United Nations Trust Facility
Supporting Cooperation on Arms Regulation

2015-2016 Call for Proposals

also available on www.un.org/diarmament/UNSCAR
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An application package, comprising of

- Application form
- Logical framework
- Detailed budget

should be submitted to unscar-unoda@un.org by 5:00 p.m. (NY-DST), Friday, 24 July 2015.
1. About the UN Trust Facility Supporting Cooperation on Arms Regulation

UNSCAR aims to mobilise resources to assist in implementation of the Arms Trade Treaty (ATT) and the Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons in All Its Aspects (PoA).

The intent is to improve effectiveness of assistance for these two instruments through better coordination, monitoring and matching of resources.

UNSCAR also promotes increased sustainability of regulatory measures, through more predictable sources of funding.

UNSCAR is administered by the UN Office for Disarmament Affairs (UNODA).

A Strategic Planning Group (SPG), which consists of current UNSCAR donors and UNODA, discusses and makes recommendations on the operation and management of UNSCAR.

UNSCAR is financed through voluntary contributions. The donors for the 2015-2016 Call for Proposals are: Australia, Denmark, Finland, Germany, Ireland, the Netherlands, Spain, Sweden, Switzerland and the United Kingdom.

2. The 2015-2016 Call for Proposals

2.1. Timeframe

Under the 2015-2016 Call for Proposals, UNSCAR accepts applications from 2 June - 24 July 2015.

<table>
<thead>
<tr>
<th>2015-2016 Call for Proposals</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 June 24 July</td>
</tr>
<tr>
<td>Screening process</td>
</tr>
<tr>
<td>27 July 9 Oct Mid-Oct</td>
</tr>
<tr>
<td>Preparation of agreement</td>
</tr>
<tr>
<td>November - December Disbursement of funds and project implementation (January 2016)</td>
</tr>
</tbody>
</table>

2.2. Eligible organizations

- UN CASA partners
- Regional organizations
- Non-Governmental Organizations
- Research institutes

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1 The Coordinating Action on Small Arms, the Arms Trade and Ammunition (CASA) mechanism brings together 23 UN entities: CTED, DESA, DPA, DPI, DPKO, ICAO, OCHA, OHCHR, OSAPG, OSRSG/CAAC, OSRSG/VAC, OSAA, UNDP, UNEP, UN-Habitat, UNHCR, UNICEF, UNIDIR, UNMAS, UNODA, UNODC, UN Women, WHO.
Member States wishing to apply for funds through UNSCAR should work with eligible organizations to design and submit project proposals. UNSCAR will not consider applications submitted by individuals without organizational affiliation to one of the four categories above.

Ideally, proposals reflect partnerships with regional organizations and governments. Proposals involving more than one organization as co-applicants must indicate one lead organization, which will take responsibility for project management and contractual obligations.

2.3. Thematic and geographical focus
- Supporting ratification, accession to and implementation of the ATT
- Supporting implementation of the PoA, focusing on present PoA priorities, including those identified in the Fifth Biennial Meeting of States to Consider the Implementation of the PoA
- Addressing synergies between the ATT and the PoA

Project proposals that are outside the thematic focus will not be considered. The 2015-2016 UNSCAR Call welcomes proposals from all regions.

2.4. Duration of proposals
- Priority will be given to 1-year projects, without precluding 2-year projects from qualifying. (The quality of project proposals will remain the primary factor for the selection of proposals.) The set implementation period is from January 2016 to 31 December 2016 (2017).
- Funds from UNSCAR will only be disbursed after the grant agreement has been signed by the implementing agency and UNODA.

2.5. Budget
- UNSCAR encourages the submission of small-scale projects. A funding cap/ceiling of US$ 200,000 per project applies.
- While UNSCAR is in favour of funding the entirety of the project as submitted, UNSCAR reserves the right to fund projects only partially.

3. Application and selection process

3.1. How to apply
- An application consists of:
  1. Application form (including summary project budget);
  2. Logical framework or ‘logframe’ (including plan of activities);
  3. Detailed budget.
- Only forms provided by UNSCAR can be used.
- These documents can be downloaded from www.un.org/disarmament/UNSCAR.
- A filled-out application form and logframe should be sent as attachments to unscar-unoda@un.org.
- These documents need to be submitted in English, and at the same time.
- No other documents should be submitted.
- Once an application is submitted to UNSCAR, no further changes and amendments to the application would be possible, including to the budget.
- Incomplete applications will not be considered.
- For successfully filling out the forms, Adobe Reader is required.
- UNSCAR cannot assist in ensuring the appropriate software for applicants.
- Applicants are encouraged to download the forms from the UNSCAR webpage and save them electronically, in order to fill them out and save any changes.

