

GOJUST 2 CIVIL SOCIETY ORGANIZATIONS (CSOs), LAW STUDENT ORGANIZATIONS (LSOs), AND CENTER OF HUMAN RIGHTS EDUCATION (CHRE) PARTNERS QUICK IMPACT PROJECTS (QIPs) GUIDELINES

BACKGROUND AND RATIONALE

Aligned with the structured framework of GOJUST 2, numerous activity lines necessitate synergistic collaboration with Civil Society Organizations (CSOs), Law Student Organizations (LSOs), and Center for Human Rights Education (CHRE) partners. This collaboration proves paramount for the Commission on Human Rights (CHR), as CSOs, LSOs, and CHRE partners function as indispensable force multipliers on the ground. The CHR, grappling with constraints on its regular human resources, recognizes the criticality of cultivating partnerships that bolster endeavors related to human rights and gender.

In a landscape where the CHR faces limitations in human resources, the symbiotic relationship with CSOs, LSOs, and CHRE partners becomes a linchpin for extending the reach and impact of initiatives. These partnerships are not merely pragmatic responses to resource constraints but are emblematic of a strategic approach to building a collective ethos. Through these collaborations, a cultural foundation on human rights is laid – one where individuals and organizations join forces to champion the core principles of respecting, protecting, promoting, and fulfilling the dignity of all. The essence of these alliances extends beyond immediate project objectives, fostering a lasting legacy of shared responsibility and mutual empowerment in the pursuit of human rights.

SCOPE AND APPLICATION

The GOJUST 2 Quick Impact Project (QIP) Guidelines aim to facilitate targeted and expedited interventions in key human rights and social impact areas. These projects are designed to be swift, focused, and responsive to the urgent needs of communities. Emphasizing collaboration between CSOs, LSOs, and CHRE partners the scope encompasses initiatives that align with the overarching goals of human rights promotion, protection, and community development of the CHR and GOJUST 2: The Human Rights component.

CSOs, LSOs, and CHRE partners are encouraged to propose QIPs that demonstrate a clear understanding of local needs, align with the governing body's thematic priorities, and leverage collaborative partnerships' strengths. The application process involves the submission of concise project proposals outlining objectives, activities, expected outcomes, and a feasible timeline. Preference will be given to projects demonstrating innovation, scalability, and the potential for sustainable impact.

The application window encourages CSOs, LSOs, and CHRE partners to articulate how their proposed projects contribute to the broader mission of promoting and safeguarding human rights, as well as fostering community well-being. Successful applicants shall be supported through resource allocation and active collaboration with relevant stakeholders to ensure the swift and effective implementation of their QIPs under GOJUST 2.

PURPOSE

The purpose of these QIP guidelines is to provide a streamlined framework, enabling swift, community-centric actions. Designed to amplify impact within constrained timeframes, these guidelines aim to empower CSOs, LSOs, and CHRE partners in addressing immediate needs, fostering adaptability, and cultivating collaborative, high-impact solutions that align with the organization's mission and enhance its standing as a catalyst for positive change.

ELIGIBILITY

The QIPs shall be made available only to duly CHR-accredited CSOs¹ and CHRE partners of CHR. This ensures that the CHR oversees the process as the general implementor.

LSOs are required to submit evidence of their organization's registration to the respective university where it is located.

FUND ALLOCATION

Receive support from GOJUST 2 to implement the QIP amounting to the following:

₱ 50,000.00 for a law student organization (LSO)/Center of Human Rights Education (CHRE) partner;

₱ 250,000.00 for a CHR-accredited CSO.

PROCEDURE

1. Partner Accreditation:

- a. Application Process: - Apply for accreditation to become an official partner of the CHR. CHR Regional Office may endorse
- b. Review and Approval: - The CHR shall review applications based on set criteria. - Successful applicants will be officially accredited as partners and will be eligible for project collaboration.

