

United Nations Trust Facility Supporting Cooperation on Arms Regulation (UNSCAR)

2018 Call for Proposals
For the implementation of projects in **2019**

See also www.un.org/disarmament/UNSCAR

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Applications should use the UNSCAR form templates.
 Applications should be submitted to unscar-unoda@un.org by **31 July 2018**.
 Applications must include:

- Completed UNSCAR application form
- Completed UNSCAR logical framework
- Completed UNSCAR detailed budget

1. About UNSCAR

UNSCAR is a flexible, multi-donor, United Nations-managed fund supporting arms regulation. UNSCAR aims to:

- mobilize resources to support the ratification / accession and implementation of relevant international instruments on arms regulation
- improve effectiveness of assistance through coordination, monitoring and matching of resources
- promote increased sustainability through more predictable sources of funding

UNSCAR is administered by the United Nations Office for Disarmament Affairs (UNODA), assisted by a Strategic Planning Group (SPG). The SPG consists of UNSCAR donor countries. It advises on UNSCAR's annual priority areas and recommendations of project proposals for funding.

UNSCAR is financed through voluntary contributions provided by Australia, Canada, Denmark, Finland, Germany, Ireland, Japan, the Netherlands, Spain, Sweden, Switzerland and the United Kingdom.

2. The 2018 Call for Proposals

2.1. Timeframe

Under the 2018 Call for Proposals, UNSCAR accepts applications from **8 June – 31 July 2018**, for projects to be implemented in 2019.

2.2. Eligible organizations

- United Nations system partners¹
- Regional organizations
- Non-Governmental Organizations
- Research institutes
- **Member States** wishing to benefit from UNSCAR-funded projects should work with one of the aforementioned eligible organizations to design a project proposal. An application may be submitted under the name of such an eligible organization, indicating “endorsed by the Government of [country name]” or “in partnership with the national small arms commission/authority of [country name].” Submission of a relevant national report that indicates applicable national need and/or requests is encouraged.

Organizations must be registered, have a legal status, and own a bank account under its name to apply for UNSCAR funds. An arrangement for the so-called 'financial agent' is not possible.

¹ Participants in UN CASA, the UN-internal Coordinating Action on Small Arms, the Arms Trade and Ammunition mechanism which 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.

Projects involving multiple implementing organizations are considered. Application should be submitted under the name of one eligible organization per application, who will take sole and full responsibility for project management and contractual obligations. Partner organizations should be listed in the application form in a relevant box. All partners listed should be in agreement with being mentioned in the application.

An eligible organization may submit one or more applications.

Projects that are not necessarily implemented by a Western based partner or follow typical selection standards are considered.

2.3 Thematic focus

UNSCAR accepts applications that support and implement effective conventional arms regulation.

Priority will be given to projects which include one or more of the following thematic priorities:

- Support the universalisation and/or effective implementation of relevant global instruments on arms regulation;
- Promote the nexus on progress between conventional arms regulation, peace and security, and development, particularly in connection with Target 16.4,² under the 2030 Agenda for Sustainable Development; including:
 - integration of arms control efforts into national development agenda;
 - national capacity building for data collection.
- Explore synergies between international and regional instruments on arms regulation;
- Support the implementation of international assistance priorities, considering:
 - outcomes from milestone conferences/meetings;
 - assistance needs as identified by States in national reports submitted.

All applicants are required to take **gender considerations** into account in their project formulation. Gender considerations are cross-cutting requirements for all project proposals. An application focusing on gender issues in the context of arms control is also welcome. UNSCAR supports increase in funding for policies and programmes that take account of the differing impacts of illicit small arms and light weapons on women, men, girls and boys.

Gender considerations may be related to:

- reduction of gender-based violence from arms regulation perspectives;
- promotion of the meaningful participation and representation of women, in policymaking, planning and implementation processes related to relevant instruments;
- collection of gender-disaggregated data as indicators to measure successful implementation of the project.

