Subject: Request for Applications NUMBER: RFA 006

Title: ADALAT Legal Advocacy Grants Program

Issuance Date: September 20th 2017

Deadline for Questions/Clarifications: September 24th 2017 by 12:00 (noon) Kabul Time

Closing Date: October 03rd 2017 by 4:00 pm Kabul Time

Dear Applicant:

Checchi and Company Consulting, Inc. (Checchi) began implementing the five-year Afghanistan Assistance for the Development of Afghan Legal Access and Transparency (ADALAT) project in April 2016. The purpose of ADALAT is to improve citizen access to justice services based on Afghan law. Checchi Consulting has established the Assistance for the Development of Afghan Legal Access and Transparency Grant Fund (the “ADALAT Fund”) to provide a series of grants to support activities that will contribute to ADALAT objectives. Grant funds will be awarded to civil society (registered non-governmental organizations), and media houses in Afghanistan through this grants program to carry out projects in response to program needs. Checchi is seeking applications for grants from qualified, eligible Afghan organizations. To be eligible for award, the applicant must provide all information as required in this Request for Applications (RFA) and meet eligibility standards in Section III of this RFA.

Subject to the availability of funds awards will be made to responsible applicant(s) whose application(s) best meet the objectives of this RFA and the selection criteria contained herein. Checchi reserves the right to fund any or none of the applications submitted and applicants may only submit one application in response to this RFA.

The RFA will focus on funding programs in the following regions in Afghanistan.

a) The Eastern Region, (all provinces and districts),
   b) The South East Region, (Except Pul-i-Alam, Mohammad Agha, Ahmad-Abad, Sayed-Karam, and Chamkani districts),
   c) The South West Region, (all provinces and districts),
   d) The Western Region, (Qalh e Naw, Qades, Chaghcharan/Firuzkoh, Dawlatyar,
   e) The Northern Region (Faizabad, Baharak, Kishm and Ragh, Taluqan, Farkhar, Chah Aab and Kalafgan and the Central Regions of Afghanistan.

Applicants are encouraged to identify and select those regions (provincial and districts) where they can implement and run their proposed program safely for both men and women.

For the purposes of this RFA the term "Grant" is synonymous with "Award"; "Grantee" is synonymous with "Recipient". Eligible organizations interested in submitting an application are encouraged to read this solicitation thoroughly to understand the type of program sought, application submission requirements and evaluation process.

Any questions concerning this RFA should be submitted in writing to grantsadalat@checchiconsulting.com and no later than the deadline stated above.
The application must be submitted electronically to grantsadalat@checchiconsulting.com no later than the deadline stated above.

Please note that the issuance of this RFA does not constitute an award commitment on the part of Checchi to make an award nor does it commit Checchi to pay for any costs incurred in preparation or submission of an application. All preparation and submission costs are at the applicant’s expense. Checchi reserves the right to fund any or none of the applications received. It also is possible that an application recommended for funding does not result in an award. Reasons for this include, but are not limited to, insufficient availability of funding, insufficient capability to manage the proposed program, vetting ineligibility notice for the recipient or for other reason(s) which will be provided to the applicant.

NOTE:

ADALAT’S 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 at mlechner@checchiconsulting.com.

Thank you for your interest in the program.

Sincerely,

Michael T. Lechner, JD
Chief of Party
USAID Contractor/Assistance for the Development of
Afghan Legal Access and Transparency (ADALAT)
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Annexes included with this RFA:

- **Annexes**: All Annexes to be provided to organizations after receipt of e-mail described above
SECTION I: PROGRAM DESCRIPTION

A. Background

The aim of ADALAT’s Grants Program, is to catalyze innovative solutions to address deficits of public legal advocacy and challenges to effective and equitable justice in Afghanistan. Through this RFA, Checchi/ADALAT Grants Program will support civil society organizations (CSOs), non-governmental organizations (NGOs), and media houses working on the most critical issues currently limiting both women’s and men’s legal rights and protection based on the existing Afghan law and Islamic Sharia. In order to achieve increased citizen demand for justice, the ADALAT Fund will support organizations that propose creative and innovative approaches to reaching and raising awareness of less literate populations about their rights and for advocacy programs to promote better policy and practice around social justice and gender equity. Checchi/ADALAT will also support ideas of building a cadre of social activists and civil society organizations to effectively advocate for Afghan citizens’ rights in remote areas. Interested applicants must meet the eligibility requirements defined in Section III below.

