



# Annual Program Statement

## Expanding Access to Justice Small Grants for Somalia

**APS No.:** P3846-2019-002

**Date of issuance:** (October 15, 2019)

**Location:** Somalia (BRA, Jubaland, Puntland & South West State)

**Closing date:** Activities ending September 30, 2020, with rolling applications reviewed until July 31, 2020 (except for urgent/emergency protection grant applications which will be reviewed until Aug 15, 2020)

**Q&A:** Please contact [eajgrants@pactworld.org](mailto:eajgrants@pactworld.org) for all questions regarding this APS.

**Note:** Questions and answers submissions from potential applicants can be viewed at this link which will be updated regularly.

### I. Purpose Statement

The five-year Expanding Access to Justice (EAJ) program, funded by the United States Agency for International Development (USAID) through the Freedom House-led Human Rights Support Mechanism (HRSM) and implemented in partnership between Pact and the American Bar Association Rule of Law Initiative (ABA ROLI), aims to sustainably strengthen access to and understanding of justice mechanisms by individuals and communities in Somalia and Somaliland. To achieve this goal, EAJ carries out a comprehensive and complementary set of activities, based on approaches that prescribe engagement with diverse Access to Justice partners at different levels.

EAJ seeks to engage different actors within the broader field of justice to support sustainable improvements to the quality and expansion of legal aid and justice services, while promoting rights-based justice services by state and non-state justice actors. Focusing on legal aid provision, EAJ supports civil society and state justice partners to create network-based platforms necessary to foster critical collaboration among a broad range of justice actors. Furthermore, EAJ takes on a holistic capacity development (CD) approach to ensure that its justice partners can expand and increase the quality of their services and build their institutional capacity for improved sustainability of outcomes.

To achieve the program goal of expanded and enhanced access to justice and mechanisms to address grievances, the EAJ program will implement activities through three inter-related components:

1. Improved public access to legal information through research, analysis, outreach, and policy interventions
2. Enhanced quality and reach of legal aid services
3. Increased capacity and sustainability of access to justice actors

### II. Program Thematic Areas

To support Access to Justice actors in improving and expanding legal aid services, the EAJ will fund small grant proposals that focus on one or more of the following thematic areas:

1. Land rights
2. Gender equality and/or social inclusion issues
3. Policy and legislative development
4. Institutional capacity development
5. Innovations of legal aid services
6. Use of evidence to improve decision-making
7. Other timely and topical issues



### III. Categories of Grants

To support Access to Justice actors in influencing policies on key access to justice and rights issues in Somaliland, the project seeks to support selected legal aid organizations (LAOs) with small grants.

#### 1. Strategic Opportunity Grants

- Short-term grants for influencing policies or local decision-making processes on issues related to access to justice or legal aid services;
- support for advocacy/engagement with state and non-state justice actors (including governmental actors);
- strategic or pilot research and learning events;
- and funding for LAO-supported strategic litigation.

Examples of activities under this category may include community or national forums (venue rental, participant travel, external trainer/facilitator costs); support for legislation and policy development to improve Access to Justice and legal aid provision; policy analysis (technical experts); and publication costs.

#### 2. Legal Aid Expansion and Protection Grants

- Support to establish additional service points in a new location (legal aid desk, legal aid clinic, one stop center);
- support to provide legal assistance in response to urgent or emergency issues;
- critical or relocation support to individuals or communities;
- support for public outreach campaigns on pertinent grievances and conflicts.
- Other innovative ways of promoting legal aid

Examples of such grants may include piloting of new mobile legal aid service delivery tools; initial personnel deployment, operational or administrative costs (paralegals, lawyers, transport, office operations) for new or expanding legal aid service points; radio-related activities, such as public announcements, talk shows, etc.; information, education & communication (IEC) materials for public outreach campaigns; or initial travel, resettling cost, legal fees for emergency legal or relocation for clients.

#### 3. In-Kind Grants (to formal justice institutions)

- Support to justice institution led policy review processes ;
- Support for the development of information systems to improve the use of evidence by justice actors;
- Support to fostering or strengthening sector-wide collaboration and networking between LAOs and government.

