



UNODC

United Nations Office on Drugs and Crime



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UNODC

Call for Proposals

Guidelines for applicants

Name of the partner project: *Improved Access to Quality Legal Aid Services in the Ethiopian Criminal Justice System.*

Deadline for receipt of applications: [16 September 2024 17:00 local time Ethiopia (GMT +3)]



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NOTE: This Call for Proposals forms the basis for applying for UNODC funding. It must neither be construed as a partner agreement, nor be regarded as a confirmation of funds awarded by UNODC to any entity. Consequently, UNODC is not liable for any financial obligations, or otherwise, incurred by any entity in responding to this call for proposals. Such costs will not be considered as part of the budget in the event that funding is awarded to an applicant.

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1 PARTNER PROGRAMME

1.1 Background

The Constitution of the Federal Democratic Republic of Ethiopia recognizes the right of everyone to have access to justice. This is in line with various international human rights instruments ratified by the country that recognize this right as one of the fundamental rights to which every human being is entitled to by virtue of being human. These legal instruments also establish rules and principles that aim at making this right practicable, setting forth the grounds when it becomes operative, and specifying the conditions that ensure that it is fairly and equitably enjoyed. The singular importance of this right cannot, indeed, be understated as the right to access to justice is both a fundamental right as well as a key means to defend and protect other rights.

However, the real application of the right in Ethiopia is fraught with multitude of legal and practical challenges. Casual observation reveals that the formal civil and criminal justice system in Ethiopian is neither accessible nor responsive to the needs of the poor, vulnerable and disadvantaged. People who have had their day in court do not always feel that justice has been done and not without a reason. Apparently, there are multitudes of factors that militate against meaningful access to justice in Ethiopia. The illiteracy level is high with 84% of the population living in rural areas leading an agrarian life. Thus, although regular courts are established at each woreda (district) level, local justice remains physically inaccessible and people must travel at times on foot for long hours, even for days, to reach the nearby first instance court.

The most vulnerable also face challenges in accessing justice due to financial difficulties, procedural complexities and general lack of awareness and knowledge on how to access justice and defend and enforce their rights in courts and similar judicial avenues. There is low public awareness particularly among the most vulnerable groups including women and children about availability of legal aid service providers and how to access them.

The lack of access to legal information is another challenge. This not only affects the general public, but it can also include members of the legal profession and government institutions who sometimes have problems accessing legislation.

1.2 Objectives

Cognizant of the facts specified above, United Nations Office on Drugs and Crime has been supporting the criminal justice system in Ethiopia to provide quality and standard services including legal aid services. As part of this ongoing effort, UNODC in collaboration with Center for Justice (a local CSO organization) have developed a project proposal to enhance the quality and coverage of legal aid services being provided by CSOs and University Legal Clinics in the country. The project has secured funding from the EU in Ethiopia and is being implemented starting September 2023.

The objective of the project is linked to the specific objective 3 of the EU Programme titled **“Support to Criminal Justice Reform in Ethiopia”**, i.e., improved access to justice for all, the poor, women and other groups living in vulnerable situations through increased

access to legal aid and assistance. More specifically, the project seeks to deliver activities and outputs that would target CSOs and University Legal Aid service providers with financial and technical support towards improved availability, accessibility and quality of legal aid services in the Ethiopian Criminal Justice System.

The overall objective of the project is to create *improved access to justice in the Ethiopian criminal justice system, in particular for the poor, women and other groups living in vulnerable situations through access to legal aid and assistance*. The specific objective of the project is to enhance **improved availability, accessibility and quality of legal aid services in the Ethiopian Criminal Justice System**.

1.3 Thematic focus and priority issues

This Call for Proposals seeks to provide funding support to not-for-profit organisations and university legal aid clinics working in the area of improving availability, accessibility and quality of legal aid services in the Ethiopian Criminal Justice System. It will support activities designed to deliver outputs in relation to raising legal awareness and legal aid service provision including legal literacy and capacity building initiatives focusing on the following key areas: -

- Provide quality free legal assistance to vulnerable populations, i.e., the poor, women and other groups living in vulnerable situations as well as arrested, accused and detained persons and victims and survivors of crime.
- Raise awareness of legal rights and due process among vulnerable populations such as the poor, women and other groups living in vulnerable situations (including IDPs, PWD) as well as arrested, accused and detained persons and victims and survivors of crime.