All ADALAT grant activities should support the principle of the GoIRA legal framework around improving and enhancing the legal rights of marginalized citizens, which posits that the citizen must be engaged in order to realize sustainable change in legal behavior.

B. Opportunity/ Program Description

ADALAT is seeking organizations to apply innovative approaches for the following types of activities:

a) Raising awareness of legal rights in Afghan communities where educational and economic opportunity has recently or historically been limited;

b) Advocacy campaigns that mobilize citizens and encourage influential authorities to promote social justice and gender equality through better policy and practice; and

c) Collaboration with justice institutions to encourage accountability and improve the performance and public perception of courts and Huquq. The collaboration should involve research and public engagement. It may, for example, include the collection of data on cases related to divorce, custody or property rights that will contribute to knowledge about how women are treated in the judicial system and how women’s justice needs and interests may be better understood – and met.

ADALAT will fund a program for up to twelve months to implement innovative interventions and to evaluate promising technologies and processes, using an evidence-based approach. Potential grantees should consider credible sources of evidence in order to identify areas for high impact programming, such as data collected by the recent World Justice Project (WJP) and The Asia Foundation (TAF) studies of Afghans’ perceptions of justice sector fairness and effectiveness. The proposed intervention should demonstrate the potential to have a measurable impact on citizen engagement and access to effective justice services. Grant funds will support development of the selected innovations to a point where they are better positioned for additional investment or integration into existing programs and/or systems.

Illustrative activities will fall under the following categories:

a. Mass media broadcasting: Television, radio shows, newsletters;

b. Distributable information education materials: Posters, stickers, banners, t-shirts;

c. Soft component: Plays, road-shows, sign language interpreters, songs, poetry;

d. Direct orientation sessions: Workshops, trainings, forums, round table meetings, conferences.

1 World Justice Project Rule of Law Index for 2016 (2017); The Asia Foundation Legal Aid Assessment and Roadmap (2017).
Program proposals should demonstrate the ability to include and mobilize disenfranchised members of the particular community that they intend to reach out during program implementation. ADALAT encourages eligible organizations to use the legal advocacy grant program as a tool to drive citizen demand for better services from justice sector actors. Legal advocacy grants will target activities that provide civil society and activist communities with the means to mobilize better-educated citizens and develop initiatives for pursuing greater recognition and respect for legal rights, by lobbying government bodies, supporting media campaigns, and otherwise empowering citizens to secure their rights. build networks, influence policymakers, and effect change through innovative methods.

[END OF SECTION I]

SECTION II: GRANT ADMINISTRATION INFORMATION

The grants will be funded by USAID and administered through and managed by Checchi and Company Consulting Inc. (Checchi). Grants will be issued in accordance with all applicable regulations, USAID guidance, Standard Provisions for Non-U.S. Non-Governmental Organizations. (http://www.usaid.gov/policy/ads/300/303mab.pdf)

A. **Estimate of Funds Available**

It is anticipated that each grant award may range from between USD 80,000 - USD 150,000, the final amount will be dependent upon grant activities and final negotiation and may be lower or higher than that range. Applicants may only submit one application per prime organization under this RFA.

B. **Start Date and Period of Performance for Grants**

The anticipated period of performance anticipated is 12 months from date of award. The anticipated start date for this program is on or about **November 15, 2017**

C. **Type of Award**

Checchi Consulting anticipates funding a Fixed-Amount Award for this program in accordance with ADS 303saj https://www.usaid.gov/sites/default/files/documents/1868/303saj.pdf.

D. **Purpose of the award**

The principal purpose of the subject program is to transfer funds to the Recipient to accomplish an objective of the ADALAT Program which is authorized by USAID Task Order Contract # AID-306-TO-16-00007.

The successful Recipient will be responsible for ensuring the achievement of the program objectives and the efficient and effective administration of the award through the application of sound management practices. The Recipient will assume responsibility for administering Grant funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Grant award. The Recipient using its own unique combination of staff, facilities, and experience, has the primary responsibility for employing whatever form of sound organization and management techniques may be necessary in order to assure proper and efficient administration of the resulting award.

