

A Question

The guidance note explains that applicants may apply to “operate” justice centres in one or multiple regions and states in Myanmar. We note that the regions, states and districts that MyJustice has identified are locations where justice centres or satellite offices already exist. Will successful candidates be expected to take over entire justice centre offices in these locations, even if they are managed by other organizations – e.g., hire all their lawyers, paralegals, support staff; and take over leases of their physical space? How will MyJustice consider proposals that do not plan to absorb existing justice centres in full or in part, or proposals to operate new justice centres in one or more of the locations indicated?

Answer

Depending on the relative strengths of applicant organisations, overlap in geographical coverage and the complementariness of proposed activities, MyJustice may accept multiple grantees intending to operate in the same region or state. Successful grantees will be free to determine whether to engage existing staff, assets or operations of any existing Justice Centres in consultation with those organisations.

B Question

If we set up the training for Ward & Village tract Administrators, are we able to do this training in Sagaing Region?

Answer

As stated in Section 2.3 of the CFP Guidance (page 9), applicants may propose additional locations near the regions/states indicated, so long as they can demonstrate that their proposal will deliver against the specified MyJustice results, and that there is a demonstrable need for the services offered.

C Question

Are there any additional pages allowed to describe proposals that encompass multiple regions/states?

Answer

All proposals must stay within prescribed page limits.

D Question

When we calculate the Budget, how to put in budget like MMK or EURO?

Answer

As stated in Section 5.1.1 of the CFP Guidance (page 17), all costs should be in EURO. For converting expected costs from MMK to EURO please use the rate of 1,706.91. For converting expected costs from USD to EUR please use the rate of 1.13. These are the British Council’s global exchange rates.

If you face difficulty in estimating unit costs in EURO (converting from MMK or USD) please create a separate budget working sheet in Template B to calculate the conversions, and do not make changes to the existing sheets as this may affect the formulas.

E Question

The guidance note lists eligible regions and states with specific maximum values for each location. If an applicant proposes “additional locations near the regions/ states indicated,” should a maximum value similar to the regions/ states indicated be used in budgeting? Should we reduce the budgets in all other regions to stay within the aggregated budget cap? Similarly, is it allowable for a proposal to suggest a re-allocation of funds from one region to another, as long as the total budget stays within the aggregated budget cap?

Answer

Where an applicant proposes activities in multiple regions/states, the overall budget should not exceed the aggregate value of the individual region/state budget limits. Where an applicant proposes activities in multiple regions/states, funds available to one region may be shifted to another so long as the allocation is reasonable, well-justified and programme activities are not diminished substantially in the region from which funds have been shifted.

For example, if an applicant proposes activities in Shan State and Mandalay Region, the total budget must not exceed 450,000 EURO in Year 1 (250,000 for Mandalay + 200,000 for Shan) and 382,500 EURO in Year 2 (212,500 + 170,000). The proposed budget may allocate spending in Shan State at 230,000 EURO in Y1, shifting some of the available funds for Mandalay to Shan, so long as the proposed activities are reasonable, well-justified and the overall budget for Y1 does not exceed 450,000 EURO.

Activities in “additional locations” must be included under the same budget ceiling as provided for the six region/states identified by MyJustice. For example, a proposed activity in Sagaing Region must be budgeted under the same budget proposal as one for Mandalay Region, and the overall ceiling for both remains 250,000 EURO in Year 1.

F Question

The guidance note states that, “applicants must deliver programming in at least one of the six regions and states [identified] and the administrative division of NayPyiDaw”. Can you please clarify whether the maximum budget provided for Mandalay Region is intended to cover the cost of offices both in Mandalay and NayPyiDaw (if both locations are proposed), or if the maximum budget is for each district in which offices may be established? Also, does MyJustice consider “Dekkhina District (NayPyiDaw)” a part of the “administrative division of NayPyiDaw” or is Dekkhina District being proposed as a possible location for the establishment of a justice centre in addition to the administrative division of NayPyiDaw?

Answer

The maximum budget provided for Mandalay Region is intended to cover the cost of offices in Mandalay Region and the administrative division of Naypyitaw. The administrative division of Naypyitaw consists of two districts: Dekkhina and Ottara.

G Question

As per p. 17, “For proposals for multiple states and regions, the costs for each state and region should be input on separate tabs within the spreadsheet. ... Proposals to implement Justice Centres in multiple states and regions can identify one state and region as the ‘head office’. Eligible management costs associated with the head office should be input in the state and region tab where the head office will be located.”

Ascribing the costs of head office (and other national costs) to one region will disproportionately raise the costs at one region (above the cap), how do we show that?

Answer

Where an applicant proposes activities in multiple regions/states, the overall budget should not exceed the aggregate value of the individual region/state budget limits. Where an applicant proposes activities in multiple regions/states, funds available to one region may be shifted to another so long as the allocation is reasonable, well-justified and programme activities are not diminished substantially in the region from which funds have been shifted. Please also see the answer for Question E.

H Question

We would like to know for the budgeted amount for Year 1 and Year 2 for Mon State which revealed in call for proposal and application Guidelines whether it can be carried from Year 1 to Year 2 if there is under-spent from Year 1.

Answer

As per MyJustice policy, this will depend on the performance against the grant in Year 1 and well-justified reasons for underspend.

I Question

Please confirm that a successful multi-regional project will be funded through one unified contract and budget. Following on that, please confirm that that contract will allow flexibility in reallocation of funds and activities across regions during the contract period.

Answer

A successful applicant operating in multiple locations will be funded through a single contract and budget. As MyJustice values adaptive programming, some flexibility in budget reallocation will be allowed, and activity and budgetary changes will be permitted in accordance with MyJustice policy.

J Question

In Section 2.2, entitled Section 5 Advance the Sustainability of justice centres through investment in local leadership and management, the guidance note refers to planning for the independence of main offices and registration of head offices. We would like to clarify the difference between the concepts of “main” offices and “head” offices.

Answer

The paragraph referenced by the question relates to international partners.

We anticipate that some successful applicants may operate multiple Justice Centres. Some Centres may include managerial and administrative staff, while others may be smaller “satellite” offices which conduct project activities but whose administration is overseen by another office. The office which oversees administration would be considered a “main” office.

In the context of this CFP, the concept of “head” office refers to the project team that oversees the Justice Centres. In some cases, the “head” office may be the same as the “main” office. We intend the team to be fully nationalized and registered as local organisations by the end of year two of the project.

K Question

In p. 6 of Justice Centre Guidance, “Justice Centres may also propose to deliver other forms of legal assistance to women, poor or vulnerable communities in their selected locations, if this is supported by evidence of demonstrated need and lack of alternative providers. For example, a dedicated lawyer to handle family violence complaints or divorce petitions, to file applications for legal identity documentation or discrimination complaints. These services may be complemented by additional funding sources where appropriate and must connect to the required approach described below under paragraph 4.” How do you wish us to identify those proposed activities that go above the budget limits described in the call? Would those additional funding sources be made available by MyJustice through this call?

Answer

The “additional funding sources” referred to in the guidance refers to other funding sources external to MyJustice and this call, such as co-funding received from donor agencies, non-governmental or governmental funding sources.

Co-funding (additional funding sources) should be clearly indicated in the budget spreadsheet, column F “Allocation %” with a % indicating the percentage of the activity or staff expenses will be funded by this call. Please indicate in the budget note the source of the co-funding.

The activities referred to above must be budgeted within the existing limits in Section 2.3 of the CFP Guidance (page 9).