Project proposals that contribute to one or several of the following indicative activities and outputs will be given priority in the selection process:

- i. Project proposals focusing on increasing legal awareness and of due process of the law and their rights targeting vulnerable populations by:
 - a. Conducting community outreach and legal awareness raising for vulnerable populations through mobile legal clinics, in person sessions, and virtual events (depending on access options)
 - b. Producing beneficiary-specific legal information materials on legal issues, rules, procedures, and support options relevant for targeted vulnerable groups, in Amharic and/or other local languages used by beneficiary groups.
 - c. Contributing to and participating in the formation and expansion of local, regional, and national networks of legal aid practitioners
 - Join, participate, and contribute to networking and coordination meetings and events
 - Join, participate, and contribute to capacity building activities conducted by UNODC/Centre for Justice and partner agencies.
 - Provide and facilitate referral service to other legal aid organizations

- ii. Project proposals that contribute to increasing (quality and quantity) access to appropriate legal assistance and representation for vulnerable populations by:
 - a. Providing legal consultations and legal advice (out of court) on specific criminal cases (as well as associated civil, or administrative cases) through in-person meetings or through suitable and safe communication channels through the use of local languages as appropriate to the context.
 - b. Providing legal services and legal representation to eligible persons in criminal and other related cases at any stage of the adjudication process including pre-trial and investigation process.
 - c. Providing legal services and legal representation to eligible persons who appear in court in criminal matters at all stages.

Eligible beneficiaries of assistance to be provided:

- Poor and disadvantaged individuals and groups in any urban and rural location in the two federal city administrations and all the Regional States in Ethiopia. The applicant should clarify how it will identify these beneficiaries and what criteria it will use.
- A minimum of 50% of these people should be women and girls.
- Special consideration should be shown for reaching people from vulnerable groups (ethnic minority groups, IDPs, people with disabilities, farmers, youth) and any group that in the opinion of the applicant organization is disadvantaged and/or marginalized and in the need of free legal assistance.

Nature of services:

While the focus of assistance will be on legal advice and representation in criminal matters, the selected partners may also provide legal support to eligible beneficiaries in related administrative and civil matters that may address issues in criminal matters.

For legal awareness raising activities, partners will need to tailor and adapt content to the needs of specific groups of beneficiaries, predominantly focusing on criminal justice issues but can also expand to critical legal issues that may affect the poor and marginalized groups of the society.

1.4 Location

Applicants may submit proposals targeting one or more geographical areas in Ethiopia including all Federal, Regional States and City Administration.

Balanced geographical coverage of the partner projects throughout the country will be considered in the final selection process. Projects targeting fair allocation of resources targeting rural and urban populations will also be taken into consideration for selection process.

1.5 Duration

All activities financed by this partner programme must be implemented by **[May 31, 2026]**.

1.6 Fundamental principles

Applicants are expected to consider the following fundamental principles in designing their project proposals:

- Partnership/collaboration/cooperation with other stakeholders.
- Project design with the potential for replication.
- Targeting rural and urban populations.
- Sustainability of project activities.
- An approach that values diversity among men and women.
- Initiatives that are innovative and have inventive ideas.
- Mainstreaming gender and human rights.
- Enhancing institutional and technical capacity of implementing stakeholders.
- Leave no one behind approach.

1.7 Award amounts

Proposals with budgets ranging from **[60,000 USD]** to **[100,000 USD]** will be considered for award. Please note that value for money will be assessed as a part of the rating criteria.

The amount of the award will be determined based on the proposed action, the capacity of the organization, the regional coverage of the proposed project, joint projects with more than one organization with broader coverage and increased reach to the most vulnerable groups and the timeline for implementation.

As a general rule in UNODC, awards should normally not exceed a monetary limit of 25% of the partner's annual income. This limit will be checked when making the final decision.

2 ELIGIBILITY CRITERIA

2.1 Eligibility of applicants

In order to be eligible for funding, applicants **must**:

- be a non-profit making organisation (CSOs including NGOs, CBOs) registered under the relevant Laws of Ethiopia (the Authority for Civil Society Organizations (ACSO). Or a university legal clinic duly established under the relevant legislations.
- have been registered not less than three (3) years.
- be directly responsible for the preparation and management of the project, i.e. not acting as an intermediary.
- demonstrate prior experience of at least three years implementing activities in the area of legal literacy, legal aid and legal assistance as indicated in this call.
- have a bank account; and autonomous financial management and reporting capability is required.
- Prior work relations and successful project management expertise with UN Agencies and Development Partners is desirable.

