**PROJECT PROPOSAL**

**Sub-Grant Programme One of the Ninth Call for Proposals**

[**UN Voluntary Trust Fund for Victims of Human Trafficking**](https://www.unodc.org/unodc/en/human-trafficking-fund/unvtfhomepage.html)

**CHECKLIST**

***Please make sure your application includes each item specified in the below checklist.***

(click the boxes below to mark)

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| Profile created and/or updated in the [UN Partner profile](https://www.unpartnerportal.org/landing/) with all required documents |  |  |
| Annex A - Project proposal (This document. Word or PDF format) |  |  |
| Annex B - Project budget (Excel format). Download [link](https://www.unodc.org/documents/human-trafficking/Human-Trafficking-Fund/CfP9.1/Annex_B_-_Budget.xlsx). |  |  |
| For proposals involving partner contributions only:   * evidence of secure funding |  |  |
| Annex C - Signed declaration (PDF Format). Download [link](https://www.unodc.org/documents/human-trafficking/Human-Trafficking-Fund/CfP9.1/Annex_C_-_Partner_Declaration.docx). |  |  |

1. **CAPACITY OF THE ORGANISATION**

**1.1 Applicant details**

|  |  |
| --- | --- |
| Institution name of the applicant | Click or tap here to enter text. |
| Mailing Address | Country: Click or tap here to enter text. |
| City: Click or tap here to enter text. |
| Street: Click or tap here to enter text. |
| House no.: Click or tap here to enter text. |
| Partner ID number in [UNPP](https://www.unpartnerportal.org/)  Access detailed guide on how to register on UNPP here: [Registration – United Nations Partner Portal (zendesk.com)](https://unpartnerportalcso.zendesk.com/hc/en-us/articles/360004110374-Registration) | Click or tap here to enter text. |
| Type of institution as per the registration certificate | Non-governmental organization (NGO) |
| Community-based organization (CBO) |
| Others.  Please specify: Click or tap here to enter text. |
| Date of establishment as per the registration certificate | Click or tap to enter a date. |
| Place of registration as per the registration certificate | Country: Click or tap here to enter text. |
| City: Click or tap here to enter text. |
| Does the organization have a legal status in the country of operation | Yes  No |
| Insert the organization’s mission and/or vision statement from its constitution/articles of association (max. 200 words) | Click or tap here to enter text. |
| List your major donors (max. 60 words) | Click or tap here to enter text. |
| Is your organization a survivor-led organization? | Yes  No |
| What percentage of positions in the organizations are held by human trafficking survivors? | Choose an item. |
| What percentage of positions in the organizations are held by women? | Choose an item. |
| Website | Click or tap here to enter text. |
| Relevant Social Media handles or links, if any (Twitter/Facebook/Weibo) | Click or tap here to enter text. |
| Headquarters location | Country: Click or tap here to enter text. |
| City: Click or tap here to enter text. |
| Authorized representative | First name: Click or tap here to enter text.  Last name: Click or tap here to enter text. |
| Email: Click or tap here to enter text. |
| Phone no.: Click or tap here to enter text. |
| Primary contact person | First name: Click or tap here to enter text.  Last name: Click or tap here to enter text. |
| Email: Click or tap here to enter text. |
| Phone no.: Click or tap here to enter text. |

* 1. **Prior experience in implementing similar activities**

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| --- | --- |
| **Number of 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](https://www.unodc.org/unodc/en/organized-crime/intro/UNTOC.html) | Choose an item. |
| Has the organization previously received funds from the UN Voluntary Trust Fund for Victims of Trafficking in Persons, Especially Women and Children (UNVTF)?  Note: please **only count the project funded by** [**UNVTF**](https://www.unodc.org/unodc/en/human-trafficking-fund/unvtfhomepage.html)rather than other UN entities. | No  Yes (If yes, mention year(s) and amount in USD below:  Click or tap here to enter text. |

*Please provide a description of up to three recent projects through which the applicant has provided* ***direct assistance to victims of trafficking in persons. Please do not list the project that mainly focuses on campaign and/or awareness-raising activities***

