UNITED NATIONS TRUST FUND FOR HUMAN SECURITY
2023 CALL FOR PROPOSALS

For the 2023 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 **15 December 2023**, 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 (EOSG), 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. 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 intersecting challenges in pursuit of achieving the 2030 Agenda for Sustainable Development and the Sustainable Development Goals (SDGs) and other global and national priorities.

II.   Focus of the 2023 Call for Proposals

For the 2023 Call for Proposals, the UNTFHS will accept proposals for 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 18-24 months. However, we strongly encourage mobilizing additional resources towards the proposed programme, thereby extending the reach of the seed funding from the UNTFHS.

The UNTFHS is seeking proposals that **advance the application of human security to accelerate the SDGs and realize priorities in Our Common Agenda, the new Agenda for Peace** and other global agendas. Within these broader strategic priorities, additional focus areas include but are not limited to:

- Countries or regions/subregions that have recently or are currently experiencing a backsliding of development.
- Climate-related risks and their multidimensional consequences including food security and human mobility, among others.
- Digital transformation and technology, including solutions to address the dark side of technological advancement as well as to harness its potential for empowerment and agency.
- Youth engagement and a consideration of future generations and intergenerational collaboration.
- Strengthening comprehensive and integrated data analysis, collection and monitoring to better prevent, mitigate or respond to the multidimensional consequences of complex crises.

Please note that Window II programmes are fundamentally different than operational programmes supported under Window I of the UNTFHS. While community-based activities and pilot initiatives can be a component of Window II programmes, proposals must result in concrete knowledge products, strategies or tools to support the UN system and/or national and local governments to better deliver on promises, promote greater integration of operations and expertise, and develop new perspectives and approaches to current, emerging and future challenges using the human security lens.

In addition to the thematic areas outlined above, all proposals should incorporate one or more of the following:

- Developing and piloting a human security integrated methodology, building upon most recent thinking and existing tools such as the Human Security Handbook, to ensure that no one is left behind in policy or programmatic responses to complex challenges.

- Proposing an integrated methodology that accounts for cross-cutting issues such as climate change and the environment, health, digitalization, inequality and exclusion, and/or works at the intersection of major agendas.

- Preparing and testing operational guidance on how to use the human security lens to develop crisis responses to support Resident Coordinators and UN Country Teams in crisis contexts, including in operationalizing the humanitarian-development-peace nexus.

- Elaborating human security strategies to ingrain a preventive lens in data collection, programme planning, or policy development to better prepare for or mitigate the impacts of compound crises that could derail sustainable peace and development.

- Establishing mechanisms and processes that enhance trust and collaboration among communities, between communities and governments, and across a range of stakeholders, based on the human security approach.

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 utilize the guidance on the application of human security provided in the Human Security e-course, 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, sectors, 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 as well as have a clear plan for the adoption of tools, strategies or practical solutions developed beyond the period of the UNTFHS programme. 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 2023], (2) the country name/region, (3) lead agency and (4) programme title, and please copy the primary focal point of the lead agency and the RCO focal point.

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 UN entities implementing the programme.

Annex I: Concept Note Template

NOTE: Concept notes should be approximately 8-10 pages in length, with a maximum length of 12 pages.

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 <u>and</u> other sources of funding)	
Amount requested from the UNTFHS in US$ (no more than $2 million for operational programmes and max. $300,000 for outreach/advocacy programmes)	
Amount to be sourced from other donors in US$ (please list each donor and the amount to be contributed, including in-kind contributions from implementing organizations)	
Target SDG(s):	

1. **Executive summary**

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
- 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
- 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
- Provide a concise summary, with a brief narrative, listing the programmes objectives, outcomes and major outputs and activities.[1]
- Please also list the collective outcome(s)[2] 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.

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[1] Please clearly illustrate how the programme plans to achieve the desired outcomes and how the various outputs and outcomes are mutually reinforcing.

