



## USAID Nove Pravosuddya Justice Sector Reform Program

### Request for Applications (RFA) № 13-NJ-10-2020

#### Support of the FLA system through the development of the capacity of the PRAVOKATOR legal clubs' network to implement innovations in the field of law and access to justice

Issuance Date: October 5, 2020

Dear Applicant:

USAID Nove Pravosuddya Justice Sector Reform Program, implemented by Chemonics International, is seeking grant applications for implementation of project "Support of the FLA system through the development of the capacity of the PRAVOKATOR legal clubs network to implement innovations in the field of law and access to justice".

The grants will be awarded and implemented in accordance with USAID and US Government regulations governing grants under contracts and USAID Nove Pravosuddya Justice Sector Reform Program's internal grant management policies.

The objective of the activity is to ensure better access for all people to legal services and justice through the implementation of innovative solutions. The activities of the program will contribute to the achievement of Sustainable Development Goal 16.3 - to promote the rule of law at the national and international levels and to ensure equal access to justice for all. The program will support the Free Legal Aid Coordination Center (FLA CC) and PRAVOKATOR legal clubs' employees in strengthening their capacity to manage the innovation process and expand cooperation with the private sector and civil society.

USAID Nove Pravosuddya Justice Sector Reform Program anticipates awarding 1 grant. It is anticipated that the grant award may range between 565 thousand UAH and 707 thousand UAH, but the final amount will be dependent upon grant activities and final negotiation and may be lower or higher than that range. The duration of any grant award under this solicitation is expected to be no more than 6 months. The estimated start date of grants awarded under this solicitation is December 15, 2020. The applications must be submitted no later than **November 6, 2020**, by 6:00 p.m., local time.

Project and Chemonics employees may not ask for, and applicants are prohibited from offering, any money, fee, commission, credit, gift, gratuity, thing of value, or compensation to obtain or reward

improper favorable treatment regarding this solicitation. Any improper request from a project employee should be reported to the chief of party or [BusinessConduct@chemonics.com](mailto:BusinessConduct@chemonics.com).

Annexes included with this Request for Applications:

- **Annex A** - Grant Application Template
  - A.1 – Instruction
  - A.2 – Grant Application Form
  - A.3 – Implementation Plan Timeline
- **Annex B** – Grant Application Budget Form
- **Annex C** – Applicant Self-Assessment Form
- **Annex D** – Required Certifications
  - *Certification of “Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction”*
  - *Prohibition on Providing Federal Assistance to Entities that Require Certain Internal Confidentiality Agreements – Representation*
  - *Certification Regarding Terrorist Financing*
  - *Certification of Recipient*
- **Annex E** – Mandatory and Required as Applicable Standard Provisions:
  - Standard Provisions for U.S. and Non-U.S. Nongovernmental organizations receiving a fixed amount award can be accessed through the following URL:  
<http://www.usaid.gov/sites/default/files/documents/1868/303mat.pdf>
  - Standard Provisions for Non-U.S., Nongovernmental recipients receiving all other types of grants can be accessed through the following URL:  
<http://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf>

## **SECTION I. PROGRAM DESCRIPTION**

### **IA. OBJECTIVE.**

New Justice is awarding grants to Ukrainian NGOs to build independent, accountable, transparent and effective justice system that upholds the rule of law and fights corruption. The objective of the activity is to ensure better access for all people to legal services and justice through the implementation of innovative solutions. The activities of the program will contribute to the achievement of Sustainable Development Goal 16.3 - to promote the rule of law at the national and international levels and to ensure equal access to justice for all. The program will support the Free Legal Aid Coordination Center (FLA CC) and PRAVOKATOR legal clubs' employees in strengthening their capacity to manage the innovation process and expand cooperation with the private sector and civil society.

### **IB. BACKGROUND**

New Justice is a five year program that is designed to support the judiciary, government, parliament, Bar, law schools, civil society, media, and citizens to create the conditions for an independent, accountable, transparent, and effective justice system that upholds the rule of law and to fight corruption in Ukraine. In achieving this overarching goal, New Justice focuses on the following five key objectives:

Objective 1: Judicial Independence and Self-Governance Strengthened;

Objective 2: Accountability and Transparency of the Judiciary to Citizens and the Rule of Law Increased;

Objective 3: Administration of Justice Enhanced;

Objective 4: Quality of Legal Education Strengthened; and

Objective 5: Access to Justice Expanded and Human Rights Protected

### **IC. DETAILED PROGRAM DESCRIPTION**

Citizens of Ukraine have limited access to good quality legal services. Institutionalization of innovative approaches and tools in the justice sector is needed to improve the quality and efficiency of legal services in Ukraine at the national, regional and local levels.

