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

2019 Call for Proposals
For the implementation of projects in 2020

See also www.un.org/diarmament/UNSCAR
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Applications should use the UNSCAR form templates. Applications should be submitted to unscar-unoda@un.org by 31 July 2019.
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, Cyprus, Denmark, Finland, Germany, Ireland, Japan, the Netherlands, Spain, Sweden, Switzerland and the United Kingdom.

2. The 2019 Call for Proposals

2.1. Timeframe

Under the 2019 Call for Proposals, UNSCAR accepts applications from 7 June – 31 July 2019, for projects to be implemented in 2020. Applications will be considered on a rolling basis. Early applications are encouraged.

2.2. Eligible organizations

- United Nations system partners
- 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 “on behalf of the Government of [country name or 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.

An organization must be registered, have a legal status, and own a bank account under its name to apply for UNSCAR funds. An arrangement involving a 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 24 UN entities: CTED, DESA, DGC, DPO, DPPA, ICAO, OCHA, ODA-, OHCHR, OSAPG, OSRSG/CAAC, OSRSG/VAC, OSAA, UNDP, UNEP, UN-HABITAT, UNHCR, UNICEF, UNIDIR, UNMAS, UNODC, UNOCT, UN Women and 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. While a project that covers multiple priorities is possible, when listing areas of thematic focus in the application, we request that you only note additional priorities if they are genuinely and feasibly relevant to the project.

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

a. Support the universalisation and/or effective implementation of relevant global instruments on arms regulation;

b. Explore synergies between international and regional instruments on arms regulation;

c. Develop and implement national action plans or other national policies in support of the implementation of the Programme of Action or relevant global instruments;

d. Promote transparency instruments, including on matters related to international arms transfers and military expenditures;

e. Promote implementation of Security Council resolutions on women, peace and security.

UNSCAR and the Arms Trade Treaty Voluntary Trust Fund (ATT-VTF) cooperate on an informal basis through exchange of information, with a view to avoiding duplication of projects. It is encouraged to apply to ATT-VTF if envisaged activities are solely related to the ATT.
2.4 Requirements

Whereas one or more "thematic priorities" determine primary objectives of a project proposal, "requirements" are preconditions for an application to be accepted by UNSCAR:

a. Promotion of the 2030 Agenda for Sustainable Development;
b. Provision of international assistance in accordance with national needs;
c. In accordance with MOSAIC\(^2\) and IATG\(^3\), where applicable;
d. Gender-responsive project design and implementation.\(^4\)

2.5 Other considerations

UNSCAR encourages promotion and implementation of the Secretary-General's Agenda for Disarmament "Securing Our Common Future" through UNSCAR-funded activities. Possibly applicable Actions for the Disarmament Agenda are listed in the application form.

2.6 Duration of implementation period

The envisaged implementation period for all projects is 1 year, starting in January/February 2020 (or the date of Funding Agreement) and ending on 31 December 2020. UNSCAR funds will not be made available for any activities conducted after 31 December 2020. In the event of delays in the course of project implementation, a 'no-cost extension' may be requested before the end of 2020, subject to approval by UNSCAR.

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

2.7 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, e.g.:
  - catalysing national legislative process;
  - supporting governments' decision-making processes;
  - undertaking action-oriented research, study, IT development;
  - organizing meetings, workshops, and public awareness campaigns.

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\(^2\) Modular Small-arms-control Implementation Compendium (MOSAIC)

\(^3\) International Ammunition Technical Guidelines (IATG)

\(^4\) Specific themes and activities include:
- reduction of gender-based violence through arms regulation;
- promotion of the meaningful participation and representation of women, in policymaking, planning and implementation - processes related to relevant instruments;
- collection of gender and age-disaggregated data as indicators to measure successful implementation of the project;
- supporting gender-mainstreaming in arms regulation policies, programmes and legislation;
- accounting for gendered impacts of the illicit trade in small arms and light weapons;
- coordination between relevant national authorities (e.g. NatCom) and other authorities responsible for women's affairs or gender equality, as well as women's civil society groups.
• Category 2: a cap of $150,000 per project applies for project proposals, of which activities pertain to field operations in the area of
  – Physical Security and Stockpile Management (PSSM),
  – weapons marking,
  – weapons tracing, or
  – weapons destruction,
  and require high costs (e.g. $50,000) for procurement, construction and field operations.

