

**INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE**

**OPEN CALL FOR SUBMISSION OF GRANT PROPOSALS FOR THE RULE OF LAW AND ANTI-CORRUPTION (ROLAC II) PROGRAMME IN NIGERIA**

Tender Reference No: 2024-01-047

**Deadline for Submissions:**Proposals must be submitted on or before 23:59 (CET), 12th of April 2024. Late submissions will not be considered for evaluation.

**Address for Submissions:**E-mail: tendersubmissions@idea.int

This email address is set up with auto-response to acknowledge emails received. In the event that you did not receive an autoreply, please send a text message (NO CALLS, CALLS WILL NOT BE ANSWERED) to this number +**46725375735**. In your text message, please provide the following:

* Tender reference no. and title
* Email address you used for submission.
* Date and Time, you sent your submission (e.g., 01 December 2021, **12:00 CET**).

**Format for Submissions**:Proposals must be submitted by email. Technical and Financial proposals must be submitted in separate files **using the templates provided on this call.**

**The following text should be put in the subject field of the email:**

Tender No. 2024-01-047; Technical and Financial Proposals for lot (*specify lot number*) - Do not open before 23:59 (CET), 12th April 2024.

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| --- | --- |
| **Email Address for** **Clarifications:** |  tender@idea.intA question and answer (Q&A) session will be hosted via Microsoft Teams. [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_ZGFhNzM4ZTgtNThmZi00MjQ1LThhZjUtYmRlNzg2OTNkY2Yz%40thread.v2/0?context=%7b%22Tid%22%3a%2240f2f3b3-295a-4dc3-b356-e57f3a7d4759%22%2c%22Oid%22%3a%22c604eef5-46bd-4a48-82bd-334d4a9532b5%22%7d) on the **19th** **of March 2024 at 10am Nigerian time** (**Meeting ID**: 343 221 187 940 and **Passcode:** dezeQx). Recording of the session will be saved and shared on our website. Further clarifications may be requested via e-mail no later than 29**th March 2024** at the above email address. Note response to requests for clarifications will be issued to all tenderers on our website http://www.idea.int/. Therefore, tenderers are advised to check the website regularly during the process. |

**Note**  there are two different email addresses as outlined above, one to be used for Submission of your final proposal and the second one to be used for clarifications and other related correspondence.

**INVITATION TO SUBMIT PROPOSALS**

**Section 1. General Information**

* 1. The International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization established in 1995, with member states across all continents, which aims to support sustainable democracy world-wide and assist in the development of institutions and the culture of democracy.

**Overview Of RoLAC II**

The Rule of Law and Anti-Corruption (RoLAC Phase II) Programme in Nigeria is funded by the European Union and implemented by International Institute for Democracy and Electoral Assistance (International IDEA). The Programme is dedicated to upholding the rule of law, combating corruption, and addressing gender-based violence while promoting human rights and inclusivity. The programme aligns with Nigeria’s National Development Plan (NDP) 2021-2025 and its objectives to improve the quality of governance by building strong institutions that promote public transparency, accountability and citizens’ engagement and protection, improve service quality and ensure respect for the rule of law.

In its initial phase, the programme closely collaborated with federal and state Ministries of Justice and Women Affairs, and with courts, law enforcement and Anti-Corruption Agencies leading to significant policy and system changes. Notable advancements were made in the justice sector, including implementing case management systems, promoting non-custodial punishment, the establishment of a national sex offender register, and the expansion of access to justice for more vulnerable Nigerians including persons with disabilities (PWDs). In the anti-corruption sector, the programme supported the adoption and implementation of a National Anti-Corruption Strategy and improved coordination between anti-corruption agencies.

Sustained efforts are essential for consolidating progress and achieving the programme’s overall objective. In its new phase, the programme will strengthen collaboration with the Nigerian government to build on past successes.

