**Call for Sub-ProjecT concept notes**

**(Uganda)**

**Community Justice PRogramme (CJP) in Uganda**

**Enhancing the accessibility, quality and sustainability of justice services delivered for rural, vulnerable and marginalized communities in Uganda**

***April 7, 2020***

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 shall be sent to: uga-partners@idlo.int**

**Deadline: April 30, 2020**

**For any inquiries, contact: uga-partners@idlo.int**

## ABOUT IDLO

The International Development Law Organization (IDLO) is the only international, inter-governmental organization exclusively devoted to promoting the rule of law and sustainable development. IDLO works to enable governments and empower people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity. The Republic of Uganda became the 37th member party of IDLO on October 4, 2019 and subsequently entered into an agreement with IDLO in March 2020 which paves the way for IDLO’s roll out of various programmes in support of Uganda’s development agenda in a number of areas, including access to justice.

## BACKGROUND

Uganda has progressively established a number of measures and strategies to improve access to justice for all. These include the development of a case back-log reduction strategy and innovations such as introduction of plea bargain, small claims procedures and court-annexed mediations. These measures have seen the country’s performance improve in justice and rule of law indicators. Indeed, according to the World Economic Forum’s Global Competitiveness Report 2017-18, Uganda advanced from 3.41 in 2015-16 to 3.6 in 2016-17 on the efficiency of its legal framework in settling disputes, resulting in a global ranking of 53 out of 144. The progress has been attributed to, among other factors, improved innovations and high level of judicial independence in the administration of justice, according to the Justice Law and Order Sector (JLOS) 2018-19 Annual Report.

Despite these progressive developments, the justice sector continues to face significant challenges related to funding and capacity gaps, public perceptions of pervasive corruption, inaccessibility of services for the poor sections of the population, low quality and unsustainability of the legal aid and information services, costliness, slow speeds of dispute resolution, gender discrimination and patriarchal norms, among others. These challenges account for Uganda’s ranking under the World Justice Project Rule of Law index 2019 Report at 95/126 in access to civil justice and 107/126 in access to criminal justice.

These challenges have negatively affected citizens’ confidence in the formal justice system leading people to resort to other means to seek recourse and in certain cases further contributed to increases in violence within communities and further corruption. These challenges require concerted efforts from both formal and informal justice actors to ensure sustained interventions to enhance the reach, quality and sustainability of justice services at both the national and the community levels in Uganda. Without effective, inclusive and affordable access to justice mechanisms, the poor and other vulnerable groups are denied the opportunity to enjoy, claim or reassert their rights or challenge the breaches thereof.

### IDLO’s Community Justice Programme

In order to contribute to addressing these challenges that impede access to justice especially for the rural and other vulnerable people, IDLO, with funding from the Swedish International Development Agency (Sida), is implementing the Community Justice Programme (CJP). The CJP seeks to enhance the accessibility, quality and sustainability of justice services delivered for rural, vulnerable and marginalised communities in Uganda. It focuses on legally-empowering grassroots communities and enhancing the capacity of duty bearers within the justice, law and order sector (JLOS) at the national and community levels to provide the citizens, particularly the most vulnerable, with quality legal knowledge, legal aid and other justice services to uphold their basic rights, challenge their grievances in an equitable manner, and obtain effective justice remedy and compensation from both formal and informal justice mechanisms.

The CJP, which is aligned to the IDLO Global Strategy 2020, the Uganda National Development Plan (2015/16-2019/20); the Justice, Law and Order Sector (JLOS) Strategic Development Plan IV (2017-2021) and the Strategy for Government of Sweden’s Development Cooperation with Government of Uganda (2018-2023) seeks to achieve the following four intermediate outcomes:

1. Grassroots communities empowered to claim and uphold their rights;
2. Strengthened capacities of and linkages between formal and informal justice systems supporting effective redress mechanisms;
3. Strengthenedcapacities to seek and deliver justice services for women and girls at the community level;
4. Comprehensive oversight and monitoring framework developed to measure the functionality and impact of justice services delivered at the community level.

Under the CJP, IDLO is providing financial and technical support to state and non-state institutions within the Justice Law and Order Sector (JLOS). The financial and technical support to state institutions within JLOS is being provided separately under the JLOS Sector-Wide approach. Hence to facilitate the support to the non-state sector, IDLO invites applications for funding from interested and suitably qualified non-state institutions (including NGOs) under this call.

**GUIDELINES FOR APPLICANTS**

## 1. Purpose of the grants

Under this call, IDLO seeks to identify and provide financial support to a maximum of seven (7) non-governmental organizations to undertake interventions focusing on deepening access to justice in Uganda including through provision of legal aid and legal information, capacity building for justice actors, legal and policy advocacy, legal empowerment and other access to justice initiatives to 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. The interventions to be supported should be geared towards contributing to the realization of one or combination of more than one of following eleven CJP outputs:

1. Extended coverage and delivery of quality legal aid and legal information services at the community level through non- state actors;
2. Improved community justice and Alternative Dispute Resolution (ADR) mechanisms;
3. Improved referral pathways among community informal and formal justice institutions, and to livelihood/ social / health service providers;
4. Enhanced capacity for property and land dispute resolution;
5. Improved access to justice for refugees, migrants, stateless and displaced persons within the context of transitional justice;
6. Increased awareness and capacity of women and girls to uphold and claim their rights;
7. Enhanced capacity of formal and informal justice actors to promote gender equality and provide gender-responsive justice;
8. Improved coordination and referral pathways on gender-based disputes;
9. Enhanced evidence-based gender justice-focused policy dialogues and reforms;
10. Strengthened social accountability forums and community engagement processes;
11. Integrated Information Management System and feedback mechanisms strengthened.

