# Overview

The Asia Pacific Forum of National Human Rights Institutions (APF) together with the Office of the High Commissioner for Human Rights (OHCHR), invite APF member institutions to participate in a grant(s) selection process for its Request for Proposals to enhance the capacity of NHRIs to promote and protect Economic, Social and Cultural Rights (ESCR).

In its report A/HRC/54/35, OHCHR noted that despite the key role of national human rights institutions within the domestic human rights institutional architecture, many of them may lack the capacity or resources to fully discharge their mandates in relation to economic, social and cultural rights.[[1]](#footnote-2) In the same report, OHCHR expressed the intention to provide more sustained and long-term support for national human rights institutions to engage fully across the entire range of activities they undertake. Through collaboration with APF, OHCHR aims to boost the development of information and knowledge materials that are useful to NHRIs, including baseline economic, social and cultural rights data and measuring progress towards the realization of those rights and the achievement of the 2030 Agenda for Sustainable Development, practical resources to be used by national human rights institutions in addressing economic, social and cultural rights concerns, such as how to ensure that human rights are considered in budgets and economic policy, methodological notes, promising practices and lessons learned.

Proposals from interested applicant institutions must present a demonstrated interest in, and commitment to the promotion and protection of Economic, Social and Cultural Rights. From the proposals received, up to three applicant institutions will be selected through the competitive selection grants process. Successful applicant institutions will be provided with financial support to assist in the implementation of initiatives that enhance the capacity of NHRIs to promote and protect Economic, Social and Cultural Rights.

The maximum value of financial support will be $ 5,000 USD. The actual amount granted will correspond to the scale and scope of the proposal.

The successful applicant(s) will embark upon an engagement between the date when the grant is awarded (no earlier than 1 May 2025) and 31 December 2025 (inclusive), during which time they will implement and report on their projects (Annex 3 and 3.5).

Through this process, successful applicants will be supported in their individual and institutional efforts relating to economic, social and cultural rights.

Applicants are encouraged to apply innovative thinking and methodologies to proposals. Proposals that include considerations for gender mainstreaming, diversity inclusion, developing or building on partnerships with OHCHR, NGOs and academia in the design and implementation of their project(s) will be given priority consideration.

Applicants’ experiences and lessons learnt will be documented by the APF and OHCHR and shared widely across the region.

# Application Requirements and Eligibility Criteria

The selection of successful proposals is a competitive process. Interested applicants must mee the following eligibility criteria:

* Member NHRI of the APF
* Participated in the APF’s online Economic, Social and Cultural Rights Programme (September – October 2024)
* The grants may not be used for recruitment of staff or purchase of capital goods (e.g. machines, equipment, furniture
* The project(s)must enhance the knowledge and capacity on issues relating to economic, social and cultural rights- within an indivisibility approach to human rights, and in key areas such as research, access to knowledge and communication materials

While all eligible applicants will be invited to submit proposals, only up to three applicants will be selected by the APF to implement their projects.

Interested applicants wishing to submit project proposals to participate in the competitive selection process are kindly requested to fill in Annex I below and provide:

* **Project proposal including background, description and objectives** (maximum 10 pages). The objectives should address the Selection Criteria and match with **activities** and **expected results**.
* Draft **budget** of costs (Annex 2 OHCHR budget template in Excel); and
* A **letter** of in-principle commitment from the Chairperson or Senior Executive Officer[[2]](#footnote-3) of your institution (Annex 4), confirming interest in, and support for the proposal, and that the applicant will be prepared to sign a Grant Agreement with OHCHR to ensure the implementation of the proposed project.

The deadline for submitting proposals is 7 March 2025.

Please email proposals to [ohchr-escr@un.org,](mailto:ohchr-escr@un.org) copying Fasoha Aishath <fasohaaishath@asiapacificforum.net> and Nayela Akter <nayelaakter@asiapacificforum.net>

Please kindly note that virtual and/or telephone interviews may be conducted with shortlisted applicants in order to select successful proposals.

Successful applicants will be required to sign an OHCHR *Grant Agreement* and agree to the applicable conditions.

