

Guidelines for Utilization of Seed Fund

Justice Sector Facility Project

Implemented by: Law and Justice Division, Ministry of Law Justice and
Parliamentary Affairs in cooperation with UNDP Bangladesh

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1. Background and General Information

1.1. About the JSF Project

Bangladesh's formal justice system remains relatively inaccessible for the vast majority of the public. Vulnerable groups, including women and children, ethnic minorities, the poor, and people with disabilities face particular difficulty in accessing timely and affordable justice. The causes of the state of the justice sector are multiple. A lack of coordination and cooperation between justice sector agencies, which are heavily interdependent upon one another, is one of the major challenges. Better coordination between donor supported projects is also needed for sustainability and cost effectiveness and in order to ensure that individual successes achieved do not contribute to bottlenecks in the administration of justice.

In this environment, Law and Justice Division of MOLJA has undertaken a technical assistance project 'Justice Sector Facility' in partnership with UNDP Bangladesh, with the financial support of DFID. The project will focus on three outputs:

1. Communication, coordination and co-operation between justice agencies enhanced in two district pilots through establishment of solutions for inter-agency case management;
2. Selected agencies have improved strategic planning, monitoring and evaluation, delivery of government legal aid, and prosecution of cases; and
3. Strengthened cross sectoral dialogue and sector wide coordination mechanism established.

JSF is implemented by the Ministry of Law, Justice and Parliamentary Affairs – Law and Justice Division and funded by UNDP and DFID.

More information about JSF can be found in the JSF Project and at UNDP Bangladesh's web site;

<http://jsf-undp.org/>

www.undp.org.bd .

1.2. JSF seed funding

JSF is calling for applications for seed funding from eligible Justice Sector agencies, statutory bodies, the judiciary, training institutions, universities and registered NGOs. Applications are open twice a year and will be reviewed every 6 months and the applications should be reviewed to avoid duplication with other initiatives undertaken by JSF.

JSF has a provision to enable a seed fund mechanism. The seed fund is an integral component of the design of the JSF project. The fund is designed to complement and support the predetermined activities set out in the project document. It is planned to support low cost and no cost initiatives and research that promote institutional strengthening of the justice sector to work collaboratively together. The JSF seed fund is looking for innovative proposals. Proposals should make a real

difference for the poor and vulnerable in Bangladesh. JSF operates in two pilot districts in Pabna and Comilla – and has a strong preference for proposals that may be implemented and tested in those districts ahead of national roll out.

It is mainly for such activities that are not estimated in JSF project but are very crucial to achieve the objectives of the project. A total amount of USD 1.5 has been earmarked as seed fund in the project.

1.3 Technical Approval Committee:

The Technical Approval committee as per the Project Document is the final approving authority to approve/reject any proposal to grant seed fund money. The Committee will meet at least twice in a year for the purpose.

2. Applications for JSF seed funding

2.1. Who can apply?

Applications are invited from Government ministries and agencies, statutory bodies, the judiciary, research and training institutions, think tanks, universities and Non-Government Organisations (NGOs) or Civil Society Organisations (CSOs) with a valid government registration and with at least five years' experience in the access to justice sector. Applications from CSOs are particularly welcome. Applications may be made solely or jointly.

2.2 Scope of Seed Fund Utilization

The eligible institutions can seek seed fund allocation for the purposes that are in line with JSF Project objectives in the fields of Training, institutional capacity Building, Research and development, policy development.

2.3. Institutional contact person

Each applying institution shall appoint one institutional Programme Manager as contact person. Who may act as a supervisor for applicant to JSF, and have a coordinating function. Information about name and contact details for such an institutional contact person shall be included in each application.

2.4. Budget frames and guidelines

The amount of seed funding available for an individual proposal is in between US\$ 5,000 and US\$ 200,000.00. A detailed budget shall be presented in the proposal. The budget has a number of budget lines: as set out in the application form annexed to these guidelines.

The budget shall be specified for each institution which will receive seed funds under the application.