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| **Project 1** | |
| Did this project provide direct support to victims/survivors of human trafficking? | Yes  No |
| Name of the project | Click or tap here to enter text. |
| Description of the project | Click or tap here to enter text. |
| Name of donor | Click or tap here to enter text. |
| Location | City: Click or tap here to enter text.  Country Click or tap here to enter text. |
| Beginning and end dates of the project month/year | Beginning date: Click or tap to enter a date.  End date: Click or tap to enter a date. |
| Total cost in USD | Click or tap here to enter text. |
| Number of staff involved | Click or tap here to enter text. |
| Please provide a link to the project final report | Click or tap here to enter text. |
| Results and number of **direct victims/ survivors of human trafficking** supported by this project | Click or tap here to enter text. |

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| **Project 2** | |
| Did this project provide direct support to victims/survivors of human trafficking? | Yes  No |
| Name of the project | Click or tap here to enter text. |
| Description of the project | Click or tap here to enter text. |
| Name of donor | Click or tap here to enter text. |
| Location | City: Click or tap here to enter text.  Country Click or tap here to enter text. |
| Duration Beginning and end dates of the project month/year | Beginning date: Click or tap to enter a date.  End date: Click or tap to enter a date. |
| Total cost in USD | Click or tap here to enter text. |
| Number of staff involved | Click or tap here to enter text. |
| Please provide a link to the project final report | Click or tap here to enter text. |
| Results and number of **direct victims/survivors of human trafficking** supported by this project | Click or tap here to enter text. |

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| **Project 3** | |
| Did this project provide direct support to victims/survivors of human trafficking? | Yes  No |
| Name of the project | Click or tap here to enter text. |
| Description of the project | Click or tap here to enter text. |
| Name of donor | Click or tap here to enter text. |
| Location | City: Click or tap here to enter text.  Country: Click or tap here to enter text. |
| Duration (Beginning and end dates of the project month/year) | Beginning date: Click or tap to enter a date.  End date: Click or tap to enter a date. |
| Total cost in USD | Click or tap here to enter text. |
| Number of staff involved | Click or tap here to enter text. |
| Please provide a link to the project final report | Click or tap here to enter text. |
| Results and number of **direct victims/survivors of human trafficking** supported by this project | Click or tap here to enter text. |

1. **APPROACH**

|  |  |
| --- | --- |
| Project title | Click or tap here to enter text. |
| Grant amount requested from UNODC in USD (maximum USD 20,000). This amount should be **identical** to the total cost covered by UNODC noted in the budget. | Click or tap here to enter text. |
| Location of the project | City: Click or tap here to enter text.  Country: Click or tap here to enter text. |
| Project duration   * Maximum 9 months * project is expected to start **from 1 April 2025**. | This project plans to be implemented for Choose an item. |
| Does the project implementation require government approval? | Yes  No |

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| **2.1 Project summary** |
| Please provide brief description within 500 characters on the proposed project, and the way in which it responds to the objectives (see Call for Proposals 1.2) and thematic focus (see Call for Proposals 1.3) of this grants programme.  In this section, also justify your proposed project, referring to the evidences of gaps, issues and needs identified from previous initiatives, needs assessments, research and/or evaluations. |
| Click or tap here to enter text. |
| Please click the boxes to select which forms of exploitation will be targeted |
| 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  Others. Please specify: Click or tap here to enter text. |

