Annex I. Guidelines for the Submission of Proposals

I. Eligible Applicants

- Women’s CSOs/women’s CSOs networks and platforms that have specialized knowledge, expertise, and track record of working in women’s human rights and ending violence against women
- Women’s CSOs/women’s networks and platforms with track record in monitoring international human rights treaties and conventions, and more specifically Istanbul Convention
- Civil society organizations working on gender equality and women’s empowerment with track record of working on ending discrimination and violence against women.

Important notes:

- Each application can only be submitted by a single organization.
- Proposals from more than one organization or entity must clearly indicate which organization will take lead responsibility for project management and contractual obligations.
- Transfer of funds by the Applicant Organization to UN Agencies, private sector entities, International NGOs and International Organizations will not be allowed.
- UN Women will sign contracts with and disburse funds to the applicant organization only.
- Eligible organizations currently partnering with UN Women may apply under this call for proposals.

Non-eligible applicant organizations

The following are NOT eligible to apply to this call for proposal:

- Government agencies or institutions
- UN agencies
- Bilateral or multilateral organizations, financial institutions, development agencies
- Private sector entities
- Private individuals
- CSOs which do not have any experience working on capacity development and/or gender equality

II. Documents to be Submitted

Eligible applicants are expected to submit the followings in English:

1. General Information including name of organization, contact person and contact details (Annex II. Application Cover Sheet).

2. Project proposal (See Annex III. Project Proposal Template)

A narrative proposal consisting of:

- Context and problem analysis
- Project Design and Justification: A description of the approach to the Regional Forum as described in the Terms of Reference, including the description of why and how your organization/institution is best suited to undertake this endeavor
• Workplan with detailed activities and resources required, i.e. budget showing how much is required for each activity to achieve each output. The administrative/indirect cost should not exceed 7% of the total budget. Maximum budget of the proposal should not exceed amount of EUR 60.000 (See Annex IV Workplan & Budget)

• Partnerships: A description of the partners needed to successfully implement the project and their roles

• Institutional profile: A brief description of your institution, including its registration details and relevant experience addressing issues pertaining to an intersectional approach to gender equality and ending violence against women and girls

3. A copy of the organization’s legal registration document

4. Supporting documents such as your organizational brochures, annual reports and audit reports from the past three years.

III. Evaluation Criteria

Proposals passing the eligibility criteria (see above) will be scored against the following:

1. Relevance of the proposal (20 points): quality of the context analysis and assessment;
2. Implementation strategies (30 points): Soundness of strategy, proposed activities, and expected results against the problem analysis in designing the project;
3. Workplan & Budget Proposal (20 points)
4. Applicants’ institutional capacity and relevant experience (30 points)

Minimum score to be eligible is 70 points.

Only applicants passing the minimum score will be contacted by October 10, 2017 to proceed with shortlisting and a capacity assessment review. During the capacity assessment review, the applicant will be requested to submit documents demonstrating the organization’s technical capacity, governance and management structure, financial and administrative management.

IV. Proposal Deadline

The deadline for submission of proposals is 28 December 2017, 23:00 (Ankara local time). Proposals received after the deadline will not be considered.

V. Submission Information

Please send all required application documents in one email to eca.evawproject@unwomen.org indicating in the e-mail subject: EVAW Turkey – CfP EVAW – Awareness Raising Legal

UN Women will acknowledge receipt of the applications through a confirmation e-mail. Only those short listed shall be considered and further contacted.

This Call for Proposals does not entail any commitment on the part of UN-Women, financial or otherwise. UN-Women reserves the right to accept or reject any or all Call for Proposal without incurring any obligation to inform the affected applicant/s of the reasons.