* + 1. **Overall objective** **of the RoLAC II Programme:** To contribute to the consolidation of the Rule of Law and Anti-Corruption reforms in the Federal Republic of Nigeria.
		2. **Expected outcomes** **of the RoLAC II Programme:**
1. **Outcome 1:** Enhanced performance, quality, and oversight of the criminal justice system and justice services delivery.
2. **Outcome 2:** Improved access to justice for vulnerable women, children, juveniles, persons with disabilities, and victims of sexual-based gender violence.
3. **Outcome 3:** Increased transparency and accountability of anti-corruption systems and reforms.
	1. International IDEA now invites proposals from qualified Civil Society Organizations (CSOs)/Non-Governmental Organisation (NGOs) with presence in Nigeria. Interested organisations must demonstrate commitment and capacity to work at different levels to scale up current and prospective programme interventions in support of any of the three programme’s outcome areas which has been categorised into lot 1, lot 2 and lot 3*.* **Bidders can respond to one or more lots**. Please refer to section 1.2.1, 1.2.2 and 1.2.3 for details of the various lots.

**The objectives of the call are:**

1. To strengthen the capacity and participation of CSOs in actions that increase access to justice especially for marginalized citizens, strengthens the fight against corruption and promotes the rule of law in Nigeria.
2. To enhance CSO collaboration with government agencies to constructively engage in criminal justice reforms and the fight against corruption.

 **Available lots (result areas) for this call:**

* + 1. **Lot 1 (Component 1) – Enhanced performance, quality, and oversight of the criminal justice system and justice services delivery:**

Promote, deepen and create capacity for the implementation of non-custodial measures and strengthen compliance with the Administration of Criminal Justice Act/Law. Such projects should implement any one or more of the following components within the Programme’s focal states (Adamawa/Edo/ Anambra/Federal Capital Territory (FCT)/Kano/ Lagos):

1. Creating awareness and fostering deeper understanding and utilization of non-custodial measures by service providers in the criminal justice sector, including judges, magistrates, other court personnel, prosecutors, civil society organizations; and other public agencies, including local governments as potential providers of work placement opportunities for offenders either for purposes of serving a non-custodial sentence or for rehabilitation.
2. Support the Nigerian Correctional Service (NCoS) to consolidate and increase the implementation of non-custodial measures, including through measures that build and / or deepen the capacity of NCoS trainers and correctional officers, of parole and mental health boards, judges, magistrates, and other courts. Non-custodial measures include community service, suspended sentences, parole and probation. The proposal must include measures to strengthen mental health care for inmates.
3. Design, develop, promote, improve and / or implement diversion, rehabilitation, reintegration and restorative justice programmes or mechanisms for juvenile and adult offenders at pre-arraignment, pretrial, trial and post trail stages of the criminal justice process. These are to be developed as measures that expand access to justice, compliment efforts to decongest court and custodial centers, and increase the timeliness of criminal justice administration.
4. Projects that support the emergence of national minimum standards for the implementation of the Administration of Criminal Justice Act at the federal level, and Administration of Criminal Justice Laws at the sub-national (state) level, and that support the development of capacity to implement the national minimum standards in the programme’s focal states and at the federal level.

**Note:** Ongoing efforts to implement the Nigerian Correctional Service Act 2019 also require commensurate attention to the capacity requirements of civil society organizations working in the correctional sector.

So far, not much attention has been given to the capacity requirements of CSOs. To fill this gap, applications for large grants covering section 1.2.1 (lot 1), i, ii and iii above must include components that support small and emerging non-profit organizations and build their capacity, enabling them to effectively complement the NCoS in its non-custodial, rehabilitation and reintegration programmes, or to support implementation of the Administration of Criminal Justice Act.

