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CALL FOR PROPOSALS

FOR A MICRO-CAPITAL GRANT TO MYANMAR NATIONAL/ LOCAL CSO TO IMPLEMENT “STRENGTHENING WOMEN’S ACCESS TO JUSTICE IN MANDALAY” PROJECT

1. BACKGROUND

The United Nations Development Programme (UNDP) Myanmar is implementing programming across four areas of democratic governance including Rule of Law and Access to Justice (ROL/A2J), in accordance with the Country Program Action Plan 2013-2015. UNDP’s ROL/A2J programme has built relationships with justice sector institutions, particularly UAGO and OSCU, and has provided technical assistance focusing on building core skills to support strategic planning on how to modernize the institutions and ensure they are best able to respond to the justice needs of people in Myanmar. Through a joint proposal with UNODC, UNDP will support the coordination of police reform with broader justice sector development and will pilot ways of linking police coordination and training more closely with the justice needs of people, especially vulnerable groups. At the state/regional level, UNDP has carried out research to map government and public perceptions on Rule of Law and Access to Justice in three pilot areas (mapping study), including Mandalay Region. UNDP has committed to supporting pilot Rule of Law Workshops for legal training in Mandalay and Lashio, and is supporting the development of clinical legal education in 18 law departments, including three universities in Mandalay Region.

UNDP’s mapping study found that violence, exploitation and discrimination are a central safety and justice problem for women and girls. The mapping study recommended targeted program interventions focused on improving legal responses – particularly police response – in relation to women’s justice issues, and sexual and gender-based violence (SGBV) in particular. It pointed to a lack of coordination, and a significant gap, between civil society actors and state duty bearers¹ in addressing these justice issues. State justice actors do not generally acknowledge gender-based violence or discrimination as issues needing attention. Women rarely approach police or the formal justice system for protection in

¹ Relevant actors include those directly engaged in justice issues, such as police, law officers and judges, as well as those indirectly engaged in justice issues, including General Administration Department (GAD) officials, social workers, members of the Women’s Affairs Federation, and those addressing related aspects of health, psycho-social and livelihoods needs.

assuring their safety or to seek justice. The gap on women's human rights protection stands in contrast to awareness levels and coordination efforts on children's rights protection, particularly in Mandalay, which were generally higher due in part to long term investments by UNICEF and others.

Against this background, UNDP intends to support a focused pilot project in Mandalay to improve institutional response to the safety and justice needs of women and inform the development of related justice policies and procedures as part of the reform process. Complementing UNDP's institutional capacity building work, the project will support targeted civil society efforts for coordination, dialogue, legal empowerment and systematic documentation on women's access to justice experiences and concerns.

UNDP Myanmar will issue a competitive Call for Proposals for "Strengthening Women's Access to Justice in Mandalay" Project and will select a qualified Myanmar national/local civil society organization (CSO) to serve as a grant recipient under UNDP's Micro-Capital Grant Agreement (MCGA) modality. Only one (1) proposal is expected to be selected. The Micro-Capital Grant will not exceed USD \$60,000. (Actual funds will be transferred in Myanmar Kyat.)

This opportunity is available only to Myanmar national/local CSOs specialising in non-profit legal aid / legal assistance to vulnerable groups. Eligible CSOs must be registered (or have filed an NGO registration application) and must possess an organizational bank account. INGOs are considered ineligible for this funding.

2. PURPOSE

The objective of "Strengthening Women's Access to Justice in Mandalay" Project is to improve institutional response to the safety and justice needs of women and inform the development of related justice policies and procedures as part of the reform process. By supporting women's engagement with formal justice actors, the project will systematically gather data and develop case studies for evidence-based dialogue and consultation on gender justice issues within the broader context of justice sector strategic planning and policy development. The project thus contributes to UNDP's overall program objective of ensuring that justice institutions are more responsive to the needs of society particularly vulnerable groups.

The CSO partner implementing the Project will work at both individual case level in targeted townships, as well as through training, coordination and dialogue efforts to engage state and civil society service providers, with a view toward improving women's safety and access to justice and strengthening gender-sensitive responses in particular for survivors of SGBV. This will involve working closely with local community groups regularly in contact with vulnerable women and girls such as Colorful Girls, Marie Stopes International and Population Services International, and building links with e.g., police stations, courts, general administrative department, social welfare departments and Women's Affairs Federation offices in the targeted townships.