2. Identification and Planning:

The proposed specific QIPs shall be based on two (2) main categories (see Annex A) that the CHR shall open to interested CSO, LSO, and CHRE partners to co-implement under GOJUST 2.

3. Creation of a Technical Working Group

Create a Technical Working Group (TWG), which shall be composed of:

- One (1) from the Office of the Chairperson

¹ The accreditation procedure referenced in this document was conducted in accordance with the guidelines outlines in the 2023 CeB-approved PMD PAWIM

- One (1) from the Executive Director's Office
- One (1) from the Project Management Division (PMD)
- One (1) from the Advocacy and Information Campaign Division
- One (1) from the GOJUST 2 Technical Assistance Team (TAT)

The responsibilities of the TWG encompass finalizing selection criteria for proposals based on Annex A of this document, outlining the process for accessing the fund, and requesting the Bids and Awards Committee-Consulting Service, Infrastructure and Foreign-Assisted Projects (BAC-CSIFAP) for Small Value Procurement (SVP)² for proposals under CSO partners.

4. Project Proposal:

Develop a concise project proposal outlining the objectives, expected outcomes, and the proposed timeline. – Ensure that the proposal is following the projects specified in **Annex A** of these guidelines.

Proposals submitted by CSO partners with an approved budget for the contract (ABC) of **Two Hundred Fifty Thousand pesos (PhP250,000.00)** shall undergo the process of SVP.

The review by the TWG, utilizing the Project Proposal Rating Form (**Annex B**), will be adequate for the assessment of proposals submitted to the LSOs and CHRE partners that have an ABC amounting to **Fifty Thousand pesos (PhP50,000.00)**³.

5. Project Proposal Assessment:

Review through the TWG, project proposals from CSO, LSO, and CHRE partners within three (3) working days upon endorsement by the BAC- CSIFAP Secretariat, based on the quality of the following proposal components using the QIP Project Proposal Rating Form in **Annex B**:

- Rationale;
- Post-project collaboration;
- Project objectives;
- Intended beneficiaries;
- Resource requirement; and,
- Implementation schedule.

6. Co-Implementation with CHR:

Work closely with CHR Technical Working Group (TWG) to refine project plans. - Clarify roles, responsibilities, and expectations for both parties.

² The allocation of funds to collaborating CSOs is primarily governed by Section 53.9 of the IRR for Republic Act 9184, which outlines the protocols for Small Value Procurement. Some minor adaptations are made to tailor this process to suit the specific needs of our partners.

³ Based on the threshold establish under the CeB-approved PMD PAWIM

7. Implementation:

Provide periodic progress reports to the CHR, highlighting achievements and addressing challenges. - Maintain open communication channels for real-time feedback.

8. Monitoring and Evaluation:

- a. Monitoring Mechanism: - Implement a monitoring system to track project activities. - Identify and address any issues promptly.
- b. Evaluation: - Evaluate the project's conclusion to assess the impact and identify lessons learned. - Share findings with the CHR for future improvement.

9. Documentation:

Maintain detailed records of project activities, expenditures, and outcomes. - Submit a comprehensive project report to the CHR upon completion.

STEP-BY-STEP PROCESS FOR PARTNER CSOs

Step 1 – Project Initiation:

In this phase, a TWG shall be established to enhance the partnership between the CHR, CSOs, LSOs, and CHRE partners, along with effectively utilizing the funding available. The TWG shall set the framework for the QIPs, including scope, and area/s where they will be implemented, among others. The TWG, through the PMD, shall convene the CSOs, LSOs, and CHRE partners and discuss the QIP parameters and guidelines. The CSOs, LSOs, and CHRE partners of CHR shall submit their QIP proposals for GOJUST 2 fund access once posted. These proposals may encompass a range of activities aimed at protecting, promoting, and advocating for human rights and/or gender rights. In general, the proposal should:

- Represent a joint effort between the CHR and the CSO(s);
- Yield significant societal impact/s within the implementation period;
- Include a sustainability plan or post-project collaboration mechanism; and
- Request an amount not exceeding **Two Hundred Fifty Thousand pesos (PhP250,000.00)** for CSO partners and **Fifty Thousand pesos (PhP50,000.00)** for LSOs/CHRE partners of CHR from the funding facility. While activities exceeding this amount are encouraged, the surplus should be contributed by the partners.