E. **Gender Consideration**
Promoting gender equality and advancing the status of all women and girls around the world is vital to achieving program development objectives. As part of the design of any proposed activity, the Recipient will assess and identify gender issues which impact the participation of men and women equally in the participation of this program. Refer to USAID ADS 205 found at http://www.usaid.gov/sites/default/files/documents/1870/205.pdf for more information on integrating this policy into their approach.

F. Authorized Geographic Code

The geographic code for this program is 937 which includes the United States, the recipient country, and developing countries other than advanced developing countries, but excluding any country that is a prohibited source. For accurate identification of prohibited sources, please refer to 22 CFR 228 and Automated Directive System (ADS) Chapter 310 entitled “Source and Nationality Requirements for Procurement of Commodities and Services Financed by USAID.”

G. Dun and Bradstreet Universal Numbering System (DUNS) and System for Award Management (SAM)

All applicants (unless the applicant is exempt from those requirements under 2 CFR 25.110(b) or (c) or has an exception approved by the Grant awarding agency under 2 CFR 25.110(d)) are required to:

1. Be registered in SAM before submitting its application;
2. Provide a valid DUNS number in its application; and
3. Continue to maintain an active SAM registration with current information at all times during which it has an active Grant award or an application or plan under consideration by a Grant awarding agency.

Checchi may not make a Grant award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time Checchi is ready to make an award, Checchi may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

You must also register with SAM. SAM is the primary registrant database for the U.S. Grant Government. SAM collects, validates, stores and disseminates data about the Grant government’s trading partners in support of the contract award, grants and the electronic payment processes. Additional information is available at https://fedgov.dnb.com and www.sam.gov.

H. Pre-award Certifications, Assurances and other Statements of the Recipient

Apparently successful candidates will be required to sign the following certifications, assurances and other statements prior to or upon award. Complete copies of these Certifications, Assurances, and Other Statements are in ADS 303.3.8 found at https://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf

1. Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Grant Assisted Programs (This assurance applies to Non-U.S. organizations, if any part of the program will be undertaken in the U.S.);
2. Certification Regarding Lobbying (22 CFR 227);
3. Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206, Prohibition of Assistance to Drug Traffickers);
4. Certification Regarding Terrorist Financing (Implementing Executive Order 13224);
5. Certification Regarding Trafficking in Persons (Implementing Title XVII of the National Defense Authorization Act for Fiscal Year 2013, required prior to award);
6. Certification of Recipient;
7. Key Individual Certification Narcotics Offenses and Drug Trafficking, (ADS 206.3.10) when applicable;
8. Participant Certification Narcotics Offenses and Drug Trafficking (ADS 206.3.10) when applicable;
9. Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction; and
10. Other Statements of Recipients.

[END OF SECTION II]
SECTION III: ELIGIBILITY INFORMATION

A. Eligible Applicants

Applications should be from qualified Afghan non-governmental organizations, such as private, non-profit organizations (or for-profit companies willing to forego profits), including private voluntary organizations, civil society organizations, universities, research organizations, media houses, professional associations, and relevant special interest associations.

In addition:

a) Applicants may only submit one application per prime organization under this RFA.
b) Proposal must include expected outcomes and results consistent with and linked to ADALAT’s objectives including an approach to gender integration before and during implementation.
c) Must be registered as a legal entity in Afghanistan with one of the key ministries such as MoEC, MoJ, and MoWA
d) Must receive vetting eligibility from the USAID Kabul Vetting Support Unit for the period of the grant agreement.
e) Must agree to follow USAID Multi-Tier-Monitoring requirements for remote activity verification including possible use of third party monitors
f) Must have a DUNS number and be registered in the System for Awards Management (SAM). www.sam.gov.
g) 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. ADALAT will assess this capability prior to awarding a grant.

B. Ineligible Applicants

a) Any entity whose name appears on the “List of Parties Excluded from Federal Procurement and Non-Procurement Programs”, the U.S. Treasury Department’s “Specially Designated Nationals (SDN) List”, the Excluded Parties List System on USAID’s System for Awards Management, or the United Nations Resolution1267 list;
b) Any Public International Organization (PIO), such as an organ of the United Nations, multilateral development bank, etc.;
c) Political parties and their subsidiaries or affiliates;
d) Any organization that promotes or engages in illegal or anti-democratic activities;
e) Any organization that fails to receive vetting eligibility from USAID;
f) Faith-based organizations that are not in compliance with ADS 303.3.6.4.m, which is in accordance with Executive Order 13279, Equal Protection for the Laws of Faith-based Community Organizations; and

g) Any entity affiliated with Checchi and Company Consulting, Inc., any of its officers, directors or employees.
h) Applications from individuals will not be accepted.