**2.2 Expected results**

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| --- | --- | --- | --- | --- | --- | --- |
| **2.2.1 Primary result**  Description: CSOs are enabled to achieve sustainable impact on human trafficking victims’ assistance with focus on the most marginalised, particularly women and children, and those affected by intersecting forms of discrimination. (Internal reference no: outcome 01.02.) | | | | | | |
| Please provide necessary information on the indicators of achievement that are **applicable to the proposed project**. | | | | | | |
| Indicators of achievement | Measure  Type | Baseline (Enter if applicable. Insert zero if baseline data has not been established) | Target  (the expected result the project will achieve) | Start month | End month | Means of verification (specify how the indicators of achievement can be verified) |
| 1. **Total** number of survivors/victims of human trafficking who will be **directly** supported by this project | Quantified | Click or tap here to enter text. | Women  Click or tap here to enter text.  Men  Click or tap here to enter text.  Girls  Click or tap here to enter text.  Boys  Click or tap here to enter text.  Others  (please specify)  Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap here to enter text. |
| 1. Number of survivors/victims of human trafficking receiving safe interim accommodation, and essential assistance | Quantified | Click or tap here to enter text. | Women  Click or tap here to enter text.  Men  Click or tap here to enter text.  Girls  Click or tap here to enter text.  Boys  Click or tap here to enter text.  Others  (please specify)  Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap here to enter text. |
| 1. Number of survivors/victims of human trafficking receiving access to essential psychological and/or psychosocial support | Quantified | Click or tap here to enter text. | Women  Click or tap here to enter text.  Men  Click or tap here to enter text.  Girls  Click or tap here to enter text.  Boys  Click or tap here to enter text.  Others  (please specify)  Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap here to enter text. |
| 1. Number of survivors/victims of human trafficking whose health (physical and mental) have been improved due intervention support | Quantified | Click or tap here to enter text. | Women  Click or tap here to enter text.  Men  Click or tap here to enter text.  Girls  Click or tap here to enter text.  Boys  Click or tap here to enter text.  Others  (please specify)  Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap here to enter text. |
| 1. Number of survivors/victims of human trafficking receiving vocational training/lifeskills/ access to learning opportunities | Quantified | Click or tap here to enter text. | Women  Click or tap here to enter text.  Men  Click or tap here to enter text.  Girls  Click or tap here to enter text.  Boys  Click or tap here to enter text.  Others  (please specify)  Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap here to enter text. |
| 1. Number of survivors/victims of human trafficking receiving appropriate legal counselling support | Quantified | Click or tap here to enter text. | Women  Click or tap here to enter text.  Men  Click or tap here to enter text.  Girls  Click or tap here to enter text.  Boys  Click or tap here to enter text.  Others  (please specify)  Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap here to enter text. |
| 1. Number of survivors/victims of human trafficking receiving who demonstrated greater awareness on their rights and on human trafficking | Quantified | Click or tap here to enter text. | Women  Click or tap here to enter text.  Men  Click or tap here to enter text.  Girls  Click or tap here to enter text.  Boys  Click or tap here to enter text.  Others  (please specify)  Click or tap here to enter text. | Choose an item. | Choose an item. |  |
| 1. Number of Victims/survivors have been reunified and/or repatriated based on their willingness | Quantified | Click or tap here to enter text. | Women  Click or tap here to enter text.  Men  Click or tap here to enter text.  Girls  Click or tap here to enter text.  Boys  Click or tap here to enter text.  Others  (please specify)  Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap here to enter text. |
| 1. Number of perpetrators who have been prosecuted as a result of grantee intervention | Quantified | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap here to enter text. |
| 1. Number of outreach events/communication materials organized/developed during implementation period | Quantified | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap here to enter text. |
| 1. Number of individuals reached through advocacy/communication | Quantified | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap here to enter text. |

Risk and mitigation plan related to primary result

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| Risk | Likelihood | Impact | Mitigation Plan |
| Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap here to enter text. |
| Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap here to enter text. |
| If more risks are identified, please list them below following the same format: description, likelihood (low/medium/high), impact (low/medium/high), and mitigation plan. | | | |
| Click or tap here to enter text. | | | |

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| **2.2.2 Secondary results (optional, only if applicable)**  In the sections below, applicant may propose secondary results that contribute to the 2.2.1 primary result. | | | | | | |
| Description of secondary result 1 | | | | | | |
| Click or tap here to enter text. | | | | | | |
| Indicators of Achievement | Measure  Type | Baseline (Enter if applicable. Insert zero if baseline data has not been established) | Target  (the expected result the project will achieve) | Start  (select a month in the list) | End  (select a month in the list) | Means of Verification (specify how the result can be verified) |
| Click or tap here to enter text. | Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap here to enter text. |
| Click or tap here to enter text. | Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap here to enter text. |
| Description of secondary result 2 | | | | | | |
| Click or tap here to enter text. | | | | | | |
| Indicators of Achievement | Measure  Type | Baseline (Enter if applicable. Insert zero if baseline data has not been established) | Target  (the expected result the project will achieve) | Start  (select a month in the list) | End  (select a month in the list) | Means of Verification (specify how the result can be verified) |
| Click or tap here to enter text. | Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap here to enter text. |
| Click or tap here to enter text. | Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap here to enter text. |
| If there are more secondary results, please list them below following the same format above: description, indicators of achievement, measure type, baseline, target, start and end months, and means of verification | | | | | | |
| Click or tap here to enter text. | | | | | | |

Risk and mitigation plan related to secondary results

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| Risk | Likelihood | Impact | Mitigation Plan |
| Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap here to enter text. |
| Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap here to enter text. |
| If more risks are identified, please list them below following the same format: description, likelihood (low/medium/high), impact (low/medium/high), and mitigation plan. | | | |
| Click or tap here to enter text. | | | |

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| **2.3 Priority activities, methodology and workplan** | | | | | | | |
| Please describe the **priority indicative activities** (see Call for Proposals Section 1.3) that will be implemented. | The activity should be relevant to the indicators of primary result (and secondary results, if applicable). Please specify the relevancy. | Please specify the methodology of each priority activity, i.e., how it will be implemented. | Implementation period (click the boxes to mark) | | | | |
| Q2, 2025 | Q3, 2025 | | Q4, 2025 | |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |  |  |  | |
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| **2.4 Victim-centred support** |
| Please provide details on the planned victim-centred supports that are in a tailored, meaningful manner in response to varied needs of survivors with different backgrounds and situations, such as gender, age, form of exploitation that they suffered, etc. |
| Click or tap here to enter text. |

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| **2.5 Cultural sensitivity and responses to the feedbacks of survivors** |
| Please provide details on how the proposed project will demonstrate cultural sensitivity, consult with victims, and respond to feedback from victims. |
| Click or tap here to enter text. |

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| **2.6 Roles of key stakeholders** |
| Please describe how the applicant will work in partnership with other entities, including governments and other public authorities |
| Click or tap here to enter text. |

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| **2.7 FOR PREVIOUS UNVTF GRANTEES ONLY: Differences from previous UNVTF-funded project.** |
| Please explain the differences between the proposed project and the previous project. ONLY proposal with **new activities, target group(s) and/or location(s) will be considered. Overlapping proposals will be disqualified.** |
| Lessons learnt from previous funded project(s) |
| Click or tap here to enter text. |
| Activities |
| Previous project  Click or tap here to enter text. |
| New project  Click or tap here to enter text. |
| Target group(s) |
| Previous funded project  Click or tap here to enter text. |
| New project  Click or tap here to enter text. |
| Location(s) |
| Previous funded project  Click or tap here to enter text. |
| New project  Click or tap here to enter text. |

1. **BUDGET**

* Please use Annex B ([link](https://www.unodc.org/documents/human-trafficking/Human-Trafficking-Fund/CfP9.1/Annex_B_-_Budget.xlsx)) to describe the project’s budget, making sure that it aligns with the information provided in the project proposal and workplan.
* Please note that **staff costs equating to more than approximately 30%** of the total budget would be evaluated for assurance that these are justified by the proposed activities.
* **No more than 10%** of the total budget is allocated to indirect costs.
* Audit report is required for project with grant amount requested more than USD 20,000.

Ineligible costs

* Direct financial offering or compensation to victims, such as “seed money” or “start-up capital”
* 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
* Capital expenditure for purchase of land, buildings, equipment, and/or vehicles
* Reimbursement for any cost caused by fund transfer, such as currency exchange losses and bank fees
* 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 20% of total budget.