



UNODC

United Nations Office on Drugs and Crime

UNOV / UNODC
Call for Proposals
Guidelines for applicants

Name of the partner project: **Support and strengthen national capacities to effectively prevent, suppress and punish trafficking in persons (TiP) in accordance with international standards and best practices (under umbrella project AREU51)**

Deadline for receipt of applications: **02 July 2025 at 23:59 GST**



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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 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) jointly with the National Committee on Combating Human Trafficking (NCCHT) in the Kingdom of Saudi Arabia is currently implementing the second phase of a project entitled “*Support and strengthen national capacities to effectively prevent, suppress and punish trafficking in persons (TiP) in accordance with international standards and best practices*”. While the first phase of the project focused on building capacities for the effective implementation of the first-ever national referral mechanism for victims of TiP in Saudi Arabia, the second phase aims to support the NCCHT more comprehensively through the implementation of the National Action Plan against Trafficking in Persons.

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 overall aim of this partner programme is to effectively prevent trafficking in persons.

More specifically, the main objectives are two-fold and consist in:

- Developing/enhancing available knowledge of the forms of TiP in Saudi Arabia, with a focus on TiP for the purpose of forced labour;
- Further engaging local (Saudi) universities and research centres in efforts to raise awareness of TiP in its different forms, including forced labour, among the Saudi society.

1.3 Thematic focus and priority issues

This Call for Proposals seeks to provide funding support to not-for-profit organizations (NPOs) that work in the areas of social sciences, law and human rights and have previously conducted research studies on topics relating to criminology, trafficking in persons, and/or victimization (studies on issues such as labour market violations may also be considered relevant).

Funding under this Call for Proposals shall be provided to projects that present a concrete and detailed research plan for conducting a study on trafficking in persons for the purpose of forced labour in the Kingdom of Saudi Arabia.

The proposal should be submitted in English.

Within the scope of the project, the successful applicant will deliver the study which must be written in Arabic. The reports summarizing the progress of the project will be provided in English.

The United Nations Office on Drugs and Crime (UNODC) and the Human Rights Commission of Saudi Arabia (HRC) shall retain the rights to all intellectual property and other proprietary rights associated with the study.

Indicative topics/areas that should be covered in the study include the following:

- Characteristics and indicators of forced labour as a form of trafficking in persons in the context of Saudi Arabia,
- National legislation relating to the elimination of forced labour and potential gaps with the international legal framework,

- Procedures and other measures in place for forced labour victims' referral, protection and assistance in the Kingdom,
- Recommendations for enhancing the applicable national frameworks to effectively prevent, suppress and punish trafficking in persons for the purpose of forced labour.

1.4 Location

Kingdom of Saudi Arabia.

1.5 Duration

All activities financed by this partner programme must be implemented within three months and finalize not later than **31 December 2025**.

1.6 Fundamental principles

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

- Partnership/collaboration/cooperation with other stakeholders in developing relevant studies and other pieces of research in social sciences, law and human rights;
- Sustainability of project activities (studies and other pieces of research);
- An approach that values diversity among men and women;
- Initiatives that are innovative and have inventive ideas.

1.7 Award amounts

Proposals with budgets up to **USD 15,000.00** will be considered for award. Please note that value for money will be assessed as a part of the rating criteria. The applicant must provide a **realistic and cost-effective proposal**.

As a general rule in UNOV/UNODC, awards should not exceed the entity's annual income for the previous fiscal year.

2 ELIGIBILITY CRITERIA

2.1 Eligibility of applicants

In order to be eligible for funding, applicants **must**:

- be a non-profit making organization (CSOs including NGOs, CBOs and academic institutions) under the relevant laws of the country where it is registered;
- have been registered for 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 (3) years implementing research activities in relevant fields (social sciences, law and/or human rights);
- 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, as applicable, 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 required to submit a full project proposal which will be reviewed by the project team in the UNODC Office for the Gulf Cooperation Council (GCC) Region (OGCCR).

3.1 UN Partner Portal

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

Applicants 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 organization and registration; If the registration certificate is not in English, an **English translation** must be provided by the applicant.
- Audited organizational 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); If the audited financial statement is not in English, an **English translation** must be provided by the applicant; a self-translation is acceptable.
- Completed PSEA² partner self-assessment.

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 submitted in English.

Hand-written applications will not be accepted.

Due care must be taken to complete the application form. Any error or major discrepancy 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.

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.

² Prevention of Sexual Exploitation and Abuse.

Clarifications will only be requested if the information provided is unclear and prevents an 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.

3.3 Documents to be submitted for application

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

- Project proposal application form (template provided in Annex 1);
- Project budget (template provided in Annex 2);
- Signed declaration (template provided in Annex 3);
- Proposals involving partner contributions must include evidence of secure funding.

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, formal 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 electronic mail to unode-ogccr@un.org marked “**CALL FOR PROPOSALS – Study on Trafficking in Persons for Forced Labour in Saudi Arabia**” 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 **02 July 2025 23:59 GST** as evidenced by the date of receipt of submission e-mail. 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.

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 | 20 |
| 1.1 The organization has proven track record in developing quality research products in the fields of social sciences, law and/or human rights or related topics particularly related to trafficking in persons and/or criminology, or victimization, including outcomes and impacts. | 10 |
| 1.2. The qualifications of proposed key staff and the clarity of their roles. | 10 |
| 2. Quality of the Project Proposal | 70 |
| 2.1 The proposed project provides a clearly defined and articulated approach based on the previous studies, addressing the relevant theories and referring to practices in the related fields, to achieving the objectives (see 1.2) and addressing the thematic focus and priority issues (see 1.3) of this partner programme. | 25 |
| 2.2. The research plan is clearly defined and articulated, outlining chapters and sections, and highlighting a clear methodological framework. | 25 |
| 2.3 Appropriate risk and mitigation measures for the project have been clearly identified. | 10 |
| 2.4 The proposal demonstrates cultural and gender sensitivity. | 10 |
| 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 Selection

Following the evaluation of eligible full project proposals, the applicant with the best proposal will be selected, taking into consideration the proposed budget.

Only the successful applicant will be 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 the funding recipient:

- Partner agreement based on the standard UNOV/UNODC agreement clauses
- Annex A – Project Proposal
- Annex B – Project Budget

5 INDICATIVE TIMETABLE

| | Date |
|--|------------------------------|
| Deadline for submission of full project proposals | 02 July 2025 at 23:59 GST |
| Date for responding for submission of full project proposals | 15 August 2025 |
| Estimated start date /project implementation | 01 October 2025 |
| Expected timeframe for finalizing the project (3 months) | 31 December 2025 |

6 SUPPORT FOR APPLICANTS

Interested applicants may submit any requests for clarification in writing to unodc-ogccr@un.org by **20 June 2025 23:59 GST**.

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/donors/opportunities-to-work-with-unodc.html> by **26 June 2025**. The sources of requests will not be included.