

**Organization for Security and Cooperation in Europe  
Spillover Monitor Mission to Skopje  
Rule of Law Department**

**Legal Education Reform Programme 2009**

**GUIDELINES  
FOR APPLICANTS**

Deadline for submission of applications: 20 March 2009

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## 1. THE OSCE LEGAL EDUCATION REFORM PROGRAMME

### 1.1. Background

The OSCE Rule of Law Department's main objective is to support the further development of effective and sustainable rule of law mechanisms in the country. The Legal Education Reform Programme aims to foster new generations of more effective and socially oriented lawyers by making legal education more practice oriented. The promotion of legal education reform is one of the cornerstones to the development of rule of law in the country.

Many reforms of the university programmes were announced within the past few years when the official implementation of the European Credit Transfer System (ECTS) started in 2005. With the recent changes in 2008, every Law Faculty is obliged to provide clinical legal education for its students. Although, some of the changes started to be implemented, very little was done in terms of changing the perception about the importance of development and improvement of students' practical skills and also about the significant role that the faculty should have in this respect.

Understanding that the legal education reform is one of the cornerstones to the development of the rule of law in the country, in 2008 the Rule of Law Department started supporting initiatives by Law Schools and NGOs aimed at providing practical legal education in the country. This year the Department remains committed to continue this support and thus will support one or several initiatives directed towards establishment or development of university-based legal clinics.

### 1.2. Overall objectives of the Programme

Through the programme RoL remains committed to enhance the Rule of Law mechanisms in the country by providing practical legal education in the country.

The **Programme Objectives** are as follows:

- To promote and implement interactive and practical legal education for law students.
- To support establishment and development of an university-based legal clinics.
- **Activity related component:** concrete activities towards achieving the Programme Objectives, implemented for the benefit of the target group.

The selecting department will only consider applications addressing the aforesaid objectives. RoL, in 2009, through the Legal Education Reform Programme will finance only those projects, which are aimed at supporting one or both of these objectives. While applicants may formulate additional specific objectives, these must still support either of the two overall objectives.

### 1.3. Financial allocation and time frame

This Programme contains limited funds of 30,000 EUR.<sup>1</sup>

The OSCE reserves the right to select one or two proposals depending on the scope and the budget implications of the received proposals.

**Please note! All procurement activities above 250 EUR will be carried out by the OSCE SMMS.**

#### Time frame:

Each project cannot last longer than 7 months and less than 4 months and it should be implemented within the period 01 June – 31 December 2009.

## 2. RULES OF THE LEGAL EDUCATION REFORM PROGRAMME

These guidelines set out the rules for the submission, eligibility, evaluation and selection of the applicants.

### 2.1. Criteria for eligibility

#### 2.1.1. Eligibility of applicants: Who may apply

In order to be eligible for a grant, applicants must be a Law Faculty or non-governmental and non profit organisation having at least two year relevant experience and demonstrated capacity to manage the activity in the scale corresponding to the size of the project, for which funds are requested.

In addition to this the applicants must submit:

- Copy of Court registration certificate;
- Copy of its Mission Statement/Programme/School Curriculum in the original language of the document and in English;
- Copy of the Statute in the original language of the document and in English;
- Certificate of Compliance (*Annex III*);
- Listing of and CVs for all the Board Members;
- List of staff (including all full time and part time employees);
- CVs for proposed project staff;
- Copies of the most recent financial statements;
- Evidence of a legally registered bank account;
- Either confirmation that the project is not being funded by other donors, or an indication of the donor(s) and amounts where there is co-funding;
- List of previous projects, including the donor, implementation period and respective values;
- Information on membership in any umbrella organizations or other networks;
- Support letters from organisations i.e. institutions (letter of cooperation).

#### **NOTE: Number of proposals and grants per applicant**

- The applicant may not submit more than 1 (one) project proposal;
- The applicant may not submit a proposal that is already being implemented with funds secured from another donor;
- If the project proposal is already submitted to other donors as part of the applicant's fund-raising activities, a relevant note should be attached to the application.

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<sup>1</sup> Pending the approval of the OSCE 2009 Budget by the Permanent Council.

### 2.1.2. In-kind contributions and co-funding

The applicant must put in the project in-kind contribution in an amount of at least 10% of the overall project cost. The proposition about the in-kind contributions made by the applicant, should be presented to RoL, along with the complete budget proposal.

In case the project is co-funded by second donor the applicant must provide letter of financial support from the other donor. In any other case, no funds will be allocated and the project proposal application will be rejected.

## 2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

### 2.2.1. OSCE Standard Project Proposal Template and supporting documents

The project proposals must be submitted using the standard **OSCE Project Proposal Template** (*See Annex I*). Applicants should strictly comply with the project proposal format and fill in the form as explained in the template.

The project proposal should be formulated carefully and the respective forms should be filled as clearly as possible, so that the received project proposal can be assessed. The received application and the related material should be precise and provide enough detail to ensure the clarity of the project proposal. This concerns particularly the project background and justification, how will the set objectives be achieved, the description of the anticipated results, that of the benefits gained and their relevance to the programme's objectives, as well as to the key activities, timescale and **budget** (*See Annex II*).

The applicants should also fill in the **Certificate for Compliance** (*See Annex III*).

**Please note! The project proposal must be submitted in English language using the standard OSCE project proposal template.**

**Please note! Hand-written applications will not be accepted. Please submit complete application packages.**

Applications must be accompanied by the supporting documents listed under section 2.1.1.