2.5. Application procedures

The application and the proposal may be submitted either electronically by email to applications@jsf-undp.org or hard copy to the JSF Project Office at House – 10, Road 62, Gulshan- 2. Dhaka 1212. The seed fund application should be addressed to the National Project Director of JSF Project.

2.5.1. The application form

The application form is attached to this guideline at Annexure A.

2.5.2. Timeline for seeking application

Calls for applications for seed funding will be advertised in the national media and on relevant websites at least twice a year.

3. Selection criteria and process

3.1 Selection criteria

The JSF project is committed to **fairness, integrity, transparency and effective competition** in the operation and management of the JSF Seed Fund. Seed funds are not available for normal operational activities, the core deliverables of government agencies, logistics or infrastructure needs. The following criteria will be used to select seed funding proposals to be supported:

- **Clear purpose and outcomes that are measurable and achievable**
 - Proposal must demonstrate the contribution to improving access to justice in Bangladesh;
- **Activities are clearly defined and adequately budgeted;**
- **Beneficiaries are clearly identified;**
- **Pro-poor focus**
 - **The proposal needs to include information about how the initiative will meet the needs of the poor, vulnerable and marginalised.** Information on target groups, key needs and challenges and how the proposal will meet these needs are to be provided;
- **Sustainability**
 - The fund has a preference for low cost / no cost solutions that are replicable and scalable rather than one off projects
 - Identification and analysis of the capacity of the beneficiary agencies to implement the programme should be established and
 - Proposal should demonstrate a plan for future sustainability;
- **Value for Money**
 - Proposals are sought that support innovative low cost initiatives for increased collaboration in the justice sector
 - Proposals that minimise personnel costs relative to outputs will be prioritised;
- **Proposal does not duplicate existing initiatives or programs;**
- **Support for co-ordinating institutional processes**

- Preference will be given to proposals that focus on addressing the bottlenecks between institutions within the justice sector and exhibit a cross sectoral focus;
- **Supporting demand for improved justice delivery**
 - Preference will be given to proposals that strengthen community demand for access to justice and reformed justice processes;
- **Supporting accountability and oversight**
 - Preference will be given to proposals that strengthen accountability in the justice system allow justice institutions to monitor and improve their service delivery performance.
- **Proposal allows testing in pilot districts**
 - Preference will be given to proposals that can be first tested and proven in the two pilot districts (Comilla and Pabna) in which the project is operating ahead of wide application;
- **Proposal has a total budget of between \$5,000 and \$200,000.**
 - Preference will be given to proposals between \$5,000 and \$30,000;
- **Proposal can be implemented in 12 months.**
 - Proposals that will be implemented over a longer time period will still be considered however the preference is for proposals that can be implemented within 12 months.
- **Proposal is from an institution that has not received seed funding.**
 - Preference will be given to proposals from institutions and organisation that have not received seed funding before. This will ensure a wide spread of actors are supported by the seed fund. Past applicants will still be considered, provided that they have successfully implemented any original applications as determined by project or independent evaluation.

3.2 Selection process

Seed fund applications will be received and assessed by the JSF project in consultation with concerned government ministries and agencies. External experts will be consulted if needed. Proposals that meet the basic criteria of the seed fund will be submitted to the Technical Approval Committee (TAC) for approval.

3.3 Contract

A Memorandum of Understanding shall be signed between the JSF project and the Seed Fund receiving agency on utilization of the seed fund in an appropriate manner. Based on this MoU, JSF will disburse the seed funding to the partner in accordance with the funding schedule in the agreement and, where applicable, on verification of completion of, a part, or all of the proposal.

3.4 Reporting

The seed fund receiving agency must submit a physical and financial report on utilization of funds on a quarterly basis. The JSF will provide relevant reporting formats. The project completion report must be submitted immediately upon completion of the project but not later than three months.

Zero tolerance for corruption is practised for all funds under JSF's budget. The contracted institutions are responsible for the funds disbursed to them, and any amount of money that has been misused, or that the institutions fail to report correctly, will be claimed. All JSF funds shall be used for the purposes that they are allocated for, and shall be reported for in a correct and timely manner. Any

change in the project outline, implementation plans or budgets after approval of the fund shall require approval of JSF before such change is put into action.

