Annex I. Guidelines for the Submission of Proposals for all 3 activities in the ToR

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
- 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 September 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 – Access to Services and Rights.

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.**