The Project complements and is expected to seek links with other rule of law and justice local activities in Mandalay supported by UNDP (e.g., Rule of Law Center pilot trainings, dialogue trainings, clinical legal education development with Mandalay's universities) and others engaging police and courts such as

UNICEF and UNODC. It also connects with initiatives at the national level such as Myanmar's National Action Strategy on the Protection and Advancement of Women and proposed Anti-Violence Against Women legislation.

3. SCOPE OF WORK

The selected CSO partner will receive a grant to carry out the below project components and indicative activities to enhance women's access to justice and support improved response for women's safety and justice needs in Mandalay:

- (1) Targeted legal awareness raising
 - Preparation and printing of materials
 - Training and awareness raising for key resources including state and civil society actors
- (2) Paralegal and legal aid services in targeted townships in Mandalay
 - Recruitment and training of community resource persons to serve as (paid) paralegals
 - Provision of paralegal case assistance (e.g., legal information and advice, accompaniment, referral, negotiation and advocacy) with a focus on SGBV survivors and possibly other vulnerable populations of women and girls
 - Provision or organization of free legal aid as needed for cases
- (3) Coordination
 - Improvement/development of (client-centered) information networks and referral pathways among service providers for SGBV survivors
 - Coordination with related clinical legal education projects (or other related access to justice initiatives) in Mandalay on, e.g., community outreach, awareness raising and/or legal services
- (4) Dialogue and policy advocacy
 - Support dialogue on women's access to justice concerns among and between civil society and police/other justice actors, and seek entry points for more regularized dialogue
 - Develop case documentation and advocacy strategy/materials to improve institutional response to safety and justice needs of women
 - Baseline establishment and monitoring and evaluation of Project impacts
 - Lessons sharing of pilot experiences with national networks

Project implementation is expected to take advantage insofar as possible of project synergies, and cost sharing through integration with the CSO partner's other work and through cooperation with international and local resources in Mandalay. E.g., hold meetings/trainings as appropriate in facilities furnished by Local Resource Center or the pilot Rule of Law Centre; share lessons learned with national networks through the CSO partner's or other cooperating partners' otherwise scheduled meetings.

4. GEOGRAPHIC SCOPE OF WORK

The Project activities are focused on Mandalay City and will target an estimated four (4) townships, with consideration of linkages to the CSO partner's existing/planned work and that of coordinating actors. The target townships will be determined in consultation with UNDP during Preparation and Work Planning.

5. DURATION

The time period for implementation of the Project is 12 months, from 1 March 2015 to 29 February 2016.

6. MANAGEMENT ARRANGMENTS

The CSO partner bears full responsibility for the overall management of activities, and bears all substantive, operational, financial, monitoring and evaluation responsibilities.

7. MONITORING AND REPORTING

Funds will be disbursed in Myanmar Kyat, based on achievement of **Performance Targets**, to be agreed in advance between UNDP and the CSO partner along with the finalized proposal and budget and included in the Standard Agreement for Micro-Capital Grant.

The CSO partner will develop an **Annual Work Plan** and **Monitoring and Evaluation Plan** in consultation with UNDP, prior to implementation. The CSO partner is expected to provide **quarterly 2-page progress reports** at the end of each quarter indicating progress toward performance targets. The CSO partner will provide a comprehensive **narrative and financial completion report** at the end of the one-year Project. UNDP will share templates for these reports.

Additionally, the CSO partner will maintain regular communication with UNDP's international and national Rule of Law/Access to Justice Officers in Mandalay, to provide regular feedback on implementation progress, results, challenges and bottlenecks.

8. GUIDELINES FOR PROPOSAL DEVELOPMENT AND SUBMISSION

- The proposal and all related correspondence shall be in English
- Only proposals from eligible CSOs meeting the required eligibility criteria will be evaluated
- Proposal should conform to the attached template (Annex 1 and 2) provided
- The deadline for submission of proposal is **17.00hrs, 5 Feb 2015**.

