

OPEN CALL FOR CONCEPT NOTES

COMMUNITY JUSTICE PROGRAMME (CJP) PHASE II IN UGANDA

ENHANCING THE ACCESSIBILITY, QUALITY AND SUSTAINABILITY OF JUSTICE SERVICES DELIVERED IN UGANDA

REF. NO. 002/25

12 December 2025

Since December 2018, the International Development Law Organization (IDLO) is implementing the Community Justice Programme (CJP) in Uganda with the financial support of the Government of Sweden. The Programme aims to enhance the accessibility, quality and sustainability of legal aid and other justice services delivered for rural, vulnerable and marginalized communities in Uganda through the provision of financial and technical assistance to the Government of Uganda and select non-state actors, including non-governmental organizations. The second phase of the CJP was launched in December 2025 and will focus on empowering grassroots communities through the provision of legal aid services; ensuring justice services are responsive to the needs and priorities of justice seekers through capacity development; improving justice services for women and children, and strengthening accountability and feedback mechanisms for justice services.

The CJP II is aligned to the IDLO Global Strategy 2025-2028, the Uganda National Development Plan (2025/26-2029/30), the Strategic Framework of the Access to Justice Sub-Programme (AJSP) of the Governance and Security Programme (GSP) 2025/26-2029/30, the Sixth Judiciary Strategic Plan (JSP VI) of the Administration of Justice Programme (AJP), and the Strategy for Sweden's Development Cooperation with the Government of Uganda (2025-2029). Under this framework, it seeks to achieve the following four (4) outcomes:

1. Grassroots communities are empowered to claim and uphold their rights;
2. Justice services are responsive to the needs and priorities of justice seekers;
3. Improved justice services for women and children;
4. Accountability and feedback mechanisms in justice service delivery are improved.

As part of the CJP II, IDLO will provide financing to a maximum of six (6) sub-projects that contribute to the achievement of its programming objectives in the area of access to justice in Uganda. Specifically, interventions to be supported should be geared towards contributing to the realization of one (1) or more of the following CJP II outputs:

1. Legal empowerment of justice seekers is promoted;
2. Legal aid services are delivered for vulnerable and marginalized populations;
3. Alternative dispute resolution mechanisms are strengthened;
4. Knowledge and tools for development of women's skills in investment and commercial law promoted;

5. Juvenile justice services delivered;
6. Coordination among multi-sectoral justice-related service providers is strengthened;
7. Community mechanisms promoting transparency and accountability in the justice system supported.

Interested organizations are invited to use the standard Sub-Project Concept Note form in accordance with the rules set out in this notice.

Sub-Project Concept Notes and the Applicant Declaration shall be submitted through the dedicated section of the IDLO website.

Deadline for submission of Sub-Project Concept Notes: 2 January 2026

Applicants are encouraged to carefully read through the Call for Concept Notes and the FAQs section of the IDLO website. If you require additional clarification, please submit your question(s) through the **General Inquiry Form** on the dedicated section of the IDLO website. Please note that IDLO's responses will be made available to all applicants on the IDLO website.

GUIDELINES FOR APPLICANTS

1. TYPE OF APPLICANTS AND ELIGIBILITY CRITERIA

Such entities as the following are eligible for submitting applications for IDLO Sub-Projects: non-governmental organizations (NGOs), institutes, associations, foundations, civil society organizations, NGO networks or consortia¹. For-profit organizations, Government agencies, and individuals are not eligible.

Applicants can submit only one concept note and shall meet the following requirements:

- Be legally registered in Uganda and must have operated in Uganda for at least 5 years.
- Have the authority to operate a bank account;
- Be financially reliable, proven through audited financial statements, and compliant with statutory obligations;
- Be able to carry out their activities without any distinction, restriction, preference or exclusion based on race, national or ethnic origin, colour, religion, age, gender, marital status, family status and disability, to be evidenced by the submission of relevant internal anti-discrimination policies or rules;
- Be free from conflicts of interest and have no financial or personal interest with IDLO that may infringe upon the principles of transparency, independence and fairness as per IDLO's policies and procedures; and
- Adhere to IDLO and donor rules and procedures.

IDLO shall not provide funding to, or for the benefit of, applicants involved in anti-democratic activities, violent extremism, Islamism, antisemitism, terrorism, activities that undermine women's and girls' rights and hate speech directed towards individuals or groups.

2. DURATION

The duration of the proposed intervention shall be for a **minimum of 24 months** and a **maximum of 30 months**. While the CJP II will run until December 2028, sub-project interventions will be limited to July 2028.

3. BUDGET

The minimum budget for a proposed Sub-Project is **UGX 1,200,000,000** (One billion and two hundred million Uganda Shillings). The maximum budget for a proposed Sub-Project is **UGX 2,000,000,000** (Two billion Uganda Shillings).

4. TYPE OF ACTIVITIES

The activities to be supported shall be related to the areas listed on Page 1 and 2 of this Call for Concept Notes. Interventions that could be funded are (non-exhaustive list):

- Provision of legal aid and legal information to justice seekers.

¹ Provided they demonstrate their status as not-for-profit.

