



**UNODC**

United Nations Office on Drugs and Crime

**UNOV / UNODC  
Call for Proposals  
Guidelines for grant applicants**

Name of the grants programme: Drug Abuse Prevention Centre Grants

Deadline for receipt of Concept Notes: 9 June 2017, midnight (GMT+2 hours)



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NOTE: A grant is defined as a small-scale, non-repayable, non-recurrent (one-off) award of funds to a recipient entity given based on a transparent, fair and competitive selection process for the purpose of undertaking activities that contribute to the achievement of the UN mandates.

NOTE: This Call for Proposals forms the basis for applying for UNOV/UNODC grants. It must neither be construed as a grant agreement, nor be regarded as a confirmation of a grant awarded by UNOC/UNODC to any entity. Consequently, UNOV/UNODC is not liable for any financial obligations, or otherwise, incurred by any entity in responding to this call for proposals. Such costs will not be considered as part of the grant budget in the event that a grant is awarded to an applicant.



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## 1 GRANTS PROGRAMME

### 1.1 Background

Since 1994, UNODC has received a contribution from the Drug Abuse Prevention Centre (DAPC) of Japan to support drug prevention activities by non - governmental organisation in low and middle income countries. Grants have been disbursed globally every year since. In 2012, the process was assigned to be managed by the Prevention, Treatment and Rehabilitation section in the Drug Prevention and Health Branch. This project falls under the thematic programme of Addressing health and human development vulnerabilities in the context of drugs and crime.

### 1.2 Objectives

This Call for Proposals takes into consideration the importance of harnessing all available resources towards the implementation of activities aimed at meeting the objectives of this Grants programme.

The objective of this Grants programme is to strengthen the capacity of civil society to prevent drug abuse globally.

### 1.3 Thematic focus and priority issues

This Call for Proposals seeks to provide funding support to not-for-profit organisations working in low- and middle-income countries whose projects are aimed at preventing substance use among the youth.

Grant funding under this Call for Proposals shall be provided to projects that:

- Are **focused on prevention of substance use**. This is assessed on the basis of how well the project activities are in line with the types of interventions and policies found to be effective in preventing substance use based on the available scientific evidence, as outlined in the International Standards on Drug Prevention. (<http://www.unodc.org/unodc/en/prevention/prevention-standards.html>);
- Are **targeting youth**;
- Support the **active participation of youth** in their communities and are initiated, planned, managed, implemented, monitored and/or evaluated by youth, and connect youth to the activities of the UNODC Youth Initiative ([www.unodc.org/youth](http://www.unodc.org/youth)), also through its visibility in social media.

Grants may be awarded either for self-contained activities or for activities which are a component of a larger project. If other funds are required for implementing the project, please provide evidence of the secured funding up front.

Activities relating to the subject of the legalization of certain drugs, establishment of databases and information systems, and for needle-exchange schemes will not be considered for funding.



## **1.3.1 Evidence based prevention approaches that will be prioritized in this call of proposals**

The different types of evidence based prevention approaches targeting youth, that have been found to yield positive prevention outcomes, as summarized in the International Standards on Drug Prevention (<http://www.unodc.org/unodc/en/prevention/prevention-standards.html>), are listed below.

### **1.3.1.1 Middle Childhood**

#### **Parenting skills programs**

*(as universal & for groups that are particularly at risk; excellent indication of efficacy)*

Interventions that enhance family bonding, support parents on how to take a more active role in their children's lives, and on how to provide positive and developmentally appropriate discipline.

#### **Personal and social skills education**

*(universal; excellent indication of efficacy)*

Series of structured and interactive sessions to provide children with opportunities to learn and practice a range of personal and social skills, that do not include drug related specific contents before the age of initiation.

#### **Classroom environment improvement programs**

*(universal; good indication of efficacy)*

Strengthening the classroom management abilities of teachers, via giving them tools to respond to inappropriate behavior and to acknowledge appropriate behavior, while maintaining the active engagement of students.

#### **Policies to keep children in school**

*(for groups that are particularly at risk; adequate indication of efficacy)*

Building new schools, providing nutrition in schools and providing economic incentives for families to keep children in schools.