The Proposal and accompanying documents should be submitted in a sealed envelope to:

U Paul Doila
Programme Analyst, Rule of Law
United Nations Development Programme, Myanmar
6 Natmauk Road, Tamwe Township
Yangon 11211

PLEASE LABEL THE ENVELOPE CLEARLY WITH THE FOLLOWING: **PROPOSAL FOR A MICRO-CAPITAL GRANT FOR "STRENGTHENING WOMEN'S ACCESS TO JUSTICE IN MANDALAY" PROJECT.**

9. CRITERIA FOR CSO AND PROPOSAL SELECTION

The selection of the partner CSO will be made taking into consideration:

1. Eligible Myanmar national/local CSO that specialises in non-profit legal aid / legal assistance to vulnerable groups, based on registration and organization documentation. (Required eligibility criteria)
2. Evaluation of Project Proposal (out of 100 points)
 - Institutional capacity to implement the proposed activities:
 - a. CSO profile and relevant project management experience (20 points)
 - b. Technical expertise of women's rights/SGBV and local knowledge of Mandalay context (30 points)
 - c. Proven political experience and ability to link legal aid work with upstream policy advocacy (20 points)
 - d. Staffing plan reflects adequate human resources to implement project (10 points)
 - Responsiveness of activities and effectiveness of approach to implement scope of work and achieve UNDP's stated objective (20 points)
3. Budget Proposal reflects reasonable actual costs, within maximum grant limit of USD 60,000.

Cooperation with a CSO capacity assessment exercise including related verification/documentation is required prior to final selection. Budget will be reviewed for compliance with reasonable actual costs. The final selection will be submitted to a Selection Committee for endorsement, and final Standard Agreement will be developed cooperatively between UNDP and CSO partner.

For further clarification please contact the UNDP Rule of Law and Access to Justice Officer, Christina Beninger, at the address provided above or by email christina.beninger@undp.org.

ANNEXES

1. Outline for Project Proposal
2. Outline for Budget Proposal

Annex 1 – Project Proposal Format

MICRO-CAPITAL GRANT TO IMPLEMENT “STRENGTHENING WOMEN’S ACCESS TO JUSTICE IN MANDALAY” PROJECT

1. Eligible Myanmar national/local CSO that specialises in non-profit legal aid / legal assistance to vulnerable groups (required screening criteria)

Attach to the Project Proposal proof of eligibility, such as: Legal incorporation documents; documentation of NGO registration or proof of formal application for registration; documentation of non-profit status; relevant mission/vision statement or strategic plan; and organizational bank account information.

This opportunity is available only to Myanmar national/local CSOs specialising in non-profit legal aid / legal assistance to vulnerable groups. Eligible CSOs must be registered (or have filed an NGO registration application) and must possess an organizational bank account. INGOs are considered ineligible for this funding.

2. Institutional capacity to implement the Project

a. CSO profile and relevant project experience (not to exceed 1 page) (20 points max):

Brief profile of CSO with mission, history, and relevant experience. Include relevant current/completed projects with dates, amount of funding, source of funding, activities, and main accomplishments. Include full contact details for communications on this proposal.

b. Technical expertise and local knowledge (not to exceed 1 page) (30 points max):

Brief description of CSO's technical expertise or network resources in women's rights/SGBV issues; and specific local experience and/or networks in Mandalay to undertake this Project.

c. Proven political experience and ability to link legal aid work with upstream policy advocacy (not to exceed ½ page) (20 points max):

Brief description of CSO's prior experience working with police or other government actors; specific experience in policy advocacy; and ability to link legal aid work with policy advocacy through, e.g., systematic case documentation for empirical research on policy reform needs.

d. Staffing plan reflecting adequate human resources for Project (table not to exceed ½ page) (10 points max):

In table format below, identify staff who will implement the Project with name, title, main responsibility, % of time on this Project and % of time on other projects/other work. Additional lines may be added to table as needed. *For each staff member who will have responsibility both on this Project as well as on other donor-funded projects, make sure to specify which other projects and state clearly what % of time is funded by each source of funding.*

Community-based paralegals and pro bono legal aid lawyers do not need to be listed here (but should be described with #3 project activities below as appropriate for project approach)

Name	Title	Main responsibility	% time on Project	% time on other projects (with project, funding source)

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3. Responsiveness of activities and effectiveness of approach (table not to exceed 2 pages) (20 points max):

With reference to the four (4) elements in the Scope of Work, list the activities planned and mark the time frame in the table format below. *Note that illustrative activities are examples and may be modified in the table below as needed to implement a sound Project approach* including, e.g. logical order and synergies with other work. List potential partners and/or target groups as relevant. Briefly state the approach to the activities including how the activities will support achievement of the Project objective to support Myanmar civil society capacity development to engage in coordination, dialogue, legal empowerment and systematic documentation of women's safety and justice concerns and experiences in seeking access to justice.