This requires better communication and cooperation between the public and private sectors, as well as a people-centered bottom-up approach to identifying citizens' justice needs and policymaking regarding the needed improvements in services in this area. Innovation is not an invention and does not necessarily mean a technological solution, but it is always measured by the impact on people's well-being.

Programs that support innovations require training and adaptive management, while the innovation process requires space for learning, sharing experiences, obtaining expert advice, understanding and taking into account the interests of users and stakeholders.

In 2017-2019, the USAID New Justice Program, in partnership with the Ministry of Justice of Ukraine (MJ) and the Hague Institute for Innovation in Law (HiiL), supported numerous initiatives to promote innovative solutions to improve access to justice. These included supporting grant projects to accelerate justice innovation programs, facilitating stakeholder meetings to familiarize civil servants with projects aimed at improving access to justice, and identifying gaps and ideas for improving the performance of institutions when providing justice services, and holding hackathons to select and support innovative startups to

improve access to justice. The hackathons were organized in cooperation with the Free Legal Aid Coordination Center (FLA CC) and PRAVOKATOR clubs.

The state system of free legal aid (FLA) under the auspices of the Ministry of Justice is managed by FLA CC. It includes 23 regional offices, 81 local offices, 428 offices across the country and a network of 5 PRAVOKATOR legal clubs in Kyiv, Kharkiv, Lviv, Dnipro and Odesa and is part of the national human rights protection mechanism. The FLA has established partnerships with government justice institutions, lawyers' associations, local authorities, international organizations, civil society organizations and the private sector representatives, and has formed a corps of lawyers who provide free legal aid. The Supervisory Board of the FLA CC is politically neutral, independent, transparently functioning, is developing strategies and policies for the provision of free legal aid. PRAVOKATOR is a platform for a dialogue between the government and civil society, created by the Ministry of Justice as a platform for: 1) promoting the professional development of the FLA staff, representatives of the legal community and other stakeholders; 2) creating a space to unite the efforts of the professional legal community and a wide range of social, business/IT experts; 3) exchanging experience, defining and implementing innovative legal solutions.

The Project activities should be related to other types of activities carried out by FLA CC and PRAVOKATOR legal clubs, including 1) development of innovative IT solutions to improve the institutional capacity of FLA system services, such as the "help desk" for clients; 2) finding digital solutions for better access to justice for the most vulnerable groups, including IDPs, veterans of armed conflicts, victims of domestic violence and human trafficking, etc. .; 3) conducting both local and national public awareness activities on legal issues; 4) promoting alternative dispute resolution (ADR); 4) improving the mechanism for coordinating the referral activities of legal aid providers and other stakeholders.

The Project activities should also take into account the restrictions imposed due to the COVID-19 pandemic.

The project should be implemented in 4 areas: 1) coordination of the stakeholders activities in the public and private sectors; 2) “user-oriented” and “bottom-up” approaches in planning regional activities and developing innovative solutions; 3) capacity building of PRAVOKATOR legal clubs in people-centered design activities and decision-making methods, taking into account the results of the analysis of user problems and the innovation process; 4) monitoring and communication in policy making.

PRAVOKATOR legal clubs will be responsible for managing project activities and leading the network of stakeholders. This will include the development of general goals and the agenda of the innovation process; managing the activities and participation of various stakeholders; and supporting quality control of the results generated by various stakeholders and partners.

Project activities will be carried out in collaboration with PRAVOKATOR club staff, who will act as “agents that promote innovation”. To fulfill this role, the “agents that promote innovation” will be trained on the basics of innovation management, on the methodology of decision-making, based on the analysis of user problems and the people-centered design.

A group of “innovation experts”, consisting of entrepreneurs, lawyers, representatives of civil society and the private sector, will act as mentors of the process and participate on a voluntary basis, acting as innovation experts.

Representatives of civil society and the private sector - participants in regional competitions organized in PRAVOKATOR clubs - will have the opportunity to be involved as "innovators".