#### **Addressing individual psychological vulnerabilities** (see early adolescence)

#### **Community based multi-component initiatives** (see adolescence)

### **1.3.1.2 Early adolescence**

#### **Prevention education based on personal and social skills and social influences**

*(as universal & for groups that are particularly at risk; good indication of efficacy)*

Interactive sessions that give students an opportunity to practice and learn a wide array of personal and social skills, including particularly coping, decision making and resistance skills, and that also address perceptions of risks associated with substance abuse, and furthermore dispel misconceptions regarding the normative nature and the expectations linked to substance abuse.

#### **School policies and culture**

*(universal; adequate indication of efficacy)*

Supporting positive school culture and student participation, and creating supportive and non-punitive substance use policies with referral components.



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**Addressing individual psychological vulnerabilities**

*(for individuals that are particularly at risk; adequate indication of efficacy)*

Providing individuals who have been identified as possessing specific personality traits with skills on how to positively cope with the emotions arising from their personality.

**Mentoring**

*(for groups that are particularly at risk; limited indication of efficacy)*

Structured programs matching youth, especially from marginalized circumstances, with adults who commit to arrange for activities and spend some of their free time with the youth on a regular basis, and providing training and support for the participating adult mentors.

**Community based multi-component initiatives** (see adolescence)

**Media** (see adolescence)

**Tobacco and alcohol policies** (see adolescence)

**1.3.1.3 Adolescence and Adulthood**

**Tobacco and alcohol policies**

*(universal; excellent indication of efficacy)*

Raising the prices of, and reducing the access of youth to, tobacco and alcohol products, and banning the advertisement of them.

**Brief intervention**

*(for individuals that are particularly at risk; excellent indication of efficacy)*

Short and structured one-to-one counseling sessions by trained professional to identify whether there is a substance use problem, and provide basic immediate counseling and referral for further treatment.

**Workplace prevention programs**

*(As universal & for groups & individuals that are particularly at risk; good indication of efficacy)*

Substance abuse policies and prevention programs in the workplace, that typically include counseling services and referral to treatment.

**Media**

*(universal; adequate indication of efficacy)*

Media campaigns that are based on solid theory and research, connect with other prevention programs and that have a sufficient reach.

**Programs utilizing entertainment venues**

*(universal; adequate indication of efficacy)*

Programs that utilize venues where substance use often takes place, such as clubs and bars, and that typically include training of the personnel on responsible service practices and on handling of intoxicated clients, as well as co-operation with health-care, law-enforcement and other relevant community actors.



## **Community based multi-component initiatives**

*(As universal & for groups that are particularly at risk; good indication of efficacy)*

Multi-component community-based initiatives, that take place in different settings and typically aim to bring together different actors in the community to address substance misuse in collective and coordinated manner.

The specific characteristics and modes of delivery associated with positive outcomes can be found from the standards, and it is highly recommendable that the applicants familiarize themselves with these characteristics when planning the projects, and also seek some further information on the selected approach(es), for which for example the Annex V of the Standards ([http://www.unodc.org/documents/prevention/prevention\\_standards\\_appendix\\_02\\_methodology\\_annex\\_05\\_data.pdf](http://www.unodc.org/documents/prevention/prevention_standards_appendix_02_methodology_annex_05_data.pdf)) may provide a good starting point. Also resources such as European Drug Prevention Quality standards (<http://prevention-standards.eu/wp-content/uploads/2013/06/EMCDDA-EDPOS-Manual.pdf>) might provide valuable support in planning solid projects.

## **1.4 Fundamental principles**

Grant applicants are expected to consider the following fundamental principles in designing their grant project proposals:

- Partnership/collaboration/cooperation with other stakeholders;
- Project design with the potential for replication;
- Sustainability of project activities;
- An approach that values diversity among men and women;
- An ethical approach to grant implementation

## **1.5 Award amounts**

Proposals with budgets ranging from USD 10,000 to USD 17,000 will be considered for award. Please note that value for money will be assessed as a part of the rating criteria.

As a general rule in UNOV/UNODC, grant awards should normally not exceed a monetary limit of 25% of the entity's annual income. This limit will be checked when making the final decision.

## **2 ELIGIBILITY CRITERIA**

### **2.1 Eligibility of applicants**

In order to be eligible for a grant, applicants **must**:

- be a non-profit making organisation (CSOs including NGOs, CBOs) registered under the relevant Laws of the country where it is registered – registration certificate needs to be submitted with the proposal to proof the status of the organization;
- have been registered not less than two (2) years;
- be directly responsible for the preparation and management of the project, i.e. not acting as an intermediary;
- demonstrate prior experience of at least two years implementing activities in the area of substance use prevention, health education, youth empowerment or other related field of work;
- have the needed experience and capability to administer international funding;



- have a bank account capable of receiving international deposit.

