



**UNODC**

United Nations Office on Drugs and Crime

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

**Sixth Cycle of the UNVTF Small Grants Programme  
Sub-grant programme two**

Deadline for receipt of applications: Sunday, 31 July 2022 23:59 CEST



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.



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## 1 GRANTS PROGRAMME

### 1.1 Background

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

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.

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, UNVTF has awarded USD 6 million in grants to more than 140 NGO projects in over 60 countries.

#### 1.1.2 Role of the UNVTF Board of Trustees

As per the UNVTF Terms of Reference, the Board of Trustees will be responsible for:

- provision of strategic guidance on the Fund;
- providing advice on criteria for technical review of proposed Projects;
- providing recommendations on proposed Projects, after a technical review undertaken by the Fund Manager;
- reviewing periodic progress reports submitted by the Fund Manager;
- taking note of the operating budget of the Fund;
- endorsing an annual report to the Secretary-General noting the status of funding as well as progress of project implementation
- fund-raising as may be required by the needs of the Fund, including communication amongst Board Members and the Fund Manager about the status of fund-raising

#### 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 2020](#) 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.

Key findings include:

- Traffickers mainly target women and girls: for every 10 victims detected globally, five are adult women and two are young girls.
- Around 20 per cent of human trafficking victims were adult men and 15 per cent were young boys.
- Most women and girls detected are trafficked for sexual exploitation, whereas men and boys are mainly trafficked for forced labour.
- 50 per cent of detected victims are trafficked for sexual exploitation, 38 per cent are exploited for forced labour, six per cent are subjected to forced criminal activity, while one per cent is coerced into begging and smaller numbers into forced marriages, organ removal, and other purposes.
- Traffickers particularly target the most vulnerable, such as migrants and people without jobs
- 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.
- The COVID-19-induced recession is likely to expose more people to the risk of trafficking.
- 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 girls

Projects targeting men and boys as well as persons of non-binary gender will also be considered.

Priority will be given to projects tackling emerging and temporary crises scenarios in the following **regions**:

- Conflict areas of Eastern Europe affected by the displacement of people due to the conflict

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 in Eastern Europe where conflict, post-conflict and continued instability caused by socio-political tensions as well as the spill-over of climate change related displacement.
- persons identified in or fleeing from areas where armed conflict is taking place or has recently taken place; or where there is instability caused by a breakdown of law and order

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

**Indicative 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 within 24 months.

#### 1.6     **Fundamental principles**

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

- Partnership/collaboration/cooperation with other stakeholders;
- Sustainability of project activities;
- An approach that values diversity and considers the particular needs of girls, boys, women, men and persons of non-binary gender;
- 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

## 1.7 Award amounts

Proposals with budgets up to USD 60,000 will be considered for award. Please note that value for money will be assessed as a part of the rating criteria.

Grant awards should 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 not later than 1 July 2020 under the relevant Laws of the country where it is registered and in the country where the proposed project will be implemented;
- 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) years 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 in the [UN Partner Portal](#) (UNPP) with a valid Partner ID;
- have a bank account in the organisation's name;
- take all appropriate measures to prevent sexual exploitation and abuse

### 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;
- 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 buildings<sup>1</sup>;
- 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 that exceeds 10% of total budget.

### **3 APPLICATION PROCEDURE**

#### **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 1 July 2020; if the registration certificate is not in English, an English translation is needed;
- Audited organisational financial statements for the last fiscal year. 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.

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<sup>1</sup> 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.

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.

### 3.3 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);
- Proposals involving partner contributions must include evidence of secure funding;
- Declaration (template provided in Annex 3).

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

Applications must be submitted electronically by email to [unodc-victimsfund@un.org](mailto:unodc-victimsfund@un.org) titled

*Application for UNVTF Small Grants Programme*

The completed application form and the declaration should be submitted in PDF format. The completed budget template should be submitted in Excel format.

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.

### 3.5 Deadline for submission of applications

The deadline for the submission of full project proposals is **31 July 2022, 23:59 CEST** 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?
- 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 = satisfactorily meets the criteria; 5 = entirely meets the criteria.

Evaluation criteria	Weighting
<b>1. Capacity of the Organization</b>	<b>20</b>
1.1 The organization has a proven track record of providing direct assistance to victims of trafficking in persons	<b>20</b>
<b>2. Quality of the Project Proposal</b>	<b>70</b>
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	<b>8</b>
2.2 The proposed project focuses on women and girls (see 1.3)	<b>10</b>
2.3 The proposed project focuses on persons identified in priority situations (see 1.3) i.e. persons identified among large movements of refugees, including internally displaced persons, fleeing from areas where armed conflict is taking place or has recently taken place; or instability caused by a breakdown of law and order.	<b>7.5</b>
2.4 The proposed project focuses on projects identified in conflict area in Eastern Europe.	<b>10</b>
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 of children in sport (see 1.3)	<b>7.5</b>
2.6 The proposed project focuses only on the Indicative activities of this sub-programme (see 1.3)	<b>10</b>
2.7 The proposed activities and methodology are clearly defined	<b>7</b>
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.	<b>5</b>



2.9 The proposal demonstrates cultural sensitivity and responds to gender-specific needs including mechanisms to consult with and respond to feedback from victims.	<b>5</b>
<b>3. Value for money</b>	<b>10</b>
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	<b>10</b>
<b>Maximum total score</b>	<b>100</b>

## 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
- Annex B – Project Budget

## 6 INDICATIVE TIMETABLE

	Date
Deadline for submission of full project proposals	<b>31 July 2022 23:59 CEST</b>
Estimated start date /project implementation	1 December 2022

## 7 SUPPORT FOR POTENTIAL APPLICANTS

Potential applicants are invited to submit any requests for clarification in writing, by email to [unodc-victimsfund@un.org](mailto:unodc-victimsfund@un.org) by 15 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://www.unodc.org/unodc/en/human-trafficking-fund/2022cfp.html> by 22 July 2022. The sources of requests will not be included.