians from both countries. This project is just over three and a half years long (to end on the 30th of September 2016) with a value of € 2, 198, 025. What this Oxfam Novib project indicates is the capacity that PTRO has to implement significant projects.

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## Current Capacity to Successfully Implement Project:

PTRO will prove its capacity in the two spheres required to implement this project: knowledge on and capacity to research the subject matter and, perhaps more importantly, it's capacity to implement the project on a logistical level. In terms of legal knowledge, as already mentioned above, PTRO has engaged with informal justice bodies in the north. Aside of this, PTRO has often included informal justice actors in its conferences and trainings, regardless of the topic because they are such a vital part of community life. PTRO has worked with the Hamida Barmaki Foundation working with different justice actors. It therefore has a firm understanding of how the informal justice sector works, and has a strong network of actors within that sector across the country. PTRO is also part of the new USIP consultative joint working group to aid USIP's engagement with the Ministry of Justice. The latter is in the process of forming a law regarding the jirgas: what legal issues they can engage with and in which their findings will be considered legally binding. In this project then, PTRO is engaging both with the formal and informal legal system. The project manager for this project will be Salahuddin Darwish, who has a law degree from the University of Kabul. Mirwais Wardak – the managing director of PTRO – is currently doing a law degree part time in Kabul. Therefore there is more than adequate knowledge of the formal legal system in Afghanistan. Beyond this, PTRO is currently involved in a project with a consortium of Afghan NGOs. A significant part of this project is advocacy to government. Shinkai Karokhil – an active female Member of Parliament in Kabul – is on the board of PTRO. Not only is she a very useful contact in and of herself, but she can assist us with meeting other MPs and government officials should we need to. Therefore in terms of access to legislative powers, and legal knowledge and training, and legal process (both formal and informal), PTRO is well positioned to do this project well.

PTRO is as much a research organization as a programming one, and this positions it extremely well to engage in legislative monitoring, monitoring and evaluation and research. Most recently, PTRO engaged in research on the challenges and solutions aid actors faced and had developed to deliver humanitarian aid in the face of insecurity. Because of the nature of humanitarian and other aid in Afghanistan, in many ways this was an exploration of its political economy and therefore the institution is well suited for this research. Last year it did an extensive investigation into community members' and particularly women's experience and knowledge of the Afghanistan Peace and Reintegration Program (APRP). This involved interviewing community elders, government officials, as well as ordinary men and women in Kunduz, Baghlan, Badghis and Herat.

In terms of logistical and programming experience, PTRO has been conducting peacebuilding trainings in Afghanistan since its inception in 2010, but many of its staff have been working on similar projects in other Afghan NGOs for many years prior to 2010. As a result, the organization and its staff have a significant amount of experience programming and training communities across Afghanistan despite conflict. The main topics which it has focused on in its trainings include: women's access to justice (this project was funded by USIP in fact), conflict mediation, advocacy, public participation and good governance and women's rights. These trainings have been largely provided to community members in a number of provinces across Afghanistan, and therefore PTRO understands the various cultural and conflict contexts across the country, as well as what is feasible in terms of implementation. PTRO frequently trains CSOs specifically, and therefore has excellent contacts with CSOs across the country and indeed has formed many CSOs in the course of its previous programming. Therefore should there be CSOs willing to engage in this kind of legal reform and monitoring in the provincial centers, then PTRO will have the capacity to find those individuals willing and eager to engage in this work, and form the kind of CSOs that this work, and indeed Afghanistan, require. Conducting extensive needs assessments, training CSOs and individuals in skills and concepts in a culturally appropriate yet effective way and monitoring and evaluating these trainings have been constant aspects of all of past, similar projects.

Many of these and other projects and research have been conducted in Herat, Nangarhar, Kabul, Balkh and Kandahar. In fact, PTRO has its head office in Kabul, with subsidiary offices in Nangarhar and Herat. As a result, staff come from those provinces, can speak the languages, understand the context and have good relationships with important provincial stakeholders, NGOs and communities there. As an Afghan NGO, our experienced staff are well suited to conduct trainings and research as is required. Our only expatriate will be the research analyst in this project and she adds her Oxford education to PTRO's incredible experience and knowledge. This combined with the organization's commitment to excellence and integrity makes it well suited to implement this activity to the quality demanded by USIP.