In order to be eligible, organisations who have previously benefitted from a DAPC grant, must submit a written statement explaining the difference between the proposed and the previous project. Furthermore, they need to have submitted the final report of the previous project.

## 2.2 Eligibility of projects

Only projects aimed at **preventing substance use among youth**, focusing on the priority issues and meeting all other requirements as outlined under section 1 are eligible for funding under this Call for Proposals.

The following types of project proposals are **not eligible** for funding:

- Projects utilising approaches that have found to be NOT effective in preventing substance use, as outlined in the International Standards on Drug Prevention (<http://www.unodc.org/unodc/en/prevention/prevention-standards.html>)
- Projects promoting the non-medical or non-scientific use of controlled substances
- Projects that include harm reduction activities preventing only the consequences of substance use
- Project proposals concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- Project proposals concerned only or mainly with individual scholarships for studies or training courses;
- Credit or loan schemes;
- Debts and provisions for losses or debts;
- Project proposals which consist exclusively or primarily of capital expenditure e.g. land, buildings, equipment, vehicles, etc.
- Project proposals which discriminate against individuals or groups of people on grounds of their gender, sexual orientation, religious beliefs, or lack of them, or their ethnic origin;
- Scholarships, sponsorships and school fees;
- Cash donations;
- Political party and religious activities;
- Project proposals which provide funding for terrorist activities;
- One-off workshops, conferences and seminars: they can only be funded if they form part of a wider range of activities to be implemented in the life-time of the project
- Establishment of databases and information systems.

Grants may be awarded either for self-contained activities or for activities which are a component of a larger project. If other funds are required for implementing the project, please provide evidence of the secured funding up front.

## 2.3 Eligibility of project costs

The categories of costs considered as eligible and non-eligible are indicated below. The budget is both a cost estimate and a ceiling for "eligible costs". Note that the eligible costs must be based on real costs based on supporting documents. Costs that do not appear realistic may be rejected.

It is therefore in the applicant's interest to provide a **realistic and cost-effective budget**.





## Eligible direct costs

To be eligible under this Call for Proposals, the costs should be directly related to the implementation of the proposed activities, and their necessity for the achievement of the expected outcomes clearly justified.

## Eligible indirect costs (overheads)

The indirect costs incurred in carrying out the project may be eligible for flat-rate funding fixed at not more than 10% of the total eligible direct costs. Such amount may be reviewed in the context of the overall input-based budget submitted with the proposal. It is possible that pre-selected proposals may be amended, at the recommendation of the Committee on Grants and External Engagement (CoGEE) at UNOV/UNODC Headquarters in Vienna, to exclude all indirect costs.

## Contributions in kind

Contributions in kind are not considered actual expenditure and are not eligible costs for reimbursement.

## Ineligible costs

The following costs are **not eligible**:

- Debts and provisions for losses or debts;
- Interest owed;
- Salary top-ups and similar emoluments to government employees
- Items already financed in another framework, i.e. existing capacity should not be included in the budget;
- Purchases of land or buildings<sup>1</sup>;
- Currency exchange losses;
- Taxes, including VAT, unless the Beneficiary (or the Beneficiary's partners) cannot reclaim them and the applicable regulations do not forbid coverage of taxes;
- Credit to third parties;

## **3 APPLICATION PROCEDURE**

This Call for Proposals takes a phased-approach. Applicants are to submit a concept note first, which will be reviewed by an Evaluation Panel composed of representatives from United Nations Office on Drugs. Shortlisted applicants will be contacted by UNOV/UNODC with an invitation to submit a full project proposal.

UNODC will offer feedback on the concept note aiming to help at developing a successful full proposal. However, the core rationale outlined in the concept note cannot be changed by the applicant in the full project proposal.

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<sup>1</sup> Except where necessary for the direct implementation of the project, in which case ownership belongs to UNOV/UNODC until it is transferred to the final beneficiaries. Any such transfer shall be done in accordance with the internal rules of UNOV/UNODC.