The deadline for submission of the application is 24 July, 5:00 pm New York Time (EDT). Applications received after this deadline will not be considered.
3.2. Appraisal and selection process
UNSCAR awards grants through an annual open, competitive process. Applications will be assessed on:
- Overall quality and impact of expected results;
- Added value of proposed project;
- Cost-effectiveness of the proposed initiatives.

UNSCAR staff will screen and shortlist applications, and forward them to the Strategic Planning Group (SPG). The SPG will meet in October 2015 and make recommendations for final approval by the designated UN trust fund manager. Only successful applicants will be notified on the result of their application by November 2015.

3.3. Grant Agreement and Annexes
Applicants initially selected are expected to work closely with the UNSCAR team to incorporate technical and administrative feedback into the application documents (November – December 2015) with a view to ensuring high-quality standards of programme design and monitoring as well as compliance with UN financial regulations and rules. Forms to be submitted before concluding the Grant Agreement with UNODA include:
- Schedule of Activities
- Risk Assessment (including potential impact of the Ebola crisis)
- Information strategy
- Request for assistance from recipient Governments, if applicable
- Coordination Plan (efforts to avoid duplication and to seek synergies among UNSCAR-funded activities)

A Grant Agreement should be signed by UNODA and the implementing agency by the end of 2015. Project funds will be transferred thereafter.

4. Implementation

4.1. Reporting
All implementing agencies (successful applicants after concluding a Grant Agreement) are required to prepare and submit interim and final substantive and financial reports to UNSCAR.
- Substantive reports should include a narrative description of results and impact.
- Financial reports should include itemised expenditures and balances in a format consistent with the budget.

Instructions and forms for reporting will be distributed to implementing agencies.

4.2. Monitoring and evaluation
- Implementing agencies are expected to have adequate internal mechanisms for project management, monitoring and evaluation, and to explain how such mechanisms will function in the implementation of an UNSCAR project.
- UNSCAR identifies UNSCAR-funded activities to be monitored:
  - when UNODA needs reassurance of project performance; or
  - when these activities may set success criteria for future activities and outcome.

4.3. Financial Auditing
- Implementing agencies which are not part of the UN system can be subject to external audit to be arranged by UNSCAR.
5. More on the application forms

5.1. Application form (Project proposal)

- All questions in the application form must be answered.
- Answers must be succinct and clear.
- ‘Region and countries of implementation’ should be clearly identified. Subsequent changes may be considered if justifiable. Description such as ‘3 targeted countries to be identified in the course of implementation’ is not acceptable.

**Budget**

- The project budget includes all expenses required in order to implement the proposed project.
- All items stated in the budget table must be justified with bases of calculation in the budget narrative.
- Applicants must be prepared to provide additional documents and justification for each item, if so requested. In case applicants cannot find a suitable description in the drop-down menu, applicants shall select ‘other’ and provide a description of the cost in the budget narrative. Once project proposals have been initially selected for funding, UNSCAR will engage with these applicants in order to ensure that respective budgets are in compliance with the UN financial regulations and rules.
- The implementing agency is allowed to charge indirect (programme support) costs up to 7% of the direct project costs. Therefore, indirect costs such as recurring operational costs, office rents, office maintenance and communications at headquarters should not be included in the budget.
- Costs related to staff and other personnel costs should be limited to staff directly involved in the implementation of the UNSCAR project.
- A budget item for ‘miscellaneous’ should not normally be used. Should there be the need to categorize costs as ‘miscellaneous,’ such costs should be minimal and be shown only under ‘operating costs.’ Details of all miscellaneous costs must be disclosed in the narratives.
- UNSCAR funds should not be comingled with funds from other sources. UNSCAR funds should be accounted for and reported separately and independently of funds from other sources.
- The acquisition of equipment, supplies and other property purchased from the proceeds of UNSCAR’s funds should be handed over to the Host Government or beneficiary country in a manner as approved by UNODA.