² By 2030 to significantly reduce illicit (...) arms flows

2.3. Duration of implementation period

The envisaged implementation period of projects starts January 2019, to be completed by 31 December 2019. In the course of the project implementation, a 'no-cost extension' may be possible if approved by UNSCAR.

Funds from UNSCAR will be disbursed after a Funding Agreement has been signed by the implementing partner and UNODA.

2.4. Funding

UNSCAR encourages the submission of small-scale projects.

- Category 1: a cap of **\$100,000** per project applies for project proposals, of which activities pertain to:
 - catalysing national legislative process;
 - supporting governments' decision-making processes;
 - undertaking action-oriented research, study, IT development;
 - organizing meetings, workshops, and public awareness campaigns.
- Category 2: a cap of **\$200,000** per project applies for project proposals, of which activities include substantial **procurement of equipment, construction/rehabilitation of facilities and/or high operating costs**, pertaining to:
 - providing technical and operational assistance, e.g. weapons collection, destruction, marking, record-keeping, tracing, stockpile management;
 - building technical capacity of national authorities.

An application in a total budget exceeding either of these amounts will not be considered, whereas an application in a total amount of less than respective funding cap is welcome.

UNSCAR can fund projects which include contributions from other sources, as long as the UNSCAR funds are separately accounted for throughout the project cycle. The budgetary amount in an application to UNSCAR, however, should be consistent with either of the funding caps. A detailed budget on funding sources other than UNSCAR should be included in Annex 3.

2.5. Official Development Assistance (ODA) eligibility

UNSCAR has been increasingly conditioned to finance ODA-eligible activities. In the application form, applicants are requested to provide information on ODA eligibility of proposed activities:

- ODA-eligible activities: refer to [DAC Development Co-operation Directorate](#).
 - Confirm that envisaged activities pertain to SALW control.³⁴
 - If not, explain which activity/item in the Directorate is applicable.
- ODA-eligible recipients: refer to [DAC List of ODA Recipients \(2018-2020\)](#)

Applications of ODA-eligible activities are encouraged,⁵ yet UNSCAR is not limited to funding only ODA-eligible projects.

³ For example, CRS purpose code 15240: Reintegration and SALW control (p. 28, DAC Development Co-operation Directorate) and 15150: Democratic participation and civil society.

⁴ Assumption is that proposals consistent with 2.3 Thematic focus is also consistent with this requirement.

2.6. Support from target/recipient country

International cooperation and assistance should be rendered upon request “in line with the needs and priorities of recipient States.”⁶ UNSCAR aims to ensure that implementation of funded activities, where applicable, is fully consulted with and supported by national authorities of the recipient government.

It is required that target/recipient countries are specifically named in an application. Applicants should prioritize potential target/recipient countries that submit relevant national reports indicating their national need/requests therein.

Applicants are expected to possess certain expertise in undertaking relevant activities in or for such target/recipient countries, possibly including established local presence or contacts with relevant national authorities. When an application is selected, an indication that the recipient country, where applicable, is in support of the envisaged activities⁷ is to be provided to UNSCAR. See [Annex 9: Request for Assistance / Indication of Support by Recipient States](#). Such an indication from a recipient country will be considered as an advantage, if attached to an application to this Call.

2.7. Additional requirements

- Applicants should demonstrate adequate internal control mechanisms for project management, monitoring, evaluation and auditing.⁸

3. Application and selection process

3.1. Application form

Applicants should use the UNSCAR application form.

All parts of the application form should be filled out. Generic descriptions such as ‘3 targeted countries / regions to be identified in the course of implementation’ will not be accepted. Later changes to ‘region and countries of implementation’ may be considered if justifiable.

⁵ This ODA-eligibility requirement is not mandatory. Applications will be considered irrespective of if ODA-eligible or not.

⁶ Paragraph III.29, A/CONF.192/BMS/2014/2

⁷ Particularly when envisaged activities are implemented mainly *on a bilateral basis* and pertain to:

i) capacity-building and/or training of government officials; or ii) provision of technical assistance and/or policy guidance.