## 2. Type of Applicants and ELIGIBILITY CRITERIA

Applicants may be non-state institutions whether registered as non-governmental organizations (NGOs), institutes, associations, foundations, civil society organizations, NGO networks or consortia. For-profit organizations, Government agencies, and individuals are not eligible.

Minimum Requirements:

* Legal registration in Uganda;
* Authority to operate a bank account;
* Financial reliability – audited financial statements;
* Capacity to adhere to IDLO rules and procedure.

## 3. Duration

The duration of the proposed intervention shall be for a **minimum of 12 months** and a **maximum of 18 months**. While the CJP will run until November 2023, this first round of Sub-Project interventions will be limited to a maximum of 18 months. Under this call, applicants are allowed to submit projects which have the potential for follow-on support in subsequent Phases post-2021.

## 4. Budget

The budget ceiling for individual proposed Sub-Projects is a minimum of **UGX 300,000,000** (Three hundred Million Uganda Shillings) and a maximum of **UGX 600,000,000** (Six Hundred Million Uganda Shillings).

## 5. Eligible activities

The activities to be supported should contribute to the attainment of enhanced accessibility, quality and sustainability of justice services for rural, vulnerable and marginalized communities in Uganda. In particular, the applicants should demonstrate which of the CJP outputs listed earlier their proposed project interventions seeks to specifically contribute to. Applicants may propose to work on more than one intervention/output area, but not more than five areas, and the linkages between the areas chosen must be explained. Interventions that demonstrate use of innovative approaches to addressing the justice challenges within their target areas, including in response to the evolving context of access to justice following the COVID-19 crisis are highly encouraged.

## 6. Selection Process

The selection process will proceed in several steps, according to the description and timeline below:

1. ***Submission of Concept Note.***

The Concept Note should establish the applicant’s interest and eligibility to apply, the proposed approach to promote access to justice for the vulnerable and marginalized communities in rural areas, as well as general experience in undertaking the proposed activities.

1. ***Organizational Assessment***

The selected organization will be invited to provide evidence of its capacity to undertake the project. This will include information about the organization’s legal status, governance, mission and strategy, partnerships, organizational structure, information systems, financial management and related experience. Potential conflicts of interest will also be assessed.

1. ***Submission of Full Proposals***

The selected organization that passed the organizational assessment will be invited to submit a full project proposal and budget. The full proposal should discuss in greater detail the approach, outcomes, outputs and activities of the proposed intervention.

## 7. Timeline for Selection Process

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| --- | --- |
| *Action:* | *Timeline/ Date:* |
| Opening of the Call for Concept Notes | April 7, 2020 |
| Deadline for the submission of Concept Notes | April 30, 2020 (11:59 p.m. Uganda time) |
| Shortlisted institutions notified and invited to complete organizational self-assessment | May 15, 2020 |
| Deadline for the submission of the organizational self-assessment | May 30, 2020 |

## 8. Selection Criteria

Concept notes will be evaluated against the following criteria:

* **Relevance:** Relevance of the Sub-Project Concept Note to addressing problems and needs presented therein.
* **Quality of Service:** Ability to demonstrate previous ability to deliver the proposed Sub Project outputs effectively. Evidence of past performance in delivering these outputs at a required level of quality, timeliness and efficiency should be demonstrated.
* **Local Experience:** Experience in the sub-project’s proposed geographic area within the country is preferred. Preference for Implementing Partners (IPs) that already have ongoing projects in the country, and for which an expansion of work would not be administratively difficult.
* **Contribution of Resources:** Preference to IP able to make a contribution of resources to the sub-projects in cash or in kind (for example, staff and administrative support).
* **Expected Results:** Expected results of the sub-projects should be clear, measurable, and aligned with the CJP outcome and output areas. The technical approach describing how the applicant will achieve the results must be described in the project description.
* **Budget:** The proposed budget should include all costs associated with the implementation of the sub-projects, including proposed overhead costs; and the ratio between project costs, and personnel/office/administrative costs should be reasonable. Overhead costs should not be above 7% excluding contribution to salaries of staff that are directly involved in implementation of the project.
* **Strategic Alignment:** Sub-project is aligned to IDLO's Strategic Plan and the JLOS SDP IV.
* **Risk Analysis and Mitigation Strategy:** The risk analysis and mitigation strategiesidentified by the IP is sound.
* **Sustainability:** capacity of the potential IP to support or be part of an eventual transition following the end of IDLO’s involvement. This includes the ability of an IP to maintain the same staff for sustained periods of time, sustained presence in the community where the sub-projects is implemented, and continued existence of structures established and supported during the project period.
* **Capacity of the IP** to implement, monitor and complete the sub-projects. Management capacities and competencefor example resume of relevant staff demonstrating adequateskills and experience for the implementation of the sub-projects will be considered. Existence of a sound Human Resource systems with clear reporting roles.