### 2.2.2. Where and how to send the applications

Organisations wishing to apply for a grant from the OSCE Legal Education Reform Programme should submit before the relevant deadline a complete application package, i.e. OSCE Standard Project Proposal Template, Budget and the above-listed supporting documents. The applications must be received in a sealed envelope by mail or by hand-delivery at the address below:

Postal address  
Jasna Dobricik  
Rule of Law Officer  
(Rule of Law Department)  
Organization for Security and Cooperation in Europe  
Spillover Monitor Mission to Skopje  
QBE Building, str. 11 Oktomvri, 25  
1000 Skopje

**Please note! Applications sent by any other means (e.g. by fax or by e-mail) or delivered at other addresses other than the one above will be automatically rejected.**

The outer envelope must bear the:

- full name of the applicant;

- address of the applicant.

### 2.2.3. Deadline for receipt of applications

The deadline for receiving applications is **20 March 2009, at 17:00 hrs.**

**Please note! Any application received after the deadline will automatically be rejected.**

### 2.2.4. Further Information

For any further information please address your queries by e-mail, not later than 16 March 2009 to the following address: [Jasna.Dobricik@osce.org](mailto:Jasna.Dobricik@osce.org), indicating clearly the reference Programme.

## 3. EVALUATION AND SELECTION OF APPLICATIONS

The applications will be examined and evaluated by the OSCE SMMS. The submitted applications will be assessed according to the following steps and criteria:

### 3.1. Application opening session and administrative check

#### Eligibility of applicants

At the application opening session administrative check will be conducted. Namely, it will be verified whether that applicant is eligible according to the criteria as set out in section 2.1.1, 2.1.2 and 2.1.3.

**Please note! If the application does not meet the criteria as set out in section 2.1.1, 2.1.2 and 2.1.3. it will be automatically rejected.**

The application will also be automatically rejected if:

- the application is received after the closing date;
- the application does not comply with the requirements for maximum amounts or minimum or maximum duration;
- the project proposal is not submitted in English language using the OSCE Standard Project Proposal Template (*Annex I*);
- the project budget is not submitted in the requested format (*Annex II*).

### 3.2. Quality evaluation of the proposals

All Legal Education Reform applications will be subjected to quality evaluation by the OSCE SMMS, except those dismissed following the administrative check.

Quality evaluation of the proposal, including the proposed budget, will be carried out in accordance with the evaluation criteria set out in the Evaluation Matrix below.

#### Evaluation Matrix

| 1. Significance and Relevance  | 35 |
|--|----|
| How relevant is the project to the Programme Objectives?   | 5  |
| How clearly defined and strategically chosen are the target group and the project stakeholders?  | 5  |
| Have the needs of the target group and the project stakeholders been clearly defined?  | 5  |
| How relevant is the proposal to the particular needs of the target group?  | 5  |
| Does the proposal address the needs of the target group appropriately?   | 5  |
| Does the proposal contain specific elements of added value, such as impact on gender relations and/or involvement of women, effects on vulnerable groups (i.e. youth, elderly, minorities), etc. | 5  |
| Does the proposal contain innovative teaching methods, comprehensive curriculum development innovative approaches and/or models for good practice?   | 5  |

|  |            |
|--|------------|
| <b>2. Methodology</b>  | <b>30</b>  |
| Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?   | 5          |
| How coherent is the overall design of the action? (in particular, does it reflect the analysis of the problems involved, take into account external factors and anticipate an evaluation?) | 5          |
| Is the methodology clearly set out in the proposal?  | 5          |
| Is the action plan clear and feasible?   | 5          |
| Does the proposal contain objectively verifiable indicators for the outcome of the action?   | 5          |
| Does the proposal include cooperation between two or more organizations/institutions?  | 5          |
| <b>3. Sustainability</b>   | <b>10</b>  |
| Are the expected results of the project likely to have a sustainable impact on the target groups?  | 5          |
| Are the expected results of the proposed action sustainable, i.e. incorporated in the official curriculum?   | 5          |
| <b>4. Financial and operational capacity</b>   | <b>15</b>  |
| Does the applicant have sufficient technical expertise? (notably knowledge of the issues to be addressed.)   | 5          |
| Does the applicant have sufficient management capacity? (including staff, equipment and ability to handle the budget for the action)?  | 5          |
| Does the applicant have stable and sufficient sources of finance?  | 5          |
| <b>5. Budget and cost effectiveness</b>  | <b>10</b>  |
| Is the budget realistic and cost-effective?  | 5          |
| Are the proposed expenditures necessary for the implementation of the project activities?  | 5          |
| <b>Maximum total score</b>   | <b>100</b> |

Please note the following important information:

#### *Scoring*

The evaluation criteria are divided into sections and subsections. Each subsection must be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good. The applications with the highest scores will be given priority when grant(s) are awarded.

Costs incurred for the preparation of the application will not be covered by the grant and will not be included in the budget.

#### **4. Application Check List**

Prior to sending the Application, check if you have all the needed documentation:

- Stamped project proposal with budget (*Annex I and Annex II*);
- Stamped and signed Certificate of Compliance (*Annex III*);
- Copy of Court registration certificate;
- Copy of the Mission Statement/Programme/School Curriculum in the original language of the document and in English;
- Copy of the Statute in the original language of the document and in English;
- Listing of and CVs for all the Board Members;
- List of staff (including all full time and part time employees);
- CVs for proposed project staff;
- Copies of the most recent financial statements;
- Evidence of a legally registered bank account;
- Either confirmation that the project is not being funded by other donors, or an indication of the donor(s) and amounts where there is co-funding;
- List of previous projects, including the donor, implementation period and respective values;

- Information on membership in any umbrella organizations or other networks;
- Support letters from organisations i.e. institutions (letter of cooperation).

***NOTE:*** *it is in applicant's interest to provide the OSCE with the accurate contact details, preferably e- mail address.*