⁸ Relevant measures may include:

- Internal project management plan;
- Internal monitoring and evaluation plan;
- **Evaluation of UNSCAR-funded project by external experts;**
- Participant surveys to assess short-, medium-, and long-term impact of activities;
- Internal control mechanisms for the management of UNSCAR funds such as the use of International Public Sector Accounting Standards (IPSAS) or other relevant titles of financial rules and regulations;
- **Letters/statements by a certified public accountant;** and/or
- Regular updates and information sharing in addition to interim and final reports.

3.2. Logical framework (log frame)

Applicants should use the UNSCAR log frame as part of their application. It allows implementing partners to analyse and organise information in a structured manner, which in return provides UNSCAR with an understanding of the project rationale, its intended objectives and the means by which objectives will be achieved.

All parts of the log frame should be filled out.

Entries should include what inputs / resources are necessary to undertake the activity, as well as their costs. The grand total of the amount requested from UNSCAR should match the grand total of the detailed project budget.

Guidelines for the logical framework: www.un.org/disarmament/UNSCAR.

3.3. Detailed budget

Applicants should use the UNSCAR detailed budget form as part of their application. The project budget includes all expenses required in order to implement the proposed project.

A sample budget with guidance is provided in a worksheet attached to the detailed budget form.

Applicants should take the following requirements into account when developing the project budget:

General guidance

- Applicants are required to make thorough and comprehensive costs estimates in the detailed budget, **incorporating margins for potential future fluctuations** in value or currency exchange rates, if necessary.
- The detailed budget should include a detailed breakdown of items and budget lines.
- All items should be justified. Calculations and explanations should be provided in the Notes column in the form.
- Additional documents and justification for each item should be provided to UNSCAR, if requested.
- UNSCAR funds should be accounted for, budgeted and reported upon **independently of funds from other sources**. Outputs and outcomes of an UNSCAR project should not depend on or be subject to other funding sources.

When budgeting for application

- **Staff costs** should be limited to staff directly involved in the implementation of the project.
- Potential **bank charges** and costs for **courier services** (e.g. to exchange hard-copies of a funding agreement with UNSCAR) should be included in 'Operating costs.'
- It is encouraged to apply lower rates for per **diem / daily subsistence allowance (DSA)** than the UN rates (as provided by the [International Civil Service Commission](#)). Applicants are expected to make the best use of their local networks, expertise and experiences in reducing DSA costs.
- It is strongly recommended that a budget line for "**auditing**" be included under "Operating costs: Contractual services." Such project-specific auditing can be conducted by a certified public accountant who is regularly consulted by the applicant at modest costs; e.g. \$2,000 - \$4,000 (These estimated costs are based on recent precedents).
- A budget line '**miscellaneous**' is not favoured. 'Miscellaneous,' if necessary, can only be minimal and categorized under 'operating costs' and must contain a specified breakdown.
- In case applicants cannot find a suitable description in the menu, applicants should select 'Other' and provide a description of the costs in the detailed budget form.
- **Indirect (programme support) costs** up to **7%** of the total direct project costs are allowed to be charged. The 7% in the form may be decreased (e.g. to 5% or 0%), if you wish so. Therefore, **indirect costs such as recurring**

operational costs, office rents, office maintenance and communications at headquarters cannot be included in the budget.

- The detailed budget cannot be revised throughout the application/selection process.

When provisionally selected

- UNSCAR will engage with provisionally selected applicants in order to ensure that respective budgets are in compliance with the UN financial regulations and rules.

When being implemented

- Once a funding agreement is signed, the budget cannot be changed throughout the implementation period without prior approval by UNSCAR.
- If a project is selected and implemented, all its expenditures should correspond to the approved detailed budget, **line by line. No reallocation of funds beyond each budget line is possible, unless approved by UNSCAR prior to the expenditure.**
- Equipment, supplies and other property purchased from UNSCAR funds should be handed over to the relevant government in a manner as approved by UNODA.
- Received UNSCAR funds **cannot be transferred** to another organization (even to a partner organization) without prior written approval of UNSCAR.