Step 2 - Initiating Preliminary Work:

The TWG shall submit a request for Small Value Procurement (SVP) indicating the technical specifications, scope of work/terms of reference based on Annex A, ABC, and other terms and conditions to the BAC-CSIFAP.

Initiate accreditation of non-partnered CSOs interested in the QIP to be eligible for funding.

CHR Regional Offices are encouraged to recommend their corresponding CSOs, LSOs, and CHRE partners. in the respective jurisdiction to take part in implementing QIPs. CSOs, LSOs, and CHRE partners recommended by the CHR Regional Office shall still need to undergo accreditation.

Step 3 - Issuing the Call for Proposals:

The BAC-CSIFAP shall prepare and send the Request for Proposal (RfP) to at least three (3) (Accredited and Limited Partnership) CSOs of CHR. This, notwithstanding, those who responded through any of the required postings shall be allowed to participate. Receipt of at least one (1) proposal is sufficient to proceed with the evaluation thereof. Posting for at least three (3) calendar days on the PMD website, the website of the CHR, if available, and at any conspicuous place reserved for this purpose in the premises of the CHR shall be done.

Step 4 - Proposal Submission:

Interested CSOs shall comply with the set deadline for submission of proposals. Late submissions shall not be accepted and deliberated for evaluation of the TWG.

Step 5 - Proposal Evaluation:

The TWG shall evaluate and rate the submitted proposals. A QIP Project Proposal Rating Form shall be prepared by the TWG setting forth the names of CSOs, LSOs, and CHRE partners that responded to the RfP, and their corresponding rating. The TWG shall submit the form to the BAC-CSIFAP. The latter shall recommend to the HOPE the award of the contract in favor of the partner CSO Responsive Proposal. the HoPE shall immediately enter into a contract with the partner CSO.

Step 6 - Implementation of Activities/Sub-Projects:

Upon receiving the Notice to Proceed, the CSO shall proceed to the implementation of their QIP. They shall comply with the requirements set by the project, including communication and visibility guidelines. Payment to the partner CSO shall be divided into two (2) tranches and shall only be released upon submission of required deliverable/s.

