



UNODC

United Nations Office on Drugs and Crime

UNOV/UNODC

Call for Proposals

Guidelines for CHILD Implementation Grant

Name of the grants programme: Child Intervention for Living Drug-free (CHILD) Implementation Grant (GLOK42)

Deadline for receipt of Concept Notes: 8 August 2022, 23:59 CEST



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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 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.



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1 GRANTS PROGRAMME

1.1 Background

UNODC's CHILD Project, GLOK42, was developed to promote a worldwide coordinated response to children and young adolescents at risk of using drugs and affected by drug use dependence. The project goals include addressing the health and social consequences for children, with the aim of preventing drug use, treatment and care for drug use disorders and facilitating their positive re-integration into and contribution to the larger community. More systemically, the CHILD Project focuses on providing technical assistance to national and local authorities working to address the needs of children and young adolescents within a planned system of integrated and mutually reinforcing activities, rather than a series of fragmented and competing initiatives. The multi-pronged approach includes structured psychosocial interventions and medically administered pharmacological therapy, when indicated.

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 objective of this Grants programme is to strengthen the capacity of civil society to prevent drug use globally using evidence-based drug prevention, treatment, care and rehabilitation interventions with a focus on children and young adolescents at risk of using drugs.

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 drug use prevention and treatment, care and rehabilitation, with staff trained on the CHILD Curriculum and whose projects are aimed at implementing evidence-based drug use prevention, treatment, care and rehabilitation programs for children and young adolescents actively using or at risk of using drugs in South American, Asian, and African Countries where the CHILD Curriculum training has been provided.

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

- Are **focused on evidence-based prevention and treatment of substance use among children**. This will be assessed on the basis of how well the project activities are in line with the types of interventions and policies found to be effective in preventing substance use based on the available scientific evidence, as outlined in the UNODC- WHO International Standards on Drug Use Prevention ([link](#)) and the UNODC- WHO International Standards for the Treatment of Drug Use Disorders ([link](#));
- Are **focused on children and young adolescents 4-12 years old** and implemented in a developmentally appropriate way, allowing for tailoring language, main messages and interventions to the age and stage of the child;
- Demonstrate the use and dissemination of the CHILD curriculum ([link](#)) aimed to help reduce drug use among children;
- Provide a set of measures and plans to collect process and outcome data to show the extent to which the CHILD curriculum is used to treat children for substance use issues. Ideally, the CARRE measure will be included in the set of measures used for outcome evaluation of the CHILD intervention.



1.3.1 Evidence-based prevention approaches

The six course CHILD (Child Intervention for Living Drug-free) curriculum ([link](#)) was developed to reduce and prevent future drug use in children between the ages of 4-14 years old. CHILD was evaluated in both Asian and South American countries and found to have a positive impact on children's drug use and mental health at post-treatment and at later follow-up assessment. A current randomized clinical trial is now being completed and preliminary data show promising results with both high retention in treatment and reductions in drug use and mental health problems. Professionals in Africa, Asia and South America have been trained in the CHILD curriculum as training participants and a subsequent sub-set of professionals have been trained as trainers.

The first-ever comprehensive assessment measure of child life functioning, the CARRE (CHILD Intervention for Living Drug-free Comprehensive Assessment of Risk, Resilience, and Experience) measure, has been developed and validated. CARRE assesses seven domains of life functioning that include Physical Health Status, School Status, Drug/Alcohol Use Status, Legal Status, Family/Social relationship Psychiatric Status, and Typical Activities. These domains were selected as they are related to drug use and based on published outcomes showing strong psychometric properties it is now available for measuring changes in children's behavior, health and well-being.

Both the CHILD curriculum and the CARRE measure will be beneficial for organizations that seek to treat children for drug use and measure changes over time as part of an evaluation strategy.

1.4 Location

Applicants from low- and middle-income countries in South America, Asia, or Africa that seek to implement projects for beneficiaries of the same country are eligible for grant funding. Countries are classified as low-, lower-middle- or upper-middle- income economies as according to the World Bank country classifications.