[2] 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. strengthened integration of human security, enhanced capacities of stakeholders to implement human security, 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**. Indicators need to be measurable and meaningful to understand the outcomes of the initiative (i.e. % increase of vulnerable community members in political processes; % of participants that are indicating enhanced understanding of HS approach, based on the pre- and post-training assessment results, etc).

- 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
- 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, etc).

3.4. Implementing through and added value of the human security approach
- Please describe how the proposed programme is different from previous responses and why the human security is the best approach to address the challenges identified.
- This section should explain how the programme will further the usage and awareness of the human security approach. Concrete examples must be provided to demonstrate how the human security principles and strategies are implemented in the design of the programme, as well as how they will be integrated in the outputs and outcomes. Please refrain from general statements and provide specific and tangible examples.
- Please articulate how the human security approach is applied in the development and implementation of human security policies or tools to be developed or used in the programme (e.g., assessment frameworks, policy evaluation frameworks, and early warning tools, indices, etc.)
- If the programme involves the development of new tools, guidelines and/or other practical solutions based on the application of human security, please explain why these new tools are necessary and clearly outline how the results of these will be utilized within the programme or in future programmes.

3.5. Mainstreaming, scale-up, replication and sustainability of the initiative and the application of human security
- Illustrate how the programme has the potential to initiate transformative outcomes or effects.
- Describe specific efforts to mainstream the human security approach. Offer concrete examples of the strategies, initiatives, or measures implemented to make human security principles and practices more widely accepted and utilized.
- Provide a brief description of efforts to ensure the scale-up, replication and sustainability of the initiative.
- If the programme involves the development of new tools, guidelines and/or other practical solutions based on the application of human security, please explain how the programme will ensure to their adoption by key stakeholders.

4. Management structure, partnerships, and communications

4.1 Management and partnerships
- Please provide a simple diagram outlining 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. Please also provide a brief description and in defining the roles of the implementing entities, please refer to the role of the lead agency in UNTFHS programmes (on page 14 below).

4.2 Proposal development
- 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.

4.3 Outreach and communications of the initiative and the human security approach

- 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.

5. Budget

All concept notes must include an indicative programme budget using the simplified budget template for concept notes. In developing the budget, please keep in mind the budget limits and co-funding requirements outlined in Section VI of the Guidelines (page 7).

The bulk of UNTFHS funding must be used for programme activities with either (i) a direct impact on vulnerable people and communities or (ii) that will lead to policies or initiatives to respond to the needs and vulnerabilities of people, depending if it is a Window I or Window II programme. Programmes should also encourage the use of local capacity to support local ownership and sustainability of programme interventions. The UNTFHS also encourages the use of international/national UN Volunteers as appropriate.

- Please **ensure** that the budget is developed using the **UN official Object Class**, a copy of which is included in the general guidance section of the simplified budget template.

- Please **include** the **indirect support costs** of 7%. For partners that are internal Secretariat, the indirect support costs of 7% will be apportioned between the Human Security Unit at 4% with the 3% to the partner.

- For joint programmes, only the parallel fund management option can be used. Operational details on the parallel fund management option are provided in Annex 7.

- Salaries of staff should be a modest component (15-20% max) of the programme cost without the indirect support cost (7%).

- The budget must not include government staff salaries and institutional recurrent costs of UN agency operations (i.e., maintenance, utilities, office rent).

- All general operating costs for supporting the delivery of programmatic outcomes outlined in the workplan should also be a very modest component of the budget (e.g., 5-10%).

- Official/UN staff travel and/or conference services should be a modest component.

- Large-scale infrastructure programmes are not permitted (construction of small infrastructure may be funded if the people being targeted carry out the construction work

and the expenses for construction work do not exceed 30% of the total budget for operational programmes.)

- Large-scale micro-credit and/or grant schemes are not permitted.

- Funds cannot be used to fill a resource gap for existing initiatives which do not apply the human security approach, for standalone research and data collection, or for emergency assistance that does not ensure self-sustainability at the community level and efforts to transition out of emergency assistance.

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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 regarding 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 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 (Monitoring & Evaluation) 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.

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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** highlighting 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 various 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.