Roles of project participants according to the innovation process:

Identification	Idea	Development of the concept	Verification by users	Scaling
“Innovation Agents consult with FLA communities, lawyers and clients to identify issues	Innovation Agents hold competitions to determine the content of solutions. Innovation Experts provide feedback to innovators”	“Innovation Agents” organize regional mentoring sessions with innovators”	“Innovation Agents help innovators access users when needed	“Innovation Agents” and “Innovation Experts” help “innovators” to communicate with stakeholders.

**Objectives of the project:**

- 1) to conduct on-line training for FLA CC representatives and PRAVOKATOR legal clubs on the basics of innovation management, in particular, the methodology of decision-making, based on the analysis of user problems and people-centered design issues;
- 2) conduct a desk study of the most common legal problems of communities and 5 regional consultations with communities, lawyers, FLA clients in order to compile a list of areas of law that need problem solving, identify barriers to access to justice and access to free legal aid, in particular, and identify topics for regional competitions;
- 3) to hold 5 regional competitions to identify innovative ideas for solving problems in access to justice in order to identify and select the best of them;
- 4) provide mentoring to teams of innovative solutions developers through consultations on monetization, pitching, communication with stakeholders, product testing, as well as establishing cooperation with stakeholders;
- 5) to hold 5 final regional events in order to present the results of the project, best innovative solutions and a list of recommendations for improving access to justice;
- 6) provide information support to the project, in particular in covering its results at all stages of its implementation, and launch an information campaign to attract key stakeholders to participate in it (identify target audiences for the project information campaigns, conduct preparatory work to inform the general public about the project activities, develop 3 information products (analytical articles with interviews of

project participants) and 1 promo video (promo video about the implementation of the initiative) to be placed for free in the media, social networks, websites, etc.).

**Stage-by-stage project implantation tentative schedule**

Project stage	Deadline
1) to conduct distance learning\online training for representatives of FLA CC and PRAVOKATOR legal clubs on the basics of innovation management, in particular, the methodology of preparation of solutions based on the analysis of user problems and people-centered design issues	December 2020 – January 2021
2) conduct a desk study of the most common legal problems of communities and 5 regional consultations with communities, lawyers, FLA clients in order to form a list of areas of law that need to solve problems, identify barriers to access to justice and access to free legal aid, in particular, and identify topics for holding regional competitions;	February–March 2021
3) hold 5 regional competitions to look for innovative ideas to solve problems in access to justice in order to identify and select the best of them;	April 2021
4) provide mentoring to teams of developers of innovative solutions through consulting on monetization, pitching, communication with stakeholders, product testing, as well as establishing cooperation with stakeholders;	May – June 2021
6) provide information support to the project, in particular in covering its results at all stages of its implementation, and deploy an information campaign to attract key stakeholders to participate in it (identify target audiences for the project’s information support efforts, conduct preparatory work to inform the general public about the project activities, develop 3 information products (analytical articles with interviews of project participants) and 1 promo video (promo video about the implementation of the initiative) for free placement in the media, social networks, websites, etc.).	December 2020 – June 2021

The applicant must present a letter of recommendation from the FLA CC in support of the project activity.

When planning the activity, the applicant should take into account that the Program will provide the grantee with the opportunity to use the ZOOM platform for the duration of the activities.

**When planning activities and developing the budget, the applicant should take into account that during the activities the Free Legal Aid Coordination Center (FLA CC) shall distribute the roles of a grant recipient (in this case the executor of the grant agreement) and FLA CC as follows:**

**1) to conduct distance training for FLA CC and PRAVOKATOR legal clubs' representatives on the basics of innovation management, in particular the methodology of decision-making based on the analysis of user problems and people-centered design issues:**

Curriculum development:

- a. **Grantee** - development of the event agenda and the curriculum program that must fully meet the purpose and distance learning format
- b. **FLA CC** - approval of the training program / curriculum regarding the compliance with the topic and the stated format

Invitation of participants to the training:

- a. **Grantee** - Placement of an announcement about the training, its purpose and goals
- b. **FLA CC** – Creating a list of participants, sending electronic invitations to participants

Training:

- a. **Grantee** - Distance learning administration, facilitation, participation of experts and trainers.
- b. **FLA CC** – Providing participants with access to computers with an Internet connection, welcoming participants.

