**FAQs for Call for Proposals**

**1. Eligibility Criteria**

**Q: Who is eligible to apply for this Call for Proposals?**
A: Eligible applicants are non-profit organizations (CSOs including NGOs and CBOs) registered under the relevant laws of Pakistan, with at least two years of registration and direct experience in implementing activities related to preventing violent extremism.

**Q: Do CSOs and CBOs include universities?**
A: Yes, the term "Civil Society Organizations" (CSOs) and "Community-Based Organizations" (CBOs) can include universities, academic institutions, and think tanks, provided they are registered as non-profit entities under the relevant laws of Pakistan and meet the other eligibility criteria outlined in the Call for Proposals.

**Q: Can newly established organizations apply?**
A: No, applicants must have been registered for at least two years to be eligible.

**Q: Are partnerships between organizations allowed?**
A: Yes, partnerships are encouraged. However, the lead organization must meet all the eligibility criteria and be directly responsible for the management of the project.

**Q: How can we submit our application?**
A: Applications must be submitted via email to unodc-network.cve@un.org. The application form should be in Word or PDF format, and the budget should be in Excel or PDF format.

**Q: What documents need to be submitted with the application?**
A: The required documents include the project proposal application form, project budget, and a signed partner declaration. Additionally, a complete and updated profile on the UN Partner Portal is required.

**Q: Is there a deadline for submitting applications?**
A: Yes, the deadline for submission is 31 May 2024, 23:59 GMT +05:00.

**2. Project and Budget Eligibility**

**Q: What types of projects are eligible for funding?**
A: Projects must aim to achieve the objectives outlined in the Call for Proposals, such as preventing violent extremism, promoting social cohesion, and enhancing community resilience. Projects must be time-bound with specific start and end dates.

**Q: Are there any types of projects that are not eligible for funding?**
A: Yes, projects focused mainly on individual sponsorships, scholarships, credit schemes, debt provisions, capital expenditures (e.g., land, buildings), and projects that discriminate based on gender, religion, or ethnicity are not eligible.

**Q: How should we account for indirect costs in our budget?**
A: Costs directly attributable to the project activities should be budgeted for under the relevant budget line.

**Q: Can we allocate funds for equipment purchases?**
A: While the primary focus should be on project activities, some funding can be allocated for equipment necessary to support those activities. Equipment must be directly required for the activities to be implemented. Partner should clearly demonstrate that without the equipment the project will not be implementable. However, projects that consist exclusively or primarily of capital expenditures such as land, buildings, or large-scale equipment purchases are not eligible.

**Q: What are the funding limits for the proposals?**
A: Proposals with budgets ranging from USD 50,000 to USD 60,000 will be considered. The award should not exceed 25% of the entity’s annual income.

**Q: What are eligible costs for the project?**
A: Eligible costs include those directly verifiable and traceable to the activities being implemented. Administrative costs up to 10% of the total budget are also eligible.

**Q: Are there any costs that are not eligible?**
A: Yes, ineligible costs include debts, interest, salary top-ups for government employees, land or building purchases, currency exchange losses, and taxes unless they cannot be reclaimed.

**Q: How should we prepare the project budget?**
A: The project budget should be realistic, cost-effective, and directly verifiable. Include all necessary costs related to project activities, and ensure they are traceable to the implementation of the project. The budget should be prepared using the provided template and include detailed justifications for each cost item.

**Q: Are there any restrictions on the type of expenses that can be included in the budget?**
A: Yes, certain costs are ineligible, including debts, interest, salary top-ups for government employees, capital expenditures (land, buildings), currency exchange losses, and taxes that can be reclaimed. Ensure all costs included in your budget comply with the eligibility criteria outlined in the CFP.

**Q: Can we include administrative costs in our budget?**
A: Yes, administrative costs that are incremental to the project can be included as flat-rate funding, fixed at not more than 10% of the total amount requested. These costs should be necessary for the implementation of the project.

**3. Project Implementation**

**Q: When is the project expected to start?**
A: The project implementation is expected to start in August 2024.

**Q: How long can the project last?**
A: All activities financed by this Grants programme must be implemented within a period not exceeding 6-10 months.

**Q: What are the thematic focus areas and priority issues for this Call for Proposals?**
A: The thematic focus areas include fostering broad-based community resilience and inclusive engagement to prevent and counter violent extremism (P/CVE). Priority issues include strengthening youth engagement, enhancing policy coherence for effective PVE, promoting positive narratives and countering extremist ideologies, and supporting social inclusion of victims of violent extremism.

**Q: Can we propose a project that focuses on digital initiatives to counter violent extremism?**
A: Yes, leveraging digital space and artificial intelligence for P/CVE is one of the thematic focus areas. Projects utilizing these technologies to foster resilience and counter extremist ideologies are encouraged.

**Q: How detailed should the project methodology be?**
A: The project methodology should be clearly described, detailing how the project will address the priority thematic areas. It should include specific activities, target beneficiaries, and the rationale for the chosen approach. The methodology must demonstrate an evidence-based approach and outline how the project will achieve its objectives.

**Q: What information should be included about the target beneficiaries?**
A: Provide detailed information on the targeted beneficiaries, including their demographics, vulnerability to radicalization, and specific needs. Highlight how the project will benefit groups such as youth, women, former members of extremist groups, families affected by violent extremism, and other at-risk populations.

**4. Monitoring and Evaluation**

**Q: What should be included in the monitoring and evaluation plan?**
A: The monitoring and evaluation plan should outline the methods and tools to be used for tracking project progress and assessing outcomes. Include specific indicators for measuring success, data collection methods, and how the results will be analyzed and reported. The plan should ensure that the project’s impact is effectively monitored and evaluated.

**Q: How do we demonstrate the project's potential for sustainability?**
A: Describe how the project’s results and impacts will be sustained beyond the funding period. This could include capacity-building activities, establishing partnerships, and creating replicable models that can be adopted by other organizations or communities. Highlight any plans for securing additional funding or support to continue the project's activities.

**5. Partnerships and Stakeholder Engagement**

**Q: How important is collaboration with other stakeholders in our proposal?**
A: Collaboration is crucial. Your proposal should detail how you will work with other entities, including government bodies, other CSOs, community leaders, and international organizations. Effective partnerships can enhance the project’s reach, impact, and sustainability.

**Q: How should we document partnerships in our proposal?**
A: Document your partnerships by providing details about each partner organization, their roles, and how they contribute to the project. Include letters of support or Memoranda of Understanding (MoUs) if available, to demonstrate formalized partnerships.

**Q: Can we partner with international organizations for this project?**
A: Yes, partnerships with international organizations are allowed and can be beneficial. However, the lead organization applying for the grant must be a registered non-profit entity in Pakistan with direct responsibility for the project.

**6. Proposal Submission and Evaluation**

**Q: What is the process for submitting our proposal?**
A: Complete the project proposal application form and budget template as provided. Submit these documents via email to unodc-network.cve@un.org, ensuring that the subject line reads "Proposal submission related to P/CVE". All submissions must be in Word, PDF, or Excel format as specified.

**Q: What are the key criteria for evaluating proposals?**
A: Proposals will be evaluated based on the capacity of the organization, the quality of the project proposal, and value for money. Key evaluation criteria include the organization’s history and experience, the project’s alignment with thematic focus areas, clear and evidence-based methodology, defined target beneficiaries, expected outcomes, and cost-effectiveness.

**Q: What happens if my application is incomplete?**
A: Incomplete applications will be rejected. It is crucial to ensure that all required documents and information are provided and that the application form is correctly filled out.

**Q: When will we be notified about the decision on our application?**
A: Applicants will be informed in writing of UNODC’s decision concerning their application. The exact timeline for notification is not specified, but it will follow the evaluation and approval process as outlined in the CFP.

**Q: What kind of reporting will be required if our proposal is accepted?**
A: Accepted proposals will require regular progress reports, financial reports, and a final report at the end of the project. The specifics of the reporting requirements will be outlined in the agreement signed between your organization and UNODC.

**Q: How will we receive feedback on our application if it is not selected?**
A: Applicants will be informed in writing of UNODC’s decision concerning their application.

**Q: Can we submit our proposal in Urdu or another local language?**
A: No, all applications must be submitted in English as specified in the Call for Proposals guidelines.

**7. Support and Clarifications**

**Q: Who can we contact for support or clarifications during the application process?**
A: Interested applicants may submit any requests for clarification in writing to unodc-network.cve@un.org by 15 May 2024. Responses to these requests will be prepared and published by 20 May 2024 on the NACTA and UNODC websites.

**Q: What is the process for updating our profile on the UN Partner Portal?**
A: Log in to your existing profile on the UN Partner Portal and ensure all information is up-to-date. This includes your organization’s legal registration certificate, audited financial statements for the last two fiscal years, and a completed PSEA partner self-assessment.

**Q: What should we do if we encounter technical issues with the UN Partner Portal?**
A: For technical issues related to the UN Partner Portal, refer to the help and support resources available on the portal itself. If the issue persists, you can contact the support team through the provided contact options on the portal.