PTRO ensures community support and protects its staff in similar ways: by having a close relationship with the communities we work with, consulting with them and their elders and any important stakeholders to ensure that there is buy-in for the project and that any risks are mitigated. As an all Afghan staff, who have been programming in Afghanistan for years, the team is well used to convincing communities of the importance of its programming, and of doing so in a conflict-sensitive way that ensures the security of its staff. Kabul staff closely monitor INSO alerts as well as locals' advice. So far, this strategy has yielded us only success.

### **Sustainability Plan**

PTRO's mission includes working in four main areas. Three of these areas are linked to this project: linking informal and formal justice mechanisms and building their capacity; research to inform policy and programming; and promoting participation in governance. This project is therefore a good fit for the broader work of the organization: it is at the organization's very core. By up skilling CSOs in law-related skills, PTRO is strengthening informal (non-state) mechanisms (CSOs) that can feed into and assist the formal (state) legal system. By including public seminars in the program, it invites and promotes participation in the quintessential form of governance: legislation. And the research, which

is implicit in the program, will be used to inform PTRO's programming both in this project (in particular the policy advocacy) and in those that are to follow. This proposal has already listed a number of research, capacity-building, legal and advocacy related projects that have similar skills and knowledge requirements as this project and for the sake of brevity, these will not be repeated here. But because it is committed to building CSOs capacity, it has an extensive network of CSOs that it has trained, built and worked with before. Without duplicating training, PTRO would like to select CSOs from this pool. It believes that this will maintain and enhance the effective functioning of these CSOs that have already been invested in, and thereby build an extremely solid civil society. By not selecting new CSOs for each training, PTRO prevents the proliferation of CSOs that have only received one training, but continues to mentor and guide already existing CSOs, making them stronger and more active. We believe this is vital for the long term goals of creating a civil society truly capable of building Afghanistan. It is committed to ensuring the CSOs it works with continue to be meaningful contributors, rather than once-off creations that dwindle into insignificance six months after the training. But these are the kinds of projects PTRO will continue to work on, in line with its mission detailed above.

Because PTRO intends to continue programming in this sector, we see a number of lessons from this project that will be taken forward. Firstly, the research into the political economy will continue to inform and guide PTRO's programming and targeted advocacy in this and other sectors. (By launching the paper and promoting its distribution, PTRO believes its findings will also assist others' actions in this field.) Because PTRO is part of the Hamida Barmaki Foundation consultations and the new USIP consultative joint working group – both which deal with issues of justice – this programming and the opinions and lessons learned will continue to guide and inform PTRO's contribution to these consultations. PTRO is currently in the process of applying for funding for the next three to four years. All of the major projects PTRO is applying for are linked to legislative implementation, monitoring and strengthening. PTRO is doing this for three very specific reasons: firstly, we believe it is an important issue Afghanistan required programming around; secondly we believe we are capable of doing it well and thirdly, we realize that by aligning our projects, we can generate important spillover effects. The lessons learned in one project will spill over into the others, and overall, all projects will benefit from the constant learning PTRO engages in. PTRO believes there are important synergies and efficiencies to be gained through this and therefore, more impact.

As already mentioned, PTRO is passionate about ensuring the continuation of successes. This is why our selection of CSOs targets those that have been built up in previous programs, but which require further support for long term sustainability. This approach will be continued moving forward. This does not mean there will be training provided *ad nauseam*, but that necessary training will continue to be accessible. It also means that PTRO develops meaningful relationships with the CSOs it trains, and its staff are always available for support that is required – regardless of the nature of that support – long after training has ended. This constant support has been outlined in the implementation schedule, but it should be noted that it really goes beyond the project time as well. PTRO will also continue to engage in advocacy at the national and provincial level – it is already part of projects that are up and running at the moment. PTRO will continue to rely on these CSOs, to bring them in on advocacy campaigns and actively use them well beyond 2018.