## 3.1 Application forms

Concept notes must be submitted in accordance with the instructions in the concept note application form annexed to this document (Annex 1) and is also available at the UNODC website at [www.unodc.org/youth](http://www.unodc.org/youth). The concept note aims to give a compact overview of the proposed project and its rationale, including of its context, aims, and key activities. Candidates shortlisted based on the concept note will be contacted and asked to submit a full proposal, a format for which is annexed to this document (Annex 2 and Annex 3). Full project proposals must be submitted in accordance with the instructions in the full project proposal application form.

Concept notes submitted without registration certificate, proving applicants' status as a not for profit organisation, or without passport or ID of representative of the organisation, will not be considered for funding.

Due care must be taken to complete the application forms. Any error or major discrepancy related in the application form (e.g. the amounts mentioned in the budget are inconsistent with those mentioned in the application form) may lead to rejection of the application.

Clarifications will only be requested if information provided is unclear, and prevents objective assessment of the application.

Please note that only the application form and the completed annexes will be evaluated. It is therefore of utmost importance that these documents contain ALL relevant information concerning the project.

All applications must be in English. Hand-written applications will not be accepted.

## 3.2 Documents to be submitted for application

The following documents must be submitted as part of the concept note application:

- Concept note application form (template provided);
- Registration certificate as evidence for legal credentials of the organisation;
- Passport or ID with picture of the representative of the organisation;

The following documents must be submitted as part of the full project proposal application by short-listed applicants:

- Project proposal application form (template provided);
- Project budget (template provided);
- Organisational financial statements for the last 2 years (or audit reports where available);
- Applicants who have previously benefitted from a DAPC grant, must submit a written statement explaining the difference between the proposed and the previous project.

Further documentation may be required and these may be communicated to provisionally selected applicants.



Documents may be checked for truthfulness and accuracy of representation through various means, including but not limited to internet searches, formally official confirmation from responsible offices, letters of recommendation, etc.

### **3.3 Where and how to send the application**

The completed concept note application form must be submitted in Word or PDF by email to [youthinitiative@unodc.org](mailto:youthinitiative@unodc.org), marked DAPC 2017 in the subject.

Applications sent by any other means (e.g. by fax or by mail) or delivered to other addresses will not be considered under this Call for Proposals.

Shortlisted organisations will be contacted with instructions on when and how to share the full proposal.

#### **Incomplete applications will be rejected.**

### **3.4 Deadline for submission of applications**

The deadline for the submission of concept notes is **9 June 2017, midnight (GMT+2 hours)** as evidenced by the date of receipt of submission email. Any application submitted after the deadline will be automatically rejected.

The deadline for the submission of full project proposals will be communicated to short-listed applicants.

## **4 EVALUATION PROCEDURE**

### **4.1 Eligibility assessment**

All applications will be examined and evaluated by the UNODC Prevention, Treatment and Rehabilitation Section in consultation with the relevant UNODC Field Offices and the Committee on Grants and External Engagement at UNODC Headquarters in Vienna. In a first step the eligibility of the applications will be assessed as follows:

- Has the submission deadline been respected? If the deadline has not been respected the application will automatically be rejected.
- Has the correct application form been duly filled and is a copy of the registration certificate, proving applicants' status as a not for profit organisation, and a copy of the passport or ID of representative of the organisation attached to the application? If any of the requested information is missing or is incorrect, the application may be rejected solely on that basis and the application will not be evaluated further.
- Does the application meet all the eligibility criteria as mentioned in section 2 above?

If the first assessment of the application reveals that any of the above questions are negative the application may be rejected solely on that basis and the application will not be evaluated further.

**4.2 Technical assessment of concept notes**

The quality of the concept notes, and of the capacity of the applicant, will be assessed in accordance with the evaluation criteria set out in the evaluation grid below. Each subsection will be given a score in accordance with the following guidelines: 0 = information not provided/ does not meet any of the criteria, 1 = poorly meets the criteria; 2 = adequately meets the criteria; 3 = entirely meets the criteria.

<b>Evaluation Criteria</b>	<b>Maximum Score</b>
<b>1. The capacity of the organisation</b>	<b>4</b>
1.1 Previous experience and other expertise in substance use prevention, health promotion and youth empowerment 1.2 Previous experience in implementing internationally funded projects and working with international organization	
<b>2. Approach</b>	<b>9</b>
2.1 Is the project focused on substance use prevention and health promotion and utilizing appropriate evidence based prevention methods?	
2.2 Is the project likely to achieve a positive and lasting impact on substance use and on the general wellbeing in the target population?	
2.3 Is the project targeting and empowering youth?	
<b>3. Clarity of the concept and value for money</b>	<b>6</b>
3.1 Is the project logically responding to a clearly articulated need and clearly justifying the selection of the target group? Are the proposed activities clearly described, logical, and practical?	
3.2 Is the ratio between the estimated costs and the expected results satisfactory? (Value for Money assessment)	
<b>Maximum total score</b>	<b>19</b>

Following the evaluation of eligible concept notes, the applications are ranked according to their scores and a shortlist is created by the evaluation team. Relevant UNODC Regional/Country offices will be also consulted to seek their approval for the proposed selection. Shortlisted applicants will then be contacted by UNOV/UNODC with the invitation for the submission of a full project proposal including a detailed budget.

**4.3 Technical assessment of full project proposals**

The quality of the full project proposals will be assessed in accordance with the evaluation criteria set out in the evaluation grid below. Each subsection will be given a score in accordance with the following guidelines: 0 = information not provided, 1 = poorly meets the criteria; 2 = partially meets the criteria; 3 = adequately meets the criteria; 4 = satisfyingly meets the criteria; 5 = entirely meets the criteria.

<b>Evaluation criteria</b>	<b>Maximum Score</b>
<b>1. Substantive element</b>	<b>20</b>



1.1 Are the activities focused on prevention of substance use and logically supporting the safe and healthy development of youth?	5
1.2 Are the activities in line with the types of interventions and policies found effective for drug use prevention, based on scientific evidence, as described in the International Standards on Drug Prevention?	5
1.3 Are the activities appropriate for the targeted <i>age-group</i> , as well as for the targeted <i>risk level</i> , according to the classification described in the International Standards on Drug Prevention? Are the <i>characteristics</i> of the proposed activities in line with those listed in the International Standards on Drug Prevention?	5
1.4 Is the project responding to a clearly articulated need and likely to achieve a lasting positive impact on the targeted population?	5
<b>2. Role of youth</b>	<b>10</b>
2.1 Does the project give an active role to youth in the planning, implementation and evaluation of the project? Does the project support the active participation of youth in their communities?	5
2.2 Does the project help youth to connect to the UNODC Youth Initiative, also through its presence in the social media?	5
<b>3. Project design</b>	<b>10</b>
3.1 Are the activities proposed clearly described, appropriate, practical, and consistent with the objectives and expected results?	5
3.2 How coherent, clear and feasible is the overall design of the project (including the budgeting)?	5
<b>4. Capacity of the organisation</b>	<b>10</b>
4.1 Does the applicant have sufficient experience in project management? (source: # of years dealing with the relevant issue, prior projects, prior international funding)	5
4.2 Does the applicant demonstrate sufficient technical expertise? (Notably knowledge of the evidence based prevention methods among youth, experienced staff, staff having direct access to the youth beneficiaries.)	5
<b>5. Budget</b>	<b>10</b>
5.1 Is the proposed expenditure necessary for the implementation of the project? Is the ratio between the estimated costs and the expected results satisfactory?	5
<b>Maximum total score</b>	<b>60</b>

#### 4.4 Provisional selection

Following the evaluation of eligible full project proposals, the applications will be ranked according to their scores. A list of provisionally selected applications is developed, taking into consideration the financial envelope available and the geographical reach and balance.



## 5 APPROVAL AND AWARD

The provisionally selected project proposals are reviewed by the UNOV/UNODC Committee on Grants and External Engagements based on which the approval will be granted.

Applicants are informed in writing of UNOV/UNODC's decision concerning their application.

The following documents will be signed as part of the grant agreement between UNOV/UNODC and grant recipients:

- Grant agreement based on the standard UNOV/UNODC Grant agreement
- Annex A – Project Proposal
- Annex B – Project Budget

## 6 INDICATIVE TIMETABLE

	Date
Deadline for submission of concept notes	9 June 2017
Information to applicants about the outcome of the evaluation of the concept note; Invitations to submit full project proposals	1-30 September 2017
Estimated deadline for the submission of full project proposals	30 September – 13 October 2017
Estimated start date /project implementation	30 January 2018