An application with a total budget exceeding either of these amounts will not be considered, whereas an application with a total budget of less than the 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 implementation period. 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.

2.8 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.\(^5\)  
  – 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,\(^7\) yet UNSCAR is not limited to funding only ODA-eligible projects.

2.9 Support from target/recipient country

International cooperation and assistance should be rendered upon request “in line with the needs and priorities of recipient States.”\(^8\) 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. UNSCAR will not encourage referral to any target country which has not indicated request for assistance in its 2018 national report or which has not submitted a national report.\(^9\)

\(^5\) For example, CRS purpose code 15240: Reintegration and SALW control (p. 28, DAC Development Co-operation Directorate) and 15150: Democratic participation and civil society.

\(^6\) Assumption is that proposals consistent with 2.3 Thematic focus is also consistent with this requirement.

\(^7\) This ODA-eligibility requirement is not mandatory. Applications will be considered irrespective of if ODA-eligible or not.

\(^8\) Paragraph III.29, A/CONF.192/MS/2014/2
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 activities 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.

2.10 Built-in mechanism for monitoring, evaluation and auditing

- Applicants should demonstrate adequate internal control mechanisms for project management, monitoring, evaluation and auditing.11

3 Application and selection process

3.1 Application form

Applicants should use the 2019 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.

3.2 Logical/Result framework (log frame)

Applicants should use the UNSCAR log frame as part of their application. It allows implementing partners to analyse and organize 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.

The logical/result framework also helps implementing partners clearly define the project structure; test its internal logic and risks; and formulate measurable indicators of success. It helps to schedule activities including their sequencing, estimation of duration and assigning responsibilities. Specific indicators and criteria for successful implementation of

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9 For a small arms control-related proposal, submission of 2018 national reports on the implementation of the UN Programme of Action on small arms and the International Tracing Instrument will be required (see Annex 1 and smallarms.un-arm.org/national-reports).

10 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.

11 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.
relevant outputs and outcomes will be reviewed and revisited when interim and final reports are submitted (result framework). It is also a resource for budgeting.

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 three documents: a completed UNSCAR application form, a log frame, and a detailed budget.

All forms can be downloaded from the UNSCAR website. Applications are submitted by email to unscar-unoda@un.org, with all three documents attached. No additional documents should 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 2019 (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 2019 to consider all projects and make recommendations for final approval by the designated UN Trust Fund Manager.

Applicants will be notified about the result of their application in November 2019.

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12 An automated receipt acknowledgement message will be sent out in reply to an e-mail received in the account of unscar-unoda@un.org. If you do not receive this message with a time and date stamp, please contact UNSCAR.
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 2019 or early 2020. 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:
Annex 1: Requests for Assistance indicated in PoA national Reports 2018:
smallarms.un-arm.org/international-assistance

### International assistance

Increasingly, requests for international assistance are articulated in States' national reports on the implementation of the Programme of Action on small arms light weapons and its International Tracing Instrument. Such requests are usually presented by theme. In addition, information on international assistance in the area of reintegration and small arms control is drawn from OECD’s Creditors Reporting System (CRS), as reported by its OECD member countries and other states that are voluntarily participating in the CRS. This data is presented in not only donors' but also recipients' profiles. (Information is reflected in the 'international assistance' section below if national reports are submitted online or consistent with the reporting template.)

#### International cooperation and assistance

**Data source: PoA reporting**

**Filter by regional group**
- Global

**Filter by assistance**
- Seeking
- Provided
- Received

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Annex 2: Modular Small-arms-control Implementation Compendium (MOSAIC)

MOSAIC is a set of voluntary, practical guidance notes that each combine the best small-arms expertise in succinct, operational advice. MOSAIC is the result of a decade of coordinated work within the UN system. Modules from the compendium are used in well over half of Member States, assisting authorities around the world to improve their small-arms control measures.