Communication:

- a. **Grantee** - Posting news about the event on the information resources of the Grantee and target audiences
- b. **FLA CC** – Posting news about the event on the information resources of the FLA system

**2) conduct a desk study of administrative data on the main legal problems of communities and conduct 5 regional consultations with communities, lawyers, the FLA clients in order to compile a list of areas of law that require problem-solving, identify barriers to access to justice and access to free legal aid, in particular, and identification of topics for regional competitions:**

Development of a consultation program:

- a. **Grantee** - conducting a basic desk study to determine the purpose, topics, scope, format of consultations, develop a consultation program
- b. **FLA CC** – coordination of results of desk research, participation in the formation of the program of consultations, formation of the list of consultations participants, invitation of participants to the event

Holding the event:

- a. **Grantee** - providing remote consultations to the FLA CC representatives regarding the event
- b. **FLA CC** - Approving the results of the desk research, participation in the formation of the program of consultations, formation of the list of consultations participants, invitation of participants to the event

Conducting the event

- a. **Grantee** - providing remote consultations to the FLA CC representatives on conducting the event
- b. **FLA CC** – facilitation of the event

Communication:

- a. **Grantee** - writing the text of announcements and news about the events, placing them their own information resources
- b. **FLA CC** – approval of the text of announcements, placement of announcements and news about the event on the information resources of the FLA system

**3) to hold 5 regional competitions in order to identify and select innovative ideas to solve problems in access to justice: 3**

Development of the program of competitions:

- a. **Grantee** - program and event format development
- b. **FLA CC** – approval of the program of the event in accordance with the topic and the stated format

Invitation of participants to competitions:

- a. **Grantee** - Creating a registration form for participants, defining criteria for selecting participants, sending joint electronic invitations to participants
- b. **FLA CC** – Approval of the list of participants, sending joint invitations to participants

Material and technical support, use of equipment during events:

- a. **Grantee** - Administration of the event in ZOOM
- b. **FLA CC** – Providing participants with access to computers connected to the Internet, greeting participants.

Conducting competitions:

- a. **Grantee** - Moderation, facilitation, ensuring the participation of experts
- b. **FLA CC** - Greeting participants, facilitation, co-moderation

Communication:

- a. **Grantee** - Preparation of the text of announcements, placement of announcements, news about the event on the information resources of the Grantee and target audiences
- b. **FLA CC** – Approval of the content of announcements, placement of announcements, news about the event on the information resources of the FLA system

**4) provide mentoring to teams of developers of innovative solutions by providing advice on monetization, pitching, communication with stakeholders, product testing, as well as establishment of cooperation with stakeholders:**

Development of the program of events:

a. **Grantee** - development of the program and format of a series of three meetings of developers of innovative projects with representatives of each PRAVOKATOR legal club, invited experts and representatives of stakeholders. Invitation of experts.

b. **FLA CC** – approval of the program of the event in accordance with the topic and the stated format. Invitation of experts

Invitation of participants to the meeting:

a. **Grantee** - compiling a list of participants, sending joint electronic invitations to participants

b. **FLA CC** - Approval of the list of participants

Meetings:

a. **Grantee** - Facilitation, provision of experts, administration of activities in ZOOM

b. **FLA CC** - Greetings of participants, facilitation.

Communication:

a. **Grantee** - Preparation of the text of announcements. Posting announcements, news about the event on the information resources of the Grantee and target audiences

b. **FLA CC** -- Approval of the content of announcements. Posting announcements, news about the event on the information resources of the FLA system

**5) to hold 5 final regional events of the project in order to present the results of the project, the best innovative solutions and a list of recommendations for improving access to justice:**

Development of the program of events:

a. **Grantee** - development of the agenda and format of events

b. **FLA CC** - approval of the program of the event in accordance with the topic and the stated format

Invitation of participants to the meeting:

a. **Grantee** - compiling a list of participants, sending joint electronic invitations to participants

b. **FLA CC** - Approval of the list of participants

Material and technical support, use of equipment during events:

a. **Grantee** - Administration of activities in ZOOM.

b. **FLA CC** - Provision of multimedia equipment, setting it up before the event if needed. –

Conducting the events:

- a. **Grantee** - Facilitation, ensuring the participation of experts, photo shooting.
- b. **FLA CC** - Greetings of participants, facilitation.

