



UNODC

United Nations Office on Drugs and Crime

**UNOV/ UNODC
Call for Proposals
HIV Grants for Civil Society Organizations**

Deadline for receipt of applications: 20 August 2014, 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 PROGRAMME

1.1 Background and Objectives of the programme

UNODC is the UNAIDS convening agency on HIV prevention, treatment and care for people who use drugs. Together with other cosponsors of UNAIDS, national and international partners, including civil society organisations, UNODC through its global HIV programme assists countries to achieve universal access to comprehensive HIV services for people who use drugs.

The activities support high priority countries in setting targets, strengthening monitoring and evaluation, reviewing and adapting national policies and legislation and building capacity to implement evidence-informed interventions. All of UNODC's HIV and AIDS activities are geared towards strengthening national ownership and building national capacity.

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

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 address HIV prevention, treatment, care and support among people who inject drugs.

1.3 Thematic Focus of This Call for Proposals and Priority Issues

This Call for Proposals seeks to provide funding support to civil society organizations working in the area of harm reduction. The proposals should aim at strategic initiatives addressing HIV prevention, treatment, care and support among people who inject drugs.

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

- **are focused on HIV prevention and/or treatment and/or care and/or support among people who inject drugs.** This is assessed on the basis of how well the proposed activities are contributing to achieving the UNGASS target of working towards reducing transmission of HIV among people who inject drugs by 50 per cent by 2015;
- support the **active participation of drug user communities**;
- have an **international reach** (regional or global);
- are initiated, planned, managed, implemented, monitored and/or evaluated by **community based organizations**.

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.

1.4 Maximum amount to be awarded

Any grant awarded under this grants programme will be for a maximum of USD 60,000, but generally not under USD 5,000. Every grant over US\$ 10,000 will be distributed in more



than one instalment based on the cash flow requirement of the proposal. All applications with different budgetary needs will be considered. However, 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 proposals financed under this grants programme.

2.1 Eligibility Criteria

There are eligibility criteria relating to:

- who may apply (2.1.2);
- proposals 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 proposals:

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

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– registration certificate needs to be submitted with the proposal to proof the status of the organization;
- demonstrate prior experience of implementing activities in the area of HIV prevention, treatment, care and support among people who use drugs;
- have the needed experience or capability to administer international funding;
- have a bank account.

All applicants who meet the above-mentioned criteria are encouraged to apply, including but not limited to international and regional networks of people who use drugs, as well as harm reduction networks.



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2.1.3 *Eligible proposals: Which proposals may be funded?*

Only proposals aimed at strategic initiatives addressing HIV prevention, treatment, care and support among people who inject drugs, as indicated in *section 1*, are eligible for funding under this Call for Proposals.

Duration

All activities financed by this Grants programme must be implemented by 31 August 2015.

Location

All activities financed by this Grants programme must have an international reach, either regional or global/worldwide.

Ineligibility

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 all activities financed by this Grants programme must be new interventions, that would not be able to take place without the funding securing though the Grants award.

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 proposal 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

2.2.1 *Application form*

Applications must be submitted in accordance with the instructions on this Call for Proposals. A standard application form including a budget sheet is 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.



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Applications submitted without registration certificate, proving applicants status as a not for profit organisation, will not be considered for funding.

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 budget will be evaluated. It is therefore of utmost importance that these documents contain ALL relevant information concerning the proposals.

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 aids@unodc.org with HIV grant marked in the subject line.

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 **20 August 2014, 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 HIV/AIDS Section in consultation with the relevant UNODC Field Offices. 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 activities do not meet the **eligibility criteria** stated in *section 2.1.2*, the application shall be rejected on this **sole** basis.

STEP 1: OPENING SESSION AND ADMINISTRATIVE 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 Application Form including the budget table is duly filled, and a copy of the registration certificate, documenting 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 FULL APPLICATION

An evaluation of the quality of the applications, including the proposed budget, and of the capacity of the applicant and its partners, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below.

3.1.1 Scoring

The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 0 and 2 in accordance with the following guidelines: 0 = poor; 1 = adequate; 2 = good.

Evidence based prevention methods is a prerequisite section, and all applicants who fail to obtain the minimum pass mark of 2 out of 4 in this category, will not be considered further, irrespective of the other scoring sections.

Evaluation Grid

Sections of the Full Application	Maximum Score
1. Evidence based HIV prevention, treatment, care and support among people who use drugs (pre-requisite category, pass mark of 2 is required)	4
1.1 Is the proposal in line with the International/UN standards and guidelines in terms of implementation of the types of interventions and policies found effective for HIV prevention, treatment, care and support among people who use drugs?	2
1.2 Does the proposal demonstrate understanding of the comprehensive package of HIV services for people who inject drugs, as outlined in the WHO, UNODC and UNAIDS “Technical Guide for countries to set targets for Universal Access to HIV prevention, treatment and care for injecting drug users” (2012 revision)?	2
2. Role of the drug user community	4
2.1 Does the proposal give an active role to the drug user community in the planning, implementation and evaluation of the project?	2
2.2 Does the proposal assist the drug user community in addressing harm reduction to take ownership of effective HIV responses in order to ensure rights based and sustainable response?	2



3. Proposal design	4
3.1 Are the activities proposed clearly described, appropriate, practical, and consistent with the objectives and expected results? Do they provide some measurable indicators? Are the activities likely to have an impact on the target group?	2
3.2 How coherent, clear and feasible is the overall design of the proposal (including the budgeting)?	2
4. Capacity of the organisation	4
4.1 Does the applicant have sufficient capacity in project management ? (source: # of years dealing with the relevant issue, prior projects, prior international funding, financial capacity)	2
4.2 Does the applicant demonstrate sufficient technical expertise? (Notably knowledge of the evidence based HIV prevention, treatment and care among people who use drugs, experienced staff.)	2
5. Budget	4
5.1 Is the budget clear and sufficiently detailed?	2
5.2 Is the ratio between the estimated costs and the expected results satisfactory? (Value for Money assessment)	2
Maximum total score	20

3.1.2 Provisional selection

Following the evaluation, a table listing the applications ranked according to their scores will be established. A provisional selection of applicants will be made at this stage depending on their ranking following the evaluation. A list of provisionally selected applicants will be developed, taking into consideration the financial envelope available and the geographical reach and balance. Relevant UNODC Regional / Country offices will be consulted at this point to seek their endorsement. A reserve list will be established to be used to select the next best applicant in case a provisionally selected applicant fails to be approved.

STEP 3: APPROVAL OF THE GRANTEE

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.



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

The following documents should be submitted at the time of application:

- HIV proposal summary (Word Format);
- HIV Proposal Budget (Excel Format) ;
- registration certificate;

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 – see sample at [\(LINK\)](#);
- HIV proposal summary as Annex A to the agreement;
- HIV Proposal Budget as Annex B to the agreement.

4.3 Reporting, monitoring and evaluation

It is the responsibility of grantees to monitor and report on the progress of implementation of their grants projects in accordance with the stipulation of the grant agreement. Failure to monitor and report on progress of implementation could be a reason to blacklist an NGO for all future UNODC grants.

All grantees are required to submit to UNODC a final report which shall include a final financial statement, detailing achievements, constraints, and impact with regard to the utilization of the funding for the Activity within one month of the completion of the Activity or the expiration or termination of the present Agreement, whichever is first to occur.