**CALL FOR PROPOSALS**

**to**

**Enhance access to justice for individuals from groups vulnerable to social exclusion through education on human rights and access to legal aid services**

Content

1. Context
2. Purpose and areas of interest
3. Who may apply
4. Project duration
5. Budget proposals
6. How to apply
7. Evaluation and selection of the proposals
8. How and where to send the proposals

Annex A - Grant Application Form

Interested civil society organizations based and operating in Albania are requested to submit project proposals matching the following purpose and criteria:

1. **Context**

Governance reforms are at the heart of the EU accession process and have been prioritized as key to addressing Albania’s socio-economic challenges. Major investments have therefore been made by the government of Albania (GoA) in reforming the public administration and judiciary, and in efforts to reduce corruption, strengthen the rule of law, and rationalize relations between central and sub-national state bodies. Delivery of quality and inclusive public services, including at local level is one of the many important interventions the GoA is intensively working on. To make Access to Justice (A2J) equitable and inclusive for the most vulnerable individuals, Parliament with support of UNDP Albania and EURALIUS adopted a new Free Legal Aid (FLA) Law in 2017 that ensures equitable and inclusive A2J to the most marginalized individuals. This was followed with the establishment during 2018-2019 of six FLA service centers at district courts piloted with UNDP Albania support in close cooperation with Ministry of Justice (MoJ), District Courts and specialized NGOs.

Considering the highly demanded FLA services from the most marginalized citizens, since September of 2019 UNDP Albania is implementing “Expanding Free Legal Aid Services for Women and Men in Albania” (EFLAS) project to offer its ongoing support in establishing solid foundations for new Free Legal Aid (FLA) system in Albania. From the commencement of the project up to present, with ongoing UNDP support eight (10) FLA service centers are now opened and operational under the administration of the Free Legal Aid Directorate. These centers have been supporting people with low or no income, as well as vulnerable categories with primary FLA services in Peshkopia, Shkodra, Lezha, Durres, Fier, Vlora, Gjirokastra, Pogradec, Elbasan and Berat. Complimenting this service, in partnership with civil society organizations UNDP is implementing interventions contributing to empowerment of vulnerable people and communities through legal education and awareness on human rights, rule of law and protection mechanisms to enhance their access to justice and empower them to claim their rights and access available legal remedies and services, including legal aid at local level.

1. **Purpose and areas of interest**

Albania’s progress in recent years in respecting and promoting human rights, especially of marginalized individuals to equal and accessible services is highlighted in a series of international and national commitments. The most significant progress is entry into force of the FLA Law in 2018, and its bylaws regulating establishment of FLA centers and delivery of primary and secondary free legal aid service by free legal aid operators authorized by the Free Legal Aid Directorate at the Ministry of Justice.

For the implementation of this legal, policy and programmatic framework, cooperation with civil society organizations, specialized on legal aid, legal education and awareness, as well as psycho-social support and protection of individuals in difficult socio-economic situation is of utmost importance. Being in direct contact with individuals in need, they are well-placed to raise awareness about human rights, human rights protection mechanisms, and procedures to access them, explain the relevance of interventions to potential participants, inform about any obstacles in implementation of existing legal framework, record lessons learned from legal and policy implementation and monitor and evaluate the impact of implemented measures.

The demand for justice in Albania has always been high. The findings of the Survey on Access to Justice in Albania, developed with UNDP support in 2017, showed that 48.7% out of the 1785 people surveyed had legal problems in the last five years. The survey found this to be particularly true for members of disadvantaged groups, including the poor, those with a low level of formal education, the Roma community, members of the LGBTI community, victims of domestic violence, etc. What’s more important, the study showed that those surveyed have a fairly low level of awareness of their rights: more than a quarter of those surveyed could not name a single constitutional right or freedom.

Building upon the positive results of the ongoing EFLAS project implemented by UNDP Albania with Austrian Development Cooperation (ADC) funds is essential for advancing justice interests and human rights of individuals from groups vulnerable to social exclusion, with a special focus on empowering women as right-holders and supporting them for their access to justice, especially women in vulnerable or disadvantaged situations, such as victims of gender-based violence, migrants, women with disabilities, Roma and Egyptian women and girls, women living in rural areas, etc.