2.2 Eligibility of projects

Only projects aimed at achieving the objectives, focusing on the priority issues and meeting all other requirements as outlined under section 1 are eligible for funding under this Call for Proposals.

Projects should be time-bound (have discernible start and end dates), and have a specific, finite objective that does not require further funding to sustain results over time. Costs, activities and beneficiaries of the proposed project must be distinguished from those relating to the applicant's other operations.

The following types of project proposals are **not eligible** for funding:

- Project proposals concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- Project proposals concerned only or mainly with individual scholarships for studies or training courses;
- Credit or loan schemes;
- Debts and provisions for losses or debts;
- Project proposals which consist exclusively or primarily of capital expenditure e.g. land, buildings, equipment, vehicles, etc.
- Project proposals which discriminate against individuals or groups of people on grounds of their gender, sexual orientation, religious beliefs, or lack of them, or their ethnic origin;
- Scholarships, sponsorships and school fees;
- Cash donations;
- Political party and religious activities;
- Project proposals which provide funding for terrorist activities;

2.3 Eligibility of project costs

The categories of costs considered as eligible and non-eligible are indicated below. The budget is both a cost estimate and a ceiling for "eligible costs". Note that the eligible costs must be based on real costs based on supporting documents. Costs that do not appear realistic may be rejected.

It is therefore in the applicant's interest to provide a **realistic and cost-effective budget**.

Eligible direct costs

To be eligible under this Call for Proposals, costs must be directly verifiable and traceable to the activities being implemented.

Administrative costs

Administrative costs, i.e. such that are incremental to an entity as a result of undertaking funded activities may be eligible for flat-rate funding fixed at not more than 10 per cent of the total amount requested.

Contributions in kind

Contributions in kind are not considered actual expenditure and are not eligible costs for reimbursement.

Ineligible costs

The following costs are **not eligible**:

- Debts and provisions for losses or debts;
- Interest owed;
- Salary top-ups and similar emoluments to government employees

- Items already financed in another framework, i.e. existing capacity should not be included in the budget;
- Purchases of land or buildings;
- Currency exchange losses;
- Taxes, including VAT, unless the Beneficiary (or the Beneficiary's partners) cannot reclaim them and the applicable regulations do not forbid coverage of taxes;
- Credit to third parties;

3 APPLICATION PROCEDURE

Applicants are to submit a **full project proposal** which will be reviewed by UNODC Grant Management Unit-Review Committee.

3.1 UN Partner Portal

All applicants must be registered and have a complete and up to date profile on the [UN Partner Portal](#).

Applicants that are not yet registered should do so by following the instructions at <https://www.unpartnerportal.org/landing/register>. Please note that UNODC will only consider the profiles of shortlisted applicants for verification under this call for proposals.

Applicants who have previously registered should review and update their profile as necessary.

All applicants should ensure that their profile is complete and includes:

- A copy of original registration (and re-registration if applicable) certificate as evidence for legal credentials of the organisation and registration by a minimum of 3 years or by August 2021;
- Audited organisational financial statements for the last two fiscal years. In the absence of audited statements, other official documents, signed by an authorised representative and demonstrating annual income will be accepted;
- Completed PSEA partner self-assessment

3.2 Application forms

Full project proposals must be submitted in accordance with the instructions in the full project proposal application form.

All applications must be in English.

Hand-written applications will not be accepted.

Due care must be taken to complete the application form. Any error or major discrepancy related in the application form (e.g. the amounts mentioned in the budget are inconsistent with those mentioned in the application form) may lead to rejection of the application.

Clarifications will only be requested if information provided is unclear and prevents objective assessment of the application.

Please note that only the application form and the completed annexes will be evaluated. It is therefore of utmost importance that these documents contain ALL relevant information concerning the project.

3.3 Documents to be submitted for application

The following documents must be submitted as part of the application:

- Project proposal application form (template provided);
- Project budget (template provided);
- Signed declaration (template provided);
- Proposals involving partner contributions must include evidence of secure funding

Further documentation may be required from provisionally selected applicants.

