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United Nations Office on Drugs and Crime

UNOV / UNODC Call for Proposals

Education for Justice (E4J) initiative (tertiary level component)

Global Programme for the Implementation of the Doha Declaration:
towards the promotion of a culture of lawfulness

Name of the grant programme: Education for Justice (E4J) Initiative Grant
Programme for Higher Education Institutions

Deadline for receipt of applications: 31 August 2019 11:59 CET



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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

What is the role of academics in empowering the next generation to become leaders supporting a culture of lawfulness and the rule of law?

How can lecturers empower students to become positive changemakers in their countries?

What is the UN's role in this and how can we strengthen collaboration between academia and the UN?

How can the United Nations Office on Drugs and Crime strengthen crime prevention worldwide by including and working with new stakeholders?

These questions are at the core of the new and innovative Education for Justice (E4J) initiative, developed and implemented by the [United Nations Office on Drugs and Crime \(UNODC\)](#) and funded by the State of Qatar. E4J is a key element of the Global Programme for the Implementation of the Doha Declaration: towards the promotion of a culture of lawfulness.

The United Nations Office on Drugs and Crime (UNODC), within the framework of its [Education for Justice \(E4J\) initiative](#) and based on the [Doha Declaration](#) which acknowledges the importance of education in strengthening crime prevention and criminal justice, has been reaching out to academia worldwide to jointly develop teaching material to support lectures to teach on today's most crucial threats.

With inputs from more than 600 academics from universities from more than 110 countries, UNODC has developed E4J University Module Series on [integrity and ethics](#), [anti-corruption](#), [crime prevention & criminal justice](#), [organized crime](#), [trafficking in persons & smuggling of migrants](#), [firearms](#), [cybercrime](#), [wildlife, forest & fisheries crime](#), and [counter-terrorism](#). This material, peer-reviewed and developed for lecturers interested in teaching on these areas is available online and for free.

E4J is now looking for '**E4J champions**' interested in working with us to spread the word about the E4J initiative to increase the teaching on these areas, strengthening the collaboration between the UN and academia, and thereby contributing to empower the next generation.

We therefore invite higher educational institutions to submit innovative proposals about how they could support this initiative. Innovative ideas on how the use of these E4J university module series can be promoted, e.g. by organizing summer/winter schools for young lecturers, innovative conferences, simulation exercises, competitions, etc. are welcome.

In order to facilitate this process, E4J is offering **grants between USD 5,000 and USD 20,000** for activities, which involve using the modules and letting others know about these exciting new tools.

Join our growing community and network of academics from all over the world, register [here](#) and submit your proposal to us by sending it by email to unodc-e4j-grants@un.org stating in the subject line "E4J Grant Application: higher education".



1.2 Objectives

The overall objective of the Education for Justice (E4J) initiative is to empower the next generation of leaders, policymakers, businessmen and businesswomen, etc to become changemakers by strengthening quality education on rule of law related matters around the world.

The main objectives of this Grants programme and the Call for Proposals are:

- Build a strong network of E4J Champions around the world by expanding the visibility of the E4J initiative among the target group (lecturers and educators at higher educational institutions)
- Disseminate the educational tools and materials created by the E4J initiative
- Raise awareness about the E4J initiative and UNODC thematic areas
- Strengthen cooperation between universities around the world and the United Nations Office on Drugs and Crime (UNODC) and its E4J initiative

1.3 Thematic focus and priority issues

This Call for Proposals seeks to provide funding support to not-for-profit institutions for higher education (e.g. universities) with departments / programmes focussing on educating students on rule of law related issues and/or areas covered by the E4J initiative, including [integrity and ethics](#), [anti-corruption](#), [crime prevention & criminal justice](#), [organized crime](#), [trafficking in persons & smuggling of migrants](#), [firearms](#), [cybercrime](#), [wildlife, forest & fisheries crime](#), and [counter-terrorism](#).

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

- Aim at professors, lecturers and academics teaching at higher education institutions (e.g. workshop for junior lecturers, short conferences, training seminars, competitions, etc.);
- Demonstrate how the proposal will promote the E4J University Module Series, who will be targeted and what will be the impact of the proposed activity, and/or how the activity/activities will contribute to strengthening the E4J Champions network (e.g. number of academics reached, number of modules used/thematic areas addressed, number of universities involved, etc. etc.)
- Clearly indicate the innovative approach of the activity and how the activity will be implemented and by whom;
- Argue why and how the applicant is ideally situated to disseminate information about E4J tertiary educational resources (e.g. leading university in the region, specific research, number of students reached, etc.).

The project/activities should also be standalone, 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.

1.4 Location

Project/activities are not restricted to any location.

1.5 Duration

All activities financed by this Grants programme must be implemented between February and 30 November 2020.



1.6 Fundamental principles

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

- In line with UN values & ethically sound;
- Project/activity design with the potential for replication;
- Partnership/collaboration/cooperation with other stakeholders (e.g. activities include lecturers from different universities, departments, countries, etc.);
- An approach that values diversity among men and women;
- Activities that are innovative and/or innovative approaches are used to reach out to the target audience.