For this purpose, UNDP is launching a call for proposals, open to applications of NGOs registered in Albania, with two (2) lots of deliverables. Each NGO is encouraged to provide one proposal choosing one Lot considering its profile and accumulated experience with the aim to produce an added value to UNDP Albania EFLAS Project.

**Lot 1**: Empowering vulnerable people and communities to claim their rights helping to fostering more accountable justice system that supports human rights and equal access to justice.

Areas of focus of the proposals under Lot 1 may include the following means of action, which do not represent an exhaustive list:

* Public and social media campaign and advertising that respond to the purpose of the call;
* Webpages accessible to all, videos, digital and multi-media materials in minority languages and Breil that respond to the purpose of the call;
* Infographics, brochures, posters, leaflets in minority languages and Breil that respond to the purpose of the call;
* Public outreach activities (information and consultation meetings with vulnerable women and men, awareness raising events) and other means of action compatible with the aim of promoting respect for HRs, equality and non-discrimination;
* Consultations, referrals and primary legal aid service to individuals from groups vulnerable to social exclusion, for example people with disabilities and their families, elderly people, youth from socially vulnerable communities, individuals from LGBTI community, migrants, Roma and Egyptian, victims of human trafficking, and victims of violence to access justice;
* Street law activities (street law visits, meetings with the community in administrative units) ensuring better coverage, accessibility and public outreach;
* Strengthening coordination and collaboration among public and non-public service providers and informal community groups in areas where there are not yet established FLA centers to improve accountability of responsible institutions to individuals from groups vulnerable to social exclusion;
* Innovative actions that promote access to justice for the underprivileged through representing them in various forms, by exposing law students to the responsibility of public service or pro bono work, so that students have enhanced consciousness of the client’s problems, they become more conscious of their responsibilities towards clients, which can develop into an enhanced awareness of their social responsibilities;
* Initiatives designed to support women and girls in their access to justice, with a keen intersectionality focus (for example women and girls with disabilities that are also victims of domestic violence) on increasing their awareness about their legal rights, how to exercise them and access to available legal remedies and services, including legal aid at local level.

Proposals from NGOs focused on human rights and social justice area, that promote, advocate and contribute to the empowerment of marginalized women and men to claim their rights and access justice, are encouraged under Lot 1.

**Lot 2**: Advancing access to justice and human right of vulnerable individuals through support to free legal aid services to seek and obtain remedy through specialized legal counsel and representation.

Areas of focus of the proposals under Lot 2 include the following means of action, which do not represent an exhaustive list:

* Provide specialized legal counselling and representation and access to alternative dispute resolution mechanisms to individuals from groups vulnerable to social exclusion;
* Conduct initiatives addressing legal and structural barriers to women and girls’ access to justice and courts and empower women and girls to pursue equal rights.
* Promote pro bono lawyering, public interest litigation, paralegal services to increase access to legal aid for vulnerable individuals;
* Share information and refer to existing mediation services in the regions targeted by the proposed action;
* Pursue mobile legal aid service to reach vulnerable people in remote areas, establishing low-level first instance legal assistance which includes short-term initiatives such as helpdesks, online services, awareness campaigns, trainings, and service provision;
* Provide legal assistance by less expensive paralegals.

Proposals from NGOs, that have as the object of their activity provided for in the statute provision of legal aid services, including secondary free legal aid services are encouraged under Lot 2.

The above activities not an exhausting list, but more of an indication of the expected typology of services under Lot 1 and Lot 2.

1. **Who may apply**

This call is open to Albanian organizations that promote, advocate and contribute to the empowerment and access to justice of vulnerable citizens so they canfulfill their rights, including within the formal justice system. By organization it is understood a non-profit organization registered in Albania to provide legal aid, legal and human rights education and other support services to marginalized individuals.

Each NGO is encouraged to provide one proposal choosing one Lot considering its profile and accumulated experience.

The applicants should submit:

* the court decision certifying the registration of the organization
* a valid tax registration (NIPT) certificate
* a bank account in Albanian Lekë (ALL) in the name of the organization
* CV and background of the organization, including staff that is expected to be engaged with the project.
1. **Project duration**

The project duration is maximum 12 months with possibilities to extend services for a defined future period based on the performance and the local demand for the services requited as per this call for proposal.

