



International Learning Fund

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Funded
by:



Implemented
by:





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Introduction

About MyJustice Capacity Development Strategy

MyJustice is working in partnership with a range of civil society organisations (CSO) to deliver legal awareness and justice services for vulnerable communities across Yangon Region, Mandalay Region, Bago Region, Kayin State, Shan State and Mon State. MyJustice is committed to providing capacity development support for local, Myanmar CSOs.

MyJustice Capacity Development Strategy focuses on the following objectives:

1. To strengthen the skills of MyJustice partners to effectively deliver access to justice services;
2. To build the knowledge of partners on substantive legal issues, including through innovative knowledge-sharing approaches; and
3. To support the development of networks that improve the work of partners and contribute to the capacity of MyJustice and its partners to inform justice policy

The International Learning Fund: Origins and Purpose

Throughout the capacity assessment workshops, partners emphasised the importance of learning from experience of other countries. MyJustice's Programme Advisory Committee (PAC) also identified international learning experiences as being an effective means of strengthening local capacity. MyJustice believes that partners could clearly benefit from exposure to international best practice, participation in international conferences or cross-learning with similar organisations. The capacity development strategy states that for these practices to be successful, they should clearly be targeted at partners or individuals who can show commitment to making the most of these opportunities.

MyJustice has decided to make available a fund that supports international learning. Access to funding will be competitive with only a small number of opportunities available across the year.

Objectives of the International Learning Fund

The International Learning Fund aims to support emerging leaders by providing exposure to good practices and learning opportunities in the region and beyond.

About this guide

This guide will help you to decide whether you are eligible to apply for a small grant from the International Learning Fund as well as providing you with the information you will need to complete your application.

- Part One** : Application Guidelines
- Part Two** : Receiving the Grant
- Part Three** : Application to the International Learning Fund



Part One: Application Guidelines

Who is eligible to apply?

The International Learning Fund is open to staff members of MyJustice partner organisations who meet the eligibility criteria listed below:

- The applicant is a Myanmar national, employed full time by a MyJustice partner (or sub-partner) organisation
- The applicant has a minimum 3 years of work experience in justice-related, development or humanitarian work
- The applicant is involved in access to justice and/ or community legal services projects directed towards helping the poor and marginalized
- The applicant has relevant language skills to understand and participate in the opportunity fully
- The applicant has a willingness to return to their organisation and apply what they have learned for at least six months on their return.

Who is not eligible to apply?

- International staff
- Part time staff
- Intern
- Individual volunteer

What does the International Learning Fund cover?

The International Learning Fund intends to cover costs for learning opportunities in the field of Rule of Law and Access to Justice. Examples of opportunities covered by the fund include exposure to regional/international good practice, participation in international conferences/seminars, other cross learning opportunities with similar organisations or short-term training courses. The duration of the activity should be between 2 days and 3 weeks, preferably in (but not limited) to ASEAN countries.

The International Learning Fund will cover the cost of admission fees, visa fees, local and international travel costs (such as bus fees, taxi fees, flight ticket, airport transfers), accommodation, meal costs and limited travel-related medical insurance. All costs will be covered as per MyJustice's travel policy.

What the International Learning Fund does not cover?

The International Learning Fund will not cover the cost of the applicant's travel and accommodation to places which are not a necessary part of the learning opportunity. In addition, the Fund will not cover costs such as travel insurance for personal possessions, personal equipment, clothing, passports and vaccinations.

How much funding can I apply for?

Applicants may apply for a small grant for learning purposes up to a maximum of USD 5,000 within a year. The International Learning Fund is limited, and you should consider this when deciding upon the amount of grant you request. Applicants can apply more than one time within a year. However, those



applicants who have not already benefited from an international learning experience through the Fund will be prioritised. No person is eligible for funding more than once under the International Learning Fund.

Although it is not a requirement, you are encouraged to make a contribution for your learning opportunity, if possible. This can be from your organisation's staff development fund, for example, or from your own contribution, other grant sources etc.

Applicants are expected to outline what costs are covered by their or other organisations in cases where their or other organisations contribute partially to the learning opportunity.

What do I have to prepare for my application?

The applicant is expected to apply and prepare for the opportunity. This will include applying for the training course or seminar place, obtaining the acceptance letter for the application, seeking organisational line management approval and providing evidence of this, outlining how this will benefit your professional development and the wider organisation. As part of the application form, you will also have to describe how you think you will benefit from this opportunity, how you will apply the learning to your work and share the learning with others on your return (please see the application form for more details).

How is a decision made?

A selection panel comprising representatives of international and local organisations will review the application for funding. This panel will include between three and five representatives from MyJustice, British Council and/or partner organisations. Members of the Panel will assess the applications against a set of defined criteria, taking into account the quality of opportunity, its value in Myanmar context and value for money. They may also consider issues such as achieving a geographical spread of funding. Where needed, the panel or some designated members of the panel may also meet the applicant before arriving at a final decision.