Activity	Time Frame				Partners and/or Target groups	Approach
	Q1	Q2	Q3	Q4		
1) Targeted legal awareness raising						
Preparation and printing of materials						
Training and awareness raising for key resources						
2) Paralegal and legal aid services in targeted townships in Mandalay						
Recruitment and training of community resource persons to serve as (paid) paralegals						
Provision of paralegal case assistance						
Free legal aid for cases						
3) Coordination						
Improvement/development of (client-centered)						

information networks and referral pathways among service providers for SGBV survivors						
Coordination with related clinical legal education projects (or other related access to justice initiatives) in Mandalay on, e.g., community outreach, awareness raising and/or legal services						
4) Dialogue and policy advocacy						
Support dialogue on women's access to justice concerns among and between civil society and police/other justice actors, and seek entry points for more regularized dialogue						
Develop case documentation and advocacy strategy/materials to improve institutional response to safety and justice needs of women						
Baseline establishment and monitoring and evaluation of Project impacts						
Lessons sharing of pilot experiences with national networks						

Annex 2 - Budget Proposal Format

MICRO-CAPITAL GRANT TO IMPLEMENT "STRENGTHENING WOMEN'S ACCESS TO JUSTICE IN MANDALAY" PROJECT

Project Period: 1 March 2015 – 29 February 2016

General Category of Expenditures* (Specify inputs, and not activities)	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total (USD)**
	Mar – May 2015	Jun - Aug 2015	Sep - Nov 2015	Dec 2015 – Feb 2016	
Personnel - staff					0
Personnel - paralegals					0
Travel					0
Premises					0
Training/Seminar/Workshops, etc.					0
Printing					0
Equipment/Furniture (Specify)					0
Other [Specify]					0
Miscellaneous					0
Total	0	0	0	0	0

* Please note that all budget Lines are for costs related only to project activities.

* These budget input categories are suggested guidelines. The CSO may choose alternates which more accurately reflect their expense items and needs.

** Budget should be in USD. Actual funds will be transferred in Myanmar Kyat, based on achievement of agreed Performance Targets to be agreed in the Standard Agreement on Micro-Capital Grant.

Project Proposal – Assessment Matrix

MICRO-CAPITAL GRANT TO IMPLEMENT “STRENGTHENING WOMEN’S ACCESS TO JUSTICE IN MANDALAY” PROJECT

CSO Name: _____

Contact Details: _____

PROPOSAL ASSESSMENT

	Requirement (Description)	Avail. Score (out of 100)	Score	Remarks
1. Institutional capacity to implement the Project				
a.	CSO profile and relevant project experience	20		
b.	Technical expertise and local knowledge	30		
c.	Proven political experience and ability to link legal aid work with upstream policy advocacy	20		
c.	Staffing plan reflecting adequate human resources for Project	10		
2. Responsiveness of activities and effectiveness of approach				
a.	(1) Targeted legal awareness raising (2) Paralegal and legal aid services in targeted townships in Mandalay (3) Coordination (4) Dialogue and policy advocacy	20		
TOTAL		100		

BUDGET ASSESSMENT

Requirement (description)	Remarks
Is the proposed budget a reasonable reflection of actual costs?	

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ELIGIBILITY CRITERIA (SCREENING) [with reference to Eligibility Criteria Screening Chart prepared by A2J Consultant]

Requirement (description)	Remarks
Is the applicant an eligible Myanmar national/local CSO that specializes in non-profit legal aid/legal assistance to vulnerable groups?	

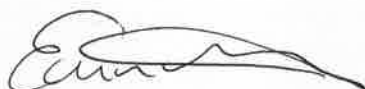
CSO CAPACITY ASSESSMENT [with reference to CSO Capacity Assessment Report prepared by A2J Consultant]

Requirement (description)	Remarks
Does the applicant demonstrate sufficient organizational and project implementation capacity for the proposed project?	

APPROVAL

This Call for Proposals is approved by: Emma Morley

Signature:



Name and designation:

Emma Morley, Team Leader, Democratic Governance
Programme

Date of signing:

23/12/14.