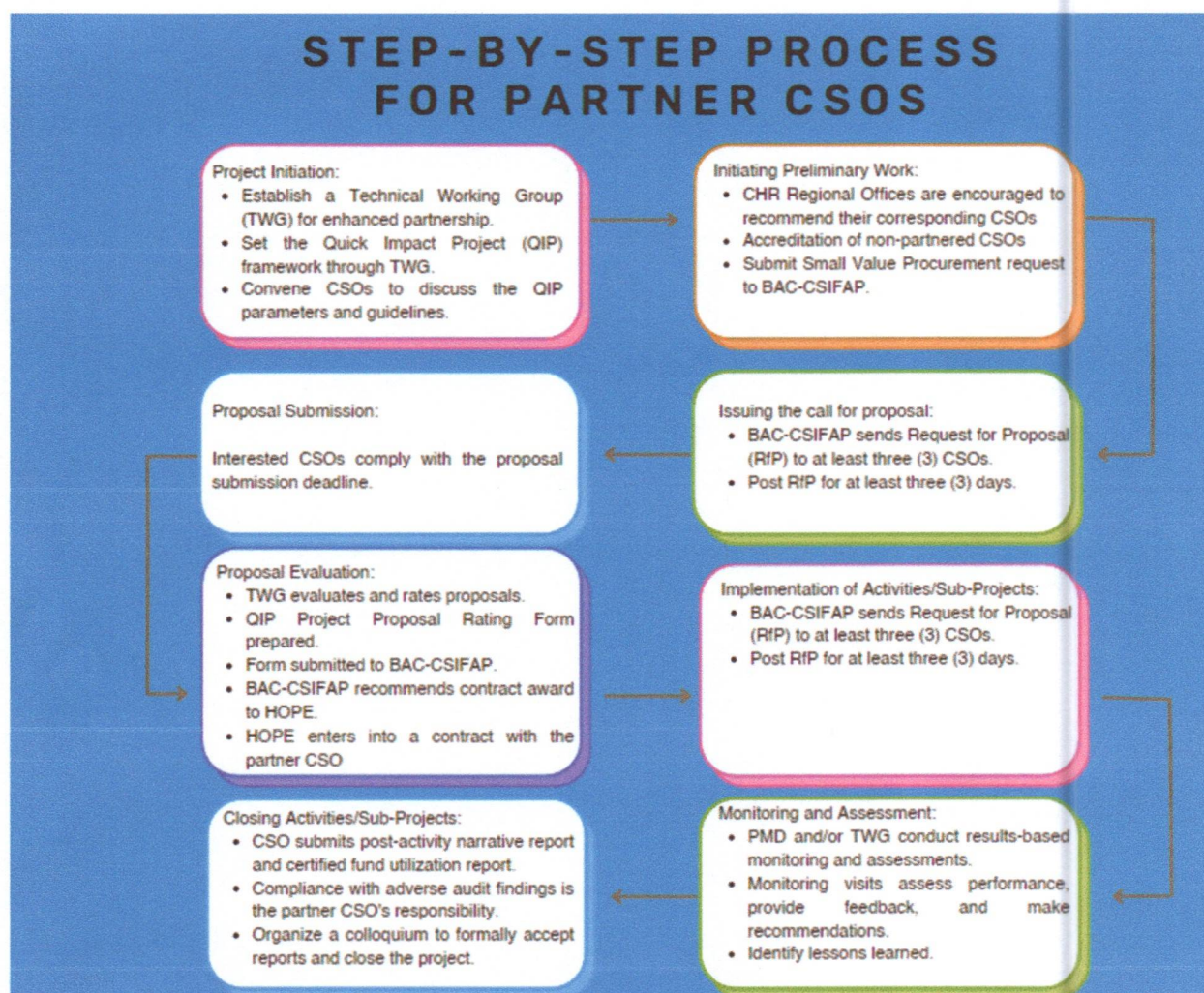
Step 7 - Monitoring and Assessment:

The PMD and/or the TWG shall conduct participatory results-based monitoring and assessments of the implementation of activities or sub-projects. Monitoring visits shall be carried out by the TWG and/or PMD to assess the performance of the winning CSO proponents/implementers, provide feedback, make recommendations as needed, and identify lessons learned.

Step 8 - Closing Activities/Sub-Projects:

Upon completion of the QIP, the CSO partner shall submit to the PMD the required post-activity narrative report and duly certified detailed fund utilization report before the release of the final tranche. In the event of adverse audit findings, it is the partner CSO's responsibility to ensure compliance. A colloquium will be organized, involving all implementers, to formally accept the

reports and close the project. This event shall also serve as a platform for sharing project outputs, lessons derived from the sub-projects/activities, and possible opportunities for succeeding collaboration and/or sustaining the implemented QIP.



STEP-BY-STEP PROCESS FOR LSOs AND CHRE PARTNERS

Step 1 - Project Initiation:

In this phase, a TWG shall be established to enhance the partnership between the CHR, CSOs, LSOs, and CHRE partners, along with effectively utilizing the funding available. The TWG shall set the framework for the QIPs, including scope, and area/s where they will be implemented, among others. The TWG, through the PMD, shall convene the CSOs, LSOs, and CHRE partners and discuss the QIP parameters and guidelines. The CSOs, LSOs, and CHRE partners of CHR shall submit their QIP proposals for GOJUST 2 fund access once posted. These proposals may encompass a range of activities aimed at protecting, promoting, and advocating for human rights and/or gender rights. In general, the proposal should:

- Represent a joint effort between the CHR and the CSO(s);
- Yield significant societal impact/s within the implementation period;

- Include a sustainability plan or post-project collaboration mechanism; and
- Request an amount not exceeding **Two Hundred Fifty Thousand pesos (PhP250,000.00)** for CSO partners and **Fifty Thousand pesos (PhP50,000.00)** for LSOs/CHRE partners of CHR from the funding facility. While activities exceeding this amount are encouraged, the surplus should be contributed by the partners.

