

Annex I. Guidelines for the Submission of Proposals

I. Who can apply

- Women's rights organizations
- Civil society organizations (CSOs) with expertise on research on ending violence against women and/or gender equality
- Research institutions and/or study centers with expertise on research on ending violence against women and/or gender equality

II. What to submit

Eligible applicants are expected to submit the followings in English:

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

2. Project proposal

A narrative proposal consisting of:

- Context and problem analysis
- Project Design & Justification: A description of the approach and methodology, including the description of why and how your organization/ institution is best suited to undertake this endeavor.
- Workplan with detailed activities and resources required
- 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 staff experience addressing issues pertaining to the terms of references.
- Input based budget (detail budget breakdown). Maximum budget of the proposal should not exceed amount of USD 64,000.

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

III. Evaluation Criteria

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

- Relevance of the proposal. Assessment of whether the proposed research project aims to answer the key issue(s) raised in the call **(25 points)**;
- Quality and effectiveness of methodology and associated work plan **(25 points)**;
- Budget Proposal, appropriateness of the allocation and justification of the resources to be committed **(25 points)**;

- Experience of the proposed researcher(s) **(25 points)**

Minimum score to be eligible is 70 points.

Only applicants passing the minimum score will be contacted by April 20, 2018 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. When is the proposal due

The deadline for submission of proposals is **30 April 2018, 23:00 (Ankara local time)**. Proposals received after the deadline will not be considered.

V. To whom should the proposal be sent

Please send all required application documents in one email to eca.evawproject@unwomen.org indicating in the e-mail subject: **EVAW - CfP Action Oriented Research**.

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.

WHILE APPLICANTS COULD BE OPERATING AND/OR LEGALY REGISTERED IN ONE OR MORE COUNTRIES COVERED BY THE PROGRAMME, THE PROPOSAL MUST COVER ALL COUNTRIES INVOLVED IN THE PROGRAMME AS PER THE TERMS OF REFERENCE. ONLY PROPOSALS ADDRESSING THE REGIONAL SCOPE OF THE CALL WILL THUS BE CONSIDERED.