* + 1. **Lot 2 (Component 2) – Improved access to justice for vulnerable women, children, juveniles, persons with disabilities, and victims of sexual-based gender violence:**
1. Monitoring the efficiency, responsiveness and accountability of justice services delivered by federal and state agencies to vulnerable citizens, including women, children, persons with disabilities, victims of Gender-based Violence and persons in need of legal aid and assistance.
2. Supporting the implementation of key legislation and policies that protect the rights of women, children, persons with disabilities, victims of Gender-based Violence and persons in need of legal aid and assistance, at state or federal level; including the development and implementation by government, of Guidelines, Practice Directions or operational protocols that can enhance access to justice vulnerable citizens.
3. In collaboration with state or federal government, to expand the availability of justice and social welfare support services (for example, Legal Aid Sexual Assault Referral Centers (SARCs), shelters, Disability Desks, Police Gender or Disability Desks) and increase the number of vulnerable citizens (women, children, persons with disabilities, victims of Gender-based Violence and persons in need of legal aid and assistance), accessing these services.
	* 1. **Lot 3 (Component 3) – Increased transparency and accountability of anti-corruption systems and reforms:**
			1. Support to RoLAC and the Anti-Corruption Agencies (ACAs) to assess the impact or otherwise of key anti-corruption reform initiatives by the ACAs in the country. The assessment will identify key success factors, gaps and make recommendations for replication and upscaling of the initiative for impact at scale. The applicant will determine the level of uptakes/implementation of recommendations and any improvement plans. Targeted initiatives for the review include:
4. The implementation of the National Anti-Corruption Strategy led by the Federal Ministry of Justice (FMOJ).
5. Independent Corrupt Practices Commission (ICPC)’s Annual Ethics and Compliance Score Card
6. Independent Corrupt Practices Commission (ICPC)’s Anti-corruption and Transparency Unit (ACTU) Effectives Index
7. The Child Rights ACT (CRAs) conducted at the Law Reform Commission of Nigeria
8. The Whistle Blowing Policy of the Federal Ministry of Finance
	* + 1. Support or lead actions towards deepening the ability of ACAs to perform better in the delivery of their mandates, through more collaboration and coordination engagements, and proactive showcasing of their performance data. Also push/advocate for the development and establishment of a national anti-corruption performance data management platform that will serve as a one-stop-shop/barometer for government and citizens to assess the performance of the agencies.
			2. Projects that will further drive sub-national and local government level acceptance and uptake of the underlisted anti-corruption reform initiatives or fostering and deepening existing transparency and accountability initiatives or mechanisms in partnership with relevant national agencies/institutions like the ICPC, FMoJ, the Nigerian Governors Forum, Bureau for Public Service Reform, Fiscal Responsibilities Commission, Servicom of the Office of the Head of Service.
9. Access to information – proactive and prompt disclosures of public interest information to increase citizens ability to drive accountability at all levels, especially from service delivery institutions. This may include the strengthening of Whistle Blowers Mechanisms such as Public Interest Disclosure and Witness Protection frameworks at the national or sub-national levels.
10. The establishment or activation of accountability and transparency units at sub-national levels and support towards strengthening their capacity to undertake corruption prevention activities including building awareness, conducting system studies and support to the implementation of Corruption Risk Assessments (CRAs) and/or the Annual Ethics and Compliance Scorecard Assessments of ICPC and its recommendations.

Note: The proposal submitted for lot 3 must ensure active collaboration and engagement with anti-corruption agencies and ministries, departments and agencies (MDAs), citizens, national and international non-governmental organizations.

* 1. **Language:** The official language for the contract, reports and any other documents in relation to the assignment is English.
	2. **Tentative timeframe:** It is anticipated that the grants will commence on *1 May 2024,* and they will have to be completed by *31 January 2027*.
	3. **Estimated budget:**
		1. **For lot 1 (component 1)** – three large grants of a minimum of N100m and a maximum N205m will be awarded.
		2. **For lot 2 (component 2)** – one large grant of a minimum of a N100m and a maximum N150m will be awarded.
		3. **For lot 3 (component 3)** – two large grants of a minimum of N100m and a maximum N205m will be awarded.

**Section 2. Preparation of Proposals**

**Essential Requirements**

* 1. **Language:** The official language for the proposal, contract, reports and any other documents in relation to the assignment is English.
	2. Proposals must adequately align with least one of the 3 outcome areas mentioned **in section 1.2 of this document**. **Specifically,** grant applications **must** respond to at least one of three lots in **section 1.2.1. above**.
	3. **Eligibility criteria**

The CSO Grant Applicants must fulfil the following **eligibility criteria**:

1. Must have physical presence in at least one of the 6 ROLAC II locations: Adamawa/Edo/ Anambra/FCT/Kano/ Lagos, as well as a wide national coverage and influence. Should be indicated using the narrative proposal template provided.
2. Must demonstrate commitment to justice, security and peace building initiatives. Should be indicated using the narrative proposal template provided.
3. Must be registered with the Nigerian Corporate Affairs Commission as a legal, non-profit, non-governmental organization/Civil Society organization before 01 January 2017. A proof of legal registration certificate must be attached to the grant application.
4. Demonstrate compliance with CSO registration procedures and have a successful track record in project delivery. A proof of Special Control Against Money Laundry (SCUML) certificate, latest CAC annual return certificate must be attached to the application.
5. Must have the proven capacity to plan, budget, implement, monitor and manage projects. Should be demonstrated in the narrative and budget proposal templates provided.
6. Must have the proven capacity to manage and be accountable for project costs, providing timely quarterly narrative and financial reports, with functional internal control systems. Should be demonstrated in the narrative and budget proposal templates provided.
7. Must be financially sustainable, have robust financial controls and must demonstrate commitment to due diligence procedures. Should be demonstrated in the narrative and budget proposal templates provided.
8. Must have at least 2 most recent years audited financial statements ending 2022. A proof of most recent audited report must be attached to the grant application.
9. Must have well demonstrated and verifiable financial management systems and reporting capacity. Should be demonstrated using the narrative proposal template provided.
10. Provide at least 2 letters of recommendation from past/present international donors of similar projects you have implemented (recommendation letter should include a minimum of; name of the funder, title of project implemented, email address and telephone number of contact person).
11. Must be able to demonstrate the capacity to guide and lead the capacity development of other CSOs. Should be demonstrated in the narrative proposal template provided.
12. Must demonstrate commitment to mainstreaming Gender and Social Inclusion and fundamental human rights, e.g., equality, non-discrimination, and human dignity. Should be demonstrated in the narrative proposal template provided.
13. The Financial proposal shall not exceed the estimated budget as set out in section 1.5: (i to iii).

**The following categories of entities *are not* eligible to receive grant funding:**

1. Individuals
2. Political parties
3. For-profit organizations
4. Government institutions
5. Faith-based organization whose objectives are discriminatory and/or whose main objective for the grant is of a religious nature.
	1. **The proposal documents.**
	2. **Narrative Proposal.**

The official language for submitting the proposal and any other supporting documents related to the application is English. The proposal should be provided using the attached proposal template following the detailed guideline within the template.

* 1. **Financial Proposal (Budget)**

Budget must be presented in Naira. The price should be broken down using the attached template (showing unit rates and input) in line with the narrative proposal. Presentation of the budget should be broken down into Direct costs and Indirect costs (management costs).

 **Direct costs of the Financial Proposal must be divided into four (4) main headings:**

1. Human Resources Costs,
2. Administrative/Office Costs,
3. Meetings/Activities/Events Costs, and
4. Monitoring and Evaluation Cost.

Human Resources and Administrative costs must not exceed 40% of the total direct cost budget. Management cost must not exceed 7% of total direct costs (the sum of the four items). Both the direct cost and management cost must not exceed the budget limit set out within this call for application guideline.

# Declaration of Honour Form

# Please tick YES/NO as applicable. Please complete the form and submit it together with Technical and Financial Proposal.

* 1. In Section 3 of the Declaration and Honour Form, in the absence of conflict of interest, please mark this section Yes.

**Section 3.** **Submission of Proposals**

* 1. Technical and Financial Proposals must be submitted in separate files and marked accordingly for each lot and submitted separately. The full details on how to submit proposals (deadline and address and format) are under Call for Proposals at the beginning of this document.
	2. Proposals must remain valid for at least 90 days following the deadline for their submission stated under the call for proposals and should be flexible for extension should there be unforeseen delay in the pre-award process. During this period, organizations are expected to keep available the professional staff proposed for the assignment.

