



This project is funded
by the European Union



The Sub-Grants Scheme – SGS CALL FOR PROPOSALS ROUND I

The Civic Engagement for a Functional Judiciary System and Access to
Justice in Albania

Sub Granting Authority: Save the Children (SC)

Project reference: EuropeAid/137239/DD/ACT/AL

Deadline for submission of the full proposal: 17 May 2017, at 14:00

All applicants are encouraged to inform the Sub granting Authority whether they intend to submit an application for this Call for Proposals by sending an email to

cefjsaja.albania@savethechildren.org

by 10 May 2017.

This is not obligatory and does not affect the evaluation of the application. However, it will enable Save the Children to mobilise the necessary resources for the evaluation of the applications.

INDEX

I.	PREFACE	3
II.	ACRONYMS.....	4
1:	THE SUBGRANTING SCHEME (SGS)	5
1.1	<i>Background</i>	5
1.3	Financial Allocation.....	7
2.	<i>RULES FOR THIS CALL FOR PROPOSALS</i>	9
2.1	Eligibility of applicants	9
2.2.1	Application forms.....	9
2.2.3	Deadline for submission of concept notes	10
2.2.4	Further information about Applications	10
2.3	<i>Evaluation and selection of applications</i>	10
2.4	Indicative Timetable	11
3	<i>LIST OF RELEVANT DOCUMENTS AND ANNEXES</i>	12

I. PREFACE

This is an open Call for Proposals, where all documents are submitted together. In the first instance, only the eligibility will be checked. Thereafter, for the applicants who have been pre-selected, the full proposal will be evaluated. Eligibility will be checked based on the supporting documents requested by Sub Granting Authority and sent together with the application.

II. ACRONYMS

- AEC The Administrative Eligibility Committee
- CEC The Complaints Evaluation Committee
- CEFJSAJA: Civic Engagement for a Functional Judiciary System and Access to Justice in Albania/hereafter called the Project
- CILSP Centre of Integrated Legal and Social Practices
- CSO: Civil Society Organization
- EU: European Union
- NIPT Taxpayer Identification Number
- PEC The Proposals Evaluation Committee
- PMT Project Management Team
- SC Save the Children
- SC It Save the Children Italia
- SG Sub-Grant
- SGS Sub Grant Scheme

1. THE SUBGRANTING SCHEME (SGS)

1.1 Background

This Call for Proposals is based on the Sub Grant Operational Manual developed by Save the Children (SC) and the Clinic of Integrated Legal and Social Practices (CILSP). The Manual outlines the operational guidelines and procedures for the implementation of the Project “Civic engagement for a functional judiciary system and access to justice in Albania” (here after called “The Project”), Financed by EU in Albania, under Civil Society Facility – Civic Initiative and Capacity Building component, Reference-EuropeAid/137239/DD/ACT/AL

The Sub grant Operational Manual and the Guidelines for the Applicants can be found on the following sites:

<http://albania.savethechildren.net>
<https://cefjsaja.wordpress.com/>

Soft or hard copies of the Sub Grant Operational Manual will be also available at SC office in Tirana or through email. Please send an email requesting it at:

Cefjsaja.albania@savethechildren.org

1.2 Objective of the CALL and priority issues

The **Overall objective** of the Project is to contribute to the empowerment of civil society in actively participating and influencing the proper functioning of the judiciary system in Albania. Specifically, The Project aims at strengthening civil society organizations in the effort of increase transparency and accountability of the judiciary system and improve access to justice for vulnerable groups in Albania.

Sectors or themes for CALL I:

Actions must be aimed at addressing one of the following themes:

1. Monitoring of judiciary system
2. Access to Justice

Monitoring of the judiciary system is the Specific Priority of CALL I.

Type of actions:

Example of field of intervention (this is non- exhaustive list)