# Selection and Evaluation Criteria

Proposals will be assessed against the following selection and evaluation criteria:

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Weighting** | **Details** |
| Institutional commitment and capacity from Applicant | 30% | Work related to economic, social and cultural rights is, or has the potential, to be a priority area for your institution. The Applicant is prepared to enter into a Grant Agreement confirming institutional support to see through the Project if the proposal is successful. This project fits into a large area of work of the NHRI related to economic, social and cultural rights concerns such as addressing inequalities, data gaps, discriminatory laws and policies, social and economic justice, progressive taxation, and equal pay. |
| SMARTA proposal | 20% | Ability to think creatively and develop strategies to address the issue with SMARTA approach (see further table below) |
| *Human Rights Based Approach.* | 30% | The proposal explicitly adopts a human rights-based approach, emphasizing human rights principles such as participation, accountability, non-discrimination, and equality. |
| Innovation and analytical skills | 10% | Ability to generate new ideas/opportunities and develop original proposals and solutions based on sound analysis. |
| Project management skills, including communication skills | 10% | Ability to design and implement the Project, with demonstrated strong communication and interpersonal skills. |
| Gender mainstreaming | 10% | Gender mainstreaming is a strategic priority and fundamental part of the work of APF and OHCHR. Efforts shall therefore be taken to ensure both gender mainstreaming is included throughout the Project, as well as gender balance across the successful proposals. |
| **Total** | 100% | |

Projects must be SMARTA, that is, they must be:

|  |  |
| --- | --- |
| **S**pecific | Addressing an identifiable need or issue |
| **M**easurable | Capable of being measured |
| **A**chievable | By the applicant themselves, considering institutional resources and limited project funding available |
| **R**esults orientated | Contributing to enhancing the promotion and protection of economic, social and cultural rights in their home NHRI or country |
| **T**ime-bound | Achievable by 31 December 2025 |
| **A**uthorised | Signed off on, by the applicant’s Chairperson and/or Senior Executive Officer |

# Proposal Application

**\*\*\* ANNEX 1\*\*\***

**UNITED NATIONS**

**OFFICE OF THE HIGH COMMISSIONER FOR HUMAN RIGHTS**

**AND**

**Name of the proposed grantee**

**\*\*\***

**PROJECT PROPOSAL**

**And GC reference number**

**[[3]](#footnote-4)**

**Title of Project:**

**Organization: Name of the proposed grantee**

|  |  |
| --- | --- |
| **Website** |  |
| **Contact name and position** |  |
| **Contact phone number** |  |
| **Contact email address** |  |

**Duration: DD/MM/YYYY – DD/MM/YYYY (the dates indicated in 2.1 of the Grant Agreement)**

**Total amount of the full project (if applicable): USD xx,xxx.xx**

**Amount requested from OHCHR: USD 5,000**

# *Background*

Provide background information on:

1. Context and Justification for the Grant
2. Organization Profile and Experience in the area, including if recipient of previous grants from OHCHR or other donors in the past five years

# *Project description*

# *Project objectives*

**Objectives:**

* + List objectives (should match with Activities and Expected Results)

# *Project activities*

The following project activities have been proposed – Describe each project activity

1. **Activity 1**
2. **Activity 2**
3. **Activity 3**
4. **Activity 4**

***5 Role of OHCHR’s field presence in project implementation (if applicable)[[4]](#footnote-5)***

***6 Beneficiaries (description and estimated number)***

***7 Expected Results***

Describe in 2 paragraphs

# *8. Staffing*

Describe in 2 paragraphs

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **STAFF REQUIRED ONLY FOR THIS PROJECT** | | | | | | | | |
| |  |  |  | | --- | --- | --- | | **Post / Position in the Project** | **Responsibilities / Duties in the position** | **Average Annual Salary from all sources, if applicable** | |  |  |  | |  |  |  | | | | | | | | | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Post / Position in Project** | **Staff Name** | **Title** | **Part/Full Time %** |  |  |  |  | | | | | | | | | |
|  |  |  | |  |  |  |  |  |
|  |  |  |  | |  |  |  |  |
|  | | | | | | | | |

NB. For staff recruited to implementation the project: if the person is already recruited, please include the CV; otherwise please indicate “vacant” in the above table. The corresponding CV(s) will be to be provided to OHCHR with the final report.

# *9. Implementation plan – example of timetable per activity:*

Insert a timetable similar to below

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **May 2025** | | | | **June 2025** | | | | **July 2025** | | | | **Aug 2025** | | | | **Sept 2025** | | | | **Oct 2025** | | | |
| **W**  **1** | **W**  **2** | **W**  **3** | **W**  **4** | **W**  **1** | **W**  **2** | **W**  **3** | **W**  **4** | **W**  **1** | **W**  **2** | **W**  **3** | **W**  **4** | **W**  **1** | **W**  **2** | **W**  **3** | **W**  **4** | **W**  **1** | **W**  **2** | **W**  **3** | **W**  **4** | **W**  **1** | **W**  **2** | **W**  **3** | **W**  **4** |
| Activity 1 | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** |  |  |  |  |  |  |  |  |  |  |
| Activity 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **x** | **x** | **x** | **x** |  |  |  |  |  |  |
| Activity 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **x** | **x** |  |  |  |  |
| Activity 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **x** | **x** | **x** | **X** |
| Activity 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **x** | **x** |