**5. Budget proposal**

Proposals under Lot 1 should include a budget proposal in the range of 1 200 000 ALL to 1 400 000 Albanian LEKË. Proposals under Lot 2 should include a budget proposal in the range of 1 200 000 to 2 400 000 Albanian LEKË. Any grant requests exceeding 1 400 000 ALL for Lot 1 and 2 400 000 ALL for Lot 2 will not be considered. Proposals shall be considered “one-time grant,” with no expectations for follow-on funding.

Proposals are encouraged to include a contribution, in cash or in kind, from the applicant organization. For its in-kind contributions, the applicant should insert an approximate value of their worth.

Applicants shall indicate the entire budget in Albanian LEKË (ALL) by detailing all costs including those financed from the Applicant's own resources (e.g., wages, social security charges, rent and any other recurrent and capital costs) and specifying sources of finance.

**6. How to apply**

Proposals must be submitted using the **Grant Application Form (Annex A).** Proposals must be submitted **in English language.**

An Information Session with all interested NGOs will be organized on 25 October 2022 at 10.30 local time on Zoom at the following link:

|  |  |
| --- | --- |
| Meeting URL:  | <https://undp.zoom.us/j/84117245972?pwd=SisvNHBtNzNRYTJqN3R0Z1pITDIvdz09&from=addon>  |
| Meeting ID:  | 841 1724 5972 |
| Passcode | 338776 |

**Evaluation and selection of the proposals**

Proposals will be reviewed by a panel as per the UNDP rules and regulations for calls for proposals.

**Administrative Verification**

Applicants are required to fulfil the following:

|  |  |  |
| --- | --- | --- |
| **Administrative requirements** | **YES** | **NO** |
| Copy of the Applicant’s Registration Court Decision is submitted |  |  |
| Copy of the Applicant’s Tax Registration (NIPT) Certificate is submitted |  |  |
| A bank document with the details of the bank account in Albanian Lekë (ALL) in the name of the organization |  |  |
| Grant Application Form is submitted |  |  |

*Should any of the requested documents or information be missing, the proposal may be rejected.*

**Technical Evaluation of Proposals/Scoring Criteria**

Proposals that fulfill the administrative requirements will be evaluated based on the technical evaluation criteria and points contained in the table below:

|  |  |
| --- | --- |
| **Technical evaluation criteria** | **Scoring Rates 1-5** 5= Excellent; 4=Very good; 3=Good; 2=Fair; 1=Unsatisfactory |
| 1. Relevance of the proposal with the purpose of the call and stated hindrances
 |  |
| 1. Coherence of the proposal i.e., clear link between the described need, purpose, objectives and activities
 |  |
| 1. Feasibility of the proposal i.e., assessment of the applicant’s technical resources and prospects for success.
 |  |
| 1. Sustainability of the proposal
 |  |
| 1. Budget estimation rationality
 |  |
| 1. Applicant’s contribution (share in %) to the total budget value
 |  |

\**Proposals will be ranked according to the highest score received (max. 30 points) and selected for funding in descending order. The number of selected proposals will depend on their total grant amount which cannot exceed the maximum available fund for this call as earlier mentioned under section 5 above*.

**7. How and where to send the Proposals**

Interested organizations should submit the proposal using the Grant Application Form (Annex A), the copy of the registration court decision, the copy of the tax registration-NIPT certificate and the bank document with bank account details in a sealed envelope by registered mail, private courier service or by hand-delivery at the address below:

United Nations Development Programme

Expanding Free Legal Aid Services (EFLAS) Project

Rruga e Bogdaneve, Pall.: Eurocol, 7th Floor,

Tirana, Albania

The deadline for the receipt of full Proposals is 4 November 2022 at 12:00 a.m local time.