Examples of such grants may include logistics, venue costs, or IT supplies.

**Applicants must indicate one of the three grant categories above in their applications.**

EAJ anticipates these awards will be cost-reimbursable, fixed obligation, or in-kind grants. These grant types will be based on the program description and the results of the partners' pre-award risk assessment, which will be conducted prior to issuance of the award.



#### IV. Eligibility

Applicants must meet the following criteria:

1. Be either legally registered as NGO/CSO or Company under Somaliland laws. For NGOs, a certificate of compliance is required, and for Companies a business license and tax registration.
2. Have a DUNS number (a nine-digit identification number required for all procurement-related activities). A DUNS number is not required for the application but will be required for the receipt of the award.
3. Not be a registered political party.
4. Not individuals

#### V. Funding limits and duration of the project

Projects to be funded under this APS should have a very specific programmatic focus and should be time-bound. Subject to the availability of funds, the maximum funding for each project will be \$30,000 for Strategic Opportunity Grants; \$30,000 for Legal Aid Expansion and Protection Grants; and \$30,000 for In-kind Grants with an implementation period between **1 week and 5 months**. Negotiations will be conducted with successful applicants only. The EAJ program reserves the right to award any or none of the applications submitted. EAJ reserves the right to award less or more than the amounts described above in the absence of worthy applications or under such other circumstances as the program may deem to be in the best interest of the U.S. Government.

#### VI. Application Submission

All submissions must follow the guidelines below:

##### 1. Application submission deadline

Applications will be accepted on a rolling basis and will be reviewed monthly. At the program's discretion, application reviews may be held more than once a month.

##### 2. Submission method for final application

Applications need to be submitted electronically to [eajgrants@pactworld.org](mailto:eajgrants@pactworld.org). EAJ is not accepting paper applications for this APS.

The email subject line should read "EAJ APS Somaliland – *name of organization submitting application*." Technical applications and attachments must be submitted in Microsoft Word or Adobe PDF. Budgets must be submitted in Microsoft Excel.

#### VII. Application Format

Applications should be based on solid understanding of the justice context and the problem to be addressed, prior institutional experience of the applicant, and feasible but innovative ideas for approaches. The applicants are encouraged to propose their own approaches rather than responding to prescribed ones. In all cases, applicants shall clearly explain the rationale for the proposed approach(es). To facilitate the competitive review of the applications, the program will only consider applications conforming to the template provided in the APS.

All applications that are received by the deadline and that meet all eligibility requirements will be reviewed for responsiveness to the specifications outlined in these guidelines and the



application format. Applications should respond to the evaluation criteria. EAJ may provide support to selected grantees to refine their proposal prior to award. Where necessary, the program may convene a joint design workshop for selected proposals within the same thematic areas to strengthen linkages in outcomes.

### 1. Technical Project Design Application

Limit of five (5) pages, including:

<p><b>Cover page</b></p>
<p><b>Technical Approach and Feasibility of Project Design</b> (up to 2 pages)            The applicant's technical approach should include:</p> <ul style="list-style-type: none"> <li>• Proposal and funding summary</li> <li>• A problem statement or action-forcing event</li> <li>• Background</li> <li>• Theory of change and results framework, including anticipated project outcome(s)</li> <li>• A description of the activities to be undertaken, organized by thematic area and anticipated results</li> <li>• Identification of program's geographic focus</li> <li>• Assumptions and Risks/Mitigation</li> </ul>
<p><b>Management and Staffing Plan</b> (up to 1/2 page)            The management and staffing plan should show the roles and responsibilities of all staff who will participate in the project</p>
<p><b>Past Experience</b> (up to 1/2 page)            Describe the organization's previous experiences as they pertain to the project objective</p>
<p><b>Monitoring and Evaluation Plan</b> (up to 1 page)            Describe how the project will ensure high quality data is collected for outputs and outcomes intended.. The application should demonstrate how data, disaggregation and other important information for the below indicators (<b>if applicable to your project</b>), will be collected, tracked and reported. Consider using a table in addition to a brief description to make the information under this section clear.</p> <p><b>Possible indicators:</b></p> <ul style="list-style-type: none"> <li>• Number of commitments made by justice actors to broaden access to justice for women and marginalized population</li> <li>• Number of justice institutions that modified their practices to be more inclusive</li> <li>• Number of procedures, policies, or laws proposed, drafted, or adopted to promote improved practices in access to justice</li> <li>• Number of clients assisted with resolving their cases</li> <li>• Number of access to justice actors who have expanded services and or locations where they offer services</li> <li>• Number of justice and/or legal service providers trained</li> <li>• Number of events or activities implemented under</li> <li>• Number of people reached through the project</li> </ul>
<p><b>Work Plan</b> (up to 1 page)            An illustrative work plan for activities clearly identified in the program description and the applicable time frames.</p>



