

Annex I. Guidelines for the Submission of Proposals

I. Eligible Applicants

- **Women's CSOs and civil society organization/associations** with track record in providing services for survivors of violence and/or in building the capacity of service providers

Important notes:

- Each application can only be submitted by a single organisation.
- The applicant must be legally registered in Turkey as a non-profit organization/association.
- Proposals from more than one organisation or entity must clearly indicate which organisation will take lead responsibility for project management and contractual obligations.
- Transfer of funds by the Applicant Organisation to UN Agencies, private sector entities, International NGOs and International Organisations will not be allowed.
- UN Women will sign contracts with and disburse funds to the applicant organisation only.
- Eligible organisations currently partnering with UN Women may apply under this Call for Proposal.

Non-eligible applicant organisations

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

- Government agencies or institutions
- UN agencies
- Bilateral or multilateral organisations, financial institutions, development agencies
- Private sector entities
- Private individuals
- CSOs not focused on gender equality and women's empowerment
- CSOs with lack of gender balance in their staff, board membership and leadership positions

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 capacity development programme as described in the Terms of Reference, including the description of why 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 55.000 (See Annex IV Workplan & Budget)
- Partnerships: A description of the partners needed to successfully implement the project and their role
- Institutional profile: A brief description of your institution, including its registration details and relevant experience addressing issues pertaining to provision of services for women survivors of violence

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 pre-shortlisted applicants passing the minimum score will be contacted by the 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 organisation's technical capacity, governance and management structure, and financial and administrative management.

IV. Proposal Deadline

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

V. Proposal Submission

Please send all required application documents in one email to eca.evawproject@unwomen.org indicating in the e-mail subject: **EVAW Turkey - Capacity development services providers**

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.