Monitoring & Evaluation

The seed fund beneficiary agency should design a project implementation plan, monitoring plan and establish the project evaluation indicators according to the anticipated activities of the proposal. The monitoring and evaluation plan shall be submitted to JSF project along with the application. JSF may provide the format of the project implementation plan and the M&E plan.

Cancellation of the contract:

The JSF has the right to cancel the contract, if the contracted agency is unable to implement activities as per the work plan and based on the 1st disbursement of the allocated seed fund within six months from the signing date of the contract.

Annexure 1.

Seed Fund Proposal Application Form Template

Cover Page

JSF Seed Fund

Proposal Title:

Name of implementing agency(s):

Proposal location:

Implementation Period : Start ----- Completion-----

Total cost of the programme/project: In Taka ----- In US\$-----

Amount requested from Seed Fund : In Taka----- In US\$-----

Contribution of Implementing Agency: In Taka----- In US\$-----

Other donor Contribution (if any): In Taka----- In US\$-----

Brief summary of Proposal: Describe problem faced, proposed solution, expected results/outputs, intended beneficiaries and reason(s) why assistance is requested from the seed fund.

Body of Proposal

The Seed Fund proposal template has six sections:

- I. Background and justification of the proposal*
- II. Objectives and expected results of the project*
- III. Value for Money*
- IV. Project implementation and management*
- V. Project budget*
- VI. Attachments*

I. BACKGROUND AND JUSTIFICATION

This section should provide a brief introduction to the current situation of the related sector/subsector and beneficiaries of the project. The background should answer the following questions:

- What is the problem or critical issue which the proposal seeks to resolve?
- How will the proposal contribute to improving access to justice in Bangladesh?
- How will the project complement the JSF project objectives?
- How the need for the project is determined?
- How will the proposal meet the needs of the poor, vulnerable and marginalised in Bangladesh?
- What kind of assistance will concerned governmental offices provide?
- What kind of resources will NGOs provide?
- Are there any other programmes and activities which will complement the proposal?

- How will the proposal address the bottlenecks between institutions within the justice sector?
- How will the proposal strengthen accountability in the justice system?
- If an NGO has prepared the proposal, how were concerned governmental officials made aware of and/or were involved in proposal formulation?
- What are the relevant experiences and capabilities of the proposal implementing team?
- What type and level of resources will the implementing agent provide for project planning, implementation management and follow up?

NGOs should attach evidence of registrations and at least 3 years full financial information.

II. OBJECTIVES AND EXPECTED RESULTS

Beneficiaries

Who and how many people are expected to benefit from the project, both directly and indirectly?

Immediate objectives

What is the proposal expected to achieve in terms of effects among intended beneficiaries?

Expected Results

What are the specific and concrete results that are to be achieved through the proposal?

These can include new and improved technical skills and knowledge, greater cooperation in the justice sector, and greater public awareness at the community, national, regional or international levels. The answer should indicate in quantitative terms, to the extent possible, what the project will produce through its planned activities and budget.

III. VALUE FOR MONEY

How will this proposal deliver results for less cost than other similar or alternative proposals?

How have you attempted to reduce the costs of the proposal to the minimum necessary to successfully implement the proposal?

IV PROJECT IMPLEMENTATION AND MANAGEMENT

Activities

How will the project objective be carried out in terms of planned activities, their timing and duration, and who will be responsible for each activity?

This can be summarized in a simple table.

Management Arrangements

- Who will be responsible for planning and management of project operations? What are the roles of other bodies and organizations associated with the project?
- What arrangements will be established to ensure that there will be effective coordination with other relevant programmes and activities?

Sustainability

How will the proposal ensure future sustainability?

For example, will project operations continue once the current phase of assistance is completed and how will this be financed. The section should also discuss any plan to extend to other locations, if the initial proposal is successful, how this could be done, and whether the project experience can be applied to other sectors.

M&E

What mechanisms and procedures will be established to monitor implementation of the proposal?

Explain what mechanisms will be undertaken to monitor the project and whether it is on the right path or not.

