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United Nations Office on Drugs and Crime

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Call for Proposals

Guidelines for grant applicants

HIV Grants for Civil Society Organizations

Deadline for receipt of project proposals:
30.03.2017 midnight (GMT+2 hours)



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Notice:

This Call for Proposals forms the basis for applying for UNODC grants. It must neither be construed as a grant agreement, nor be regarded as a confirmation of a grant awarded by UNODC to any entity. Consequently, 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 THE GRANTS PROGRAMME

1.1 Background

Based on latest UNAIDS data, the number of new HIV infections among people who inject drugs continues to increase. Recent studies suggest that people who inject drugs are 24 times more likely to acquire HIV than adults in the general population, while prisoners are five times more likely to be living with HIV than adults in the general population¹

The 2016 United Nations General Assembly Special Session on the World Drug Problem Outcome Document, by calling for “*effective measures aimed at minimizing the adverse public health and social consequences of drug abuse, including appropriate medication-assisted therapy programmes, injecting equipment programmes, as well as antiretroviral therapy and other relevant interventions that prevent the transmission of HIV, viral hepatitis and other blood-borne diseases associated with drug use*” and by encouraging the implementation, in the community and in prisons, of the comprehensive package of interventions for HIV and people who inject as described WHO/UNODC/UNAIDS Technical Guide, constitute very important support towards achieving HIV among people who inject drugs.

Drastic changes in doing business are necessary to achieve ending AIDS by 2030, as agreed by Member States with the adoption of the Agenda for development, the UNAIDS fast-track strategy and reiterated in the UNGASS 2016 Outcome Document.

The empowerment of community based organisations to develop and implement HIV programme is a critical enabler for an effective response.

UNODC is the UNAIDS convening agency on HIV prevention, treatment and care for people who use drugs and people in prisons. Together with other cosponsors of UNAIDS, national and international partners, including civil society organisations, UNODC supports countries to achieve universal access to comprehensive HIV services for people who use drugs and people in prisons towards ending AIDS by 2030.

In particular, UNODC provides support to high priority countries² for HIV to reviewing and adapting national legislation and policies, to develop human rights based, evidence-informed, gender-sensitive HIV programmes for people who use drugs and for people in prisons, building capacity to implement and support access to interventions and, strengthening monitoring and evaluation.

¹ http://www.unaids.org/sites/default/files/media_asset/2016-prevention-gap-report_en.pdf

² **High Priority Countries for HIV and Drug Use**

Afghanistan, Argentina, Belarus, Brazil, Egypt, Indonesia, Iran, Kenya, Kyrgyzstan, Libya, Mauritius, Moldova, Morocco, Myanmar, Nepal, Nigeria, Pakistan, Philippines, Romania, South Africa, Tajikistan, Tanzania, Thailand, Ukraine, Uzbekistan and Vietnam

High Priority Countries for HIV in Prisons

Afghanistan, Angola, Argentina, Belarus, Brazil, Egypt, Indonesia, Iran, Kenya, Kyrgyzstan, Lesotho, Libya, Malawi, Mauritius, Moldova, Morocco, Mozambique, Myanmar, Namibia, Nepal, Nigeria, Pakistan, Philippine, Romania South Africa, Swaziland, Tajikistan, Tanzania, Thailand, Ukraine, Uzbekistan, Vietnam, Zambia and Zimbabwe



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An important element of the HIV programme is building capacity of country stakeholders including civil society and community-based organisations, to ensure that people who use drugs and people in prisons receive quality HIV services that are tailored to their needs.

For references, please see below:

WHO, UNODC, UNAIDS Technical Guide for countries to set targets for universal access to HIV prevention, treatment and care for injecting drug users, 2012 http://www.unodc.org/documents/hiv-aids/publications/People_who_use_drugs/Target_setting_guide2012_eng.pdf

Policy brief. HIV prevention, treatment and care in prisons and other closed settings: a comprehensive package of interventions, 2013 . http://www.unodc.org/documents/hiv-aids/HIV_comprehensive_package_prison_2013_eBook.pdf

Addressing the specific needs of women who inject drugs: practical guide for service providers on gender-responsive HIV services. Vienna: United Nations Office on Drugs and Crime; 2016. https://www.unodc.org/unodc/en/hiv-aids/new/publications_drugs.html

HIV and young people who inject drugs: a technical brief. Geneva: Joint United Nations Programme on HIV/AIDS; 2015. <http://www.who.int/hiv/pub/toolkits/hiv-young-idu/en/>

Practical Guide for Civil Society HIV Service Providers among People who Use Drugs: Improving Cooperation and Interaction with Law Enforcement Officials, 2016 http://www.unodc.org/documents/hiv-aids/2016/Practical_Guide_for_Civil_Society_HIV_Service_Providers.pdf

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 main objectives of this Grants programme is to strengthen the capacity of civil society organizations – in particular community based organizations - to address HIV prevention, treatment, care and support among people who inject drugs and people in prisons

1.3 Thematic focus of this Call for Proposals and priority issues

This Call for Proposals seeks to provide funding support to Civil Society Organisations (CSOs) including Community Based Organisations (CBOs) working in the area of HIV prevention, treatment, care and support among people who inject drugs and people in prisons whose projects are aimed at building capacity of national partners, in particular community-based organisations, to ensure that people who use drugs and people in prison receive quality HIV services that are tailored to their needs.

Grant funding under this Call for Proposals shall be provided under the following categories:

CATEGORY 1: Building capacity of the civil society organizations, in particular community-based organisations, in implementation of HIV services and programs

CATEGORY 2: Building capacity of the civil society organizations, in particular community-based organisations in results-based program management and leadership



Category 3: Building the capacity of the civil society organizations, in particular community-based organisations in developing sustainable partnerships with government stakeholders and local partners

The categories, though both contributing to the same objective and targeting NGOs, are independent of each other and are to be treated separately.

The following results are expected:

Result Area: Tailored HIV services are accessible for people who use drugs and people in prisons.

Category 1: Strengthened capacity of civil society organizations, in particular community-based organisations in HIV service planning, development and implementation in-line with relevant UNODC and WHO normative guidance as per the references provided under 1.1.

Category 2:

Strengthened capacity of civil society organizations, in particular community-based organisations in results-based program management and leadership covering the following areas:

- Leadership
- Strategic thinking
- Organizational management
- Performance management, monitoring and evaluation
- Project management
- Financial management
- Access to information resources
- Advocacy and mobilization

Category 3: Strengthened capacity of civil society organizations, in particular community-based organisations in building strategic partnerships/collaboration and professional networking

1.4 Award amounts

Proposals with budgets not more than 30,000 USD 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 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 HOW TO APPLY FOR A GRANT

These guidelines under this section set out the rules for the submission, selection and implementation of grants projects financed under this grants programme.

2.1 Eligibility Criteria

This eligibility criteria relates to:

- who may apply (2.1.2);
- projects for which a grant/contract may be awarded (2.1.3); and
- costs which may be taken into account in setting the amount of the grant/contract (2.1.4).



2.1.1 *Fundamental principles*

Grant applicants should consider the following fundamental principles in designing their grant proposals:

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

2.1.2 *Eligibility of applicants: who may apply?*

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

- be a non-profit making organisation (CSOs including, CBOs) registered under the relevant Laws of the country where it is registered;
- have been registered not less than three (3) 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 three years in the area of ***HIV prevention, treatment, care and support among people who use drugs or for people in prison.***
- have an international reach (regional or global);
- have a bank account;
- Proven experience in capacity building initiatives.

2.1.3 *Eligible projects: which proposals may be funded?*

Duration

All activities financed by this Grants programme must be implemented by **December 01, 2017**.

Location

Regional /Global

Types of proposals

Only proposals aimed at achieving the strategic objectives, priorities and results as indicated in section 1.2 are eligible for funding under this Call for Proposals.

The following types of proposals are **not eligible**:

- proposals concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- proposals concerned only or mainly with individual scholarships for studies or training courses;
- credit or loan schemes;
- debts and provisions for losses or debts;



- proposals which consist exclusively or primarily of capital expenditure e.g. land, buildings, equipment, vehicles, etc. These can be better dealt with through procurement;
- 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;
- proposals which provide funding for terrorist activities.

Please note that activities financed by a Grants programme are expected to be small scale, non-repayable, one off, should include an innovative aspect and demonstrate sustainability.

2.1.4 Eligibility of costs: which costs may be taken into consideration?

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, costs must be directly verifiable and traceable to the activities being implemented.

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 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 buildings³;
- 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.

2.2 Application procedures

Applicants are to submit a full proposal which will be reviewed by the review committee.

2.2.1 *Application forms*

Full project proposals must be submitted in accordance with the instructions in the application form annexed to this document.

All applications must be in English.

Due care must be taken to complete the application form. 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 proposal.

Hand-written applications will not be accepted.

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.

2.2.2 *Where and how to send the application?*

The complete application form and budget must be submitted in Word and Excel or PDF.

Applications must be submitted by email to: aids@unodc.org marked HIV Grants for Civil Society Organizations 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.

Incomplete applications will be rejected.

³ Except where necessary for the direct implementation of the project, in which case ownership belongs to UNODC until it is transferred to the final beneficiaries. Any such transfer shall be done in accordance with the internal rules of UNODC.



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2.2.3 *Deadline for submission of applications*

The deadline for the submission of full project proposals is **March 30, 2017** midnight (GMT+2 hours) as evidenced by the date of receipt of submission email. Any application submitted after deadline will be automatically rejected.

3 EVALUATION OF PROPOSALS

3.1 Evaluation and selection of applications

Applications will be examined and evaluated by the technical evaluation team. All proposals submitted by applicants will be assessed according to the following steps and criteria:

If the examination of the application reveals that the proposed project does not meet the eligibility criteria stated in section 2.1, the application shall be rejected on this sole basis.

STEP 1: ELIGIBILITY ASSESSMENT

The following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
- The correct application form is duly filled and requested documents are 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.
- The application meets the rest of the eligibility criteria.

STEP 2: EVALUATION OF THE APPLICATION

An evaluation of the quality of the applications will be carried out in accordance with the evaluation criteria set out in the evaluation grids included below.

3.1.1 *Scoring*

The evaluation criteria are divided into sections and subsections. Each subsection will 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 substantive element of a project is a prerequisite section, all applicants who fail to obtain the minimum pass mark of 15 out of 25 in this category, will not be considered further, irrespective of the other scoring sections.

Project Proposal evaluation criteria

Sections of the Full Application	Maximum Score
1. Substantive element (pre-requisite category, pass mark of 15 is required)	25
1.1 How relevant is the proposal to the objectives and one or more of the categories of the call for proposals?	10
1.2 How relevant is the proposal to the particular needs and constraints of the target group? Have their needs been clearly defined?	5
1.3 How clearly defined and strategically chosen are those involved (target groups, communities, etc)? Have their needs been clearly defined and does the proposal address them appropriately?	10
2. Methodology	20
2.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
2.2 How coherent is the overall design of the project? (in particular, does it reflect the analysis of the problems at hand, taking into account external factors and anticipated an evaluation?)	5
2.3 Is the work plan clear and feasible?	5
2.4 Does the proposal contain objectively measurable and verifiable baseline indicators for assessment of the outcome of the project?	5
3. Sustainability and Exit Strategy	20
3.1 Is the project likely to have a tangible impact on its target groups?	5
3.2 Is the proposal likely to have multiplier effects ? (including scope for replication and extension of the outcome of the project and dissemination of information.).	5
3.3 Are the expected results of the proposed project sustainable : - financially (<i>how will the activities be financed after the grant funding ends?</i>) - institutionally (<i>will structures allowing the activities to continue be in place at the end of the project? Will there be local “ownership” of the results of the project?</i>) - at policy level (where applicable) (<i>what will be the structural impact of the project — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i>)? - environmentally (if applicable) (<i>will the project have a negative/positive environmental impact?</i>)	10
4. Financial and operational capacity	20
1.1 Does the applicant have sufficient experience of project management ? (source: # of years dealing with the relevant issue, prior projects, etc)	5
1.2 Does the applicant demonstrate sufficient technical expertise ? (Notably knowledge of the issues to be addressed, experienced staff.)	5
1.3 Does the applicant demonstrate sufficient management capacity ?	5



(Including staff, equipment and ability to handle the budget for the project)? (source: CVs, organigram, if requested)	
1.3 Does the applicant have stable and sufficient sources of finance ? Is the applicant's financial management sound? (source: financial statements and audit report)	5
5. Budget and cost-effectiveness	15
5.1 is the ratio between the estimated costs and the expected results satisfactory? (Value for Money assessment)	5
5.2 Is the proposed expenditure necessary for the implementation of the project?	10
Total	100

3.1.2 Provisional selection

Following the evaluation of eligible full project proposals, a table listing the applications ranked according to their scores is established. A provisional selection of applications is made at this stage depending on their ranking following the evaluation. A list of provisionally selected applications is developed, taking into consideration the financial envelope available and the geographical reach and balance.

A reserve list is established to be used to select the next best application in case a provisionally selected application fails to be approved.

STEP 3: APPROVAL OF THE GRANTEE

3.2 Approval of awards

The final approval of selected applications follows UNODC's procedures. The review considers whether the proposals put forward conform to the UN regulations and rules, with special attention to the general principles of:

- fairness, transparency and integrity;
- effective competition;
- best value for money; and
- the interest of the UN.

3.3 Notification of Decision

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

3.4 Indicative Timetable

	Date
Deadline for submission full project proposals	March 30, 2017
Estimated start date /project implementation	May 01, 2017



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4 DOCUMENTATION

4.1 Documents to be submitted on application

The following documents must be submitted as part of the full project proposal application:

- Project proposal application form (template provided);
- Registration certificate;
- Budget (template provided);
- Financial statements for the last 2 years (or audit reports where available);

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

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. .

4.2 Documents to be signed between UNODC and the Contractual Party

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

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