**(Annex A)**

**Grant Application Form**

**Project Document**

Summary Data Sheet

|  |  |
| --- | --- |
| **Project Title** |  |
| **Name of Applicant Organization** |  |
| **Legal Status** |  |
| **Estimated total cost of the project** |  |
| **Funds claimed under UNDP****(Grant in ALL)** |  |
| **Location/s of the action** |  |
| **Total duration of the action** |  |

|  |
| --- |
| **Applicant's contact details for the purpose of this action** |
| **Address:** |  |
| **Telephone number: (fixed and mobile)**  |  |
| **Contact person for this action:** |  |
| **Contact person's email:** |  |
| **Address:** |  |

**Date:**

**Name of the Applicant’s Representative:**

**Signature:**

**Seal of the Applicant:**

1. **Purpose of the Grant** (max. one paragraph)

Indicate the purpose of the grant and describe the result(s) the grant is expected to achieve.

**(**Brief description/What is this project about?)

1. **Situation Analysis** (max. one page)

(State the problem & project response to the problem)

1. **Project objectives**
* Project objectives (an objective is a measurable, time specific result that the organization expects to accomplish as part of the grant).
* Project results (mention the results in terms of quantity and quality).
* Target group/s (direct and indirect beneficiaries) and how will potential beneficiaries be selected? (one paragraph)
* Geographical focus (one paragraph)
1. **Intervention approach and activities**

This section should explain:

* Intervention approach – which is the typology of interventions/instruments that will contribute to the achievement of the objective (e.g. capacity building, study/research, awareness raising activities, partnerships)
* Partner Organization - provide information if you will be working with other organizations and describe their role in the project
* Project activities (description)
* Indicators expressed as performance targets (indicators are measurement index of the results which will be used as evidence to evaluate if the project is moving in the right direction guided by the objective/s). Complete the table below

| **INDICATOR(S)** | **DATA SOURCE** | **BASELINE** | **MILESTONES** |
| --- | --- | --- | --- |
| **Period1** | **Period2** | **Period3** | **FINAL TARGET** |
| 1.1 |  |  |  |  |  |  |
| 1.2 |  |  |  |  |  |  |

1. **Annual Work Plan - Table format** (below)

|  |  |  |
| --- | --- | --- |
| **PLANNED ACTIVITIES****1** | **Timeline** | **Planned Budget for the Activity** **(in ALL)** |
| T1 | T2 | T3 | Grant’s contribution | Applicant’s own contribution | Total |
| * 1. Activity
 |  |  |  |  |  |  |
| 1.2 Activity |  |  |  |  |  |  |
| 1.3 Activity  |  |  |  |  |  |  |
| **Total** |  |  |  |

**1***The third tranche (T3) will be 10% of the requested grant amount and released upon completion of the project and submission of the final project report.*

1. **Risk analysis – table format below**

Indicate relevant risks to achieving the grant objectives and mitigation measures that will be taken. Risks include security, financial, operational, social and environmental or other risks.

|  |  |  |
| --- | --- | --- |
| **Risk** | **Risk rating\* (High/Medium/ Low)** | **Mitigation measures**  |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |

\*The risk rating is based on a reflection of the likelihood of the risk materializing and the consequence it will have if it does occur.

1. **Management Arrangements**

Explain the roles and responsibilities of the key project personnel involved in the project.

1. **Budget\***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|   | **Budget Lines\*\*** | **Unit** | **Unit cost** | **Number of units** | **Total Cost** | **Grant’s contribution** | **Applicant’s own contribution** |
|  | Personnel |   |   |   |  |  |  |
|  | Transportation |  |  |  |  |  |  |
|  | Premises |  |  |  |  |  |  |
|  | Training/Seminar/Workshops, etc. |  |  |  |  |  |  |
|  | Contracts (e.g., Audit) |  |  |  |  |  |  |
|  | Equipment/Furniture(Specify) |  |  |  |  |  |  |
|  | Other [Specify] |  |  |  |  |  |  |
|  | Miscellaneous |  |  |  |  |  |  |
|   | **TOTAL** |  |  |  |  |  |  |

\* Please note that all budget Lines are for costs related only to grant Activities.

\*\* Add as many budget categories and sub-budget lines as necessary.

1. **Information on the organization**

Explain why the grantee is uniquely suited to deliver on the objectives.

1. **Terms of Reference for key project personnel**

TOR should be developed and attached. CVs of the key personnel should be attached as well.