The form for detailed budget (Form 3) should follow the same instruction above and list detailed breakdown of items.
<table>
<thead>
<tr>
<th>Budget line</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff and other personnel costs</td>
<td>Direct staff and related personnel costs of persons dedicated to the project.</td>
</tr>
<tr>
<td>Consultant</td>
<td>Includes consultants fees and fees paid to the following:</td>
</tr>
<tr>
<td></td>
<td>• Interpreters</td>
</tr>
<tr>
<td></td>
<td>• Researchers</td>
</tr>
<tr>
<td>Travel – Participants in meetings</td>
<td>Costs related to travel of participants to organized meetings</td>
</tr>
<tr>
<td></td>
<td>• Air / train / bus tickets</td>
</tr>
<tr>
<td></td>
<td>• Daily Subsistence Allowances (DSA)</td>
</tr>
<tr>
<td></td>
<td>• Accommodation and meals (if not included in DSA)</td>
</tr>
<tr>
<td>Travel - Staff</td>
<td>Costs related to travel of staff</td>
</tr>
<tr>
<td></td>
<td>• Air / train / bus tickets</td>
</tr>
<tr>
<td></td>
<td>• Daily Subsistence Allowances (DSA)</td>
</tr>
<tr>
<td></td>
<td>• Accommodation and meals (if not included in DSA)</td>
</tr>
<tr>
<td></td>
<td>Specify the reasons for the travel</td>
</tr>
<tr>
<td>Travel - Consultant</td>
<td>Costs related to travel of consultants</td>
</tr>
<tr>
<td></td>
<td>• Air / train / bus tickets</td>
</tr>
<tr>
<td></td>
<td>• Daily Subsistence Allowances (DSA) (daily rate, days and persons)</td>
</tr>
<tr>
<td></td>
<td>• Accommodation and meals (if not included in DSA)</td>
</tr>
<tr>
<td></td>
<td>Specify the reasons for the travel</td>
</tr>
<tr>
<td>Contractual service</td>
<td>• Translation (for documents)</td>
</tr>
<tr>
<td></td>
<td>• Costs related to outreach (such as radio, TV production costs)</td>
</tr>
<tr>
<td>Acquisition of equipment</td>
<td>Expenditure related to any equipment that will be bought in order to implement the project</td>
</tr>
<tr>
<td>Operating expenses</td>
<td>• Communication costs (e.g. field office)</td>
</tr>
<tr>
<td></td>
<td>• Information Technology (e.g. field office)</td>
</tr>
<tr>
<td></td>
<td>• Insurance</td>
</tr>
<tr>
<td>Operating expenses</td>
<td>• Rental of premises (conference facilities)</td>
</tr>
<tr>
<td>Operating expenses</td>
<td>• Interpreters (Conference services)</td>
</tr>
<tr>
<td>Operating expenses</td>
<td>• External printing (printing of documents)</td>
</tr>
<tr>
<td>Other</td>
<td>Provide description in the narrative</td>
</tr>
</tbody>
</table>
5.2. Logical framework

The logical framework contains information on the project goal, outcomes, and outputs. A project submitted to UNSCAR can have up to three outcomes. Each outcome can have up to three outputs.

>> Requirements for the logical framework:

<table>
<thead>
<tr>
<th>Objectives (What we want to achieve)</th>
<th>Indicators (How to measure change)</th>
<th>Means of verification (Where / how to get information)</th>
<th>Assumptions (What else to be aware of)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal</td>
<td>Impact Indicators</td>
<td></td>
<td>External conditions necessary if the Goal is to contribute to the next level of intervention</td>
</tr>
<tr>
<td>The direction the project shall take, i.e. the changes which will take place in the long-term partly as a result of the project</td>
<td>Quantitative and/or qualitative criteria that provide a simple and reliable means to measure achievement or reflect changes connected to the goal.</td>
<td>How the information on the indicator will be collected</td>
<td></td>
</tr>
<tr>
<td>Outcome 1</td>
<td>Outcome Indicators</td>
<td></td>
<td>External conditions not under the direct control of the intervention necessary if the outcome I to contribute to reaching intervention goal</td>
</tr>
<tr>
<td>The primary result(s) that an intervention seeks to achieve. It describes the situation which is expected to prevail if the project delivers the expected results.</td>
<td>As above, connected to the stated outcome</td>
<td>As above</td>
<td></td>
</tr>
<tr>
<td>Output 1.1</td>
<td>Output Indicators</td>
<td></td>
<td>External factors not under the direct control of the intervention which could restrict the outputs leading to the outcome.</td>
</tr>
<tr>
<td>The tangible products, goods and services and other immediate results that lead to the achievement of the outcomes</td>
<td>As above, connected to the stated output</td>
<td>As above</td>
<td></td>
</tr>
</tbody>
</table>

Plan of activities

- Include all activities to be undertaken by the proposed project in the plan of activities. Each activity shall be numbered accordingly:
  - First activity to contribute to output 1.1 shall be labelled Activity 1.1.1
  - Second activity to contribute to output 1.1 shall be labelled Activity 1.1.2
- The plan of activities clearly states what inputs / resources are necessary to undertake the activity (e.g. air tickets for participants) as well as how much these resources cost.
- Note that the Grand Total of the amount requested from UNSCAR (as contained at the end of the plan of activities) must be identical with the Grand Total of the Project Budget.

* * *