Applications will be received and reviewed on a rolling basis.

Criteria	Score
1. Eligibility <ul style="list-style-type: none">Is the applicant a Myanmar national?Is the applicant employed by a MyJustice partner/sub-partner organisation until the end of the MyJustice agreement with the partner organisation?Does the applicant have relevant work experience?Does the applicant possess language skills relevant to the programme as per the application form?	20
2. Rationale <ul style="list-style-type: none">Does the learning opportunity/ programme relate to rule of law and/or access to Justice?Is there evidence that the learning opportunity will support the wider organisation in its work on justice issues in Myanmar?Is the learning programme relevant to the applicant's need for professional development?	30



<p>3. Description of learning opportunity and applicant's commitment to learning</p> <ul style="list-style-type: none"> • Is it clear that the applicant is well informed about the opportunities provided by the programme of learning? • Does the application clearly demonstrate the applicant's desire for learning and application of knowledge received from learning? • Is the applicant committed to knowledge sharing upon return? 	40
<p>4. Financial Proposal</p> <ul style="list-style-type: none"> • Is the budget clear, containing all information required? • Does the applicant's organisation have a staff development programme? • Is/ Are there any other organisation who can provide contribution or funding support for the applicant? 	10
Total	100

What support will I receive from MyJustice if I am selected?

If you are successful, My Justice will inform you and meet with you to explain the requirements for the preparation of acceptance of the grant. We can support with booking and paying for flights directly. If needed, you can use the British Council supplier to apply for visas.

What happens if I need to cancel?

You will need to provide a strong justification for cancellation and you may be required to reimburse monies already paid to service providers for visas, flight, admission fees, per diem etc. The need to reimburse MyJustice may be waived in cases of serious ill-health or family issues. These cases will be assessed on a case by case basis and supporting evidence may be requested.

What are MyJustice's expectations of me during and after the International Learning Opportunity?

The applicant is expected to inform the MyJustice team of safe arrival once they arrive in the country in question.

You may, of course, contact the MyJustice team with any questions you may have during your time overseas.

You will be required to submit a **Learning Report** within 15 working days of arrival to home country. In the report, you are required to include:

- key learning points and your reflections on the opportunities and challenges posed by what you have learnt (**maximum - 300 words**)
- action plan for application of learning, sharing of learning and cascading learning (**maximum – 200 words**)
- your feedback to MyJustice including any recommendations for this type of opportunity and for the support offered by the International Learning Fund opportunity (**maximum – 150 words**)
- evidence of your participation (agenda, detail schedule of the trip, boarding pass, certificates, photos, etc.)

Applicants should **deliver a cascade activity / workshop** to at least 15 others in their organisation and/or network and outline this in their action plan in the report.



If implementation of your action plan requires some small amount of funding, MyJustice would be happy to consider this and provide a small fund. Requests will be considered on a case by case basis.

MyJustice expects to receive your **success stories/lessons learnt** within 6 months of your opportunity. Stories can be anything relating to your application of knowledge, sharing of your knowledge and effectiveness of your knowledge sharing to others, etc. Your stories will contribute to the effectiveness of the International Learning Fund.

Insurance

MyJustice will arrange insurance for travel-related emergency medical expenses with Myanmar Insurance.

Part Two: Receiving the Grant

Payment of grant and reporting

If you are selected, the MyJustice team will meet with you to explain your entitlement for your learning experience. Per diems according to MyJustice policy (meal, accommodation, local transportation) will be paid in advance calculated upon the number of days of the trip including travel days to and from Yangon and the country of the learning opportunity. The maximum advance payment will be 70% of the total value of the study trip with 30% being retained until a satisfactory report of study has been received. The travel advance will take at least 15 working days to be processed.

Part Three: Application to International Learning Fund

The International Learning Fund is administered by MyJustice, which is managed by the British Council and funded by the EU. All queries and applications are handled by the MyJustice team. If you have any questions about the application process after reading the information above, please contact us at myjustice@mm.britishcouncil.org.

International Learning Fund application form and application guidance can download via www.myjusticemyanmar.org and to submit application form to myjustice@mm.britishcouncil.org. In order to apply for a small grant you must submit the International Learning Fund application form together with the acceptance letter of the training institution or company or invitation for the conference and recommendation of your existing employer, which will enable us to assess your eligibility. Where acceptance letters have not been received the application must state the reason. Applications may be considered and provisionally accepted. No money will be disbursed until an acceptance letter has been submitted to MyJustice. Please note that MyJustice receives many applications and not all applications will receive funding. We are not able to return forms for further work once they have been submitted.