1.5 Duration

All activities financed by this Grants programme must be implemented within the period in the agreement (from 9 to up to 12 months). Depending on the proposed period in the agreement, the implementation of the activities must be completed latest by 1 December 2023.

1.6 Award amounts

Proposals with budgets from USD 10,000 up to USD 50,000, and not exceeding the organization's annual income from the previous fiscal year will be considered for award. Please note that value for money will be assessed as a part of the rating criteria and proposed budgets should be expressed in USD.

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



2 ELIGIBILITY CRITERIA

2.1 Eligibility of applicants, proposals

In order to be eligible for a grant, applicants **must conduct a self-assessment using the checklist provided (Annex 2) and sign off that all criteria are met and that the applicant is able to provide proof**, if selected to continue to the next phase of the process. The following criteria are included in the self-assessment:

Eligibility of applicants:

- The applicant is from low- or middle-income country in South America, Asia, or Africa;
- The applicant must have staff within their organization that have completed all six courses of the CHILD curriculum and at least one course of the CHILD Train the Trainer;
- The applicant must be a non-profit making organization (CSOs including NGOs, CBOs) registered for not less than two (2) years from the date of application under the relevant Laws of the country where it is registered;
- The applicant is directly responsible for the preparation and management of the project, i.e. not acting as an intermediary;
- The applicant has prior experience of at least two years implementing activities in the area of drug use prevention for children at risk of using drugs, treatment, care and rehabilitation for children with drug use disorders, health education, and/or other related field of work;
- The requested grant amount is less than the organization's annual income from the previous year;
- The applicant has a bank account capable of receiving international deposit;

Eligibility of project and budget proposals:

- The project proposal does NOT promote the non-medical or non-scientific use of controlled substances;
- The project proposal does NOT include harm reduction activities preventing only the consequences of substance use;
- The project proposal does NOT implement only one-off workshops, conferences and seminars (activities may be funded if they are part of a wider range of activities aimed to achieve the overarching goal of the project);
- The project proposal does NOT establish databases and information systems;
- The project proposal is NOT concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses and/or for studies or training courses;
- The project proposal does NOT discriminate against individuals or groups of people on grounds of their gender, sexual orientation, religious beliefs, or lack of them, or their ethnic origin;
- The project proposal does NOT provide funding for terrorist activities, and/or are mainly concerned with endorsing political parties or religious activities;
- The project proposal does NOT cover activities relating to the subject of the legalization of certain drugs, establishment of databases and information systems, and for needle-exchange schemes or microfinance credit schemes.
- The project budget does NOT cover credit or loan schemes;
- The project budget does NOT cover debts and provisions for losses or debts;
- The project budget does NOT cover interest owed;
- The project budget does NOT cover cash donations;



- The project budget does NOT cover salary top-ups and similar emoluments to government employees;
- The project budget does NOT cover items already financed in another framework, i.e. existing capacity should not be included in the budget;
- The project budget does NOT cover expenses for capital expenditure (e.g. land, buildings, equipment, vehicles, etc¹);
- The project budget does NOT cover currency exchange losses;
- The project budget does NOT cover taxes, including VAT;
- The project budget does NOT cover credit to third parties.

2.2 Requirements related to budgeting and allowable costs

The categories of project 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, and 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**. Applicants will be asked to provide justification of their budget projections through a budget narrative in both stages of the application process.

- 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 grant funded activities may be eligible for flat-rate funding fixed at not more than 10 per cent of the total grant amount requested.
- Staffing costs: Staffing cost i.e. salaries of staff directly contributing to the implementation of the proposed project may be eligible for flat-rate funding fixed at not more than 50 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: Budget expenditures **not eligible** for funding are outlined in Section 2.1.

3 APPLICATION PROCEDURE

This Call for Proposals takes a phased-approach. Interested applicants are requested to submit a **concept note** (Annex 1) which will be reviewed by an Evaluation Panel composed of representatives from United Nations Office on Drugs and Crime, **self-assessment of eligibility form** (Annex 2) and **partner declaration** (Annex 3). Shortlisted applicants will be contacted by UNOV/UNODC with an invitation to submit a full project proposal and to register in the [UN Partner Portal](#). Additional instructions will be provided to shortlisted applicants, including the necessary application forms and annexes. 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 budget estimate by more than 20%.

The application forms and annexes for each phase must be submitted either in **English or in Spanish**, using the file format (the respective template is provided in (i.e. Word, Excel), without alterations to

¹ Except where absolutely 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.



the template. For documents requiring signatures from the organization's representative, a scanned copy of the document including the hand signature, or an electronically signed PDF must be submitted.

Concept note applications must be submitted electronically, by email to unodc-ptrs@un.org, marked **'CHILD Implementation Grant 2022'** 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.

The deadline for the submission of concept notes is **8 August 2022, 23:59 CEST** 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 separately to short-listed applicants.

Due care must be taken to complete the application forms. Incomplete applications will be rejected, and any error or major discrepancy within the application forms and annexes (e.g. budget allocation is inconsistent with the budget narrative, etc.) may lead to rejection of the application. Please note that only the application forms and the completed annexes will be evaluated. It is therefore of utmost importance that these documents contain ALL relevant information concerning the project.

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.

3.1 Considerations for Project Planning

Projects aimed at **preventing and treating substance use through evidence-based approaches, which involve integrated approaches focused on children and young adolescents aged 4-12 years old at risk of or actively using drugs** are eligible for funding under this Call for Proposals. They should focus on the priority issues and demonstrate that they meet the conditions as outlined under Section 1.

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.

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

- Partnership/collaboration/cooperation with other stakeholders;
- Project design with the potential for replication;
- Sustainability of project activities;
- An approach that values diversity among men and women;
- An ethical approach to grant implementation.

3.2 Concept Note and declarations

A **concept note** must be submitted in accordance with the instructions in the concept note application form (Annex 1). The concept note aims to give a compact overview of the proposed project and its rationale, including its context, aims, key activities, and estimated budget.

Additionally, the applicants must submit a duly filled in and signed **self-assessment of eligibility form** (template provided, Annex 2) and **partner declaration** (template provided, Annex 3);



Organizations who have previously benefitted from a UNODC grant on drug use prevention or treatment, care and rehabilitation must also submit a written statement with the concept note application, explaining the justified difference between the proposed and previous project. At a minimum, the proposed project should include new activities, target groups and/or locations. Furthermore, they need to have submitted the final report of the previous project and have demonstrated satisfactory delivery of outcomes.

4 EVALUATION PROCEDURE

4.1 Eligibility assessment

All applications will be examined and evaluated by a technical evaluation team. As the first step, the eligibility of applications will be assessed as follows:

- Has the submission deadline been respected?
- Has the applicant provided a completed and signed self-assessment of eligibility form as well as the partner declaration?
- Has the correct application form been duly filled, including all requested documents?
- Has the applicant submitted all application forms and documents in English or Spanish and electronically via email to the address specified in Section 3?
- Is the applicant’s organisation from a low- or middle-income country in South America, Asia, or Africa?

If the application reveals that any of the above questions are negative, it will be rejected solely on that basis and not be evaluated further.