**Section 4. Evaluation and Selection of Proposals**

All applications will be assessed according to the following steps and criteria for each lot:

* 1. **Step one: Opening and Administrative Check – verification of the eligibility of applicants (pre-selection)**

During the opening and evaluation check, the following will be assessed:

1. If the application deadline has been met. Otherwise, the applications are automatically rejected.
2. If the application satisfies all the criteria specified in the eligibility criteria and the guidelines specified for completing the narrative and budget templates. This also includes an assessment of eligibility of the proposed action. If any of the requested information is missing or incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.
	1. **Step 2: Evaluation of the full application and notification of outcome from pre-selection stage:** Provided all eligibility criteria are met, the Proposals will be evaluated and scored against the following criteria with respective corresponding points as detailed on the table below:

|  |  |  |
| --- | --- | --- |
| **Criteria**  | **Maximum Points**  | **Weighted Score in %** |
| **Technical** |  |  |
| Relevance of proposal  | 4 | 13% |
| Quality of result/ Sustainability  | 3 | 10% |
| Rational of the proposed action  | 3 | 10% |
| Commitment to Capacity Development  | 2 | 7% |
| Methodology  | 3 | 10% |
| Relevant experience  | 3 | 10% |
| Project monitoring, impact, and evaluation/ timeframe and measurability of objectives  | 4 | 13% |
| Gender and Social Inclusion 3 | 3 | 10% |
| Risk Mitigation Plan  | 1 | 3% |
| **Financial** |  |  |
| Budget and Finance/Value for money | 4 | 13% |
| **Total**  | **30** | **100%** |
|  |  |  |

* + 1. In line with the above and using the narrative proposal provided, kindly provide evidence in the relevant sessions of the template, your specific knowledge and experience for the proposed actions. The maximum technical (narrative proposals) score is **26 points.**
		2. The financial proposals (budgets) will be verified for consistency with the narrative proposals in terms of work input, if it is reasonable and realistic in the overall proposal, for arithmetical errors and the % of management cost proposed by the applicant. The maximum score is **4 points.**
		3. Applicant must have a minimum passing score of 75% (i.e., a minimum score of 19.5 points) for Narrative Proposal to be considered for the Financial Proposal assessment.
		4. Applicant must have a minimum passing score of 75% (i.e., a minimum score of 3 points) for the Financial Proposal to be considered for Capacity Assessment.

**Consolidated Narrative Proposal and Budget Reasonability Score:**

* + 1. Applicant must score a minimum passing technical score of 19.5 points and a minimum passing budget presentation/reasonableness score of 3 points giving a total of 75% (19.5 + 3/30) weighted score to be considered for the Capacity Assessment stage of the pre-award process.
		2. International IDEA reserves the right to reject any or all proposals received and to repeat the invitation if the proposals received do not meet the minimum requirements.
	1. **Step three: Capacity Assessment**
1. A detailed capacity assessment for all selected grant applicants will be conducted. A standard assessment format will be used to assess the organizational structure, systems and processes of the applicants. If the applicant does not meet the capacity assessment criteria, or the assessment process reveals that the grant proposal contains erroneous information, the applicant will not be offered a RoLAC II Grant.
2. If the proposal review and capacity assessment process are successful, the selected financial proposals will be verified in detail and, if necessary, adjustments will be made to the budget and or the narrative proposal during negotiations to ensure consistency with the approved technical proposals in terms of work input and to eliminate arithmetical errors. If negotiations are successful, the selected applicants will be awarded the grant. International IDEA reserves the right during the negotiation stage to suggest variations in the number of activities, the scope of action and the budget.

**Section 5 Final Considerations**

5.1. International IDEA will not be bound to select any of the proposals.

* 1. The following documents are enclosed with this Call for Proposals:
		+ 1. Narrative Proposal Template
			2. Annex C: Cooperation Agreement Budget Template
			3. OP Annex D: Declaration on honour on exclusion criteria and selection criteria
			4. Annex A: General Terms and conditions
			5. Frequently asked questions around call for proposal.
	2. Further information on International IDEA may be found on our website <http://www.idea.int/>
	3. Both the successful and unsuccessful applicants will be notified in writing following the completion of the evaluation and contract award process.

Complaints regarding any aspect of the tender process should be addressed in writing to both the Internal Auditor and the Executive Director at International IDEA. The address is tender.complaints@idea.int