Documents may be checked for truthfulness and accuracy of representation through various means, including but not limited to internet searches, formally official confirmation from responsible offices, letters of recommendation, etc.

3.4 Where and how to send the application

The completed application form should be submitted in Word or PDF format. The completed budget template should be submitted in Excel or PDF format.

Applications must be submitted by email to UNODC-Ethiopia.LegalAidBasketfund@un.org, marked [UNODC ETHIOPIA Application for Legal Aid] in the subject.

Applications sent by any other means (e.g. by fax or by mail) or delivered to other addresses will not be considered under this Call for Proposals.

Incomplete applications will be rejected.

3.5 Deadline for submission of applications

The deadline for the submission of full project proposals is **16 September 2024 17:00 local time Ethiopia GMT+3** as evidenced by the date of receipt of submission email. Any application submitted after the deadline will be automatically rejected.

4 EVALUATION PROCEDURE

4.1 Eligibility assessment

All applications will be examined and evaluated by a technical evaluation team. In a first step the eligibility of the applications will be assessed as follows:

- Has the submission deadline been respected?
- Has the applicant created a complete profile on the [UN Partner Portal](#) (see 3.1 for details)
- Has the correct application form been duly filled and are all requested documents attached to the application.
- Does the application meet all the eligibility criteria as mentioned in section 2 above?

If the first assessment of the application reveals that any of the above questions are negative the application may be rejected solely on that basis and the application will not be evaluated further.

4.2 Technical assessment of full project proposals

The quality of the project proposals will be assessed in accordance with the evaluation criteria set out in the evaluation grid below. Each subsection will be given a score in accordance with the following guidelines: 0 = information not provided, 1 = poorly meets the criteria; 2 = partially meets the criteria; 3 = adequately meets the criteria; 4 = satisfyingly meets the criteria; 5 = entirely meets the criteria.

Evaluation Grid

CRITERIA	Allocation of points
Project relevance	30
Project implementation	30
Technical capacity and expertise	20
Budget and cost effectiveness	20
TOTAL	100

2.1.1. Detailed Criteria and Allocation of points

1. Project Relevance	30
How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas or any other specific requirement stated in the guidelines for applicants? Are the expected results of the action aligned with the priorities defined in the guidelines for applicants.	10
How relevant is the proposal to the particular needs and constraints of the target population and geographic focus including synergy with other related and similar initiatives and avoidance of duplication)? No of beneficiaries targeted by the project?	10
How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs (as rights holders and/or duty bearers) and constraints been clearly defined and does the proposal address them appropriately?	5
Does the proposal contain particular added-value elements (e.g. innovation, best practices)? [and the other additional elements indicated under that include	5

referral arrangements with other legal aid service providers?	
2. Project Implementation	30
Is the action plan for implementing the action clear and feasible? Is the timeline realistic?	10
Does the proposal include an effective and efficient monitoring system? Is there an evaluation planned (previous, during or/and at the end of the implementation)?	10
Is the project proposal appropriate to achieve the objectives of the overall project, is it SMART and feasible within the budget and timeframe.	10
3. Technical Capacity	20
Does the applicant and, if applicable, their affiliated entity(ies) have sufficient in-house experience of project management on provision of legal aid and assistance project to the poor and vulnerable groups?	5
Does the applicant and, if applicable, their affiliated entity(ies) have sufficient technical inhouse expertise (especially knowledge of the issues legal aid and assistance to the poor, legal awareness raising initiatives and collaboration with other similar service providers.)?	10
Does the applicant, if applicable, their affiliated entity(ies) have sufficient management in-house capacity (including staff, equipment and ability to handle the budget and experience for implementation of EU funds or projects supported by UN, Development partners or other similar entities.)?	5
4. Budget and Cost-Effectiveness of the action	20
Are the activities appropriately reflected in the budget? Are the budget lines acceptable and appropriate for value for money, reasonable and appropriate in the context of the proposal and the timeline for project implementation?	10
Is the ratio between the estimated costs and the expected results satisfactory?	10

4.3 Provisional selection

Following the evaluation of eligible full project proposals, a table listing the applications ranked according to their scores is established. A list of provisionally selected applications is developed, taking into consideration the financial envelope available and the geographical or regional reach and balance.

5 APPROVAL AND AWARD

Applicants are informed in writing of UNODC's decision concerning their application.