Monitoring Justice

Monitoring Justice - Objectives	Suggested interventions - list not exhaustive
<p>1. Monitoring the establishing and functioning of new governing institutions of the justice system in the frame of the justice reform;</p>	<ul style="list-style-type: none"> • Monitoring the procedure and legal criteria regarding the selection of members of new governing institutions of the justice system; • Monitoring the vetting process of judges and prosecutors and informing the public opinion on the monitoring results; • Monitoring the establishment and functioning of new governing bodies of the justice system. • Ensuring active and effective participation of CSOs in the drafting process of by-laws in the frame of the justice reform; • Monitoring the enforcement of the new laws and bylaws adopted in the frame of the justice reform. • Inclusion of the young professionals in the developments of the justice reform, and building their knowledge and capacities towards their future involvement in the new governing institutions of the justice system;
<p>2. Quality of justice</p>	<ul style="list-style-type: none"> • Monitoring the functioning of specialized courts/court sections, the work of the respective judges, lawyers in civil and penal court proceedings; • Monitoring the continuous training and capacity building frequency and criteria of transfer for justice professionals; • Monitoring enforcement of Law decisions; • Assess the quality of court decisions; • Assess the quality of court services and court communication; • Monitoring of access to justice (with focus on vulnerable/specific target groups & locations);
<p>3. Efficiency of the Judiciary System (disaggregated data)</p>	<ul style="list-style-type: none"> • Length of proceedings in civil and penal court proceedings; • Clearance rate (ratio of resolved cases versus incoming cases); • Number of pending cases; • Efficiency of judiciary system versus budget allocations; • The improvement of the public trust on the efficiency of the Judiciary.

Under this sector - Monitoring Justice- preference will be given to specialized CSOs in the area of monitoring legal institutions, having previous/proven experience in the drafting of legislation and also active in the justice reform. Therefore it will be given an advantage under “Applicants’ capacity, and experience”.

Access to justice:

Access to Justice - Objectives	Suggested interventions - list not exhaustive
1. Improve access to justice through legal aid for vulnerable groups.	<ul style="list-style-type: none"> • Front office (inter alia involving law students); • Legal clinics; • Support groups in needs providing legal advice on judicial matters
2. Consolidating, supporting and promoting the implementation of alternative dispute resolution	<ul style="list-style-type: none"> • Victim offender mediation while safeguarding the concept of restorative justice process (mediation only upon informed consent of the victim); • Promote and support the execution of alternative measures in schools, attending centres and community at large;
3. Consolidating and promotion of victims' rights approaches to justice	<ul style="list-style-type: none"> • Awareness raising and support for victim's right to information, access and protection. • Capacity building on victim's rights with professionals, including police, lawyers, prosecutors and judges inter alia. • Advocacy with all relevant stakeholders on victims' rights, inter alia right to compensation (legislative measure and their implementation);
4. Enhance implementation of the law on free legal aid	<ul style="list-style-type: none"> • Support the functioning of legal aid system in Albania through local and central actions • Public awareness for the use of free legal aid ; • Promote pro- bono legal aid and mediation models;
5. Improve public awareness on law matters	<ul style="list-style-type: none"> • Legal information and education of the public (youth, law professionals, civil society activists, journalists, etc.) on legal framework in general and on the legal framework affected by the justice reform in particular. • Legal information and education of disadvantaged groups as well as students, law professionals, CSO members, journalists, etc. about changes caused by the justice reform; • Information sessions on access to justice for the disadvantaged groups

Actions under this sector - Access to Justice- targeting rural and remote areas will be considered of particular relevance, and therefore will be given an advantage under relevance of the action.

1.3 Financial Allocation

Indicative number of sub-grants to be funded:

7

Up to 10 large-size grants (LSG) 40,000 - 50,000 EUR 18-24 months

The overall indicative amount made available under this sub grant scheme is **EUR 450,000**.

Co-funding.

The sub-granting scheme will award **100% of eligible cost (40,000 - 50, 000 EUR)**.

Each applicant may not submit more than one (1) application under each Call for Proposal (Round).

Financial support to third parties.

Applicants may not delegate or transfer parts of the implementation/finances of the project to third parties in order to achieve the objectives of the operation, or propose to fund other parties through the implementation of the project.

2. RULES FOR THIS CALL FOR PROPOSALS

2.1 Eligibility of applicants

In order to be eligible for a sub grant, the applicant must be a CSO established and acting in the territory of **Albania**, compliant with all the clauses listed in the SG Operational Manual.

2.2 How to apply an procedures to follow

Applications must be submitted in accordance with the instruction on the SGS Operation Manual guidelines available in the following internet web site <http://albania.savethechildren.net> and <https://cefjsaja.wordpress.com/> using the Form and documents annexed to the mentioned Guidelines.

The applications must be submitted at *Save the Children Office in Tirana* within the deadline specified by this Call for Proposals.

Applications received after the effective date and hours indicated by the Call for Proposal will **be rejected.**

2.2.1 Application forms

Applicants must fulfil the **eligibility criteria** as per SG Operational Manual and the Proposals must be prepared in **English.**

Applications must contain all documents listed in **Annex I: CHECK LIST FORM.**

2.2.2 Where and how to send the applications

Applications must be submitted using the Application form formats provided and attached to the SGS Operational Manual. These documents shall contain **ALL relevant information** concerning the action and no additional annexes should be sent.

