



FIJI ACCESS TO JUSTICE PROJECT

Call for proposals for grants to provide access to justice support services for persons with physical and psychosocial disabilities

Deadline for proposal submission: Friday, 9 November 2018

INSTRUCTIONS

I. BACKGROUND

The Fiji Access to Justice Project, funded by the European Union (EU) and implemented by the United Nations Development Program (UNDP), supports access to justice for impoverished and vulnerable groups through empowering people to access legal rights and services, and strengthening key justice institutions to deliver improved services.

A key element of these activities has been to engage individuals working at the community level, and train them as community advocates to create a sustainable and accessible source of information in the most remote communities. UNDP has started engagement with a network of community advocates, and is expanding this network to include non-governmental organizations (NGOs) and civil society organizations (CSOs) (along with youth) to increase knowledge on access to justice and human rights, identify and discuss key human rights challenges, and to establish and promote a robust platform for engagement between government justice institutions, Legal Aid Commission (LAC), Human Rights and Anti-discrimination Commission (HRADC), and NGO/CSOs. The project specifically focuses on engaging the public beyond Suva, to ‘reach the furthest behind first’, through consultations with NGO/CSO representatives working in communities at the grassroots level.

An assessment conducted in 2017 identified lack of awareness and information on access to justice and human rights, the desire for NGO/CSO representatives to increase their knowledge, and the willingness for greater collaboration and networking with government, LAC and HRADC to assist in delivering services at the community level as key issues require further support. This enhanced level of engagement and cooperation between local NGOs and justice institutions over the past year has recently been most favourably commented on by senior justice sector representatives.

Output 4 of the Fiji Access to Justice Project focuses on strengthening the capacity of NGOs to deliver accompaniment access to justice services to impoverished and vulnerable groups. This includes a priority foundational need to raise awareness and understanding of legal rights and the justice services

available to the Fijian people and provide basic services (such as referrals) on access to justice and human rights at the community level to reach those in more remote areas of Fiji.

II.OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

The main objective of the grant selection process is to identify NGO/CSOs with operational presence and capacities to engage UNDP-identified community human rights advocates¹ and carry out the activities listed below throughout Fiji.

NGO/CSOs are requested to submit one proposal per location CSOs wishing to be considered as a potential grant implementer for more than one location are requested to submit separate proposals for each location. Each proposal should focus on one location only, to include coverage of the surrounding division to the extent possible, and demonstrate the specific added value the NGO/CSO can deliver in that location.

- a) Provide legal and human rights information,² referral support and accompaniment services prior, during and after legal processes³ to relevant legal services and health and counselling services, in cooperation and consultation with local Legal Aid Commission and Human Rights and Anti-Discrimination presences.
- b) Provide counselling to the disabled in contact with the law (as victims, witnesses or perpetrators) including preparation of victim reports and related expert assessments where relevant.
- c) Work with government partners to inform policy and advocate for improvements in the provision of justice sector services for people with disabilities.
- d) Provide direct support services throughout actual legal proceedings, including, for example, interpretation services and physical assistance in supplement to existing support services.
- e) Develop a multi-media information and advocacy campaign on legal rights, human rights and social support services for persons with physical and psychosocial disabilities, including adaptation of existing materials and development of new materials.

¹ These are diverse members of the Fijian public, representing all Divisions, different ages, genders and ethnicities. In late 2017, these individuals were convened and trained as 'Community Human Rights Advocates' by the Access to Justice Project. This training was based on the community-based rights and legal awareness raising model developed in South Africa. Community Human Rights Advocates are not lawyers – meaning they cannot, and do not, give legal advice, but provide basic rights and legal knowledge and awareness raising at the community level.

² This should not include any legal advice or representation, unless administered by a practising lawyer, duly licensed with a valid practising certificate, in good standing with the Fiji .

³ Accompaniment could include, but not be limited to: preparation of victim reports, physical accompaniment of victims, relevant counselling, and supplying legal information to victims – strictly distinguished from legal assistance and advice – and other requisite support services to victims throughout legal processes to ensure victims understand the processes, roles, steps and outcomes.

- f) In conjunction with UNDP-identified community human rights advocates, conduct knowledge and awareness raising sessions for community members and community-based groups on legal rights, legal services, human rights, and constitutional/legal issues facing persons with physical and psychosocial disabilities.

Each proposal should focus on one location only, and demonstrate the specific value added the NGO/CSO can deliver in that location. However, NGO/CSOs are invited to submit more than one proposal for more than one location if they have relevant locational experience.

III. ELIGIBILITY & QUALIFICATION CRITERIA

The NGOs must meet the following criteria to be eligible for selection.

- a) Be legally registered as NGO/CSO and in possession of a valid registration certificate.
- b) Possess a mandate and founding document in line with the activities for which the funds are being sought.
- c) Have an established office and experience in implementing similar/related activities.