**2. Cost (Budget) application (Limit of 2 pages)**

The applicants should use the attached budget template and budget narratives template. The budget should include all costs, in USD, anticipated for the proposed activity. Please ensure to complete the budget narratives document that clearly explains the budget so that reviewers have clear understanding of costs.

**Other required documents**

- Applicants are required to provide their registration and other relevant documents, such as letters of support and recognition from the government. These documents do not count towards the technical and cost application page limits.
- Sub-Awardee Risk and Responsibility Assessment Cover Page (one page).

**Any questions or requests for clarification related to this call for proposal should be submitted to [eajgrants@pactworld.org](mailto:eajgrants@pactworld.org).**

**VII. Evaluation Criteria**

Evaluation Criteria	Points		
	Strategic Opportunity	Legal aid Expansion & Protection	In- Kind
<b>I. Technical Approach and Feasibility of Program Design</b> - Design is informed by local context and needs. - It is responsive to an urgent need or demonstrates clearly the innovative character of the proposed activities. - It includes coordination with other CSOs or government entities' advocacy efforts. - It is in line with the thematic areas outlined in Section II.	45	45	55
<b>II. Management and Staffing Plan</b> - Extent to which the management and staffing plans demonstrate the applicant's ability to effectively implement proposed activities. - Sufficient level of effort to achieve stated results.	10	10	N/A
<b>III. Past Experience</b> - The organization has managed successful projects of similar size and scope.	10	10	10
<b>IV. Monitoring and Evaluation Plan</b> - Plans to collect data, ensure data quality, and measure progress using indicators. - Feasibility of proposed indicators and targets. - Extent to which the application includes a plan to use the data for reporting, reflection and learning.	10	10	10
<b>V. Work Plan</b> - Feasible timeline for implementation of activities.	10	10	10



<p><b>VI. Cost Evaluation</b></p> <ul style="list-style-type: none"> <li>- The cost application is reasonable and within the grants eligibility criteria.</li> <li>- Proposed costs are effective</li> <li>- Proposed costs are financially feasible.</li> </ul> <p>EAJ reserves the right to determine the resulting level of funding, regardless of what is specifies in the cost application.</p>	15	15	15
<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>

**VIII. Pre-Award Assessment and negotiation**

After the application evaluation process, selected organizations will be required to complete a Financial Pre-Award Assessment in order for EAJ to determine if the organization has the capacity to perform successfully under the terms and conditions of the proposed grant. As part of the Pre-Award Assessment process, applicants may be asked to submit additional documentation to illustrate the organization’s capability. Site visits may be conducted by EAJ staff to evaluate the organization in these areas.

**IX. Program Data Verification and Third-Party Monitoring**

Reporting of accurate and verifiable data is important to the EAJ program. During the life of the award, EAJ may also engage the services of third-party monitors (TPM) to validate program activities and shall be provided access to monitor and validate sub-grant events undertaken. Additionally, the IBTCI/SPPS program serves as USAID’s TPM for all Somalia programs, and shall also be given access to monitor all related awarded grant activities funded by EAJ. Grantees will be held to the highest standard of data collection, reporting, and validation.