Step 2 - Issuing the Call for Proposals:

The TWG shall prepare and send the Request for Proposal (RfP) to at least three (3) LSOs/CHRE partners of CHR. This, notwithstanding, those who responded through any of the required postings shall be allowed to participate. Posting for at least two (2) calendar days on the PMD website, the website of the CHR, if available, and at any conspicuous place reserved for this purpose in the premises of the CHR shall be done.

Step 3 - Proposal Submission:

Interested LSOs/CHRE partners shall comply with the set deadline for submission of proposals. Late submissions shall not be accepted and deliberated for evaluation of the TWG.

Step 4 - Proposal Evaluation:

The TWG shall evaluate and rate the submitted proposals. A QIP Project Proposal Rating Form shall be prepared by the TWG setting forth the names of LSOs, and CHRE partners that responded to the RfP, and their corresponding rating. The TWG shall convene to recommend the award of the contract to LSOs, and CHRE partners who have successfully met the criteria outlined in the Project Proposal Rating to the HoPE. The HoPE shall immediately enter into a contract with the LSOs, and CHRE partners.

Step 5 - Implementation of Activities/Sub-Projects:

Upon signing of the contract, the LSOs, and CHRE partners shall proceed to the implementation of their QIP. They shall comply with the requirements set by the project, including communication and visibility guidelines.

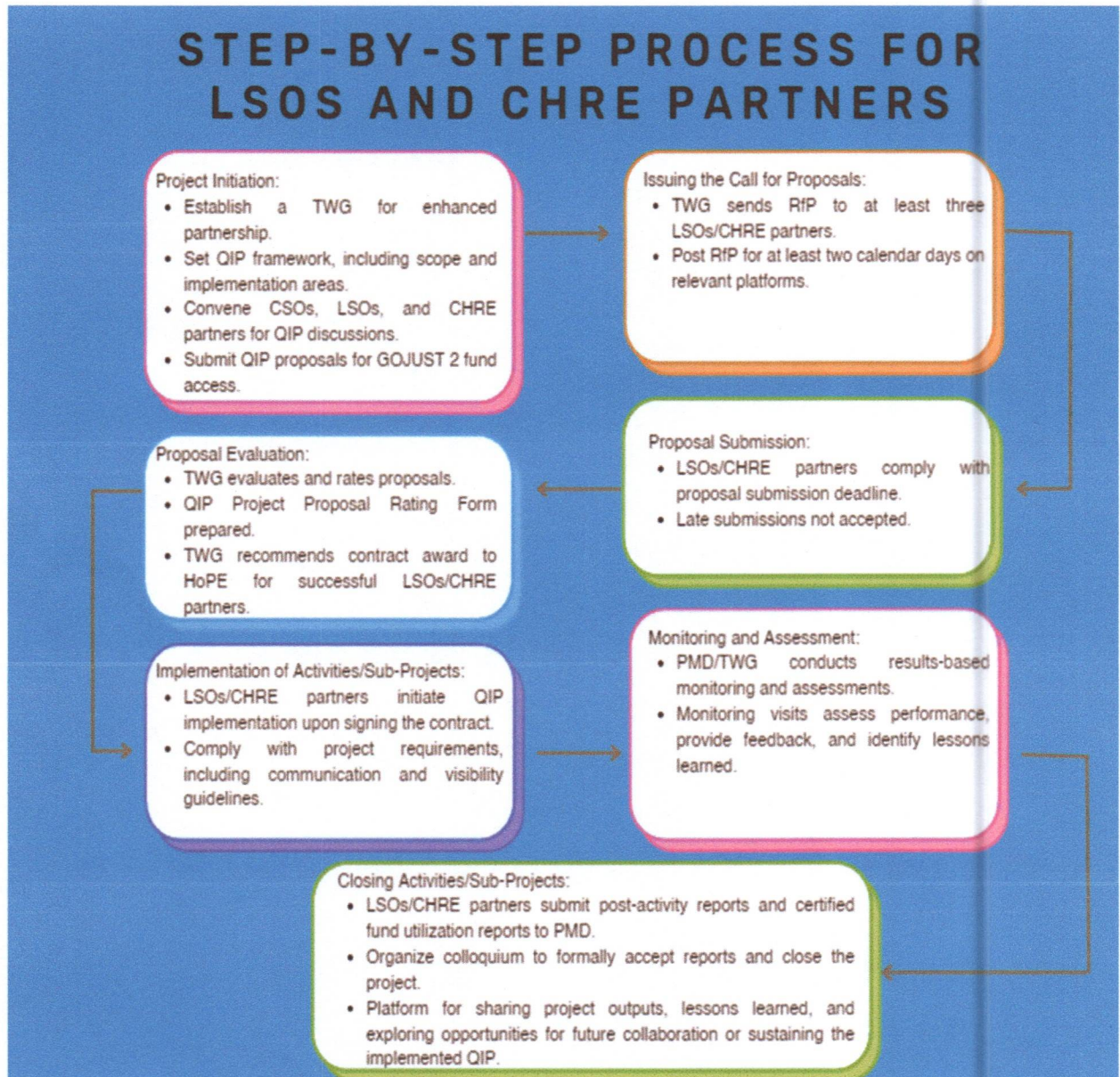
Step 6 - Monitoring and Assessment:

The PMD and/or the TWG shall conduct participatory results-based monitoring and assessments of the implementation of activities or sub-projects. Monitoring visits shall be carried out by the TWG and/or PMD to assess the performance of the winning LSOs, and CHRE partners' proponents/implementers, provide feedback, make recommendations as needed, and identify lessons learned.

Step 7 - Closing Activities/Sub-Projects:

Upon completion of the QIP, the LSO, and CHRE partner shall submit to the PMD the required post-activity narrative report and duly certified detailed fund utilization report. In the event of adverse audit findings, it is the LSO, and CHRE partner's responsibility to ensure compliance. A

colloquium will be organized, involving all implementers, to formally accept the reports and close the project. This event shall also serve as a platform for sharing project outputs, lessons derived from the sub-projects/activities, and possible opportunities for succeeding collaboration and/or sustaining the implemented QIP.



EFFECTIVITY

These Guidelines shall take effect upon the signing of the approving authority

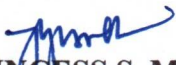
SEPARABILITY CLAUSE

If, for any reason, any part or provision of these Guidelines is declared invalid or unconstitutional, any part or provision not affected thereby shall remain in full force and effect.

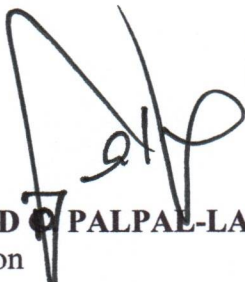
REFERENCES

- THE 2016 REVISED IMPLEMENTING RULES AND REGULATIONS OF REPUBLIC ACT NO. 9184 (Updated as of 15 OCTOBER 2023)
- PMD PROCEDURES AND WORK INSTRUCTION MANUAL (PAWIM)
- DILG MEMORANDUM CIRCULAR NO. 2023-145 (GUIDANCE NOTES FOR DILG UNITS ON THE REVIEW OF THE SIMPLIFIED PROJECT PROPOSALS FOR INDIAN GRANT ASSISTANCE FOR IMPLEMENTATION OF QUICK IMPACT PROJECTS)

APPROVING AUTHORITY


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