



UNODC

United Nations Office on Drugs and Crime

UNOV/UNODC

Guidelines for shortlisted applicants for the DAPC Grant 2023

Name of the grants programme: Drug Abuse Prevention Center (DAPC) Grant

Deadline for receipt of full project proposals: 20 September 2023, 23:59 (Central European Summer Time, UTC +2h)



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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

Since 1994, UNODC has been receiving contribution from the Drug Abuse Prevention Centre (DAPC) of Japan to support drug prevention activities by non - governmental organisation in low and middle-income countries. Grants have been disbursed globally every year since. In 2012, the process was assigned to be managed by the Prevention, Treatment and Rehabilitation Section in the Drugs, Laboratory and Scientific Services Branch of the United Nations Office on Drugs and Crime (UNODC). This project falls under the thematic programme of addressing health and human development vulnerabilities in the context of drugs and crime.

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 substance use prevention interventions with a focus on youth.

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 substance use prevention whose projects are aimed at implementing evidence-based substance use prevention programmes for and with youth.

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

- Are **focused on evidence-based prevention of substance use**. This is 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 Prevention¹;
- Are **targeting young persons** under the age of 15 and implemented in a developmentally appropriate way;
- Support the **active participation of youth** in their communities. Proposals should demonstrate youth as active agents in effective substance use prevention, including meaningful involvement in the **development, dissemination and implementation process of evidence-based substance use programs**; and connect youth to the activities of the UNODC Youth Initiative (<https://www.unodc.org/unodc/en/prevention/youth-initiative.html>), with visibility in social media.

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, will not be considered for funding.

¹ https://www.unodc.org/documents/prevention/UNODC-WHO_2018_prevention_standards_E.pdf



1.3.1 Evidence-based prevention approaches

Interventions and policies that have been found to be efficacious or effective by scientific evidence in preventing substance use can be found in the UNODC/WHO International Standards on Drug Use Prevention (https://www.unodc.org/documents/prevention/UNODC-WHO_2018_prevention_standards_E.pdf). Evidence-based prevention approaches are grouped by the major developmental stages in the life of an individual, but some may be relevant for more than one category. The Standards also provide an indication as to how each strategy should be implemented, with common characteristics that have been found to be linked to efficacy and/or effectiveness. It is highly recommendable that applicants familiarize themselves with the various evidence-based approaches and their characteristics when planning the projects. Also, resources such as the European Drug Prevention Quality Standards ([link](#)) may provide valuable support in planning projects.

In addition, the Handbook on Youth Participation in Drug Prevention Work ([link](#)) provides an overview of youth participation and the meaningful role young people could play in drug use prevention. It guides policy makers and decision makers at the local, regional, national and international levels on how to increase youth participation and harness the insights of young people in substance use prevention work. Involving youth in different levels and dimensions of participation requires a well thought-out strategy, as the planned activities, settings, target populations must be considered comprehensively, including the organization's readiness to meaningfully engage with youth. This Handbook will be beneficial for organizations that seek to engage with young people as their partners in developing, implementing, and evaluating drug use prevention strategies.

1.4 Location

Applicants from low- and middle-income countries 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 (normally up to 12 months).

1.6 Award amounts

Proposals with budgets ranging from USD 10,000 to USD 17,000 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

In Phase 1 of the application process, applicants were required to complete the self-assessment checklist (as part of the application form) and certify 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 were included in the self-assessment:

2.1 Applicants

- The applicant is a non-profit making organisation (CSOs including NGOs, CBOs) from a low- or middle-income country, registered for not less than five (5) years 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 five (5) years implementing activities in the area of substance use prevention and youth empowerment.
- 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.
- The applicant submitted all application forms and documents in English and electronically.

2.2 Project Proposal

- The project proposal does NOT promote 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.
- 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.

2.3 Project Budget

- The project budget does NOT cover funding for scholarships, sponsorships and school fees, or cash donations.
- 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.



- The project budget does NOT exclusively or primarily cover expenses for capital expenditure (e.g. land, buildings, equipment, vehicles, etc)
- The project budget does NOT cover currency exchange losses.
- The project budget does NOT cover credit to third parties.

