

## **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](mailto: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.**