IV. PROPOSAL

Proposed Methodology, Approach, Quality Assurance Plan and Implementation Plan – This section should demonstrate the NGO/CSO’s response to this call for proposals by identifying the specific components proposed, how the outputs/delivery shall be addressed, as specified; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted, if at all.

Moreover, the proposal should demonstrate how the proposed methodology meets or exceeds the RFP, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable and a quality assurance framework provided.

Management Structure and Resource (Key Personnel) – This section should include a comprehensive description of the management structure and information regarding required resources including curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the RFP. The structure and length of the proposal must comply with the format in *Annex I* below.

V. EVALUATION CRITERIA & METHODOLOGY

a) Proposals will be evaluated based on the following criteria:

Applications will be evaluated by the Grant Appraisal Committee against the following main criteria:

1. Consistency with stated objectives: The proposal should address issues relating to justice and rule of law in relation to persons with physical and psychosocial disabilities.
2. Likelihood of success and project feasibility/sustainability: The proposal should clearly demonstrate a sustainability strategy after the grant period and in the absence of external funding. In particular, each proposal must provide a detailed cooperation and handover strategy to existing government and independent state commissions working to provide legal services, as well as an exit strategy for proposed activities.
3. Capacity of the organization to implement the project (institutional, financial): The NGO/CSO should demonstrate the ability to effectively manage grant funds, as well as the institutional capacity (equipment, facilities, competence and experience of personnel, and past record of managing such projects) necessary for project implementation. This should include proven experience and ability to work successfully with justice sector institutions (especially the Legal Aid Commission, Judicial Department, and Fiji Police Force).
4. Comprehensiveness of the project description – product, plan and budget: The proposal should clearly define its strategy for implementation detailing a step-by-step project plan and itemized budget, target groups, and clear timelines for activity duration.
5. Competence of the organization’s staff. Previous experience in related fields, availability of skills and training.
- 6.
7. The budget should be detailed, complete, rational and realistic, and **must not exceed the equivalent of USD 150,000.**
8. Administrative costs must not exceed 10% of the total proposed amount.
9. The amount requested in the proposal should be commensurate with the organization’s administrative and financial management capabilities.
10. The grant will be payable in local currency at the official exchange rate.

Summary of Technical Proposal Evaluation criteria		Score Weight	Points Obtainable
1.	NGO/CSO eligibility and qualifications	10%	100

2.	Proposed methodology, approach and implementation plan	20%	200
3.	Management structure and key personnel	20%	200
4.	Likelihood of success and project feasibility and sustainability	20%	200
5	Financial evaluation-The budget should be detailed, complete, rational and realistic, and must not exceed the equivalent of USD 150,000.	30%	300
	Total		1000

b) Project duration

The project duration will not go beyond **24 months**.

VI. SELECTION PROCESS

UNDP will review the proposals through a five-step process: (i) determination of eligibility; (ii) technical review of eligible proposals; (iii) scoring and ranking of the eligible proposals based on the assessment criteria outlined in Section V to identify highest ranking proposal; (iv) round of clarification (if necessary) with the highest scored proposal; and (v) signature of grant agreement.

VII. SUBMISSION PROCESS

Applications (project proposals) in the form of the template attached (Attachment I) must be submitted by NGOs/CSOs based in Fiji to the UNDP Offices in Suva or by post or email as detailed below **not later than Friday, 9 November 2018 at 16:00 hrs (Fiji time)** along with the following:

- a) Proof of registration as a non-governmental/non-commercial organization including copies of registration certificate(s)
- b) Organizational profile with the following details:
 - A clearly defined management structure;
 - Experience in the fields as indicated in the call for proposals;
 - Experience and expertise in training and capacity building;
 - Knowledge of justice, legal rights, international human rights;
 - Experience of working on human rights and protection issues;
 - Work experience in Fiji of at least two years prior to the application;
 - Curriculum vitae of two key staff members involved in the implementation of the project.

All entities interested in submitting their proposals for grants to provide access to justice support services may obtain the call for proposal documents in person or from the UNDP website as follows:

<http://procurement-notice.undp.org>

Interested NGO/CSOs may obtain further information at the following address:

Name of Office: Access to Justice Project, UNDP – Suva, Fiji

Contact persons: Andrew Harrington
Programme Manager
Access to Justice, Rule of Law and Human Rights Project
UNDP – Suva, Fiji
andrew.harrington@undp.org

Julie van Dassen
Access to Justice Technical Advisor
Access to Justice, Rule of Law and Human Rights Project
UNDP – Suva, Fiji
Julie.vandassen@undp.org

Complete proposals must be emailed to the contact emails above or delivered by hand in a sealed envelope marked ‘**Call for proposals for grants to provide access to justice support services for persons with physical and psychosocial disabilities**’ to the address below **not later than Friday, 9 November 2018 at 16:00 hrs (Fiji time)**. Late bids will be rejected.