## 9. Submission Instructions

Interested organizations must use the Sub-Project Concept Note Form, in accordance with the rules set out in this notice. Concept Notes in a different form shall not be eligible for consideration.

Applications must be submitted in the name of a person legally authorized to represent the organization (e.g. Executive Director, Chief Executive Officer).

Applications must be submitted electronically in Microsoft Word to  uga-partners@idlo.int

Concept notes must be received by midnight, East African Time, on the date specified in the timeline above. Concept Notes received after the expiry of the stipulated time shall not be eligible for review. In case of need for further information, applicants can email to: uga-partners@idlo.int with the subject head “Call for CJP Concept Notes-Uganda.”

## 10. Contracting authority

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

# TITLE OF THE SUB-PROJECT

### **Concept Note to the International Development Law Organization**

Date: XX/MONTH/202X

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### *Maximum 5 pages + 1 page for logic model*

## 1. CONTEXT AND PROBLEM STATEMENT (max. 1 page)

*Provide an analysis of the problems and needs that will be addressed by the Sub-Project. Clearly state the current context at both the national and local levels where the Sub-Project will be implemented, including data where possible. Briefly explain how the Sub-Project will relate to actions, plans and/or programs that have been, or are being, undertaken in the same field of focus - particularly to avoid duplication - and identify potential synergies.*

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## 2. DESCRIPTION OF THE SUB-PROJECT (max. 1 page)

*Provide a description explaining the relevance of the Sub-Project and how it will address the problems and needs identified in the previous Section. The description should include and elaborate on the Sub-Project’s overall impact/outcome(s). Provide a detailed description of the Sub-Project output(s) and activities to be undertaken to meet the proposed outcome(s). Please summarize them in the annexed logic model.*

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## 3. BENEFICIARIES (max. 1/5 page)

*Provide a description of the final beneficiary(ies) of the Sub-Project by identifying their needs and constraints and demonstrating the relevance of the proposed Sub-Project to address them. Also indicate in which provinces/districts the Sub-Project will be implemented.*

## 4. IMPLEMENTING AGENCY(IES) (max. 1/5 Page)

*Provide an overall description of the Implementing Partner(s), including its comparative advantages.*

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## 5. DURATION (max. 1/3 page)

*Estimate the Sub-Project duration by taking into consideration all relevant factors that might affect its implementation. Indicate if this is a short-term Sub-Project or if subsequent phases could be planned to complement this initial phase.*

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## 6. GENDER MAINSTREAMING (max. 1/3 page)

*Provide a brief description of how gender will be mainstreamed within Sub-Project components, as against the gender analysis undertaken. Describe how the Sub-Project will be gender-informed, gender-sensitive, and gender-responsive. This section does not replace the need for gender-specific goals, outcomes, outputs or activities.*

*Refer to* *[Quick Reference Guide: Mainstreaming Gender in Program Development, Implementation, Monitoring and Evaluation](https://www.idlo.int/sites/default/files/pdfs/subpage/idlo_gender_strategy_2019-20.pdf).*

## 7. RISKS ANALYSIS (max. 1/3 page)

*Provide a general description of the main preconditions and assumptions for the successful implementation of the Sub-Project. In addition, identify the main risks for the Sub-Project and suggest mitigation measures.*

## 8. MONITORING AND EVALUATION (max. 1/3 page)

*Provide an explanation of how Sub-Project performance will be monitored and evaluated to ensure that activities are delivered within the defined timelines, and results are producing positive results/impact.*

## 9. SUSTAINABILITY (max. 1/5 page)

*Provide an explanation of how the Sub-Project results/impact will be made sustainable following Sub-Project completion. If applicable, describe the possibilities for replication and extension of the Sub-Project outcomes, including follow-up activities, strategies, ownership, advocacy, etc.*

## 10. BUDGET

*Provide the estimated overall cost of the Sub-Project, by outcome/output. Insert additional rows, as needed.*

|  |  |
| --- | --- |
| Outcome/output  | Estimated cost (UGX) |
| Outcome 1 |  |
|  Output 1.1 |  |
|  Output 1.2 |  |
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| TOTAL |  |

## 11. CONTACTS

*Provide the contact details of the Implementing Partner’s focal points for the proposed Sub-Project.*

|  |  |
| --- | --- |
| Organization name |  |
| Full address |  |
| Email |  |
| Fax |  |
| Phone number |  |
| Contact Person  | Name, Title |

**LOGIC MODEL**

**SUB-PROJECT TITLE:**

INPUTS

GOAL

OUTPUTS

IMMEDIATE OUTCOMES

INTERMEDIATE OUTCOMES