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United Nations Office on Drugs and Crime

**UNOV/ UNODC
Call for Proposals
Drug Abuse Prevention Centre (DAPC) Grants**

Deadline for receipt of Concept Notes: 30 June 2016, 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 ABOUT THE PROJECT

1.1 Background and Objectives of the project

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.

The aim of the project is to strengthen the capacity of civil society to prevent drug abuse globally.

1.2 Grants Programme

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 objective of this Grants Programme is to strengthen the capacity of civil society to prevent drug abuse among youth.

1.3 Thematic Focus of This Call for Proposals and Priority Issues

This Call for Proposals seeks to provide funding support to NGOs 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), 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.

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) 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-EDPQS-Manual.pdf>) might provide valuable support in planning solid projects.

1.4 Maximum amount to be awarded

Any grant awarded under this grants programme will be for a minimum of USD 10,000 and a maximum of USD 20,000. Please note that value for money will be assessed as a part of the rating criteria.

2 RULES FOR THIS CALL FOR PROPOSALS

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

There are eligibility criteria relating to:

- Who may apply (2.1.2);
- Projects for which a grant/contract may be awarded (2.1.3);
- Costs which may be taken into account in setting the amount of the grant/contract (2.1.4).

2.1.1 *Fundamental principle*

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

- **an ethical approach to grant implementation**
- **partnership with other stakeholders**
- **project design with the potential for replication**
- **sustainability of project**

2.1.2 *Eligibility of applicants: who may apply?*

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

- be a non-profit making organisation or NGO registered under the relevant Laws of the country where it is registered for at least two years – registration certificate needs to be submitted with the proposal to proof the status of the organization;
- be directly responsible for the preparation and management of the project, i.e. not acting as an intermediary;
- demonstrate prior experience of 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.



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.

2.1.3 Eligible projects: Which projects may be funded?

Only projects aimed at **preventing substance use among youth**, as indicated in *section 1*, are eligible for funding under this Call for Proposals.

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

- 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
- projects concerned only or mainly with individual sponsorships for participation in training courses, workshops, seminars, conferences, congresses, schooling or other educational 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.
- credit or loan schemes
- projects which consist exclusively or primarily of capital expenditure e.g. land, buildings, equipment, vehicles, etc.
- projects 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
- cash donations
- political party and religious activities
- projects which provide funding for terrorist activities
- establishment of databases and information systems.

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

Only eligible costs can be taken into account. 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 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;
- 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 How to Apply and the Procedures to Follow

This Call for Proposals takes a phased-approach. Applicants are required 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 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, and the estimated total costs should not deviate more than 15% of those proposed in the concept.

2.2.1 *Application forms*

A standard template for the concept note is annexed to this document (Annex 1) and is also available at the UNODC website at 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,



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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).

Concept notes must be submitted in accordance with the instructions in this Call of Proposals and in the concept note form. Similarly full project proposals must be submitted by shortlisted applicants in accordance with the instructions in this Call of Proposals as well as in the full proposal forms.

Due care must be taken to complete the application forms. Any error or major discrepancy may lead to rejection of the application.

All applications must be in English.

Concept notes submitted without registration certificate, proving applicants status as a not for profit organisation, or without annual financial statements, will not be considered for funding.

Hand-written applications will not be accepted.

2.2.2 *Where and how to send the Applications*

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

Applications must be submitted by email to **youthinitiative@unodc.org**, marked DAPC 2016 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.

2.2.3 *Deadline for submission of Applications*

The deadline for the submission of applications is **30 June 2016, midnight (GMT+2 hours)** as evidenced by the date of receipt of submission email. Any application submitted after the deadline will be automatically rejected.



3 EVALUATION OF PROPOSALS

3.1 Evaluation and selection of applications

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. 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 2.1.2*, the application shall be rejected on this **sole** basis.

STEP 1: ELIGIBILITY CHECK

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 Concept Note template is duly filled, and a copy of the registration certificate, proving applicants status as a not for profit organisation, is 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 proposal meets the rest of the eligibility criteria.

STEP 2: EVALUATION OF THE CONCEPT NOTE

An evaluation of the quality of the concept notes, and of the capacity of the applicant, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid included 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.

Concept note evaluation grid:

	Maximum Score
1. The capacity of the organisation	3
Previous experience and other expertise in substance use prevention, health promotion and youth empowerment, in managing projects and international funding	



2. Approach	9
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?	
3. Clarity of the concept and value for money	6
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)	
Maximum total score	18

STEP 3: SHORTLISTING APPLICANTS

Following the evaluation of the concept notes, a table listing the applications ranked according to their scores will be developed. A provisional selection of applicants will be made at this stage depending on their ranking following the evaluation, and taking into consideration the financial envelope available and the geographical reach and balance. Relevant UNODC Regional / Country offices will be also consulted at this point to seek their approval for the proposed selection. The short listed applicants will be contacted, and asked to submit a full proposal with detailed budget.

STEP 4: EVALUATING FULL PROPOSALS

An evaluation of the quality of the full proposals, and of the capacity of the applicant, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid included 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.

Evaluation Grid for Full Proposals:

Sections of the Full Application	Maximum Score
1. Substantive element	20
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> ¹ , 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
2. Role of youth	10
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
3. Project design	10
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
4. Capacity of the organisation	10
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
5. Budget	10
5.1 Is the budget clear and sufficiently detailed?	5

¹ Universal prevention approaches are targeting general population, whereas indicated and selected prevention approaches are targeting those individuals or groups who have increased vulnerability towards drug use.



5.2 Is the proposed expenditure necessary for the implementation of the project? Is the ratio between the estimated costs and the expected results satisfactory?	5
Maximum total score	60

3.2 Review by the Committee on Grants and External Engagement in Vienna and Approval

The Committee on Grants and External Engagement at UNODC Headquarters in Vienna will do a final review of the proposals. The review will consider whether the proposals put forward to them conform to the UN financial regulations and rules, noting the general principles of:

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

The Committee on Grants and External Engagement may request additional clarification or documents as necessary. In that case, provisionally selected applicants will be requested to provide such clarification or documents by a stated deadline.

3.3 Notification of Decision

Applicants will be informed in writing of UNODC’s decision concerning their application.

4 DOCUMENTS

4.1 Documents to be Submitted on Application

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

- Concept note application form (template provided);
- Full registration certificate;
- Passport or ID with picture of the representative of the organisation
- Applicants who have previously benefitted from a DAPC grant, must submit a written statement explaining the difference between the proposed and the previous project.



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

- Project proposal application form (template provided);
- 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.

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