4.2 Phase 1: Concept note

The quality of the concept notes 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. Approach	15
1.1. The concept note provides a reasonable and well-judged response to the objectives and thematic focus.	5
1.2. The concept note demonstrates a focus on the priority issues, including prevention of drug use among children at risk of using drugs, treatment, care and rehabilitation for children with drug use disorders.	5
1.3. The concept note demonstrates use and dissemination of the CHILD curriculum in line with UNODC-WHO International Standards on Drug Use Prevention and International Standards for the Treatment of Drug Use Disorder aimed to help reduce drug use among children & set of measures and plans to collect process and outcome data to show the extent to which the CHILD curriculum is used to treat children for substance use issues.	5
2. Capacity of the organization	10



2.1. The organization has a proven track record of implementing projects relevant to substance use prevention, health promotion and youth empowerment. (source: # of years dealing with the relevant issue, prior projects, prior funding)	5
2.2. The organization has adequate experience in project management, including successful delivery of international projects, funded by a range of donors, over a minimum of 2 years.	5
3. Concept note	10
3.1. The quality and scope of proposed activities in the concept note demonstrate feasibility of achieving the project goal and expected outcomes.	5
3.2 Estimated budget costs are proportionate to proposed activities, and are necessary and realistic.	5
Maximum total score	35

Following the evaluation of concept notes, applications will be ranked according to their scores and shortlisted applications selected by the evaluation team. Relevant UNODC Regional/Country offices may also be consulted to check feasibility and reliability of the proposed projects. The shortlisted applicants will then be contacted by UNOV/UNODC with the invitation for the submission of a full project proposal, including a detailed budget.

4.3 Phase 2: Full project proposal

If the applicant has successfully submitted a concept note and been selected to participate in the next round of the application process, they will receive an email from UNOV/UNODC with additional templates and information that must be provided to be considered in the final round. This includes registration and completion of an up-to-date profile at the [UN Partner Portal](#).

During initial project planning and when preparing the concept note, it may help to know that shortlisted applicants will be asked to provide detailed information in the following areas (if selected to participate in Phase 2):

- A more detailed project proposal that clearly identifies goals and activities that link to the objectives and thematic focus areas of the funding;
- A clear understanding of and application of effective, evidence-based substance use prevention and treatment strategies that impact children and young adolescents and are in line with the UNODC/WHO International Standards on Drug Use Prevention and the UNODC/WHO International Standards for the Treatment of Drug Use Disorders;
- A clear understanding of the direct beneficiaries and the indirect beneficiaries, with a focus on children at risk of using drugs or with drug use disorders as direct beneficiaries;
- A structured plan which demonstrates how the project proposal will support prevention and treatment of drug use among children and addressing the health and social consequences of drug use and drug use disorders for children;
- A clear and structured monitoring and evaluation plan, including means to sustain the work beyond the funding;
- A full workplan with clear activities that are aligned with the proposed objectives and can reasonably be implemented in the given timeline;
- A more detailed budget plan, including an explanation and justification of the budget items.

The quality of the full project proposals will be assessed in accordance with the evaluation criteria which will be shared with shortlisted applicants.



Following the evaluation of full project proposals, applications will be ranked according to their scores and applications selected on a provisional basis, taking into consideration the financial envelope available, and the geographical reach and balance. In the case that clarifications or further documentations are required, such requests may be communicated to provisionally selected applicants. In addition, UNODC Regional/ Country offices may be consulted to seek their endorsement.

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
- Annex B – Project Budget

Please note that grant recipients are expected to be aware of and comply with the responsibilities as outlined in the agreement, including reporting requirements, intellectual property rights, and to maintain regular communications with UNOV/UNODC regarding project progress.

6 INDICATIVE TIMETABLE

	Date
Deadline for submission of concept notes	8 August 2022, 23:59 (CEST)
Estimated invitations to submit full project proposals	16 September 2022
Estimated deadline for the submission of full project proposals	21 October 2022
Estimated start date/project implementation	28 December 2022

Please note that these are estimated dates and are subject to change.

7 SUPPORT FOR POTENTIAL APPLICANTS

In the first stage of the application process, potential applicants are invited to submit any requests for clarification in writing, by email to unodc-ptrs@un.org by 27 July 2022, 23:59 CEST. UNOV/UNODC will prepare written responses to clarification requests and will publish these for the information of all potential applicants at <https://bit.ly/3IEx0J4> by 3 August 2022. The sources of requests will not be included.