[END OF SECTION III]
SECTION IV: APPLICATION AND SUBMISSION INSTRUCTIONS

A. General Information

All grants will be negotiated, denominated and funded in AFA. All costs funded by the grant must be allowable, allocable and reasonable. Grant applications must be supported by a realistic budget as described in Annex B.

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

B. Content and Format of Application Submission

Submit applications strictly according to the instructions below.

Applications must be submitted electronically via email to grantsadlat@checchiconsulting.com: Email submissions must include the following in the subject line: “[name of organization], ADALAT TDR Grant Application under RFA 006.”

If multiple emails are required due to file size, please indicate in the subject line of the email the number of the email (e.g. "No. 1 of 2", etc.). For example, if your grant application is being sent in two emails, the first email should have a subject line which says: "[organization name], Grant Application, under RFA 005 Part 1 of 2".

After you have sent your applications electronically, immediately check your own email to confirm that the attachments you intended to send were indeed sent. If you discover an error in your transmission, please send the material again and note in the subject line of the email or indicate in the file name if submitted via grants.gov that it is a "corrected" submission. Do not send the same email more than once unless there has been a change, and if so, please note that it is a "corrected" email.

All applications received by the deadline (as indicated on the cover letter) will be reviewed for responsiveness to the specifications outlined in this RFA and compliance with the application format. Applicants are expected to review, understand, and comply with all aspects of this RFA. Failure to do so may result in your application being determined as “non-responsive” and may forego further review.

The application must be signed by the organization’s representative who will also serve as the primary point of contact for their submission, with the authority to negotiate and enter into an award with Checchi.

[END OF SECTION IV]
SECTION V: EVALUATION CRITERIA

Checchi and Company Consulting, Inc. (Checchi) will evaluate the applications on the following evaluation criteria, listed in descending order of importance:

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<tr>
<th>Area</th>
<th>Comments</th>
<th>Score</th>
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<tbody>
<tr>
<td>Technical Approach</td>
<td>Clarity and appropriateness of scope in the proposed technical approach with demonstrated understanding of the ADALAT Fund goal: to increase citizen demand for quality legal services. Simple and clear approach to project implementation and delivery of services. Project serves beneficiaries and engages relevant stakeholders.</td>
<td>25</td>
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<tr>
<td>Innovation</td>
<td>Inventive, creative, thoughtful, and sustainable approach to increasing citizen demand for quality legal service that is not repetitive or duplicative of existing efforts to support legal outreach and advocacy in Afghanistan; Discussion of examples of how similar program models work in other jurisdictions and other countries is helpful.</td>
<td>25</td>
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<td>Organizational Capacity</td>
<td>Institutional profile, background, expertise, experience with projects of similar size and scope in relevant technical areas and regions, and operational and financial capacity. Checchi reserves the right to visit organizations for due diligence purposes.</td>
<td>20</td>
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<tr>
<td>Management Plan and Personnel</td>
<td>The extent to which the management and staffing approach convincingly demonstrate achievement of the objectives and results described in the activity description including but not limited to (1) proposed personnel have the requisite skill set; (2) team composition/staffing plan supports the organizational structure of the program; (3) staffing represents gender balance and inclusivity.</td>
<td>20</td>
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<tr>
<td>Gender Mainstreaming</td>
<td>Gender considerations are well-integrated throughout the proposal.</td>
<td>10</td>
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<tr>
<td>Cost/Budget</td>
<td>The budget will not be score but will be reviewed for reasonableness and appropriateness of cost. Clear budget alignment between level of effort, technical approach, and deliverables. Applications providing the overall best value will be more favorably considered for award. Value will be assessed in part by realistic proposals for numbers of districts considered with given budget.</td>
<td></td>
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<tr>
<td>Total Points</td>
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<td>100</td>
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[END OF SECTION V]
[END OF RFA]