Communication:

- a. **Grantee** - Preparation and placement of announcements, news about the event on the information resources of the grantee and target
- b. **FLA CC** - Approval and placement of announcements, news about the event on the information resources of the FLA system

**6) provide information support to the project, in particular coverage of its results at all stages of its implementation, and deploy an information campaign to attract the attention of key stakeholders to participate in it (identify target audiences of the project’s public awareness efforts, conduct preparatory work to inform the general public about project events, develop 3 information products (analytical articles with interviews of project participants) and 1 promo video (promo video about the implementation of the initiative) for free placement in the media, social networks, websites, etc.):**

- a. **Grantee** - Identifying the target audiences of the project’s public awareness efforts, conducting preparatory work to inform the general public about the project activities, preparation and placement of announcements, news about the event on the information resources of the grantee and target audiences; creation of 3 information products (analytical articles with interviews of project participants) and 1 promo video (promo video about the implementation of the initiative) for free placement in the media, social networks; preparation of a report on the results of the project.
- b. **FLA CC** - Approval of information products of the project and information materials and messages, placement of announcements, news about the event on the information resources of the FLA system.

New Justice recognizes that some grantees may need technical assistance to more effectively carry out the activity. Consequently, applicants are encouraged to specify their needs for technical assistance and/or training in their application.

## **ID. AUTHORITY/GOVERNING REGULATIONS**

New Justice grant awards are made under the authority of the U.S. Foreign Affairs Act and USAID’s Advanced Directive System (ADS) 302.3.5.6, “Grants Under Contracts.” Awards made to non-U.S. organizations will adhere to guidance provided under [ADS Chapter 303](#), “Grants and Cooperative Agreements to Non-Governmental Organizations” and will be within the terms of the USAID Standard Provisions as linked in the annexes, as well as the New Justice grants procedures.

ADS 303 references an additional regulatory document issued by the U.S. Government’s Office of Management and Budget (OMB) and the U.S. Agency for International Development:

- 2 CFR 200 [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E](#)

Full text of 2 CFR 200 can be found at [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl). New Justice is required to ensure that all organizations receiving USAID grant funds comply with the guidance found in the regulations referenced above, as applicable to the respective terms and conditions of their grant awards.

Under the New Justice grant program, USAID retains the right at all times to terminate, in whole or in part, New Justice grant-making authorities.

## **SECTION II. AWARD INFORMATION**

New Justice anticipates awarding 1 grant. It is anticipated that the grant award may range between 565 thousand UAH and 707 thousand UAH, but the final amount will be dependent upon grant activities and final negotiation and may be lower or higher than that range. The duration of any grant award under this solicitation is expected to be no more than 6 months. The estimated start date of grants awarded under this solicitation is December 15, 2020.

Payments will either be made on a reimbursement basis in tranches corresponding to achievement of agreed upon milestones or on a monthly advance and liquidation basis. The type of grant (standard or fixed amount) will be determined during the negotiation process.

## **SECTION III. ELIGIBILITY**

### **IIIA. ELIGIBLE RECIPIENTS**

- Applicants must be a registered Ukrainian NGO, professional organization, think tank or other organization formally constituted, recognized by and in good standing with appropriate country name authorities, and compliant with all applicable civil and fiscal regulations.
- Applicants must be able to demonstrate successful past performance in implementation of integrated development programs related to New Justice priority areas.
- Applicants must have previous experience of conducting training on the basics of innovation management, in particular, on the method of decision making based on the analysis of user problems and people-centered design; conducting acceleration programs and hackathons related to the development of innovations in the field of justice; conducting desk research and consultations with public and private sector bodies; conducting information work in the field of access to justice.
- Applicant must be knowledgeable in the issues of functioning of the Ukrainian judiciary.
- Applicants must display sound management in the form of financial, administrative, and technical policies and procedures and present a system of internal controls that safeguard assets; protect against fraud, waste, and abuse; and support the achievement of program goals and objectives. New Justice will assess this capability prior to awarding a grant.
- Applicant must have sufficient computer equipment and software for the project implementation
- The following are required to be submitted as part of the application package in response to an RFA found in Annex D.
  - Certification of “Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction (AAPD 14-03, August 2014)”

- Prohibition on Providing Federal Assistance to Entities that Require Certain Internal Confidentiality Agreements – Representation (April 2015)
  - Certification Regarding Terrorist Financing
  - Certification of Recipient
- For any grant award(s) resulting from this solicitation that is other than in-kind and equivalent to \$25,000 USD or more, grantees will be required to provide a Data Universal Numbering System (DUNS) number at the time of award. If the applicant already has a DUNS number, it should be included in their application. Otherwise, applicants will be expected to get a DUNS number before an award is made. The New Justice will assist successful applicants with this process. DUNS numbers can be obtained online at <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>
  - Successful applicants will be requested to submit a paper and electronic copy of their application in English.
  - The project will work with the successful applicants to draft a marking and branding plan which will be annexed to the grant agreement.
  - Faith-based and community groups will receive equal opportunity for funding in accordance with the mandated guidelines laid out in ADS 303.3.28 except for faith-based organizations whose objectives are for discriminatory and religious purposes, and whose main objective of the grant is of a religious nature.

