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| Justice Centres Technical Proposal |
| Template A |
| July 2019 |
|  |



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**Grant Application Form**

Reference no:

(for office use only)

**Section 1. Introduction & Project Summary**

|  |  |  |
| --- | --- | --- |
| Name of lead organisation |  | |
| Address of lead organisation |  | |
| Contact information | *Name, Title* |  |
| *Telephone* |  |
| *E-mail* |  |
| *Website/Facebook* |  |
| Names and contact details of partner organisations |  | |
| Partner 1 |  | |
| Partner 2 |  | |
| Partner 3 |  | |
| Name of Project |  | |
| Brief description of Project (100 words maximum) |  | |
| Project location(s) – districts & townships |  | |
| Total Budget Requested  (in EURO) |  | |

*All applicants are advised to review closely Section 4 of the Call for Proposal and Application Guidance, which provides detailed information about the completion of this template. You may delete the italicised guidance (in grey) in this template in the final submission.*

**Section 2. Context Analysis & Demonstrated Experience**

2.1 Operating Locations and Context Analysis

*Indicate the specific regions/states, districts and townships in which this project proposes to work. Describe specific justice issues or problems within each location that this project has been designed to address. Applicants must demonstrate a sound understanding of the context and operating environment in each of the regions/states in which it intends to conduct its project activities. (2 pages maximum)*

2.2 Stakeholder Consultation and Analysis

*Identify the key stakeholders (including governmental and non-governmental actors) in the specified locations that this project will engage with. Describe how the project intends to engage with each, whether any challenges are anticipated, how the project intends to address those challenges, and provide evidence - including previous working experience with these stakeholders – to demonstrate that the approach is likely to be effective. Indicate whether any stakeholder groups have been consulted in the design of this project and how they have been engaged. (2 pages maximum)*

2.3 Organisational Experience

*Describe the previous experience your organisation has in motivating, training, mentoring and managing lawyers providing free criminal defence services to the poor in a project of similar type, value and scale in Myanmar. Include examples of cooperation and collaboration with governmental and non-government partners to holistically address justice needs. (1 page maximum).*

2.4 Equality, Diversity and Inclusion

*Describe concrete efforts and initiatives your organisation has undertaken in previous projects of a similar type and scale to foster a culture of equality, diversity and inclusion among your organisation’s staff as well as to ensure that these values are integrated into the services provided by the project/organisation to poor and marginalised members of the community. Describe how this project will support greater inclusion of vulnerable, marginalised or otherwise excluded people. (1 page maximum).*

**Section 3. Detailed Project Description**

3.1 Project Objective

*Describe the specific objectives of the proposed project. The project objective should answer the question: What will change as a result of this project? The project objective must take into account the Project Requirements outlined in Section 2.2 of the CFP & Application Guidance. (1/2 page maximum)*

3.2 Project Outputs

*Define the specific outputs (results) that project will deliver to achieve its objective. The outputs must take into account the Project Requirements outlined in Section 2.2 of the CFP & Application Guidance. (1 page maximum)*

*Output 1:*

*Output 2:*

*Output 3:*

*Output 4:*

*Etc*

3.3 Project Activities

*For each output describe in detail the specific activities that will be delivered to achieve the results. The project output and activities must take into account the Project Requirements outlined in Section 2.2 of the RFP Guidance Notes. (4 pages maximum).*

*Output 1: Activity 1:*

*Output 1: Activity 2:*

*Output 2: Activity 1:*

*Output 2: Activity 2:*

*Etc.*

3.4 Project Activities

*Please complete the activity planning and measurement template below.*

|  |  |  |
| --- | --- | --- |
| **Outputs** | **Activities** | **Monitoring indicators** |
| **Output 1** | 1.1 |  |
| 1.2 |
| 1.3 |
| **Output 2** | 2.1 |  |
| 2.2 |
| 2.3 |
| **Output 3** | 3.1 |  |
| 3.2 |
| 3.3 |

3.5 Project Activities (continued)

*Please complete the workplan template below*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Activities | Year 1 / Month | | | | | | | | | | | | Year 2 / Month | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Output 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 1: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Sub Activity 1.1* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Sub Activity 1.2* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Sub Activity 1.3* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 2: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Sub Activity 2.1* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Sub Activity 2.2* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Sub Activity 2.3* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Etc. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Output 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

3.6 Monitoring, evaluation and learning

*Provide a detailed description of how you will monitor and evaluate your project - please see Section 4.3.4 of the CFP & Application Guidance. (2 page maximum).*

3.7 Risks and challenges

*Describe the main risks or challenges that you expect to face and how you plan to manage them (maximum 5 risks/challenges).*

|  |  |
| --- | --- |
| Challenge / Risk | Management |
| Risk / Challenge 1 | Management strategy |
| Risk / Challenge 2 | Management strategy |
| Risk / Challenge 3 |  |
| Etc |  |

3.8 Coordination with other justice actors and projects

*Describe how you will ensure your project coordinates effectively with other organisations doing similar work in the locations of your project. (1/2 page maximum)*

**Section 4. Budget**

4.1 Budget Summary

*Please provide a summary of costs in the table below.*

|  |  |  |  |
| --- | --- | --- | --- |
| *Output* | *Year 1* | *Year 2* | *Total* |
| Output 1 |  |  |  |
| Output 2 |  |  |  |
| Output 3 |  |  |  |
| Output 4 |  |  |  |
| Staff costs |  |  |  |
| M&E |  |  |  |
| Programme expenses |  |  |  |
| All other costs |  |  |  |
| Overhead |  |  |  |
| Total |  |  |  |

4.2 Detailed Budget

A detailed budget using **Template B** must be attached to this application.

**Section 5. Project Management**

5.1 Participating organisations

*Describe the specific role assigned to each organisation that is named as participating in the delivery of the project (1/2 page maximum)*

5.2 Project team

*Describe the specific roles and responsibilities of the key personnel and project team members and provide an organisation chart of the project team (1 page maximum + chart).*

5.4 Management plan

*Describe how you will manage the project, including finance and project reporting (1 page maximum)*

**Section 6. Sustainability**

6.1 Building organisational resilience

*Describe your plan or programme for organisational development capacity and leadership and management coaching, as well as the development of a sustainability strategy by the end of the first year of programming. (2 page maximum)*

6.2 Other sustainability measures

*Describe any other measures the project will undertake to lay groundwork for future sustainability of the Justice Centres through collaborations and partnerships with governmental, non-governmental, community and other stakeholders. Applicants are also invited to describe other measures they will take to contribute to the sustainability of the project idea beyond the lifetime of the funding. (1/2 page)*

**Section 7. Organisational capacity**

7.1 Organisational capacity

A completed due diligence checklist (**Template C**) and related supporting documentation must be attached to this submission.

**Section 8. Declaration**

I certify that I am duly authorized to submit this application for funding to MyJustice on behalf of [applicant organisation].

Signature:

Name, Title:

Date: