

UNITED NATIONS TRUST FUND FOR HUMAN SECURITY 2021 CALL FOR PROPOSALS

Please note that for the 2021 Call for Proposals, the United Nations Trust Fund for Human Security (UNTFHS) is accepting proposals for **human security awareness and usage programmes only (window II)**.

The deadline for the submission of concept notes to be considered by the UNTFHS is **31 October 2021**, 11:59 pm New York time. Concept notes must be submitted by the **Resident Coordinator or the highest-ranking UN official for regional commissions or similar entities**.

Please note that only submissions using the template attached in Annex 1 will be reviewed.

I. Overview

Established in 1999 by the Executive Office of the Secretary-General (EOSEG), the UNTFHS has been a pioneering financing mechanism, advancing integrated programmes by the UN system and partners that are comprehensive, people-centred, context-specific and preventive. Today, these principles of human security are reflected in the reform of the UN system as well as major global agendas. As such, the UNTFHS helps catalyze new ways of thinking and partnering as well as concrete action to strengthen the UN's ability to better deliver for people facing complex and interconnected challenges.

II. Focus of the 2021 Call for Proposals

The UNTFHS will focus the 2021 Call for Proposals on programmes to extend awareness of the human security approach and its usage at all levels (Window II, see page 5 of the [UNTFHS Guidelines](#)). For these programmes, the total contribution from the UNTFHS should not exceed US\$300,000 for a period of 12-18 months¹.

This year the UNTFHS is seeking proposals focused on **addressing the multidimensional challenges and advancing the SDGs in LDCs, LLDCs, SIDS, and the Sahel region**. Where appropriate, proposals that link with existing initiatives or Funds and apply the human security approach to this broader initiative will be considered favorably. Proposals should reflect the following key elements:

- Promoting prevention and preparedness to interconnected threats ranging from conflict, climate change, pandemics to poverty and inequality, among others.
- Reaching the most vulnerable groups and those farthest behind, emphasizing dignity, tackling discrimination, and fostering gender equality.

¹ Total programme budgets can include pooling of resources from other funding sources should this allow for a more comprehensive and impactful programme.

- Operationalizing the humanitarian-development-peace nexus or enhancing synergies across interconnected risks such as the intersection of climate change, displacement, and the SDGs.

III. Requirements

Please carefully review the [UNTFHS Guidelines](#) for detailed information on eligibility and funding criteria. Only programmes that meet these criteria will be considered for support. Please also review the [Human Security Handbook](#) and [FAQs](#) on the website.

Programmes should **deepen knowledge and practice on how the application of human security can help prevent, respond to and/or recover from complex challenges** that cut across mandates, disciplines and institutions.

- Programmes need to demonstrate genuine application of the human security approach. They should aim to generate the highest degree of catalytic effect and be directed towards complex challenges best suited to the human security approach.
- Programmes can incorporate assessments and practice- or policy-oriented research on human security on the condition that they lead to new tools, strategies or practical solutions based on the human security approach that may be adopted by the UN system, Member States, and/or intergovernmental organizations, among others.
- Proposals should offer novel and innovative ways of working – new entry points, new types of partnerships, etc. – to promote solutions that will ultimately lead to more impactful and sustainable outcomes for people.
- Each programme must include a strategy to increase awareness and usage of the human security approach and the adoption of tools, strategies or practical solutions developed. Please see Annex II on outreach and communications requirements and expectations.
- The UNTFHS encourages budgeting for international/national UN Volunteers as appropriate for the programme.

IV. Proposal development and endorsement

Please take the following into account during the development of the concept note.

- For country or community-level programmes, the development and selection of the submission(s) must be led by the Resident Coordinator.
- For regional or multi-country programmes, please ensure the DCO Regional Director is consulted during the preparation of the concept note. In addition, for regional or global programmes with in-country activities, please consult with the relevant Resident Coordinator. Please include a description of the consultations undertaken during the development of the concept note in the submission.

- Proposals must be endorsed by the government(s). At the concept note stage, a letter of endorsement by the government will be an advantage. At the programme proposal stage, a letter of endorsement will be required.

V. Submission instructions

Please email the concept note to humansecurity@un.org. In the subject line, please include the following: (1) [CfP 2021], (2) the country name/region, (3) lead agency and (4) programme title, and please copy the primary focal point of the lead agency.

VI. Appraisal and selection process

The purpose of the Call for Proposals is to ensure a selection process that is competitive and where the best human security programmes can be funded. All submissions will be reviewed as follows:

- (a) The HSU will acknowledge receipt of applications through a confirmation email.
- (b) Within two months, the HSU will inform the Office of the Resident Coordinator (RCO) or the submitting entity (regional and global programmes) of the outcome of the initial review. Should additional information be required, the HSU will communicate directly with the RCO/applying entity.
- (c) If the outcome of the review process is positive, the HSU will encourage the applying organization(s) to formulate and submit a programme proposal. An invitation by the HSU to prepare a programme proposal is not a guarantee of funding.
- (d) Proposals that satisfy the review process will be submitted to the Executive Office of the Secretary-General (EOSG) for approval.
- (e) Upon approval by the EOSG, the HSU will enter into a financial agreement with the lead entity/agency of the programme.

Annex I: Concept Note Template

Date of submission	dd/mm/yyyy (the date should be updated whenever the proposal is revised and resubmitted)
Benefiting country/region and location(s)	
Title of the programme	
Duration of programme	From dd/mm/yy to dd/mm/yy (xx months)
Lead UN organization	Give name, title and email address of the focal person in the lead UN organization, including a finance focal person.
Implementing UN organization(s)	Give name, title and email address of the focal persons in each UN implementing organization.
Non-UN implementing partners	
Resident Coordinator(s) Resident Coordinator's Office (RCO) (For submissions from regional entities, offices of SRSGs or other similar entities, submissions can be from the highest-ranking UN official)	Give name, title and email address of the focal persons in relevant RCO(s) and/or Regional Office(s)/HQs
Total programme budget including indirect support costs in US\$ (UNTFHS and other sources of funding)	
Amount requested from the UNTFHS in US\$ (max. \$300,000 for 'window II' programmes)	
Amount to be sourced from other donors in US\$ (please list each donor and the amount to be contributed)	
Target SDG(s):	

1. Executive summary (max. ~1 page or 3000 characters)

Provide an overview of the programme by responding to the following:

- What is the overall purpose of the programme, and what are the expected results at the end of the programme period as well as longer-term outcomes beyond the programme period?
- What are the interconnected challenges being addressed, who are the main target groups, and why is it important to address this challenge now?
- Why is human security the most appropriate approach? How will its application advance a different way of responding to the challenge than previous interventions or ways of working? How will it add value?
- Who are the key partners and how have they been involved to date?

2. Joint Multidimensional Human Security Analysis

The information contained in this section should be based on a comprehensive multi-sectoral analysis in which UN entities and partners adapt and combine existing analytical tools and processes to create a multidimensional and context-specific joint presentation of risks, needs, vulnerabilities and capacities, as the basis for a common approach.

2.1. Overall context analysis (3000 characters)

- Considering the domains of human security (economic, food, health, environmental, personal, community and political), highlight critical and pervasive challenges to be addressed. Emphasis should be placed on describing how the various risks and impacts are interconnected, interdependent and/or compounding.
- Identify the root causes and underlying drivers of risks and vulnerabilities, as well as their impact on different groups within communities and their impact on institutions.
- Provide relevant disaggregated qualitative and quantitative data, from national to household level as relevant. Provide hyperlinks when possible.

3. Programme details

3.1. Overview of programme (2500 characters)

- Based on the comprehensive context analysis, briefly explain what the programme is aiming to achieve. It is required that you highlight the key entry points and how they will enable the partners to address multiple risks, insecurities and/or agendas.
- Highlight the UN entities and other partners who will be engaged in the programme.
- Describe the community/ies and any specific group(s) you may target and why. Provide a disaggregated estimate of direct and indirect beneficiaries.

3.2. Programme results framework (no character limit)

- List in bullet points the programme objective(s), outcomes and the major outputs and activities of the programme.²
- Please also list the collective outcome(s)³ that the programme aims to achieve or contribute towards. It is recognized that achieving collective outcomes may be beyond the timeframe of the programme. Nonetheless, the programme should be aiming towards a collective outcome that requires the inputs of diverse stakeholders.

² A full list of activities and comprehensive monitoring and result matrix is only required at the full programme proposal stage. However, please outline major activities and outputs to clearly illustrate how the programme plans to achieve the desired outcomes and how the various outputs and outcomes are mutually reinforcing.

³ A collective outcome is a concrete and measurable result that multiple stakeholders want to achieve jointly over a period of time (often 3-5 years) to reduce people's needs, risks and vulnerabilities and increase their resilience.

Results framework requirements

- **Objective:** The objective states the end result targeted or expected to occur as a consequence of the programme's efforts, at least in part, and to which the intervention is intended to contribute. Window II programmes usually have one main objective, typically describing medium-term changes aimed at meeting the needs of the beneficiaries.
- **Outcome(s):** The outcomes represent the changes that occur as a result of the completion of the outputs (e.g. enhanced coordination, strengthened capacities of stakeholders, etc). While the achievement of outcomes may depend on actions of various stakeholders and may not be entirely in the hands of the implementing entity, they should generally be within realistic reach through the completion of the programme's outputs. Window II programmes typically have 2-3 outcomes.
- **Outputs:** The completion of the intended outputs, i.e. the tangible products and services that result from the completion of programme activities, should realistically lead to the achievement of the outcome(s) and contribute to the objective.
- **Activities:** Actions taken or work performed through which inputs, such as funds, technical assistance and other types of resources are mobilized to produce specific outputs.
- **Indicators:** Programmes should formulate SMART (Specific, Measurable, Achievable, Relevant, Time bound) indicators at both outcome and output level. The full results framework to be developed at the programme proposal stage would also include baselines, targets and means of verification.
- When developing the results framework, it is suggested to carefully review the logical sequence of these different levels to ensure the completion of the activities can achieve the outputs, and the completion of the outputs is sufficient to realistically lead to the achievement of the outcomes.

3.3. Programme rationale (2000 characters)

- Describe how this programme is aligned with national, sub-national and local priorities, the United Nations Sustainable Development Cooperation Framework, if relevant, and other relevant global, regional or national agendas and strategies.
- Please also outline how it complements past and on-going initiatives by the UN, the government, and other major stakeholders. Please provide specific details (e.g. project title, donor).

3.4. Implementing through and added value of the human security approach (3000 characters)

- This section should explain and provide specific examples of how the programme will operationalize the human security approach (its principles and the protection and empowerment framework as outlined in the Human Security Handbook). Please refrain

from general statements about the principles and provide concrete examples of how they are operationalized in the design of the programme.

- Linked to the above, please clearly articulate how the human security approach is applied in the development and implementation of assessment frameworks, policy evaluation frameworks, and new policies or tools (e.g. early warning tools, indices, etc.)
- Describe how the proposed programme is different from previous responses and why it is the best approach to address the challenges identified.

3.5. Mainstreaming, scale-up, replication and sustainability (1500 characters)

- Indicate the catalytic potential of the programme and specific efforts to mainstream the human security approach.
- Provide a brief description of efforts to ensure its scale-up, replication and sustainability.
- If the programme involves the development of new tools, guidelines and/or other practical solutions based on the application of human security, please also explain why these new tools are necessary and how the programme will contribute to their adoption by key stakeholders.

3.6. Outreach and communications (1500 characters)

- Briefly describe the strategy for dissemination and communicating the human security approach, explaining how the message (i.e. the vision, lessons learned and achievements) of the proposed programme will be disseminated to beneficiaries, national and local government, donors and other stakeholders.
- If the programme involves the development of new tools, guidelines and/or other practical solutions based on the application of human security, please outline the outreach and communications actions necessary to raise awareness and usage of these tools.

4. Management structure and partnerships (1500 characters)

- Briefly outline the roles of the partners including the RCO, UN entities, sub-national and national government, civil society, international development partners and the private sector, among others.

5. Proposal development (1500 characters)

- Please describe the entities that have been consulted during or who participated in the development of the concept note. Please review the requirements on consultations for regional and global programmes.

6. Budget

All concept notes must include an indicative programme budget using the [simplified budget template](#) for concept notes on the UNTFHS website. In developing the budget, please keep in mind the criteria listed in Section IV.3 of the Guidelines, and Section VI of the Guidelines. For example, please consider the following:

- The budget must not include government staff salaries and institutional recurrent costs of

UN agency operations (i.e. maintenance, utilities, office rent). Instead, the bulk of the funding must be used for programme activities with direct impact on vulnerable people and communities. In this regard, UNTFHS anticipates that salaries of staff would be a very modest component (e.g. 15-20% max) of the programme cost without the indirect support cost (7%). To support local ownership and sustainability of programme interventions, the UNTFHS encourages the use of local capacity as much as possible. The UNTFHS also encourages the use of international/ national UN Volunteers as appropriate. All general operating costs for running an office (e.g. telecommunication, rents, finance charges and other costs) should also be of a very modest component (e.g. 5-10%).

- The budget must include indirect support costs of 7%. For implementing organizations that are UN Secretariat departments/offices, their budget should not include the 7% indirect support cost as per guidance from the UN Controller's office.
- For joint programmes, only the **pass-through fund management option** can be used. Operational details on the pass-through fund management option are provided in Annex 7. The budget should include the administrative fee of 1% for the Administrative Agent (AA). The lead agency that will act as the AA will be granted 1% of the programmable budget as administrative fees and will be responsible for the distribution of funds to the other implementing partners, as well as for the preparation and submission of financial reports. (Please see text box below for additional information on the role of the lead agency.)

Role of the lead agency for UNTFHS programmes

As all UNTFHS programmes are multidimensional, multiagency, and multi-partner, the role of the lead agency is crucial, particularly with regard to the genuine integration of activities and the required coordination among implementing partners, as well as communication with implementing and non-implementing partners, among others. The lead agency is therefore not necessarily the entity with the most significant substantive role or largest amount of funding from the UNTFHS, but the agency best suited in the particular context to oversee and drive integration and coordination towards the shared objectives of the human security programme.

Key responsibilities of the lead agency

Coordinating overall programme implementation in line with the human security approach. The lead agency will be responsible for the organizing meetings and consultations with all programme partners, including but not limited to steering committee and technical working group meetings, to ensure integrated implementation of the programme.

Establishing the appropriate governance structures and coordinating mechanisms for a successful human security programme at the nation and community levels (or global and regional levels, as relevant for the programme).

Managing timely communication and consolidation of the inputs required from the implementing partners for the development of annual work plans, M&E plans, communications strategies, mainstreaming efforts as well as narrative and financial reports submitted to the HSU.

Designating a programme coordinator who will serve as the primary focal point for the programme. The coordinator will play a key role in managing and monitoring programme implementation.

Ensuring that all programme activities are in line with the approved programme proposal and budget, and apply the human security approach.

Annex II: Outreach and communications

Window II programmes under the UNTFHS aim to increase awareness and usage of human security. To this end, strategic, coordinated, and compelling outreach and communications is an essential component of any programme.

While a more comprehensive outreach and communications plan is required at the full proposal stage, applying organizations should clearly articulate the integral role of outreach and communications activities in the concept note submission, as well as plan for adequate human and financial resources to carry out these activities. Please see the [United Nations Trust Fund for Human Security \(UNTFHS\) Guidelines](#) for more detailed guidance on the requirements and expectations.

What are the outreach expectations and requirements for Window II programmes?

- **Draft an integrated strategy across UN entities and partners** to ensure outreach and communications illustrate the comprehensive and integrated approach of UNTFHS programmes and the benefits that accrue from collaborative efforts.
- **Develop and disseminate** compelling and coordinated outreach and communications materials including but not limited to:
 - **High-resolution photos** of people and communities in action and the outcomes of programme activities.
 - Both **professionally produced and short, informal videos** that can be used for events, social media posts and/or compiled with other footage for thematic or shorter programmatic videos (raw footage to provide context is also very welcome).
 - **Infographics and brochures** that illustrate the integrated, people-centred, context-specific and prevention-oriented nature of the programme and its (intended) outcomes.
 - **Human interest stories**, including first-person accounts of the programme and its impacts of people's daily lives.
 - **Podcasts and blogs** showcasing diverse perspectives, including those from the local level.
 - Bulletins, newsletters, and other materials.
- **Connect with and capitalize on opportunities to showcase the programme through global, regional, national, and local events, platforms, and networks:** Consider platforms to share lessons learned as well as other opportunities to increase visibility of the programme at different levels. Programmes can plan events as well, but cost-effective strategies that build upon existing opportunities should also be incorporated.
- **Leverage the power of websites and social media:** Maximize the use of programme-specific websites, dedicated webpages for programmes, and social media (i.e. Twitter, Facebook, Instagram and YouTube) to regularly share updates on the programme and its impact.