New Justice encourages applications from new organizations who meet the above eligibility criteria.

### **IIIB. INELIGIBLE RECIPIENTS**

New Justice grant support may not be extended to the following:

- Organizations that are not legally registered;
- Governmental organizations or any state-owned institutions;
- Any entity that has been found to have misused USAID funds in the past (unless specifically approved by the CO);
- Political parties, groupings, or institutions or their subsidiaries and affiliates;
- Organizations that advocate or promote anti-democratic policies or illegal activities;
- Faith-based organizations whose objectives are for discriminatory and religious purposes, and whose main objective for the grant is of a religious nature;
- Any entity included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID;
- Any entity whose name appears in the System of Award Management (SAM) – [www.sam.gov](http://www.sam.gov) with an active exclusion;
- An organization that refuses to sign all required certifications and assurances.

## **SECTION IV – APPLICATION AND SUBMISSION INFORMATION**

### **IVA. INSTRUCTIONS TO APPLICANTS**

Applicants must propose strategies for the implementation of the program description described above, introducing innovations that are appropriate to their organizational strengths.

#### **IVA1. APPLICANT SELF-ASSESSMENT**

All organizations selected for award are subject to a pre-award risk assessment conducted by New Justice, to ascertain whether the organization has the minimum management capabilities required to handle US government funds. The applicant self-assessment is the first step in the pre-award risk assessment process. The Applicant Self-Assessment Form is contained in Annex C.

Instructions and a template for the full application are in Annex A. Applicants that submit full applications that meet or exceed the merit review criteria will be notified of next steps in the application process.

#### **IVA2. GRANT APPLICATION**

Templates to be utilized when developing the application are provided in Annex A-B. Applicants shall present their technical application and budget in the formats provided and shall follow the instructions and guidelines listed in these annexes.

All grant activity costs must be within the normal operating practices of the Applicant and in accordance with its written policies and procedures. For applicants without an audited indirect cost rate, the budget may include direct costs that will be incurred by the Applicant to provide identifiable administrative and management costs that can be directly attributable to supporting the grant objective.

The Application must be signed by an authorized agent of the Applicant.

#### **IVA3. ELIGIBLE EXPENSES**

Grant activities funded by the New Justice program will meet the following general criteria.

- The proposed activity must respond to the goals and objectives of the New Justice program described in Section I of the RFA.
- Execution of grant activities must take place in Ukraine and with Ukrainian beneficiaries and meet objectives of RFA. New Justice will look for evidence that a potential grant will address one or more of New Justice's expected outcomes, such as promoting effective interrelations between the judiciary, executive, and legislative branches of government with due respect for judicial independence.
- The activities to be implemented under grants to improve the judicial sector in Ukraine
- The Proposed activity must include gender considerations, including but not limited to a target of equal participation in the activity by men and women
- The proposed activities may be the sole or primary work of an organization, or a special dimension or function of an organization largely dedicated to other programs.
- Grants will cover only necessary and allowable costs linked to the execution of the activity such as program staff salaries, consultant fees, training, meetings and seminars, publications, office

and travel expenses, and other direct costs. The specific costs to be funded under New Justice must conform to the USAID guidelines for funding activities.

- Activities can only begin upon signature of the agreement between the applicant and Chemonics. Costs incurred before execution of the agreement (including signed certifications and assurances) will not be reimbursed.

#### **IVA4. INELIGIBLE EXPENSES**

New Justice grant funds may not be utilized for the following:

- Construction or infrastructure activities of any kind.
- Ceremonies, parties, celebrations, or “representation” expenses.
- Purchases of restricted goods, such as: restricted agricultural commodities, motor vehicles including motorcycles, pharmaceuticals, medical equipment, contraceptive products, used equipment; without the previous approval of New Justice, or prohibited goods under USAID regulations, including but not limited to the following: abortion equipment and services, luxury goods, etc.
- Alcoholic beverages.
- Purchases of goods or services restricted or prohibited under the prevailing USAID source/nationality (Cuba, Iran, North Korea and Syria).
- Any purchase or activity, which has already been made.
- Purchases or activities unnecessary to accomplish grant purposes as determined by the New Justice Program.
- Prior obligations of and/or, debts, fines, and penalties imposed on the Grantee.
- Travel abroad.
- Creation of endowments.

