



UNODC

United Nations Office on Drugs and Crime

**UNOV / UNODC
Call for Proposals
Guidelines for grant applicants**

**Seventh Cycle of the UNVTF Small Grants Programme
Sub-grant programme one**

Deadline for receipt of applications: Friday, 24 February 2023 23:59 CET



UNODC

United Nations Office on Drugs and Crime

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.....	2
1.3	Thematic focus and priority issues	3
1.4	Location.....	4
1.5	Duration.....	4
1.6	Fundamental principles	4
1.7	Award amounts.....	5
2	ELIGIBILITY CRITERIA.....	5
2.1	Eligibility of applicants	5
2.2	Eligibility of projects.....	5
2.3	Eligibility of project costs	6
3	APPLICATION PROCEDURE.....	7
3.1	Application forms.....	7
3.2	Documents to be submitted for application.....	8
3.3	Where and how to send the application.....	8
3.4	Deadline for submission of applications	8
4	EVALUATION PROCEDURE.....	8
4.1	Eligibility assessment.....	8
4.2	Technical assessment of full project proposals	9
4.3	Provisional selection.....	10
5	APPROVAL AND AWARD.....	10
6	INDICATIVE TIMETABLE.....	10
7	SUPPORT FOR POTENTIAL APPLICANTS	11



1 GRANTS PROGRAMME

1.1 Background

1.1.1 United Nations Voluntary Trust Fund for Victims of Human Trafficking (UNVTF)

The UNVTF was established by the United Nations General Assembly in 2010 as part of the United Nations Global Plan of Action to Combat Trafficking in Persons. The fund is **victim-centred** and aims to provide essential humanitarian, legal and financial aid to victims of trafficking in persons through established channels of assistance.

The UNVTF is managed by the United Nations Office on Drugs and Crime (UNODC) and benefits from the strategic guidance and expertise of a five-member Board of Trustees, appointed by the UN Secretary-General for a three-year term. Since its inception in 2010, the UNVTF has awarded over USD 6 million in grants to more than 145 NGO projects in over 60 countries.

1.1.3 Trafficking in Persons

The Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children, supplementing the United Nations Convention against Transnational Organized Crime defines human trafficking as “*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 an impact at international, regional and national levels. It is closely interlinked with issues such as human rights violations, forced labour, migration, gender imbalance, child labour, violence against women, poverty and social exclusion.

1.1.4 Evidence of need

UNODC’s Global Report on Trafficking in Persons 2022¹ describes global trends in detections of victims of trafficking in persons and convictions for trafficking in persons as well as analysing the profile of victims and forms of exploitation detected globally; the profile of offenders; major global trafficking flows; and national, legislative and criminal justice responses.

Some of the key findings include:

- Number of detected victims falls for the first time in 20 years: There has been an 11% reduction in the number of victims detected compared to 2019, largely driven by low-and medium-income countries. This trend could be due to lower institutional capacity to detect victims, fewer opportunities for traffickers to operate due to Covid-19 preventive restrictions, and some trafficking forms moving to more hidden and less likely to be detected locations.
- Trafficking for sexual exploitation less detected during the pandemic: 24% reduction compared to 2019 in the detection of victims trafficked for sexual exploitation. During the

¹UNODC (2022), ‘Global Report on Trafficking in Persons’, available at https://www.unodc.org/documents/data-and-analysis/glotip/2022/GLOTiP_2022_web.pdf



Covid-19 pandemic, sexual exploitation may have reduced due to the closure of public spaces and it may have also been pushed into less visible and less safe locations.

