



UNODC

United Nations Office on Drugs and Crime

UNOV / UNODC
Call for Proposals
Guidelines for applicants

Name of the partner project: **“Improving support of persons who have been released from prison to re-integrate into society”**

Deadline for receipt of applications: **15 December 2023**



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NOTE: This Call for Proposals forms the basis for applying for UNOV/UNODC funding. It must neither be construed as a partner agreement, nor be regarded as a confirmation of funds 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 budget in the event that funding is awarded to an applicant.



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1 PARTNER PROGRAMME

1.1 Background

The United Nations Office on Drugs and Crime (UNODC) in collaboration with the Ghana Prisons Service (GPS) is implementing a three-year prison reform project entitled “Strengthening the Compliance of the Ghana Prisons Service with the United Nations Standards Minimum Rules for the Treatment of Prisoners (the Nelson Mandela Rules)” which is funded by the US State Department. According to the Nelson Mandela Rules, the purpose of imprisonment is - among others - to reduce reoffending through rehabilitative programmes for prisoners so that when released from prison these persons can lead a law-abiding and self-supporting life. While rehabilitation programmes in prisons during the time of imprisonment are important to achieve this goal, the Nelson Mandela Rules also highlight the importance of aftercare upon release through services that assist former prisoners to re-integrate into society. These services should provide assistance to ensure that prisoners have suitable accommodation, education, vocational training, employment, continued medical treatment, including treatment for drug dependency wherever necessary. The Nelson Mandela Rules also emphasize the importance of lessening prejudice against released prisoners.

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 partner programme.

The main objective of this partner programme is to sustainably improve the support of persons released from prison to help them to re-integrate into society and to lead a self-supporting life.

Thematic focus and priority issues

This Call for Proposals seeks to provide funding support to not-for-profit organisations working in the area of prison reform whose projects are aimed assisting persons released from prison to re-integrate into society and to lead a self-supporting life.

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

- Are active in the field of prison reform or integration/empowerment of vulnerable groups into society in Ghana

Indicative activities that contribute to the following will be given priority:

- Activities that assist persons released from to lead a self-supporting life (e.g. employment assistance, education, skill acquisition)
- Activities that assist persons released from to have suitable accommodation
- Activities that assist persons released from to receive continued health-care (e.g. mental health support, drug addiction treatment etc.)
- Activities that are increasing the acceptance of ex-prisoners in society

1.3 Location

The project activities should be rolled out in the Greater Region of Accra taking into consideration prisoners from Nsawam Male Prison, Nsawam Female Prison and Nsawam Open Camp.

1.4 Duration

All activities financed by this partner programme must be implemented latest by 28 of September 2024.

1.5 Fundamental principles

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

- Partnership/collaboration/cooperation with other stakeholders;
- Project design with the potential for replication;
- Sustainability of project activities;
- An approach that values diversity;
- Initiatives that are innovative and have inventive ideas;

1.6 Award amounts

Proposals with budgets ranging from 5.000 USD to 15.000 USD 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, 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 funding, applicants **must**:

- be a non-profit making organisation (CSOs including NGOs, CBOs) registered under the relevant Laws of Ghana;
- have been registered not less than three (3) 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 three years implementing activities in the area of prison reform activities;
- have a bank account;

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 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.
- 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;
- 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.

Administrative costs

Administrative costs, i.e. such that are incremental to an entity as a result of undertaking funded activities may be eligible for flat-rate funding fixed at not more than 10 per cent of the total amount requested.

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

Applicants are to submit a full project proposal which will be reviewed by the UNODC Programme Office Review Committee.

3.1 UN Partner Portal

All applicants must be registered and have a complete and up to date profile on the [UN Partner Portal](#).

Applicants that are not yet registered should do so by following the instructions at <https://www.unpartnerportal.org/landing/register>. Please note that UNOV/UNODC will only consider the profiles of shortlisted applicants for verification under this call for proposals.

Applicants who have previously registered should review and update their profile as necessary.

All applicants should ensure that their profile is complete and includes:

- A copy of original registration (and re-registration if applicable) certificate as evidence for legal credentials of the organisation and registration by 15 December 2023;
- Audited organisational financial statements for the last two fiscal years. In the absence of audited statements, other official documents, signed by an authorised representative and demonstrating annual income will be accepted;

3.2 Application forms

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

All applications must be in English.

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.

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.

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.

3.3 Documents to be submitted for application

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

- Project proposal application form (template provided);
- Project budget (template provided);
- Proposals involving partner contributions must include evidence of secure funding;
- Signed declaration (template provided)

Further documentation may be required from 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.

3.4 Where and how to send the application

The completed application form should be submitted in Word or PDF format. The completed budget template should be submitted in Excel or PDF format.

Applications must be submitted by email to mandelarules@unodc.org, marked “*Improving support of persons who have been released from prison to re-integrate into society*” 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.

3.5 Deadline for submission of applications

The deadline for the submission of full project proposals is **15 December 2023** 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 applicant created a complete profile on the [UN Partner Portal](#) (see 3.1 for details)?
- 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.

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 agreement between UNOV/UNODC and funding recipients:

- Partner agreement based on the standard UNOV/UNODC agreement
- Project Proposal
- Project Budget

6 INDICATIVE TIMETABLE

	Date
Deadline for submission of full project proposals	15 December 2023
Estimated start date /project implementation	01 February 2024

7 SUPPORT FOR APPLICANTS

Interested applicants may submit any requests for clarification in writing to mandelrules@unodc.org by 5 December 2023.

UNOV/UNODC will prepare written responses to timely clarification requests and will publish these for the information of all potential applicants at www.unodc.org/unodc/en/justice-and-prison-reform/nelsonmandelrules-cfp by 8 December 2023. The sources of requests will not be included.

