



Guidelines for Proposals from Non-Governmental Organizations to the UN Voluntary Trust Fund for Victims of Human Trafficking Small Grants Facility 2011

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1. INTRODUCTION

1.1. General Considerations

Trafficking in persons, as defined by the Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children (the Protocol), supplementing the United Nations Convention Against Transnational Organized Crime, means *"the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation."*

Trafficking in persons is a global phenomenon which has international, regional and national impact. It is closely interlinked with issues such as human rights, forced labour, migration, gender imbalance, child labour, violence against women, poverty and social exclusion.

The Voluntary Trust Fund for Victims of Human Trafficking was established by resolution 64/293 of the United Nations General Assembly on 12 August 2010 as part of the United Nations Global Plan of Action to Combat Trafficking in Persons. The Fund is an important tool because it is **victim-focused**, with the objective of providing essential humanitarian, legal and financial aid to victims of trafficking in persons through established channels of assistance.

The Fund is managed by the United Nations Office on Drugs and Crime (hereafter, the "Fund Manager"), which benefits from the guidance and expertise of a 5 member Board of Trustees composed of eminent persons in the field of trafficking. The Board was appointed on a geographically representative basis.

1.2 Overview of the Small Grants Facility 2011

- The 2011 Small Grants Facility will accept project proposals from eligible not-for-profit, non-governmental organizations (NGOs).
- NGOs can submit applications on behalf of a coalition (more than 4 organizations), a consortium (minimum of 2 other organizations and a maximum of 4), but the NGO will be the primary focal point and will be financially responsible for the delivery of the grant.
- Applicants may request grants of up to USD 25,000 per year, for project proposals ranging between 6 and 36 months.
- In 2011, two thematic priorities have been established:
 - Cross-border and inter-regional activities providing direct humanitarian, legal and/or financial assistance to victims.
 - Effective remedies for victims of human trafficking, including, but not limited to, legal support, access to justice and compensation.
- All applications must be submitted in English.
- The final number of grants awarded will depend on the proposed budgets of selected project proposals, as well as the financial resources of the Fund.
- The Small Grants Facility 2011 will be launched on 8 March 2011 and will close on 30 April 2011 at 24:00 CET.

2. ELIGIBILITY CRITERIA

2.1. Thematic Priorities

Within the context of providing tangible support to victims of human trafficking, the 2011 Small Grants Facility has two specific thematic priorities:

1. Cross-border and inter-regional activities providing direct humanitarian, legal and/or financial assistance to victims.
2. Effective remedies for victims of human trafficking, including, but not limited to, legal support, access to justice and compensation.

All project proposals should respond to at least one of the above thematic priorities for 2011.

The following basic principles have been identified within promising practices responding to human trafficking. The Fund encourages applicants to reflect on these in applications wherever possible:

- An ethical, human rights-based approach,
- Partnership with other stakeholders,
- Project design with the potential for replication,
- Sustainability,
- Support of additional funding sources.

In particular, the Board has emphasized that the Fund should operate as a people-to-people Fund, with the goal to deliver real and sustainable outcomes for victims. Innovative approaches are especially welcome. The Fund seeks to identify good practices, combined with an environment where these practices can be shared, to enable development and evolution into new and sustainable practices.

2.2. Geographic Priorities

NGOs and consortia from all regions of the world are encouraged to apply. **The Fund has no geographic priorities.** All proposals will be given fair and equitable consideration regardless of the geographic location of the applying NGO or the location of the proposed activities.

2.3. Eligible organizations

Organizations eligible to receive funding through the 2011 Small Grants Facility must meet the following criteria:

1. The organization must be a not-for-profit, non-governmental organization which is nationally registered in its country of origin;
2. The organization must have been established before 01 January 2008;
3. There must be a minimum of 3 people working at least part-time on providing aid to victims of human trafficking within the organization;
4. The organization must currently be engaged in anti-human trafficking work in line with the Protocol;

5. The organization is encouraged to provide a record of cooperation on anti-human trafficking initiatives with its respective Government(s) and/or with other UN entities and NGOs.

NGOs can submit applications on behalf of a coalition (more than 4 organizations), a consortium (minimum of 2 other organizations and a maximum of 4), but the NGO will be the primary focal point and will be financially responsible for the delivery of the grant.

The Fund strongly encourages NGOs, coalitions or consortia operating at the grass-root level to submit applications.

2.4. Eligible proposals

A project is a coherent set of activities with defined operational objectives, target groups and planned outcomes. A project must achieve specific aims and accomplish expected results within a limited timeframe. Projects should be designed in response to the specific needs of the identified target group(s). The general programme of an organization is not a project.

Eligible project proposals under the current Call for Proposals will **have a minimum duration of 6 months and a maximum duration of 36 months**. They will focus on providing direct support to victims of human trafficking.

The following activities have been identified as priority lines in the 2011 Small Grants Facility:

1. Cross-border and inter-regional activities providing direct humanitarian, legal and/or financial assistance to victims.
2. Deliver Effective remedies for victims of human trafficking, including, but not limited to, legal support, access to justice and compensation.

All project proposals should therefore relate to at least one of the above priorities but do not necessarily have to address both.

2.5. Eligible costs

Only eligible costs can be taken into account. These costs must:

- Be necessary for carrying out the project activities;
- Have actually been incurred by the applicant during the implementation period;
- Comply with the principles of sound financial management, in particular value for money and cost-effectiveness;
- Be recorded in the applicants accounts or tax documents, be identifiable and verifiable and be backed by original supporting documents.

Subject to these conditions, eligible direct costs should correspond to market rates and include:

- The cost of staff assigned to the project, corresponding to actual project staff salaries plus social security charges and other

remuneration-related costs. Salaries and costs of staff assigned to the project must not exceed 30% of the total annual budget;

- Costs of equipment, which must not exceed 20% of the total annual budget;
- The cost of consumables and supplies.

An estimate of all activity costs needs to be provided using the attached budget template. In the budget template only fields which relate to the proposed activities need to be completed.

Indirect costs (overheads) as a lump sum are not eligible. Other ineligible costs are:

- Debts and provisions for losses;
- Interest owed;
- Items already financed in another framework, project or by another donor;
- Currency exchange losses;
- Preparation costs in relation to the project proposal;
- Contingency reserve.

The proposed costs must be realistic. Any excessive, unrealistic or unjustified estimation will exclude the project from financing. The amount requested from the Fund may be combined with other existing funds within the organization or with funds from other sources. This must be mentioned in all pertinent areas, including Annex I (the Full Project Proposal).

3. APPLICATION PROCESS

All applications for the 2011 Small Grants Facility will be managed online through the Fund website: <http://www.unodc.org/unodc/human-trafficking-fund.html>. NGOs have two months to complete the application form, but must register and upload their completed form on the site before 24:00 CET on 30 April 2011. No paper applications will be accepted.

Applications may be submitted only in English and all correspondence between the Fund Manager and applicants will be conducted in English. Application information (including this document, the on-line form and the full project proposal form) is available on the website in the six official languages of the United Nations: English, French, Chinese, Spanish, Russian and Arabic. **As noted, application forms (including the project proposal) must be completed in English.** We regret but we do not have the capacity to review applications received in any other language.

Before initiating the application process, applicants will be asked to register on the Fund's website. Once registered, applicants will be able to access the on-line form. Applicants will be able to save their entries on the on-line application form and return to them at any given time. **In order to avoid any loss of information, we recommend saving the on-line form regularly as you work on it.**

The project proposal shall be further developed using the template provided on the Fund website. The project proposal shall be written clearly and accurately and shall not exceed 10 full pages (size A4), including the workplan and the

budget. All fields must be completed in order for the project to be considered for funding.

Applicants also have the option of submitting a **Letter of Reference** to support their application. This letter can take any form, and can be provided by any individual who you feel may support your application for funding. A letter of reference is not required, but if desired, the letter must be submitted at the time of application, and should be in English.

As soon as the full project proposal is finalized and the on-line form completed, the proposal shall be submitted by clicking the 'Submit Form' button. Once the proposal has been submitted, no further changes will be possible.

4. SELECTION PROCESS

The application process will end on 30 April 2011 at 24:00 CET. The proposals will be evaluated and considered for funding by the Fund Manager and the Board of Trustees. The evaluation of the proposals will be carried out according to the following steps:

Administrative check

The Fund Manager will perform administrative checks of applications as they are received. Proposals will not be further considered if:

- The application is incomplete;
- The applicant, project proposal or costs are not eligible; or
- The application was received after 30 April 2011.

At this stage, no notifications will be sent to applicants.

Evaluation of the projects and background check

An extensive evaluation of the quality of proposals, including the enclosed budget and the capacity of the applicant, will be carried out in accordance with preset evaluation criteria by the Fund Manager.

Final recommendation and notification

The Board of Trustees will select applications based on the same evaluation criteria used by the Fund Manager. Following final recommendations by the Board of Trustees, the Fund Manager will then ensure that all recommended proposals satisfy the technical requirements, rules and regulations of the United Nations. Upon confirmation of the Board's recommendations, organizations will be informed about the status of their application.

Contract signature

Following the implementation of the Board's recommendations by the Fund Manager, selected organizations will be offered a contract to be signed with UNODC no later than 1 October 2011. Upon the signing of the agreement, a short summary of all selected projects will be published on the Fund's website.

Financial details and terms of payment

Applicant organizations of the selected projects will receive the requested grant in the organization's bank account via bank transfer. The banking details will be collected from all applicants in order to reduce any delay in payment. Payment for successive years (i.e. year 2 and year 3, if applicable) will be transferred based upon successful compliance with reporting requirements.

5. REPORTING, MONITORING AND EVALUATION

5.1. Monitoring and evaluation of the Projects

After receiving the grants, the implementation of the selected projects will begin. Organizations selected are responsible for the monitoring and evaluation of progress made according to the indicators outlined in the project document. The implementing organization must provide to the Fund Manager:

- Brief periodic written progress reports on request.
- Annual narrative report and photographs by 31 March of each year (as per Annex II).
- Annual financial statements by 28 February.
- Final narrative and financial reports by 30 April following the completion of the project (Annex III)

Summaries of the reports submitted will be published on the website of the Fund.

6. OWNERSHIP OF RESULTS

All organizations which receive funds shall ensure the visibility of the Fund in their work. This will include but is not limited to clear notice on their website and printed material that they are a recipient of grant money from the 2011 Small Grants Facility. The recipient must accordingly state the following in all related material – "This project was made possible through the support of the 2011 Small Grants Facility of the United Nations Voluntary Trust Fund for Victims of Human Trafficking".

7. FURTHER INFORMATION

Any questions regarding the application process for the 2011 Small Grants Facility may be sent to the following e-mail address: victimsfund@unodc.org. The Fund Manager aims to answer all inquiries within one week. The Fund will not give prior opinion on the eligibility of applicants or projects nor will it respond to individual inquiries regarding project selection.