- Victims rely on “self-rescue” as anti-trafficking responses fall short: Most victims are self-rescued – they manage to escape and reach out to the authorities on their own initiative. Fewer cases are initiated by law enforcement, members of the community and civil society. This constitutes an alarming result considering many victims of trafficking may not identify themselves as victims.
- Global slowdown in convictions accelerated during the Covid-19 pandemic: In the year 2020, a 27% reduction in the number of convictions was recorded globally compared to 2019; the number of convictions has been decreasing since 2017.
- Increased impunity in home countries resulting in more victims trafficked to more destinations: Countries in Sub-Saharan Africa and in South Asia are convicting fewer traffickers and detecting fewer victims when compared to the rest of the world. At the same time, victims from these regions are increasingly identified in a wider range of destination countries compared to victims from other regions.
- War and conflict offer hunting grounds for traffickers: The outbreak of an armed conflict raises significant concerns about human trafficking within conflict-affected countries, and about human trafficking. These people are still vulnerable to different forms of trafficking due to the displacement context and attendant vulnerabilities during the journey and upon arrival in a country of destination.
- Climate change is multiplying trafficking risks: In 2021, 23.7 million people were internally displaced by weather-induced natural disasters, while many others crossed borders to escape climate-induced poverty.
- While more male victims – both boys and men - have been detected in greater numbers over the past decade, women and girls continue to account for most human trafficking victims identified: around 42 per cent victims are adult women and 18 per cent are young girls.
- Around 23 per cent of human trafficking victims are adult men and 17 per cent are young boys.
- Women and children suffer greater violence at the hands of traffickers: Analysis of court cases shows that female victims are subjected to physical or extreme violence at the hands of traffickers at a rate of three times higher than males, and children at two times higher than adults.
- Most women and girls detected are trafficked for sexual exploitation, whereas men and boys are mainly trafficked for forced labour.
- 39 per cent of detected victims are trafficked for sexual exploitation, 39 per cent are exploited for forced labour, while 22 per cent are trafficked for, other purposes.
- Traffickers particularly target the most vulnerable, such as migrants and people without jobs
- Traffickers have integrated technology into their business model at every stage of the process, from recruiting to exploiting victims.
- Traffickers prey upon the most marginalized and impoverished.

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 main objectives of this Grants programme are:

- to provide direct assistance and protection to vulnerable victims of trafficking in persons
- to improve health and well-being, facilitate social integration and prevent re-trafficking amongst vulnerable victims of trafficking in persons



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 trafficking in persons whose projects are aimed at providing immediate and essential direct assistance for vulnerable victims of trafficking in persons.

Priority shall be given to projects that target the following **population**:

- Women and Children

Priority shall be given to projects that adapt programmes or design interventions:

- To reach those most left behind, including underserved groups especially excluded or disadvantaged victims of human trafficking (such as persons with disabilities, LGBTQI, internally displaced and refugees, indigenous, older and members of ethnic minorities).

Priority will be given to projects tackling human trafficking in the following **regions**:

- Conflict areas of Eastern Europe affected by the displacement of people due to the ongoing conflict;
- Human trafficking in corridors between areas of (1) South America and Central America/ the Caribbean; (2) Sub-Saharan Africa and Western & Southern Europe; (3) Sub-Saharan Africa and the Middle East and North Africa; (4) South Asia and the Middle East; (5) South Asia and Western & Southern Europe; and (6) within South-East Asia.

Priority shall be given to projects that target persons identified in the following **situations**:

- persons identified among large movements of refugees and/or migrants, including internally displaced persons where conflict, post-conflict and continued instability caused by socio-political tensions or a breakdown of law and order.
- persons identified in or fleeing areas that has been affected by the spill-over of climate change related displacement.

Priority shall be given to projects that target the following **forms of exploitation**:

- sexual exploitation
- forced labour
- organ removal
- forced begging
- forced criminal activity
- forced marriage
- production of pornographic material
- recruitment of children into armed groups
- child trafficking in sport

Activities that will be given priority include:

- medical assistance
- material assistance in the form of food, clothing etc.
- immediate, safe and short-term shelter
- legal advice and representation aimed at securing legal status and/or remedies
- psychosocial assistance
- education and/or vocational training
- assistance with family reunification and/or repatriation with full consent of the victim



1.4 Location

This is a global Call for Proposals.

Projects to be implemented in origin, transit and destination countries will all be considered.

1.5 Duration

All activities financed by this sub-programme must be implemented up to 9 months.

1.6 Fundamental principles

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

The UN Voluntary Trust Fund supports initiatives based on the following principles:

- Human rights-based approaches that place paramount priority on promoting, protecting and fulfilling the human rights of all victims of human trafficking. A human rights-based approach requires developing the capacities of ‘duty-bearers’ and ‘rights holders’.
- Operating under ethical guidelines that ensure interventions and services prioritize and guarantee victims’ rights to safety and security, confidentiality and privacy, expression of opinion and autonomy to make decisions.
- Ensuring gender responsiveness and transformative approaches that seek to create or strengthen equitable gender norms.
- Employing culturally appropriate measures through interventions that identify culturally relevant strategic entry points and institutions, and involve cultural, community, faith-based and other leaders.
- Addressing specific forms and settings of human trafficking through interventions based on a clear understanding on the specific context in which trafficking takes place for effective programme design and implementation, with knowledge about specific forms, settings and population groups affected.
- Working in partnership with different stakeholders, such as government, civil society and community-based groups, academic and research institutions; and importantly, victims and victim-led organizations.
- Ensuring victim-centered and empowering approaches that integrate victims’ own experiences and input within all initiatives and strategies as an essential part of successful programming.
- Drawing on existing evidence through interventions that are designed based on the existing knowledge of “what works” (or doesn’t) to respond to and prevent human trafficking, drawn from formal evaluations and assessments, research and studies, expert consensus and recommendations, shared practitioner experiences and – importantly - the feedback of victims, and population at risk.
- Alignment with the Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children, supplementing the United Nations Convention against Transnational Organized Crime
- Proposals must be based on a sound problem analysis, needs-based, results focused with a clear theory of change, risk-informed and sustainable and resilience-oriented.



1.7 Award amounts

Proposals with budgets up 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.

Grant awards will not exceed the entity's annual income for the previous fiscal year. Applicants' financial management capacity will be assessed in this respect.

2 ELIGIBILITY CRITERIA

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) registered under the relevant Laws of the country where it is registered and in the country where it will be implementing the proposed project;
- have been registered by 1 January 2021;
- 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 (2) year implementing activities in the area of direct assistance to victims of trafficking in persons in line with the Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children, supplementing the United Nations Convention against Transnational Organized Crime or in providing other services to vulnerable populations including IDPs and forcibly displaced persons;
- complete registration ² in the [UN Partner Portal](https://www.unpartnerportal.org) (UNPP) at <https://www.unpartnerportal.org/registration> and secure a valid UNPP Partner ID;
- have a bank account in the organisation's name;
- confirm that the organisation takes appropriate measures to prevent sexual exploitation and abuse and signs the Partner declaration form.

2.2 Eligibility of projects

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.

- **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.**

The following types of project proposals are **not eligible** for funding:

- 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;
- Projects focusing solely on campaigning or solely on awareness-raising;
- Projects designed solely to produce studies, publications or newsletters, or to conduct research;

² Access detailed guide on how to register on UNPP here: [Registration – United Nations Partner Portal \(zendesk.com\)](https://www.unpartnerportal.org/registration)



- Activities that fall within the core mandate of the United Nations Office on Drugs and Crime (e.g. legislative assistance, capacity building for criminal justice practitioners, establishment of institutional frameworks to combat trafficking in persons etc.), except victim protection and assistance;
- Project proposals concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- Project proposals concerned only or mainly with individual scholarships for studies or training courses;
- 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;
- Scholarships, sponsorships and school fees;
- Cash donations;
- Political party and religious activities;
- Project proposals which provide funding for terrorist activities.

2.3 Eligibility of project 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.

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.

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**:

- Direct financial compensation to victims;
- 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 buildings³;
- 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;
- Cost of awareness-raising campaigns should NOT exceed 10% of total budget.

3 APPLICATION PROCEDURE

All applicants must register and create a profile on the UN Partner Portal (UNPP) at <https://www.unpartnerportal.org/registration> and secure a valid UNPP Partner ID. The registration procedures for partners are outlined in resources available on the UN Partner Portal. If you have any questions on UNPP, please directly contact [UNPP helpdesk](#).

Applicants are to submit a full project proposal which will be reviewed by a technical evaluation team and UNOV/UNODC's External Party Engagement Unit.

Only verified applications in UNPP are eligible to receive a grant agreement

3.1 Application forms

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

Application forms (Annex A – Project Proposal along with workplan, and Annex B – Project Budget) can be submitted in the following languages only: **English, French, Spanish, Arabic, Chinese, and Russian**

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

Hand-written applications will not be accepted.

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.

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

³ 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.



3.2 Documents to be submitted for application

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

- Annex A - Project proposal along with workplan (template provided in this [link](#));
- Annex B - Project budget (template provided in this [link](#));
- Copy of original registration (and re-registration if applicable) certificate that is in valid period as evidence for legal credentials of the organisation and registration by 1 January 2021; The registration certificate must clearly identify the non-profit status of the applicant under the relevant laws of the country. If the registration certificate is not in English, an **English translation** must be provided by the applicant;
- Signed audited organisational financial statements for the last fiscal year demonstrating annual income and expenditures. If the audited financial statement is not in English, an **English translation** must be provided by the applicant;
- Proposals involving partner contributions must include evidence of secured funding;
- Annex C - Partner Declaration (template provided in this [link](#)).