Any error and major inconsistency related to the application instruction and the documents required may lead to the rejection of the application.

Applications must be submitted **in one printed copy** and all documents presented for application should be delivered in an electronic form included in a CD/USB.

The envelope and the CD/USB should be enclosed in an envelope where the applicant should write: **(a) The reference number and the title of the call for proposal, (b) the name of the Applicant organization and (c) Project proposal title.**

Applications, both printed and electronic version, must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) to the address below:

Save the Children
Rruga Mihal Popi (Ish Pallatet 1 Maji)
Ndërtesa 7 (Vila Lami), Kodi Postar 1021,
Kutia Postare 8185
Tiranë – Shqipëri
Tel: 042261849 & 2261929

Applications sent by any other means (e.g. fax or by e-mail) or delivered to other address will be rejected.

Applicants must verify that their application is complete using the checklist (Annex I). Incomplete applications may be rejected.

2.2.3 Deadline for submission of concept notes

The deadline for the submission of applications is **17 May 2017** as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at **<14:00 hours local time>** as evidenced by the signed and dated receipt. Any Application submitted after the deadline will be rejected.

2.2.4 Further information about Applications

The present announcement of the Call for Proposals is published on the website; <http://albania.savethechildren.net>), <https://cefjsaja.wordpress.com/> and in three national newspapers and remains opened for 45 days.

Moreover, information sessions in Tirana, Vlora, Shkodra and Korça will be held.

CSOs will be notified in advance on the date, time and place where these sessions will be held in each city and town.

Additionally, interested applicants may address questions by e-mail no later than 5 working days before the deadline for the submission of applications to the address below, indicating clearly the reference of the call for proposals:

E-mail address: < cefjsaja.albania@savethechildren.org >

The Sub- Granting Authority has no obligation to provide clarifications to questions received after this date.

Replies will be given no later than 3 working days before the deadline for submission of applications.

2.3 Evaluation and selection of applications

10

All applications will be assessed according with the procedures detailed in the mentioned SG Operational Manual (section 4.4 Evaluation and selection of applications) following the steps and criteria below:

- STEP 1 Opening and Administrative check
- STEP 2 The Technical Evaluation
- STEP 3 Final Evaluation, decision and notification
- STEP 4 Complaints and Response Mechanism (CRM)
- STEP 5 Negotiation and contracting stage.

Please, note that all applications will be assessed following the evaluation criteria entailed in the grid mentioned in SG Operational Manual (section 4.4 – STEP 2).

2.4 Indicative Timetable

	Activity	From	Until
1	The Official Application Process - Submission	3-Apr-17	17-May-17
2	Information sessions/meetings, TR, ShK, VL, KO	TBA	
3	Deadline for Applicants requesting clarifications		12-May-17
4	Last date on issue of clarifications		15-May-17
5	STEP 1 – Opening and Administrative check	18-May-17	26-May-17
6	STEP 1 – Written notification to applicants		26-May-17
7	STEP 2 - Technical Evaluation	29-May-17	5-Jun-17
8	STEP 3 - Final Evaluation, decision and written notification	6 Jun 2017	16-Jun-17
9	STEP 4 – CRM- Request of further information by Applicant (5 days from notification on final decision)	From the day of the notification	(day of notification + 5 working days) 23-Jun-17
10	STEP 4 – CRM- Replies to request of further information (within 5 days from receipt of the request)	From the day of the request	(day of request+ 5 working days) 30-Jun-17
11	STEP 5- Negotiation and contracting stage –	16-Jun-17	30-Jun-17
12	Financial/Operational/Reporting training	3-Jul-17	14-Jul-17

3 LIST OF RELEVANT DOCUMENTS AND ANNEXES

All Applicants under this Call must refer to the following documents:

DOCUMENT FOR INFORMATION AND GUIDELINES

- SG Operational Manual
- Web site and FAQ:
<http://albania.savethechildren.net>
<https://cefjsaja.wordpress.com/>

RELEVANT ANNEXES FOR THE APPLICANTS (attached to SG Operational Manual)

- Annex I Check List Form
- Annex V Declaration of Vetting
- Annex VII Project Application Form
- Annex IX Project Logical Framework
- Annex X Budget Application Form
- Annex XIII Declaration by the Applicant