### **Key Personnel and Staffing:**

**Salahuddin Darwish – Program Manager:** Salahuddin will head up the project. He has a BA in Political Science and Law from Kabul University and is fluent in Dari, Pashto and English. He has over 11 years of experience programming and researching in Afghanistan and headed the 3 year Oxfam Novib program dealing with CSOs mentioned above. He will be in charge of cooperating and working with USIP, working with other staff on this project to ensure that deadlines and milestones are met, and that the overarching goal of this project is fully achieved.

**Khalid Raufi and Mohammad Anas – Senior Trainers:** Anas and Raufi have both been conducting trainings in Afghanistan since 2005 and therefore have extensive experience in working, and making programs work in very taxing conditions. Anas has a degree in Russian language and Literature and is fluent in Russian, Dari, Pashto and is confident in English and French. Raufi is fluent in Dari, Pashto and English.

**Maiwand Rahimi – Monitoring Specialist:** Maiwand will travel to the provinces with the senior trainers in order to monitor and evaluate the workshops and subsequent activities. He is fluent in Dari and English and has sufficient levels of Pashtun to conduct this work.

**Rachel Morrow – Research Analyst / Program Manager:** Rachel has designed the outline of this program in collaboration the Managing Director of PTRO. She will also be in charge of developing questionnaires and research designs, analyzing data and writing assessments and reports on political economy and supporting Salahuddin with donor management. She has an MSc in Global Governance and Diplomacy – with a focus on conflict – from Oxford University. The researcher, translator and legislative monitor will work under her and Salahuddin.

The Project Officer described in the budget will be hired should PTRO be successful in this application. PTRO wishes to employ someone who has a background in law, and who has worked with the ministry of Justice to guide and provide input to this project. The remaining staff will function under the Program Manager and Research Analyst, and alongside the remaining staff.

**Budget:**

Please see attached. (One page of the eight.)

**Implementation Schedule:**

Key: R – Ramazan

P1, P2, P3, P4, P5 – Provinces (1, 2, 3, 4, 5 – Kabul, Balkh, Herat, Jalalabad, Kandahar)

2015 Activities	J	F	M	A	M	J	J	A	S	O	N	D
1.1 Needs assessment and identification of CSOs												
<b>2016 Activities</b>												
1.1 Needs assessment & identification (continued)						R						
1.2 Meet with JSSP, JWG and CLRWG						R						
1.3.1 Develop training curriculum alongside USIP						R						
1.3.2 Meet with provincial stakeholder to ensure smooth execution of trainings; venue hire			P1		P2	R		P3		P4		P5
1.3.3 Train CSOs in legal reform, gender justice analysis and legal reform				P1		R	P2		P3		P4	
1.5 Monitoring (pre and post testing)				P1		R	P2		P3		P4	
2.1 Legislative monitoring						R						
Constant monitoring and assistance provided to CSOs according to their needs						R						
<b>2017 Activities</b>												

Months:	J	F	M	A	M	J	J	A	S	O	N	D
1.3.2 Meet with provincial stakeholder to ensure smooth execution of trainings; venue hire						R						
1.3.3 Train CSOs in legal reform, gender justice analysis and legal reform	P5					R						
1.4 Train CSOs in advocacy		P1	P2	P3	P4	R	P5					
1.5 Monitoring (pre and post testing)		P1	P2	P3	P4	R	P5					
1.6 Meetings between provincial representatives		P1	P2	P3	P4	R	P5					
2.1 Legislative monitoring						R						
3.1 Public seminars					P1	R	P2	P3	P4	P5		P1
4.1 National level meetings between CSOs national working groups, legal reform bodies and parliamentarians						R						
5.1 Research and writing of the paper on the political economy of legislation						R						
Constant monitoring and assistance provided to CSOs according to their needs (where necessary arranging meeting with provincial reps.)						R						
2018 Activities	J	F	M	A	M	J	J	A	S	O	N	D
2.1 Legislative monitoring												
3.1 Public seminars	P2	P3	P4	P5		R	P1, P2	P3	P4	P5		
4.1 National level meetings between CSOs national working groups, legal reform bodies and parliamentarians						R						
5.1 Finalize the research paper and launch its findings with donors and actors in this field.						R						
Constant monitoring and assistance provided to CSOs according to their needs (where necessary, arranging meetings with provincial reps.)						R						