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

Applications must be submitted by email to unodc-victimsfund@un.org titled:

'Application for UNVTF Small Grants Programme 2023'

Applications that require UNODC to request access to documentation via password or confirmation link will not be considered.

Applications sent by any other means (e.g., by fax or by regular mail) or to other addresses will not be considered under this Call for Proposals.

Incomplete applications will be rejected.

3.4 Deadline for submission of applications

The deadline for the submission of full project proposals is Friday, **24 February 2023** 23:59 CET as evidenced by the date of receipt of submission email. Any application submitted after the deadline will be automatically rejected.

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?



- 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?
- Consistency of information: Does the project budget align with the budget requested in the proposal?
- Has the Partner registered in UNPP?

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 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	Weighting
1. Capacity of the Organization	10
1.1 The organization has a proven track record of at least 2 years providing direct assistance to victims of trafficking in persons	10
2. Quality of the Project Proposal	80
2.1 The proposed project provides a clear and well-judged response to the objectives (see 1.2) and thematic focus (see 1.3) of this grants programme, referring to evidences of gaps, needs assessment, research, and/or evaluations.	20
2.2 The proposed project focuses on women and children, (See 1.3)	5
2.3 The proposed project adapts programmes or designs interventions aimed to reach those most left behind, including underserved groups especially excluded or disadvantaged victims of human trafficking (such as persons with disabilities, LGBTQI, internally displaced and refugees, indigenous, older and members of ethnic minorities). (see 1.3)	5
2.3 The proposed project focuses on persons identified in priority situations (see 1.3) i.e. persons identified among large movements of refugees and/or migrants, including internally displaced persons where conflict, post-conflict and continued instability caused by socio-political tensions or a breakdown of law and order; or persons identified in or fleeing areas that has been affected by as well as the spill-over of climate change related displacement. (see 1.3)	5
2.4 The proposed project focuses on projects identified in conflict area in Eastern Europe, or human trafficking in corridors between areas of (1) South America and Central America/ the Caribbean; (2) Sub-Saharan Africa and West & Southern Europe; (3) Sub-Saharan Africa and the Middle East; (4) South Asia and the Middle East; (5) South Asia and West & Southern Europe; and (6) within South- East Asia (see 1.3)	5



2.5 The proposed project focuses only on priority forms of exploitation in a tailored, meaningful manner including sexual exploitation, forced labour, organ removal, forced begging, forced criminal activity, forced marriage, production of pornographic material and/or recruitment of children into armed groups, trafficking	10
2.6 The proposed project focuses only on the priority activities of this sub-programme (see 1.3)	5
2.7 The proposed activities and methodology are clearly defined and are linked to the project objectives (see 1.2) and thematic focus and priority issues (see 1.3)	10
2.8 The proposal demonstrates knowledge of current provision for victims of trafficking in persons in its location, and presents MOU or other working arrangements with state institutions as well as a viable approach to working in partnership with other entities, including governments.	7.5
2.9 The proposal demonstrates cultural sensitivity and responds to gender-specific needs including mechanisms to consult with and respond to feedback from victims.	7.5
3. Value for money	10
3.1 Economy – proposed costs are necessary and realistic; Efficiency - proposed costs are proportionate to proposed activities; and Effectiveness – proposed activities are likely to achieve positive results	10
Maximum total score	100

4.3 Provisional selection

Eligible project proposals will be ranked according to the technical assessment scores awarded. A list of provisionally selected applications will be developed, taking into consideration the funding available and the geographical reach and balance.

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 along with workplan
- Annex B – Project Budget

6 INDICATIVE TIMETABLE

	Date
Deadline for submission of full project proposals	Friday, 24 February 2023, 23:59 (CET)
Estimated start date /project implementation	1 May 2023



UNODC

United Nations Office on Drugs and Crime

7 SUPPORT FOR POTENTIAL APPLICANTS

Potential applicants are invited to submit any requests for clarification in writing to unodc-victimsfund@un.org by 05 February 2023, 23:59, CET. 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/human-trafficking-fund/2023-call-for-proposals.html> by 10 February 2023 . The sources of requests will not be included.