Who will be responsible for preparing periodic proposal progress and final technical reports and for the accounting of expenditures made from the seed fund grant?

Who will be responsible for evaluating the proposal on completion?

V. BUDGET

The budget for the seed fund proposal should be prepared in local currency and US dollars showing the contribution of each financing party. A description of the budget template line items and a budget template follow:

Project Personnel

The resources of the seed fund can finance project personnel of professional category needed to plan and carry out the proposal required to accomplish a specific proposal objective. Financing of administrative support staff will be generally discouraged. Salaries and consultancy fees should be reflective of local prevailing conditions. The seed fund will prioritise projects with low personnel costs. The salary of project personnel should be expressed in terms of person/month. Qualifications and job descriptions of personnel are to be attached to the proposal.

Consultants

Consultancy services (both local and foreign) needed for implementation of the programme are to be expressed in terms of person/month. The cost of consultancy services should not

exceed 30% of the total programme cost. Consultant qualifications and terms of reference are to be attached to the proposal. Financing of high cost consultancy services will be discouraged.

Subcontracts

This component pertains to specialized services provided by an outside contractor. Each subcontract will require a separate budget line; subcontractor terms of reference should be attached as an annex to the proposal.

Training, Workshops and Seminars

The subject and number of each item are to be mentioned. Cost of training, workshops and seminars should include the cost of hiring a venue, supply of materials, resource personnel and refreshment.

Research and Study

Costs for carrying out research and studies

Awareness Raising Activities

Media: Purchases of media including preparation, design and publication
Promotional and printed materials (signage, information material, press material, communication costs, etc.)
Event Management Hire
Transport Costs

Equipment (Cost of equipment should not exceed 25 % of total programme cost)

Expendable equipment: items of equipment, supplies or training materials valued at less than US\$400;

Non-expendable equipment: items of equipment valued at US\$400 or more or which have a serviceable life of five years or more. NOTE: Normally the resources of the seed fund will only support the acquisition of equipment needed for training or applied research.

ICT Equipment –This requires a separate line item and each item of ICT equipment should itemised in an attached spread sheet. Internet costs should be included.

Premises: The seed fund will not fund costs for premises (construction, rent, utilities). This line item should only be used to indicate any contributions from other donors, the government, or the implementing agent.

Minor Civil Works Minor civil works maybe included (i.e to build a disability support ramp at the district court)

Miscellaneous

Travel Costs

Maintenance and Repair of Equipment: operation and maintenance of project equipment that cannot be covered by the host government or the project implementing agent

Publications and Report Costs: report costs, which may include the reproduction of a reasonable number of copies of project technical and final reports

M&E: All costs associated with monitoring and evaluation of the implementation of the proposal should be included in a separate line item. These costs should not exceed 5% of the total budget

Sundry and Communications: official postage, communications and incidental supplies

Proposal Budget Template

Name of Proposal

Name of Implementing Party

	Seed Funds (in USD)	2013 Budget		Description of items / notes
		Other funds (in USD)	Total (in USD)	
Project Personnel:				
International Experts:				
Consultants:				
National Professional Personnel:				
Administrative Support:				
Official Travel:				
<i>Subtotals</i>				
Subcontracts:				
Subcontract #1:				
<i>Subtotals</i>				
Training:				
Group training:				
In service training:				
Workshops/Conferences:				
Research:				
<i>Subtotals</i>				
Awareness Raising Activities:				
Media:				
Promotional and printed materials:				
Event Management Hire:				
Transport Costs:				
<i>Subtotals</i>				

	Equipment:			
Expendable equipment:				
Non expendable equipment:				
ICT Equipment:				
Premises:				
Minor Civil Works:				
<i>Subtotals</i>				
Miscellaneous:				
Operation, Maintenance and Repair of Equipment:				
Publications and Report Costs:				
M&E				
Sundry and Communications:				
<i>Subtotals</i>				
Other expenditures/ contingency				
Contingency (max. 5 % or USD 1,500 whichever is lower)				
Other (please specify)*				
<i>Subtotals</i>				
Total Expenditures				