***10. Risk Assessment:***

Describe in 2 paragraphs

# *11. Added value of the project, including regarding gender diversity and mainstreaming*

Describe in 2 paragraphs

# *12. Sustainability*

Describe in 2 paragraphs

# *13. Budget requirements*

The project requires USD 5,000 from OHCHR for the successful accomplishment of the project activities. Add the list of activities.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Additional information attached (if applicable)**

**a) Information on other sources of funding for the project**

|  |
| --- |
| **SOURCES OF FUNDING** |
| **A: Information on other sources of funding for the period of the application** | |
| | **Name of Source** | **Type of Source**  **Cash or in-kind from the grantee** | **Period** | **Purpose** | **Foreseen amount/value** | **Status** | **Proposed Amount** | | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | **Total** |  |  |  | **US$** |  | **US$** | |  |
| |  | | --- | | **B: Comments on other sources of funding** | |  |

**b) Registration in the country (attach certificate)**

**c) CVs of staff to be paid by the GC grant – Not applicable in AFP / OHCHR collaboration.**

**d) Name of proposed audit company and contact details of the proposed auditor (if applicable)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date**

**Name and Title of the representative of the organization asking for a grant from OHCHR**

**Signature**

**\*\*\* ANNEX 3\*\*\***

**FINAL NARRATIVE REPORT FORMAT**

|  |  |
| --- | --- |
| *Name of organisation:* | Name of the grantee |
| *Name of project:* | Reference Number |
| *Time period :* | DD/MM/YYYY – DD/MM/YYYY |

***Please note that the final report should cover the entire project period for which the two instalments have been made.***

1. What activities have been implemented during the project period? Please be as concrete as possible. Describe how the activities were carried out, the issues addressed and when and where the activities took place.

2. What impact has the activities generated?

3. Who have been the beneficiaries of the project (please indicate also numbers)? How have they benefited?

4. To what extent have the objectives of the project been met?

5. What were the major challenges to the project? How were they addressed?

6. How do you estimate the long-term impact of the project?

7. What are the lessons learnt from the project? How will that be valuable in the future activities of the organisation?

8. Other comments.

***Please attach to the report supporting documentation (such as CD-ROMs, t-shirts, promotional materials, newspaper clippings, photos etc.) Please also attach success stories and other evidence in narrative.***

**\*\*\* ANNEX 3.5\*\*\***

**INTERIM NARRATIVE REPORT FORMAT**

|  |  |
| --- | --- |
| *Name of organisation:* | Name of the grantee |
| *Name of project:* | Reference Number |
| *Time period :* | DD/MM/YYYY – DD/MM/YYYY |

***Please note that the interim report should cover the entire project period as defined in the signed agreement.***

1. What activities have been implemented during the project period? Please be as concrete as possible. Describe how the activities were carried out, the issues addressed and when and where the activities took place.

2. What impact has the activities generated?

3. Who have been the beneficiaries of the project (please indicate also numbers)? How have they benefited?

4. To what extent have the objectives of the project been met?

5. What were the major challenges to the project? How were they addressed?

6. How do you estimate the long-term impact of the project?

7. What are the lessons learnt from the project? How will that be valuable in the future activities of the organisation?

8. Other comments.

***Please attach to the report supporting documentation (such as CD-ROMs, t-shirts, promotional materials, newspaper clippings, photos etc.) Please also attach success stories and other evidence in narrative.***

**\*\*\* ANNEX 4\*\*\***

**Letter of in-principle commitment**

*Please copy the below text and insert on official letterhead of your institution.*

I, [*name*], [*position*] of [*name of institution*], confirm our interest in, and support for the proposal to enhance the capacity of [*name of institution*] to promote and protect Economic, Social and Cultural Rights (ESCR) through [*title of Activity*].

[*Name of institution*], will be prepared to sign a Grant Agreement with the Office of the High Commissioner for Human Rights to ensure full implementation of the proposed Activity.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. A/HRC/54/35 para. 37 and 38 [↑](#footnote-ref-2)
2. For example, Executive Director, Secretary-General etc. [↑](#footnote-ref-3)
3. **The project proposal must not exceed 5 pages. However, additional information may be provided as attachment.** [↑](#footnote-ref-4)
4. The NHRI should get in contact with OHCHR’s field presence and discuss point 5. It may assistance from OHCHR HQ to liaise with the field presence if no prior contact exists. [↑](#footnote-ref-5)