3.4. Submission of application

An application always consists of completed UNSCAR application form, log frame, and detailed budget.

All forms can be downloaded from the UNSCAR website. Application is done by email to unscar-unoda@un.org, with the three documents attached. No additional documents can be submitted. Submissions can be done in English only.

Once an application is submitted to UNSCAR, changes and amendments to the application will not be possible, including changes to the budget.

The deadline for submission of the application is **31 July 2018** (NY DST = UTC -4). All applications will be timestamped upon receipt; therefore, **those received after this deadline cannot be accepted.**

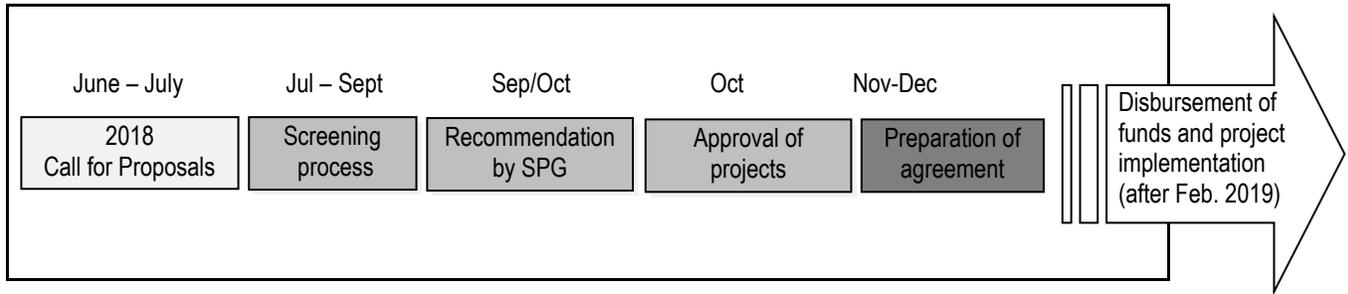
3.5. Selection process

UNSCAR awards project funds 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
- Balance in the eligibility groups of applicants; the themes among applications; and their geographical distributions within an implementation cycle.

UNSCAR staff will conduct an eligibility screening and a preliminary impact assessment – including risk of overlap with other and / or previous projects –, and forward the findings to the Strategic Planning Group (SPG) consisting of UNSCAR donors. The SPG will meet in October 2018, will consider all projects, and will make recommendations for final approval by the designated UN Trust Fund Manager.

Applicants will be notified about the result of their application in November 2018.



3.6. Funding agreement and annexes

Applicants initially selected will work closely with UNSCAR staff to incorporate technical and administrative feedback into the application documents with a view to ensuring high-quality standards of programme design and monitoring as well as compliance with UN financial regulations and rules.

Selected applicants will submit the following documents before concluding a funding agreement with UNODA:

- *Schedule of activities* (time frame);
- *Risk assessment* drawing upon the assumptions in the log frame and the risks outlined in the application form
- *Request for assistance / indication of support* by each recipient country for the UNSCAR-funded activity (not applicable if activities do not involve national authorities);
- *Coordination plan* to avoid duplication of activities in the same geographical scope or of similar products / outputs, and to create synergies between UNSCAR-funded projects. Coordination efforts should be undertaken by each UNSCAR-funded project during the preparation and implementation phases. UNODA will provide guidance to all partners.

A funding agreement should be signed by UNODA and the implementing partner by the end of 2018. Project funds will be transferred thereafter.

Under the funding agreement, implementing partners will be:

- Encouraged to generate publicity and secure visibility of the project;
- Requested to prepare and submit interim and final substantive and financial reports to UNSCAR;
- Subject to possible on-site monitoring missions when UNSCAR needs reassurance of project performance or when planned activities may set success criteria for future activities and outcomes;
- Subject to external auditing, arranged by UNSCAR, if UNSCAR requires to obtain evidence-based assurances on the use of funds transferred.

UNSCAR is sponsored by:



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