#### **IVB. APPLICATION AND SUBMISSION INFORMATION**

Applications shall be submitted in **Ukrainian** and may not be more than 25 pages. An authorized representative of the organization submitting an application shall sign the original application’s cover page as well as affix the organization’s official stamp on it

**Attention!** Successful applicants will be requested to submit their application in English.

The application should consist of the following documents:

- Grant Application Form (see Annex A.2);
- Implementation Plan Timeline (see Annex A.3);
- Grant Application Budget Form with explanations (see Annex B);
- Applicant Self-Assessment Form (see Annex C);
- Description of employees’ expertise and qualification (CVs of grant staff and key experts) in any form;
- Certifications (see annex D):
  - Certification of “Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction”

- Prohibition on Providing Federal Assistance to Entities that Require Certain Internal Confidentiality Agreements – Representation
- Certification Regarding Terrorist Financing
- Certification of Recipient
- Supporting documents:
  - copy of registration certificate (on registration of the legal entity in the Unified Register of Enterprises and Organizations of Ukraine);
  - copy of the organization’s Statute;
  - copy of the recent auditor statement/ tax report on using funds of non-profit institutions and organizations/ “balance sheet” for your prior fiscal year;
  - copy of the document entitling the head of the organization to signature (minutes of the meeting, order of appointment, etc.);
  - letter from the applicant confirming its(his) readiness to open a separate bank account in hryvnia in case the grant is awarded, and this is required by grant agreement.

The applications must be submitted **in electronic and printed** format.

Please submit *one original and three copies of the application* in printed format to USAID New Justice Program to the below address and with the code and title of the Grant Program: **«RFA № 13-NJ-10-2020 – Support of the FLA system through the development of the capacity of the PRAVOKATOR legal clubs network to implement innovations in the field of law and access to justice »**

USAID New Justice Program  
 36 Ivana Franka St.  
 3<sup>rd</sup> floor, 3<sup>rd</sup> office  
 Kyiv, Ukraine 01030  
 E-mail: [saf@new-justice.com](mailto:saf@new-justice.com)

Please submit the application in electronic format at e-mail with the code and title of the Grant Program within the subject **«RFA № 13-NJ-10-2020 – Support of the FLA system through the development of the capacity of the PRAVOKATOR legal clubs network to implement innovations in the field of law and access to justice»**.

**Applicant Self-Assessment Form, Certifications and Supporting documents** can be submitted only in 1 copy and only in a printed version.

The applications must be submitted no later than **November 6, 2020, by 6:00 p.m., local time**. Applications submitted after the deadline or not complying with the requirements will not be considered. New Justice will not accept applications sent by e-mail only. New Justice will not return any applications submitted.

Applicants are responsible for ensuring that their applications are prepared and submitted in accordance with the instructions stated in the RFA.

**Please submit all questions concerning this solicitation via email to [saf@new-justice.com](mailto:saf@new-justice.com).** Nove Pravosuddya will assist applicants in understanding the application process.

## **SECTION V. APPLICATION MERIT REVIEW CRITERIA**

Full applications will be evaluated against the merit review criteria in the table below.

<b>MERIT REVIEW CATEGORY</b>	<b>RATING -POINTS (100 TOTAL MAXIMUM)</b>
<b>1. Technical quality</b>	<b>55 POINTS</b>
Balanced innovative and practical approach to project activities implementation	25
Impact on Target Group	20
Gender Awareness	10
<b>2. Organizational capacity</b>	<b>40 POINTS</b>
Management and Administrative capacity	10
Existence of expertise in the field of innovations in access to justice, in particular in training, acceleration programs, hackathons, competitions	10
Existence of expertise in conducting desk research, consultations with public and private sector agencies; conducting information work in the field of access to justice	10
Sustainability/Financial Self-Reliance	10
<b>3. Cost</b>	<b>5 POINTS</b>
Cost Efficiency	5

These merit review criteria elements are described more fully below.