Programme Manager
Access to Justice, Rule of Law and Human Rights Project
United Nations Development Programme (UNDP) Pacific Office in Fiji
Level 7, Kadavu House
Suva, Fiji

UNDP Civil Society Development Programme

CALL FOR PROPOSALS

Grants to provide access to justice support services for persons with physical and psychosocial disabilities

APPLICATION TEMPLATE

(please, do not exceed the proposed size limit for each section)

INFORMATION ABOUT APPLICANT ORGANIZATION

Organization's legal name	
Organization's legal status	
Year of registration	
Name of executive director	
Name of project manager	
Name of project accountant	
Organization's legal address	
Actual address (if different from above)	
Telephone:	Fax:
E-mail address:	Web page:
Project budget (in FJD)	
Project dates	

PROJECT'S NAME:

(please describe the essence of your project in one short and precise sentence)

PROJECT PROPOSAL**1. Project Summary** (maximum of 1/3 page)

1.1 Describe project's objectives, main activities, stakeholders and expected results.

2. General information about applicant organization (maximum of 1 page)

2.1 Main areas of expertise – describe your organization's main competencies, especially concerning support to the vulnerable groups of people. Describe your organization's mission, if it has one.

2.2 Describe main types of activity that your organization carries out.

2.3 Describe main target audiences and partners of your organization.

- 2.4 Explain what kind of in-house or outside experts your organization involves in its usual work.
- 2.5 Provide a brief list of your organization's three current or latest projects supported by international or local organizations and donors (indicate dates, subject matter of projects, project budgets and donors).
- 2.6 Describe your organization's main assets: number of full-time staff, office space, and equipment.

3. Relevant experience (maximum of 1 page)

- 3.1 Provide evidence of your organization's experience in thematic area of this competition. Describe the work performed by your organization that demonstrates its capability to represent the interests and protect the rights of vulnerable groups of persons.
- 3.2 Describe specific results achieved by your organization in providing support to the vulnerable groups of persons.
- 3.3 Explain how your organization's experience will help to reach project's goals.

4. Problem analysis (maximum of ½ page)

- 4.1 Describe main problem(s) concerning vulnerable groups of people that your project will address. Explain why these issues are important to the target group, community, region and society in general.

5. Project objectives (maximum of ½ page)

- 5.1 Describe your project's goals and objectives.

6. Expected results (maximum of ½ page)

- 6.1 Describe specific short-term and long-term results that you plan to achieve with your project. Described results.
- 6.2 Explain what positive changes in the life of the target groups will be achieved through your project.

7. Target audience (maximum of ½ page)

- 7.1 Describe project's main target population, and other stakeholders, and how they will be engaged.
- 7.2 Specify the group of people whose interests and rights your project will help to promote. Indicate their age.
- 7.3 Explain if and how your project will cooperate with relevant government bodies.

8. Project Activities (maximum of 1 page)

8.1 Briefly describe the form and contents of each type of activity that will be carried out during project implementation to reach its objectives.

9. Communication strategy (maximum of ½ page)

9.1 Describe your project's key messages, audiences, information products and communication channels.

10. Organizational capacity improvement (maximum of ½ page)

10.1 Explain how this project will help to strengthen your organization's capacity to carry out its mission as a legal aid provider.

11. Work Plan (maximum of 3 pages)

11.1 Provide project's Work Plan according to the following format:

Month	Activity, Location	Topic	Implementers	Planned Results
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**By results we mean not just events (actions), but progress in the solving of the problem addressed by your project, and specific positive changes in the life of the target audience.*

12. Events (maximum of 1 page)

12.1 Provide more details on agendas and format of the project's training and other public events.

13. Publications (maximum of ½ page)

13.1 Briefly describe all publications, handouts and other printed materials that will be produced during the project: contents, volume, circulation, dissemination.

14. Project Monitoring and Evaluation (maximum of ½ page)

14.1 Describe how you will monitor project implementation and evaluate its results, and what qualitative and quantitative indicators will be used.

15. Future activities (maximum of ½ page)

15.1 How will your organization continue to remain relevant in functioning as a legal aid provider after completing the project? How will it further develop project's achievement?

16. Budget (maximum of 2 pages)

16.1 Provide project budget in FJD according to the following format:

Description of Activity/Item	Persons/Units	Rate/Cost	Estimated amount
Total			

17. Personnel (maximum of 2 pages)

17.1 Briefly describe the education, qualification and relevant experience of each project staff person and invited expert, focusing on human rights where appropriate.

ATTACHMENTS

In addition to the Project Proposal, the application package must include copies of the following documents:

1. Proof of registration as a non-governmental/non-commercial organization including copies of the registration certificate and constitution or other governing document;
2. Curriculum vitae of two key staff members that will be involved in the implementation of the Project;
3. Bank details.