It is **strongly recommended that shortlisted applicants review the list above to ensure their continued eligibility.**

In addition, shortlisted applicants are **required to be registered and have a complete, up-to-date profile at the UN Partner Portal.** Please note that multiple steps are required to register and complete a profile, and thus it is **strongly recommended that shortlisted applicants initiate this process as early as possible.** See Section 3.1 for more information.

2.4 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.

- 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.
- 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 2.2.

3 APPLICATION PROCEDURE

Shortlisted applicants are contacted by UNOV/UNODC with an invitation to submit a full project proposal. 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% and in consideration of the overall award amounts as mentioned under 1.6.

The application forms and annexes must be submitted using the file format the respective template is provided in (i.e. Word, Excel), without alterations to 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.

Full project proposal applications must be submitted by email to unodc-youthinitiative@un.org, marked **'DAPC Grant 2023: Full Project Proposal'** 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. Submission of full project proposals will be accepted as evidenced by the date of receipt of the submission email. Any application submitted after the deadline will be automatically rejected.

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 UN Partner Portal

All shortlisted applicants must be registered and have a complete and up to date profile on the [UN Partner Portal](https://www.unpartnerportal.org/landing/register/). Applicants that are not yet registered should do so by following the instructions at <https://www.unpartnerportal.org/landing/register/>, and those who have previously registered should review and update their profile as necessary. Please note that two steps are required: 1) [UNPP Registration](#), and 2) [UNPP Profile Completion](#).

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

- A copy of original registration (and re-registration if applicable) certificate as evidence of registration for not less than five (5) years through legal credentials of the organisation and registration; If the registration certificate is not in English, an English translation must be provided by the applicant;
- Audited organisational financial statements **for the latest 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.

All applicants should further ensure that the tab related to *Protection from Sexual Exploitation and Abuse (PSEA)* is fully filled in. For specific guidelines, on how to complete the PSEA assessment, please refer to the [PSEA Module User Guides](#).

3.2 Full project proposal

A full project proposal must be submitted in accordance with the instructions in the full project proposal application form (Annex 1). The full project proposal aims to provide a more comprehensive plan of action, including a detailed budget and its justification.

The following documents must be submitted by shortlisted applicants:

- Project proposal application form (template provided, Annex 1);
- Project budget (template provided, Annex 2);
- Partner Declaration (template provided, Annex 3);
- (For proposals involving partner contributions) Evidence of secure funding.



4 EVALUATION PROCEDURE

4.1 Eligibility assessment

All applications will be examined and evaluated by a technical evaluation team. The eligibility of applications will be assessed as follows:

- Has the submission deadline been respected?
- Has the applicant created and completed a profile at the UN Partner Portal?
- Has the correct application form been duly filled (in English), including all requested documents?

If the application reveals that any of the above questions are negative, it may be rejected solely on that basis and 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.

Evaluation criteria	Maximum Score
1. Project proposal	60
1.1. The project proposal demonstrates a clear and logical relationship among the identified needs, proposed activities, and expected results.	10
1.2. The proposed project will mitigate the identified problems/needs based on scientific knowledge (e.g. prevention science) and evidence-based prevention strategies.	10
1.3. The proposed project clearly defines the beneficiaries of the proposed activities/expected outcomes.	10
1.4. The proposed project describes how gender specific needs and cultural sensitiveness is reflected in the proposed project.	10
1.5. The proposed project will likely achieve a positive impact on the targeted/involved youth population(s) and encourage them to take part in the UNODC Youth Initiative.	10
1.6. The monitoring and evaluation plan are viable.	10
2. Workplan	20
2.1. The proposed activities are clearly described, appropriate, practical, and consistent with the objectives and expected results.	10
2.2. Time allocated for proposed activities demonstrate reasonable duration.	10
3. Financial aspects	20
3.1. The proposed budget costs are satisfactorily proportionate to proposed activities and expected results.	10
3.2. The budget items are justified in their calculation, and clearly traceable to proposed activities.	10
Maximum total score	100



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

Applicants are 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 the submission of full project proposals	20 September 2023, 23:59 (CEST)
Estimated start date/project implementation	1 April 2024

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