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UNOV / UNICRI Call for Proposals Guidelines for grant applicants

Name of the grants programme: **Grant Initiative to Strengthen Cooperation with Civil Society Organizations in Conflict Mitigation**

Deadline for receipt of Project Proposals: 19 August 2018, h. 23.59 (CET time)

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/UNICRI grants. It must neither be construed as a grant agreement, nor be regarded as a confirmation of a grant awarded by UNOV/UNICRI to any entity. Consequently, UNOV/UNICRI 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.

Disclaimer:

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1 GRANTS PROGRAMME

1.1 Background

UNICRI is a United Nations entity established in 1968 to support countries worldwide in preventing crime and facilitating criminal justice. Crime is a common concern both for governments and citizens across the globe. As crime becomes increasingly internationalized, new forms of crime emerge, and organized crime spreads, national responses and international cooperation are required in the fields of crime prevention and criminal justice. UNICRI is mandated to assist intergovernmental, governmental and non-governmental organizations in formulating and implementing improved policies in the field of crime prevention and criminal justice.

To effectively mitigate conflict in society it is necessary to strengthen and promote a bottom-up approach, implementing practical, innovative and sustainable measures that are customized to local and regional conditions. This is a domain where civil society stakeholders can be very useful and are a crucial partner to engage with.

As part of UNICRI mandate and in line with the Institute's programmatic strategy, this Call for Proposals aims at reinforcing partnership and cooperation with civil society organizations and non-state actors, supporting them in delivering innovative projects and disseminate lessons learned and good practices for conflict mitigation.

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:

- Strengthen the capacity of civil society and non-state actors to deliver innovative actions aimed at conflict mitigation in the Maghreb-Sahel region;
- Strengthen the capacity of media to contribute to a responsible and pluralistic media environment;
- Support innovative projects in the field of conflict mitigation and disseminate lessons learned and best practices.

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 democratic citizenship, conflict prevention and mitigation, human rights, countering violent extremism, preventing radicalization and recruitment, intercultural dialogue, peace building and inclusive societies, education, social entrepreneurship and innovation in the North Africa and Sahel region, with particular focus on Morocco, Libya, Burkina Faso, Chad, Mali and Mauritania. Regional cross-border cooperation is desirable and encouraged. Particular focus and priority will be given to projects that will contribute to test innovative ideas and that show strong capacity to handle and mitigate possible risks.

The main target groups and beneficiaries will be civil society organizations, media, cultural and religious associations, women and youth organizations and local communities.

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

- Promoting democratic citizenship
- Conflict prevention and mitigation
- Communities empowerment

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

- Strengthening youth engagement and citizen participation in the public and civic spheres;
- Strengthening women engagement in building inclusive societies;
- Strategic communications and messaging, through traditional and social media;
- Providing participatory opportunities for communities, especially youth and families;
- Promote community development by providing motivation, education and proper cognitive, democratic and social skills;
- Increase participation of local communities in decision-making processes;
- Strengthening cultural and religious traditions.

1.4 Location

For this Call for Proposals, activities have to be implemented in the North Africa and Sahel region, with particular focus on Morocco, Libya, Burkina Faso, Chad, Mali and Mauritania. Regional cross-border cooperation and cooperation with actors from other countries of the region is encouraged.

1.5 Duration

All activities financed by this Grants programme must be implemented in a period of maximum 12 months and are expected to start in December 2018.

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;
- Project design with the potential for replication;
- Sustainability of project activities;
- An approach that values diversity among men and women;
- Initiatives that are innovative and have inventive ideas.

1.7 Award amounts

Proposals with budgets ranging from 30,000 USD to 60,000 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/UNICRI, grant 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 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;
- have been registered not less than two (2) 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 two years implementing activities in one of the areas mentioned in section 1.3;
- 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.

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;

Grantees that have already been awarded by UNICRI under the previous call 'Grant Initiative to Strengthen Cooperation with Civil Society Organizations in Conflict Mitigation' launched in 2016 are eligible to apply provided that the following condition is respected:

The proposal should be stand-alone, time-bound, and have a specific, finite objective that does not require further funding to sustain results over time, or previous results. It is expected that the proposal will include new activities, target group(s) and/or location(s). Moreover a written statement explaining the difference between the proposed and the previous project is required.

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.

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;

¹ Except where necessary for the direct implementation of the project, in which case ownership belongs to UNOV/UNICRI until it is transferred to the final beneficiaries. Any such transfer shall be done in accordance with the internal rules of UNOV/UNICRI.

3 APPLICATION PROCEDURE

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

3.1 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 or French.

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.

3.2 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);
- Registration certificate as evidence for legal credentials of the organisation;
- Organisational financial statements for the last 2 years (or audit reports where available);
- Declaration of Honour (template provided).

Further documentation may be required and these may be communicated to 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.

3.3 Where and how to send the application

The completed application form and budget must be submitted in Word and Excel.

Applications must be submitted by email to cveprogramme@unicri.it, marked “Grant Application - *name of organization*” 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.

3.4 Deadline for submission of applications

The deadline for the submission of full project proposals is **19 August 2018, h. 23.59 (CET time)** 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?

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. Substantive element (pre-requisite category, pass mark of 15 is required)	25
1.1 How relevant and innovative is the proposal to the objectives and one or more of the priorities of the call for proposals?	10
1.2 How relevant is the proposal to the particular needs and constraints of the target group? (Including synergy with other UNICRI initiatives and avoidance of duplication.)	5
1.3 How clearly defined and strategically chosen are those involved (target groups, communities, etc)? Have their needs been clearly defined and does the proposal address them appropriately?	5
1.4 Are the activities foreseen to take place in the priority countries? Are the activities planned to be implemented in more than one country of the region? If so, will they promote synergies and cooperation among countries?	5
2. Project design	20
2.1 Are the activities proposed clearly described, appropriate, practical, and consistent with the objectives and expected results?	10
2.2 How coherent, clear and feasible is the overall design of the project (including the budgeting)?	10
3. Sustainability and Exit Strategy	20
3.1 Is the project likely to have a tangible impact on its target groups?	5
3.2 Is the proposal likely to have multiplier effects? (including scope for replication and extension of the outcome of the project and dissemination of information.).	5
3.3 Are the expected results of the proposed project sustainable: - financially (<i>how will the activities be financed after the grant funding ends?</i>) - institutionally (<i>will structures allowing the activities to continue be in place at the end of the project? Will there be local "ownership" of the results of the project?</i>) - at policy level (where applicable) (<i>what will be the structural impact of the project — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i>)?	10
4. Capacity of the organisation	20
4.1 Does the applicant have sufficient experience in project management? (source: # of years dealing with the relevant issue, prior projects, prior international funding)	5
4.2 Does the applicant demonstrate sufficient technical expertise? (Notably knowledge of the of the issues to be addressed, experienced staff)	5
4.3 Does the applicant demonstrate sufficient capacity to handle risks? Have the risks been properly identified? Has a mitigation strategy been clearly defined?	5
4.4 Does the applicant have stable and sufficient sources of finance? Is the applicant's financial management-sound? (source: financial statements and audit report)	5
5. Budget	15
5.1 Is the budget clear and sufficiently detailed?	5
5.2 Is the proposed expenditure necessary for the implementation of the project? Is the ratio between the estimated costs and the expected results satisfactory? (Value for Money assessment)	10
Maximum total score	100

4.3 Provisional selection

Following the evaluation of eligible full project proposals, a table listing the applications ranked according to their scores is established. A list of provisionally selected applications is developed, taking into consideration the financial envelope available and the geographical reach and balance.

5 APPROVAL AND AWARD

The provisionally selected project proposals are reviewed by the UNOV/UNICRI Committee on Grants and External Engagements based on which the approval will be granted.

Applicants are informed in writing of UNOV/UNICRI's decision concerning their application.

The following documents will be signed as part of the grant agreement between UNOV/UNICRI and grant recipients:

- Grant agreement based on the standard UNOV/UNICRI Grant agreement
- Annex A – Project Proposal
- Annex B – Project Budget

6 INDICATIVE TIMETABLE

	Date
Deadline for submission of full project proposals	19 August 2018, h. 23.59 (CET time)
Estimated start date /project implementation	December 2018