- Capacity development activities for justice actors to enhance knowledge of GBV referral mechanisms; legal aid service delivery to GBV survivors and children.
- Legal and policy reform advocacy initiatives to enhance access to justice.
- Legal and economic empowerment activities.
- Any other access to justice initiatives for vulnerable and marginalized communities living in rural areas in Uganda, including women, children, refugees, displaced persons, victims of conflict-related sexual and gender-based crimes.

Proposed interventions should contribute to the attainment of enhanced accessibility, quality, and sustainability of justice services for justice seekers in Uganda.

Applicants should demonstrate which of the CJP II outputs listed under Page 1 and 2 of this Call their proposed sub-project interventions seek to specifically contribute to. Applicants may propose to work on more than one (1) intervention/output area, but not more than five (5) areas. Any links between the areas chosen shall be fully explained. Interventions should further demonstrate use of innovative approaches to address the challenges of justice within their target areas.

5. SELECTION PROCESS

The selection process consists of the following steps:

1. **Submission of Concept Note and Applicant Declaration**

The applicant shall submit an Applicant Declaration establishing its interest and eligibility in applying to the Call for Concept Notes and shall be signed by a legally authorized representative of the entity. The Concept Note should contain a description of the intended Sub-Project, including impact goal, outcomes, outputs and activities, target groups and planned actions to ensure gender sensitivity and sustainability. It shall also outline the proposed approach to promote access to justice for justice seekers, especially the vulnerable and marginalized communities, as well as the applicant's experience in undertaking the proposed activities.

2. **Organizational Assessment**

The pre-selected applicant will be invited to provide evidence of its organizational capacity to undertake the proposed Sub-Project. This includes information about the organization's legal status, governance, mission and strategy, partnerships, organizational structure, ICT systems, financial management, human resources management and related experience. Potential conflicts of interest will also be assessed.

3. **Submission of a Proposal**

The selected organization will be invited to submit a full Sub-Project proposal with a budget and a workplan. The full proposal should discuss in greater detail the approach, outcomes, outputs and activities of the proposed intervention and the monitoring mechanisms foreseen.

6. TIMELINE FOR SELECTION PROCESS

Action:	Timeline/ Date:
Opening of the Call for Concept Notes	12 December 2025
Deadline for inquiries	19 December 2025

Deadline for the submission of Concept Note(s) and Applicant Declaration	2 January 2026 (11:59 pm EAT)
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Notification to rejected applicants of the results of the selection process	16 January 2026
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Notification to shortlisted organizations and invitation to complete the Organizational Assessment Form and submit relevant supporting documents	19 January 2026
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Deadline for the submission of the Organizational Assessment Form and relevant supporting documents	6 February 2026
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7. SELECTION CRITERIA

Concept notes shall be evaluated by a Sub-Project Evaluation Panel and against the following equal-weighted criteria:

- **Relevance:** The Concept Note shall clearly demonstrate the relevance of the proposed intervention for addressing the problems or issues identified.
- **Expected programmatic results:** The Concept Note shall clearly and in a measurable manner articulate the intended outcomes and outputs and align with the theory of change of the respective IDLO programme or project.
- **Quality of delivery:** The Concept Note shall contain a clearly defined set of outputs and demonstrate the applicant's ability to deliver them effectively. Evidence shall be provided of the applicant's past track record of delivering outputs at a required level of quality, timeliness and efficiency.
- **Capacity:** The Concept Note shall demonstrate the capacity of the applicant to implement, monitor and complete the SP, including meeting the necessary staffing requirements.
- **Sustainability:** The Concept Note shall clearly lay out how the applicant intends to ensure the longer-term sustainability of the SP's intended results.
- **Gender equality:** The Concept Note shall clearly demonstrate how the SP will ensure gender equality and gender sensitivity throughout design, planning, implementation and completion.
- **Budget:** The Concept Note shall include a budget with all income and expenditure associated with the implementation of the SP, including proposed overheads.
- **Contribution of resources:** The Concept Note shall lay out what resources, cash or in kind, the applicant will contribute to the SP (for example, staff and administrative support).
- **Risk analysis and mitigation strategy:** The Concept Note shall demonstrate a clear risk analysis and mitigation strategy for the SP.
- **Local experience:** The Concept Note shall provide evidence of the IP's local experience implementing projects of similar nature in the last five years. Applicants with ongoing programmatic activities in-country shall be preferred.

9. SUBMISSION INSTRUCTIONS

Interested organizations are required to use the Sub-Project Concept Note template and the Applicant Declaration template, in accordance with the rules set out in this Call. Concept Note(s) and Applicant Declaration(s) in a different form or that are incomplete shall not be eligible for consideration.

Applications must be submitted in the name of a person who is legally authorized to represent the organization.

Applications must be submitted through the dedicated section of the IDLO website.

Concept note(s) and Applicant Declaration(s) must be received no later than 11:59 pm, East African Time (EAT) of 2 January 2026, as specified in the timeline above. Applications received following expiry of the stipulated time shall not be eligible for review.

10. CONTRACTING AUTHORITY

The contracting authority is the International Development Law Organisation (IDLO) - <http://www.idlo.int>