The following documents will be signed as part of the agreement between UNODC and funding recipients:

- Partner agreement based on the standard UNODC agreement clauses
- Annex A – Project Proposal
- Annex B – Project Budget

6 INDICATIVE TIMETABLE

	Date
Deadline for submission of full project proposals	16 September 2024, 17:00 Local Time- Ethiopia (GMT +3
Estimated start date /project implementation	November 2024

7 SUPPORT FOR APPLICANTS

Interested applicants may submit any requests for clarification in writing to UNODC-Ethiopia.LegalAidBasketfund@un.org by 25 August 2024.

UNODC will prepare written responses to timely clarification requests and will publish these for the information of all potential applicants at www.unodc.org/easternafrika/ by [August 30, 2024]. The sources of requests will not be included.

PROJECT PROPOSAL APPLICATION FORM

CHECKLIST

	YES	NO
Profile created and/or updated in the UN Partner Portal		
Project proposal (Word or PDF Format)		
Project budget (Excel or PDF Format)		
For proposals involving partner contributions only: <ul style="list-style-type: none">evidence of secure funding		
Signed declaration		
The applicant confirms that it has a bank account and autonomous financial management and reporting capability		

Project Proposal

1. CAPACITY OF THE ORGANISATION

1.1 Applicant details

Name of APPLICANT	
Partner ID on UNPP	
Address of APPLICANT	
Type of institution	<i>Non-governmental organization (NGO); Community-based organization (CBO) University Legal Aid Clinic</i>
Date of registration	
Place of registration	
Website	
Headquarters location	<i>City and country</i>
Primary contact person	
Telephone number	
Email address	

1.2 Prior experience in implementing similar activities

Number of years implementing activities in the area of <i>Improved access to justice in the Ethiopian criminal justice system, in particular for the poor, women and other groups living in vulnerable situations through access to legal aid and assistance.</i>	
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Please provide a description of up to three recent projects through which the applicant has [Improved access to justice in the Ethiopian criminal justicesystem, in particular for the poor, women and other groups living in vulnerable situations through access to legal aid and assistance]

Project 1

Name of the project	
Description of the project	
Name of donor	
Location	
Duration	
Total cost	
Number of staff involved	
Results	

Project 2	
Name of the project	
Description of the project	
Name of donor	
Location	
Duration	
Total cost	
Number of staff involved	
Results	

Project 3	
Name of the project	
Description of the project	
Name of donor	
Location	
Duration	

Total cost	
Number of staff involved	
Results	

2. APPROACH

Project title	
Amount requested from UNODC in USD	
Location of the project	
Project dates	

2.1 Project summary

Please describe the proposed project, and the way in which it responds to the objectives (see Call for Proposals 1.2) and thematic focus (see Call for Proposals 1.3) of this partner programme

2.2 Context Analysis/problem description

Please describe and analyse the problem conditions which the project aims to influence positively; provide information on how the differing needs of women and men have been identified

2.3 Specific objective(s) of the project

Please define objectives that are specific, measurable, achievable, relevant and time-bound

2.4 Methodology

Please describe the project methodology; and specifically, which of the priority indicative outputs and activities (see Call for Proposals 1.3) will be utilised

2.5 Beneficiaries

Please provide information on the targeted beneficiaries – including vulnerable and at-risk groups and how they will be identified

Estimated number of young women and girl beneficiaries (under 18 years of age)	
Estimated number of adult women beneficiaries (over 18 years of age)	
Estimated number of young men and boy beneficiaries (under 18 years of age)	

Estimated number of adult men (over 18 years of age)	
Estimated total number of beneficiaries	

2.6 Staff involved in the project

Please provide information on the number of staff involved in the project activities and describe their roles and responsibilities.

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2.7 Monitoring and evaluation plan

Please describe the proposed monitoring and evaluation plan for the project

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2.8 Risks and mitigation measures

Please identify the main risks for project implementation and describe the measures put in place to mitigate them

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2.9 Role key stakeholders

Please describe how the applicant will work in partnership with other entities, including governments

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2.10 Expected results of the project

Please explain what the expected results of the proposed project will be on the situation of end-beneficiaries; provide information on how the differing needs of women and men have been addressed

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3 WORKPLAN

Expected results	Main Planned activities	Implementation Period (quarters)					
		1	2	3	4	5	6