### **1. Technical quality**

**Balanced innovative and practical approach to project activities implementation:** The quality and feasibility of the application in terms of the viability of the proposed technical approach, (i.e., the proposed technical approach can reasonably be expected to produce the intended expected results), appropriateness of the proposed methodology, innovativeness, and the work plan for achieving project objectives.

The technical approach must directly contribute to the achievement of the grant program expected results and performance under the grant program, and must be measurable under the following New Justice Project's objectives indicators:

- (1) number of trained employees of the FLA system;
- (2) the number of participants in regional consultations with communities, lawyers, FLA clients;
- (3) the number of participants in regional competitions;
- (4) the number of citizens informed about the progress of the project;
- (5) the number of developed innovative solutions.

Applicants should also develop 1 or 2 specific indicators for each of the application objectives.

- **Impact on Target Group:** The extent to which the proposed activity corresponds to the needs of target group(s) and will directly benefit it (them). Also, the degree to which it will directly or indirectly stimulate other organizations and resources to replicate, develop, or implement activities supporting the objectives of New Justice.

- **Gender Awareness:** The extent to which the funded activity includes a gender component or represents a strong commitment to women as beneficiaries.

## 2. Organizational Capacity

- **Management and Administrative Capacity:** Evidence of the capability to undertake and accomplish the proposed activities aimed to strengthen professionalism and efficiency of the Ukrainian judiciary. The proposal should demonstrate the organization’s effectiveness in terms of internal structure, technical capacity, and key personnel, in meeting the overarching grant program goal. In addition, the applicant must demonstrate adequate financial management capability. Appraisal will be based principally on the checks of references by New Justice; the background, qualifications, reputation, appropriateness and skills of its key personnel; and the “track record,” reputation, and achievements (including development of self-sufficient, sustainable activities) of the organization involved.
- **Existence of expertise in the field of innovations in access to justice, in particular in conducting training, acceleration programs, hackathons, competitions.** Availability of evidence of the applicant organization's ability to successfully plan, organize and conduct project activities taking into account the specifics of the innovation topic in access to justice. The proposal should demonstrate the experience of conducting training on innovation management, advising on innovative projects, participation and conduct of acceleration programs, hackathons or competitions on this topic.
- **Existence of expertise in conducting desk research, consultations with public and private sector agencies; conducting information work in the field of access to justice.** The proposal should demonstrate the experience in participating in or conducting desk research, preparing information materials on innovations in access to justice, organizing consultations or joint events with public and private sector representatives.
- **Sustainability and Financial Self-Reliance:** The extent to which the funded activity will result in building and/or strengthening the capacity of the community and local organizations, and whether the activity itself is sustainable or will stimulate sustainability of the organization.

## 3. Cost

- **Cost Efficiency:** The degree to which budgeting is rational and reflects best use of the organization’s and grant resources.

Additionally, New Justice will ensure environmental soundness and compliance in design and implementation as required by 22 CFR 216.

## SECTION VI. AWARD AND ADMINISTRATION INFORMATION

All grants will be negotiated, denominated and funded in the national currency - hryvnia. All costs funded by the grant must be allowable, allocable and reasonable. Grant applications must be supported by a detailed and realistic budget as described in Section IV.

Issuance of this RFA and assistance with application development do not constitute an award or commitment on the part of New Justice, nor does it commit New Justice to pay for costs incurred in the

preparation and submission of an application. Further, New Justice reserves the right to accept or reject any or all applications received and reserves the right to ask further clarifications from the offerors. Applicants will be informed in writing of the decision made regarding their application.

## **ANNEXES**

- **Annex A** - Grant Application Template
  - A.1 – Instruction
  - A.2 – Grant Application Form
  - A.3 – Implementation Plan Timeline
- **Annex B** – Grant Application Budget Form
- **Annex C** – Applicant Self-Assessment Form
- **Annex D** – Required Certifications
  - *Certification of “Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction”*
  - *Prohibition on Providing Federal Assistance to Entities that Require Certain Internal Confidentiality Agreements – Representation*
  - *Certification Regarding Terrorist Financing*
  - *Certification of Recipient*
- **Annex E** – Mandatory and Required As Applicable Standard Provisions:
  - Standard Provisions for U.S. and Non-U.S. Nongovernmental organizations receiving a fixed amount award can be accessed through the following URL:  
<http://www.usaid.gov/sites/default/files/documents/1868/303mat.pdf>
  - Standard Provisions for Non-U.S., Nongovernmental recipients receiving all other types of grants can be accessed through the following URL:  
<http://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf>