



**UNODC**

United Nations Office on Drugs and Crime

# UNOV/UNODC Call for Proposals Guidelines for DAPC Grant 2024

Name of the grants programme: Drug Abuse Prevention Center (DAPC) Grant

Deadline for receipt of Concept Notes: 14 August 2024, 23:59(Central European Summer Time, UTC+2h)



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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 UNOV/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.



## Table of Contents

1	GRANTS PROGRAMME.....	1
1.1	Background .....	1
1.2	Objectives.....	1
1.3	Thematic focus and priority issues.....	1
1.4	Location.....	2
1.5	Duration.....	2
1.6	Award amounts.....	2
2	ELIGIBILITY CRITERIA .....	3
2.1	Eligibility of applicants .....	3
2.2	Eligibility of projects.....	3
2.3	Requirements related to budgeting and allowable costs.....	4
3	APPLICATION PROCEDURE .....	4
3.1	Concept Note.....	5
3.2	Concept Note Submission .....	5
4	EVALUATION PROCEDURE.....	6
4.1	Eligibility assessment.....	6
4.2	Phase 1: Concept note .....	6
4.3	Phase 2: Full project proposal .....	7
5	APPROVAL AND AWARD.....	8
6	INDICATIVE TIMETABLE.....	8
7	SUPPORT FOR POTENTIAL APPLICANTS.....	8



## 1 GRANTS PROGRAMME

### 1.1 Background

Since 1994, the United Nations Office on Drugs and Crime (UNODC) has been receiving contribution from the Drug Abuse Prevention Centre (DAPC) of Japan to support drug prevention activities by non-governmental organisations in low and middle-income countries. In 2012, the process was assigned to be managed by the Prevention, Treatment and Rehabilitation Section in the Drugs, Laboratory and Scientific Services Branch of UNODC. This project falls under the thematic programme of addressing health and human development vulnerabilities in the context of drug prevention.

### 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 use globally using evidence-based substance use prevention interventions with a focus on youth.

### 1.3 Thematic focus and priority issues

This Call for Proposals seeks to provide funding support to not-for-profit organisations working in the area of substance use prevention, whose projects are aimed at implementing evidence-based substance use prevention programmes for and with youth.

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

- Are **focused on evidence-based 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 UNODC/WHO International Standards on Drug Use Prevention<sup>1</sup>;
- Are **targeting young persons** under the age of 18 and implemented in a developmentally appropriate way;
- Support the **active participation of youth** in their communities. Proposals should demonstrate youth as active agents in effective substance use prevention, including through meaningful involvement in the **development, dissemination and implementation** of prevention programmes, **in particular through youth-based peer-to-peer education or interactions**.

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

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<sup>1</sup> [https://www.unodc.org/documents/prevention/UNODC-WHO\\_2018\\_prevention\\_standards\\_E.pdf](https://www.unodc.org/documents/prevention/UNODC-WHO_2018_prevention_standards_E.pdf)



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### **1.3.1 Evidence-based prevention approaches**

Interventions and policies that have been found to be efficacious or effective by scientific evidence in preventing substance use can be found in the UNODC/WHO International Standards on Drug Use Prevention ([https://www.unodc.org/documents/prevention/UNODC-WHO\\_2018\\_prevention\\_standards\\_E.pdf](https://www.unodc.org/documents/prevention/UNODC-WHO_2018_prevention_standards_E.pdf)). Evidence-based prevention approaches are grouped by the major developmental stages in the life of an individual, but some may be relevant for more than one category. The Standards also provide an indication as to how each strategy should be implemented, with common characteristics that have been found to be linked to efficacy and/or effectiveness. It is highly recommendable that applicants familiarize themselves with the various evidence-based approaches and their characteristics when planning the projects. Also, resources such as the European Drug Prevention Quality Standards ([link](#)) may provide valuable support in planning projects.

In addition, the Handbook on Youth Participation in Drug Prevention Work ([link](#)) provides an overview of youth participation and the meaningful role young people could play in drug use prevention. It guides policy makers and decision makers at the local, regional, national and international levels on how to increase youth participation and harness the insights of young people in substance use prevention work. Involving youth in different levels and dimensions of participation requires a well thought-out strategy, as the planned activities, settings, target populations must be considered comprehensively, including the organisation's readiness to meaningfully engage with youth. This Handbook will be beneficial for organisations that seek to engage with young people as their partners in developing, implementing, and evaluating drug use prevention strategies.

### **1.4 Location**

Applicants from low- and middle-income countries that seek to implement projects for beneficiaries of the same country are eligible for grant funding. Countries are classified as low-, lower-middle- or upper-middle- income economies as according to the World Bank country classifications.

### **1.5 Duration**

All activities financed by this Grants programme must be implemented within the period in the agreement (normally up to 12 months).

### **1.6 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 and proposed budgets should be expressed in USD.

As a general rule in UNOV/UNODC, grant awards should not exceed the organisation's annual income from the previous fiscal year.



## 2 ELIGIBILITY CRITERIA

In order to be eligible for a grant, applicants must conduct a self-assessment using the checklist provided and certify that all criteria are met, and that the applicant is able to provide proof, if selected to continue to the next phase of the process. The self-assessment checklist is part of the Concept note application form.

### 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) from a low- or middle-income country, registered for not less than five (5) years under the relevant Laws of the country where it is registered;
- be directly responsible for the preparation and management of the project, i.e. not acting as an intermediary;
- have prior experience of at least five (5) years implementing activities in the area of substance use prevention, youth empowerment and peer-to-peer education.
- have a bank account in the organisation's name, capable of receiving international deposit.

### 2.2 Eligibility of projects

Projects aimed at **preventing substance use through evidence-based approaches, which involve active and meaningful youth participation** are eligible for funding under this Call for Proposals. They should focus on the priority issues and be able to demonstrate that they meet the conditions as outlined under Section 1.

Projects should be time-bound (have discernible start and end dates), and have a specific, finite objective that does not require further funding to sustain results over time. Costs, activities and beneficiaries of the proposed project must be distinguished from those relating to the applicant's other operations.

Applicants are expected to consider the following fundamental principles in designing their project:

- 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 project implementation.

The following are **not eligible** for funding:

- Project proposals that promote the non-medical or non-scientific use of controlled substances;
- Project proposals that include harm reduction activities preventing only the consequences of substance use;
- Project proposals that implement only one-off workshops, conferences and seminars (activities may be funded if they are part of a wider range of activities aimed to achieve the overarching goal of the project);
- Project proposals that establish databases and information systems;
- Project proposals concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses and/or for studies or training courses;



- 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;
- Project proposals which provide funding for terrorist activities, and/or are mainly concerned with endorsing political parties or religious activities;
- Project proposals which provide funding for scholarships, sponsorships and school fees, or cash donations;
- Credit or loan schemes;
- 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;
- Expenses for capital expenditure (e.g. land, buildings, equipment, vehicles, etc<sup>2</sup>);
- Currency exchange losses;
- Credit to third parties.

### 2.3 Requirements related to budgeting and allowable costs

The categories of project 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, and 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**. Applicants will be asked to provide justification of their budget projections through a budget narrative.

- Eligible direct costs: To be eligible under this Call for Proposals, costs must be directly verifiable and traceable to the activities being implemented.
- Administrative costs: Administrative costs, i.e. such that are incremental to an entity as a result of undertaking grant funded activities may be eligible for flat-rate funding fixed at not more than 10 per cent of the total grant amount requested.
- Contributions in kind: Contributions in kind are not considered actual expenditure and are not eligible costs for reimbursement.
- Ineligible costs: Budget expenditures **not eligible** for funding are outlined in Section 2.2.

## 3 APPLICATION PROCEDURE

This Call for Proposals takes a phased-approach. Interested applicants are requested to submit a **concept note** which will be reviewed by an Evaluation Panel composed of representatives from the United Nations Office on Drugs and Crime. Shortlisted applicants will be contacted by UNOV/UNODC with an invitation to submit a full project proposal and to register at the UN Partner Portal. Additional instructions will be provided to shortlisted applicants, including the necessary application forms and annexes.

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<sup>2</sup> Except where absolutely 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.

Please note that the elements outlined in the concept note cannot be modified by the applicant in the full project proposal and the UNODC contribution may not vary from the initial budget estimate by more than 20%.

The application forms and annexes for each phase must be submitted in English using the format that the respective template is provided in (i.e. Google Form, Word, Excel), without alterations to the template. For documents requiring signatures from the organisation's representative, a scanned copy of the document including the hand signature, or an electronically signed PDF must be submitted.

For all exchange rates (including historical rates), please refer to the UN operational rates of exchange published here: <https://treasury.un.org/operationalrates/OperationalRates.php>. When providing the organisation's annual income, the exchange rates applicable to the end of the respective fiscal year should be used. And when providing information about budgets of previous projects, the exchange rates applicable to the start of the respective project's implementation should be used.

Only one application per applicant will be accepted. Multiple applications from the same applicant will result in automatic disqualification.

### **3.1 Concept Note**

A **concept note** must be submitted in accordance with the instructions in the concept note application form. It aims to give a compact overview of the proposed project and its rationale, including its context, aims, key activities, and estimated budget.

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

- Concept note application form (list of questions provided);
- Preliminary Workplan (template provided);
- Preliminary Budget (template provided);
- (If a previous DAPC grant recipient) A written statement explaining the justified difference between the proposed and previous project.

Organisations who have previously benefitted from a DAPC grant must submit a separate written statement with the concept note application, explaining the justified difference between the proposed and previous project. At a minimum, the proposed project should include new activities, target groups and/or locations. Furthermore, they need to have submitted the final report of the previous project and have demonstrated satisfactory delivery of outcomes.

Please note the list of questions provided for the Concept note application form is meant to serve as a preview of the items to be answered by the applicant. It is recommended that applicants draft responses to the questions offline, and when ready to submit, use the electronic platform indicated below in Section 3.2 for the final submission. The final application form and responses must be in English.

### **3.2 Concept Note Submission**

Concept note applications must be submitted electronically, through the following electronic platform: <https://forms.gle/9hfkm3GTGBboug4A>. Concept note applications sent by any other means (e.g. by fax, post mail, or e-mail) or delivered to other addresses will not be considered under this Call for Proposals.





Applicants are required to submit a Preliminary Workplan and Preliminary Budget as an attachment to the concept note application, in the file format the templates are provided in (Word or Excel). Each file must be saved with the following nomenclature, prior to their upload:

- Preliminary Workplan: Country\_OrganisationName\_Workplan
- Preliminary Budget: Country\_OrganisationName\_Budget

The deadline for the submission of concept note application is **14 August 2024, 23:59 (Central European Summer Time, UTC+2h)** as evidenced by the date and time of receipt of submission. Any application submitted after the deadline will be automatically rejected. The deadline for the submission of full project proposals will be communicated separately to short-listed applicants.

**Due care must be taken to complete the application forms.** Incomplete applications will be rejected, and any error or major discrepancy within the application forms (e.g. budget allocation is inconsistent with the project activities and narrative, etc.) may lead to rejection of the application. Please note that only the application forms and the completed annexes will be evaluated. It is therefore of utmost importance that these documents contain ALL relevant information concerning the project.

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

## 4 EVALUATION PROCEDURE

### 4.1 Eligibility assessment

All applications will be examined and evaluated by a technical evaluation team. As the first step, the eligibility of applications will be assessed as follows:

- Has the submission deadline been respected?
- Has the correct application form been duly filled (in English), including all requested documents?
- Does the application meet all the eligibility criteria as mentioned in Section 2 above?
- Is the applicant from a low- or middle-income country?

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

### 4.2 Phase 1: Concept note

The quality of the concept notes will be assessed in accordance with the evaluation criteria set out in the evaluation grid below.

Evaluation Criteria	Weighting
1. Approach	30



1.1. The concept note provides a reasonable and well-judged response to the objectives and thematic focus.	10
1.2. The concept note demonstrates a focus on the priority issues, including prevention of substance use, targets youth, and involves youth-based peer-to-peer education methods as part of meaningful youth engagement.	10
1.3. The concept note proposes appropriate evidence-based methods for substance use prevention (in line with the International Standards on Drug Use Prevention).	10
<b>2. Capacity of the organisation</b>	<b>20</b>
2.1. The organisation has a proven track record of implementing projects relevant to substance use prevention, youth empowerment, and peer-to-peer education. (source: # of years dealing with the relevant issue, prior projects, prior funding)	10
2.2. The organisation has proven experience in project management, including successful delivery of international projects, funded by a range of donors, over a minimum of 5 years.	10
<b>3. Preliminary workplan</b>	<b>20</b>
3.1. The quality and scope of proposed activities in the workplan demonstrate feasibility of achieving the project goal and expected outcomes.	10
3.2. Estimated budget costs are proportionate to proposed activities, and are necessary and realistic.	10
<b>Maximum total score</b>	<b>70</b>

Following the evaluation of concept notes, applications will be ranked according to their scores and shortlisted applications selected by the evaluation team. Relevant UNODC Regional/Country offices may also be consulted to check feasibility and reliability of the proposed projects. The 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 Phase 2: Full project proposal

If the applicant has successfully submitted a concept note and selected to participate in the next round of the application process, they will receive an email from UNOV/UNODC with additional templates and information that must be provided to be considered in the final round. This includes registration and completion of an up-to-date profile at the [UN Partner Portal](#), and the completion of the Partner Declaration.

During initial project planning and when preparing the concept note, it may help to know that shortlisted applicants will be asked to provide detailed information in the following areas (if selected to participate in Phase 2):

- A more detailed project proposal that clearly identifies goals and activities that link to the objectives and thematic focus areas of the funding;
- A clear understanding of and application of effective, evidence-based substance use prevention strategies that impact youth and are in line with the UNODC/WHO International Standards on Drug Use Prevention;
- A clear understanding of the direct beneficiaries and the indirect beneficiaries, with a focus on youth as direct beneficiaries;
- A structured plan which demonstrates how the project proposal will support active youth engagement and empowerment, including through peer-to-peer education or interaction;
- A clear and structured monitoring and evaluation plan;



- A full workplan with clear activities that are aligned with the proposed objectives and can reasonably be implemented in the given timeline;
- A more detailed budget plan, including an explanation and justification of the budget items.

The quality of full project proposals will be assessed in accordance with the evaluation criteria which will be shared with shortlisted applicants.

Following the evaluation of full project proposals, applications will be ranked according to their scores and applications selected on a provisional basis, taking into consideration the financial envelope available, and the geographical reach and balance. In the case that clarifications or further documentations are required, such requests may be communicated to provisionally selected applicants. In addition, UNODC Regional/Country offices may be consulted to seek their endorsement.

## 5 APPROVAL AND AWARD

Only successful applicants will be 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

Please note that grant recipients are expected to be aware of and comply with the responsibilities as outlined in the agreement, including reporting requirements, intellectual property rights, and to maintain regular communications with UNOV/UNODC regarding project progress.

## 6 INDICATIVE TIMETABLE

	Date
Deadline for submission of concept notes	14 August 2024, 23:59(CEST)
Estimated invitations to submit full project proposals	30 September 2024
Estimated deadline for the submission of full project proposals	21 October 2024
Estimated start date/project implementation	31 March 2025

Please note that these are estimated dates and are subject to change.

## 7 SUPPORT FOR POTENTIAL APPLICANTS

Potential applicants are invited to submit any requests for clarification in writing to [unodc-youthinitiative@un.org](mailto:unodc-youthinitiative@un.org) by 24 July 2024, 23:59, CEST. UNOV/UNODC will prepare written responses to timely clarification requests and will publish these for the information of all potential applicants at [https://www.unodc.org/unodc/en/prevention/youth-initiative/dapc/dapc-grant\\_-call-for-proposals-2024.html](https://www.unodc.org/unodc/en/prevention/youth-initiative/dapc/dapc-grant_-call-for-proposals-2024.html) by 31 July 2024. The sources of requests will not be included.