1.7 Award amounts

Proposals with budgets ranging from USD 5,000 to USD 20,000 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 an accredited higher education institution (e.g. university)
- be a non-profit making organisation registered under the relevant laws of the country where it is registered
- 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 (e.g. courses) in one or more of the thematic areas related to the rule of law as mentioned above;
- have a bank account capable of receiving international deposit;
- Primary contact person must be a registered user(s) of the E4J network (applicants can register [here](#)).

2.2 Eligibility of projects/activities

Only projects aimed at achieving the objectives, 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:

- Project proposals concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- 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;
- Project proposals which charge fees of any kind to attend conferences, workshops etc. organized using the funding of this grant;
- Cash donations;
- Political party and religious activities;
- Project proposals which provide funding for terrorist activities.

2.3 Eligibility of project/activities 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, costs must be directly verifiable and traceable to the activities being implemented 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 buildings¹;
- 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 and Crime (UNODC).

Stage 1: Applicants are to submit a concept note (max 3-4 pages), which clearly and concisely sets out the proposed objectives, approach and results. These applications will be evaluated by an internal technical evaluation panel and be given a score. Shortlisted applicants will be contacted by UNODC with an invitation to submit a full project proposal.

Stage 2: Applicants' concept notes receiving the highest score will be invited to submit a full project proposal, which will be further reviewed by an internal technical evaluation panel and the highest scoring proposals will result in the selected winners who will be notified. 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 estimate by more than 20%.

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), also available at the [E4J website](#).

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, the templates for this will be shared at a later stage.

Full project proposals must be submitted in accordance with the instructions in the full project proposal application form.

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. 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.

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

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

¹ 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.



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3.2 Documents to be submitted for application

The following documents must be submitted as part of the concept note application (Stage 1):

- Concept note application form (template provided);
- Registration certificate as evidence for legal credentials of the organisation;
- Passport or ID of the person responsible for the implementation of the activity/activities;
- Organisational financial statements for the last 2 years (or audit reports where available).

The following documents must be submitted as part of the full project proposal application by short-listed applicants (Stage 2):

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

Further documentation may be required, this 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 application form must be submitted in Word and Excel by email to unodc-e4j-grants@un.org stating in the subject line “E4J Grant Application: higher education”.

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.

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

3.4 Deadline for submission of applications

The deadline for the submission of short concept note is **31 August 2019 23:59 CET** 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 a technical evaluation team. 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 are all requested documents attached to the application?
- 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.

Evaluation Criteria	Maximum Score
1. The capacity of the organisation	6
1.1 Previous experience and other expertise related to the 9 thematic areas mentions above (ethics & integrity, anti-corruption, crime prevention and criminal justice, organized crime, cybercrime, trafficking in person/smuggling of migrants, firearms, wildlife, forest and fisheries, and counter-terrorism)	
1.2 Previous experience in implementing internationally funded activities and working with international organization	
2. Approach	6
2.1 Is the activity/are the activities focused on empowering lecturers to teach on the rule of law and related areas and promoting the use of the E4J university modules and/or strengthening the E4J Champions network?	
2.2 Does the activity/do the activities include an innovative approach?	
3. Clarity of the concept and value for money	6
3.1 Is the activity/are the 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



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 Sections and/or regional/country offices might also be consulted to seek their approval for the proposed selection. Shortlisted applicants will then be contacted by UNODC’s Education for Justice (E4J) team 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 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.

Evaluation criteria	Maximum Score
1. Substantive element	30
1.1 Are the activities focused on promoting the Education for Justice (E4J) initiative and its educational tools and materials and/or the strengthening of the E4J Champions network?	5
1.2 Are the activities in line with the E4J thematic areas and based on academic research in the respective field?	5
1.3 Are the activities appropriate for the targeted group of academics?	5
1.4 Is the project responding clearly to the requirements stated in the call and likely to achieve a lasting positive impact on the targeted group?	5
1.5 Is there a gender perspective included	5
1.6. Are the activities proposed innovative / addressing the need of lecturers	5
2. Role of academia	10
2.1 Was the activity designed by academics teaching in areas relevant to the E4J initiative & does the activity empower other academics to teach on rule of law and related areas (as mentioned further above)?	5
2.2 Does the activity support academics to connect with peers to exchange ideas on how they could use material developed by the E4J initiative?	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 Is the proposed timeframe of the activity/activities realistic?	5
4. Capacity of the organisation	10
4.1 Does the applicant have sufficient experience in implementing similar activities? (source: # of years dealing with the relevant issue, prior activities, prior international funding)	5



4.2 Does the applicant demonstrate sufficient technical expertise	5
5. Budget	15
5.1 Is the budget clear and sufficiently detailed?	5
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? (Value for Money assessment)	10
Maximum total score	75

4.4 Provisional selection

Following the evaluation of eligible full project proposals, a table listing the applications ranked according to their scores is established. 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

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	31 August 2019
Information to applicants about the outcome of the evaluation of the concept note; Invitations to submit full project proposals	30 September 2019
Deadline for the submission of full project proposals	31 October
Estimated date for final decision on outcome of the E4J Grant application	2 December 2019