



CALL FOR PROPOSALS

ACCESS TO JUSTICE AND RULE OF LAW PROJECT

Call for Proposals from Civil Society Organizations (CSOs), Non-Governmental Organizations (NGOs) for Small Grants to Increase Public Awareness and Use of Alternative Justice Sites

Deadline for Proposal Submission

Friday, November 22nd, 2019



CALL FOR PROPOSALS - ACCESS TO JUSTICE AND RULE OF LAW

PROJECT

1.0 BACKGROUND

The University of the West Indies (UWI), Mona Campus, through its Equal Rights and Justice project has partnered with the European Union (EU) to undertake a 24-month initiative aimed at enhancing the lives of Jamaicans by improving their access to justice and promoting the value of the rule of law. The project is aligned to the second National Development Goal of Vision 2030, Jamaica, which aims to create a society that is “secure, cohesive, and just”. The initiative will augment the work of the Ministry of Justice (MoJ) by providing critical policy relevant research data, promoting the work of restorative justice centres, and building the capacity of restorative justice operatives across the island. Additionally, by focusing on child rights, protection in the family, and measures aimed at reducing community violence, The UWI seeks to enhance the capacity of the alternative justice services to expedite and support the larger crime control response, especially those of child services. As such, the objectives of this project will enhance the victimology focus that is intrinsic to alternative justice systems.

The Equal Rights and Justice project provides linkages between justice providers and communities through various activities including raising awareness on human rights, alternative justice, children’s rights, community violence, and access to legal redress; advocacy on legal and policy reform (mainly through involvement with civil society actors); support to legal aid initiatives and capacity building of civil society, in particular civil society organizations (CSOs) and non-governmental organizations (NGOs), to better address rule of law issues. This includes providing support for the Ministry of Justice’s justice centres.

2.0 OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

The overall objective of the small grants programme is to support and coordinate access to justice small projects focused on local development. NGOs/CSOs/CBOs with an operational presence and capacities in rule of law issues will be prioritized to carry out the following:



- a Provide basic legal information and pro bono legal services;
- b Train community members and raise awareness on substantive land rights, human rights, children and women rights, sexual and gender-based violence (SGBV) and constitutional/legal issues;
- c Provide psychosocial support to persons in detention and victims of SGBV;
- d Promote alternative dispute resolution services such as mediation and reconciliation.

3.0 ELIGIBILITY AND QUALIFICATION CRITERIA

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

- a Be legally registered as NGO/CSO/CBO within the borders of Jamaica.
- b Mandate and founding document(s) should be in line with the activities for which the fund is being sought.
- c Have an established office and experience in implementing similar/related activities.

4.0 PROPOSAL

4.1 Proposed Methodology and Implementation Plan

Through a detailed workplan, the NGO/CSO/CBO is expected to demonstrate how its project will respond to this Call for Proposals. Additionally, the proposal should demonstrate how the proposed methodology meets or exceeds the Call. The methodology used by the NGO/CSO/CBO must also set forth consideration for local conditions.



4.2 Management Structure and Resource (Key Personnel)

This 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 Call. The structure and length of the proposal must comply with the format of the document marked ‘**Small Grants Application Form.**’

5.0 EVALUATION CRITERIA AND METHODOLOGY

The project will be evaluated in a 2 step process by the Grant Appraisal Committee. The 1st Step of the process will be a technical review of the proposal based on the following main criteria.

- a The proposal should clearly address issues relating to alternative justice and rule of law at the local level.
- b The NGO/CSO/CBO 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.
- c The proposal should clearly define its strategy for implementation detailing a step-by-step project plan, target groups, and clear timelines for activity duration.

Summary of Technical Proposal Evaluation Criteria	Score Weight
NGO/CSO/CBO Eligibility and Qualifications	15%
Proposed Methodology, Approach and Implementation Plan	45%
Management Structure and Key Personnel	20%



Likelihood of success and project feasibility and sustainability	5%
Previous experience in managing similar projects	15
Total	100%

5.1 Financial Evaluation

Projects will move on the 2nd Step of the evaluation process only after they have received a score of 70% or higher in the 1st Step of the evaluation. In Step 2 the project budget will be evaluated and scored and shown in the table below:

Summary of Budget Evaluation Criteria	Score Weight
Budget is detailed, complete, rational and realistic	15%
Administrative costs do not exceed 10% of the total proposed amount	15%
Budget shows at least 10% cost sharing, either cash or in kind, towards the completion of the projected activities	20%
The amount requested in the proposal is commensurate with the organization's administrative and financial management capabilities	5%
$\frac{a}{h} \leq \frac{T}{600,000}$ Budget does not exceed 600,000 JMD requested amount	45%
Total	100%



5.2 Project Duration

The project duration is **strictly** six (6) months.

6.0 SELECTION PROCESS

The Grant Appraisal Committee will review the proposals through a four-step process:

Steps	Indicative Deadline
1. Determination of eligibility;	Nov. 29, 2019
2. Scoring and ranking of the eligible proposals based on the assessment criteria outlined in the previous section to identify highest ranking proposal;	Dec. 13, 2019
3. Round of clarification (if necessary) with the highest scored proposal	Dec. 18, 2019
4. Grants Agreement (GA) signature.	Jan. 17, 2020

7.0 SUBMISSION PROCESS

The application form for this Call for Proposals can be found at www.mona.uwi.edu/government/document. Upon visiting the web address mentioned applicants should download and complete the document titled ‘**Small Grants Application Form.**’

Completed proposals must be emailed to justice.rights.equal@gmail.com with ‘Small Grants Project Proposal’ reflected in the subject line of the email. Proposals must be emailed on or



before Friday, 22nd November 2019, no later than 5 p.m. local time. The following must be emailed along with the completed application form:

- 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 Proposal;
 - Experience and expertise in training and capacity building;
 - Knowledge of local and international access to justice norms and experience of working on human rights and protection issues;
 - Curriculum vitae of two key staff members involved in the implementation of the project.

Interested entities can submit questions, requests for clarification and additional information to justice.rights.equal@gmail.com by November 8, 2019. Additionally, a public information session will be held on November 15, 2019, to discuss the Call.