All MOSAIC Modules:

SERIES 01 – INTRODUCTION TO MOSAIC

01.20 Glossary of terms, definitions and abbreviations

SERIES 02 – SALW CONTROL IN CONTEXT (Under Development)

02.10 Small arms and light weapons control in the context of preventing armed violence
02.20 Small arms and light weapons control in the context of Security Sector Reform
02.30 Small arms and light weapons control in the context of Disarmament, Demobilization and Reintegration

SERIES 03 – LEGISLATIVE AND REGULATORY

03.10 National controls over the manufacture of small arms and light weapons
03.20 National controls over the international transfer of small arms and light weapons
03.21 National controls over the end-user and end-use of internationally transferred SALW
03.30 National regulation of civilian access to small arms and light weapons
03.40 National coordinating mechanisms on small arms and light weapons control

SERIES 04 – DESIGN AND MANAGEMENT

04.10 Designing and implementing a National Action Plan
04.20 Designing and implementing community safety programming
04.30 Awareness-raising

SERIES 05 – OPERATIONAL SUPPORT

05.10 Conducting small arms and light weapons surveys
05.20 Stockpile management: Weapons
05.30 Marking and recordkeeping
05.31 Tracing illicit small arms and light weapons
05.40 Collection of illicit and unwanted small arms and light weapons
05.50 Destruction: Weapons
05.60 Border controls and law enforcement cooperation

SERIES 06 – CROSSCUTTING ISSUES

06.10 Women, men and the gendered nature of small arms and light weapons
06.20 Children, adolescents, youth and small arms and light weapons
Annex 3: International Ammunition Technical Guidelines (IATG)

The International Ammunition Technical Guidelines form a frame of reference to achieve and demonstrate effective levels of safety and security of ammunition stockpiles.

They provide a coherent approach, are based on sound and accepted explosive science, recommend an integrated risk and quality management system, and allow for a progressive, integrated improvement in safety and security in line with available resources.

01 - Introduction and Principles of Ammunition Management
01.10 - Guide to the International Ammunition Technical Guidelines (IATG)
01.20 - Index of risk reduction process levels (RRPL) within IATG
01.30 - Policy development and advice
01.40 - Glossary of terms, definitions and abbreviations
01.50 - UN explosive hazard classification system and codes
01.60 - Ammunition faults and performance failures
01.70 - Bans and constraints
01.80 - Formulae for ammunition management
01.90 - Ammunition management personnel competences

02 - Risk Management
02.10 - Introduction to risk management principles and processes
02.20 - Quantity and separation distances
02.30 - Licensing of explosive facilities
02.40 - Safeguarding of explosive facilities
02.50 - Fire safety

03 - Ammunition Accounting
03.10 - Inventory management
03.20 - Lotting and batching
03.30 - International transfer of ammunition module
03.40 - End-user and end-use of internationally transferred ammunition module
03.50 - Tracing of ammunition

04 - Explosive Facilities (Storage) (Field and Temporary Conditions)
04.10 - Field and temporary storage
04.20 - Temporary storage

05 - Explosives Facilities (Storage) (Infrastructure and Equipment)
05.10 - Planning and siting of explosives facilities
05.20 - Types of buildings for explosives facilities
05.30 - Traverses and barricades

06 - Explosive Facilities (Storage) (Operations)
06.10 - Control of explosives facilities
06.20 - Storage space requirements
06.30 - Storage and handling
06.40 - Ammunition packaging and marking
06.50 - Specific safety precautions (storage and operations)
06.60 - Works services (construction and repair)
06.70 - Inspection of explosives facilities
06.80 - Inspection of ammunition

07 - Ammunition Processing
07.10 - Safety and risk reduction (ammunition processing operations)
07.20 - Surveillance and in-service proof

08 - Transport of Ammunition
08.10 - Transport of ammunition

09 - Security of Ammunition
09.10 - Security principles and systems

10 - Ammunition Demilitarization and Destruction
10.10 - Demilitarization and destruction of conventional ammunition

11 - Ammunition Accidents, Reporting and Investigation
11.10 - Ammunition accidents: reporting and investigation
11.20 - Ammunition accidents: investigation methodology
11.30 - Ammunition storage area explosions – EOD clearance

12 - Ammunition Operational Support
12.10 - Ammunition on multi-national operations
12.20 - Small unit ammunition storage