



This project is funded by  
the European Union



**Clarification No 2 to the Call for Proposals for Responsible Parties within the scope of  
'Strengthening civil society capacities and multi-stakeholder partnerships to advance  
women's rights and gender equality in Turkey' launched on 4 April 2022 with the deadline 17  
June 2022 Turkey midnight time**

**CFP No. CFP – TUR – 2022 – 01**

**Clarifications in response to questions received via e-mail and during the information meeting  
held on 10 May 2022**

Submission of Applications

**Query 1:** Where can we reach the announcement for the Call for Proposals, the application form and the presentation delivered during the information meeting on 10 May 2022?

**Answer 1:** All documents are available at the following address: <https://eca.unwomen.org/en/stories/news/2022/04/call-for-proposals-strengthening-civil-society-capacities-and-multi-stakeholder-partnerships-to-advance-womens-rights-and-gender-equality-in-turkey>. Proponents are reminded to indicate the Lot number they are applying for on their proposals in the relevant section and in the subject section of the email they sent to [turkey.procurement@unwomen.org](mailto:turkey.procurement@unwomen.org). (Example: Submission of Proposal CFP No. CFP – TUR – 2022 – 01 LOT X)

**Query 2:** How will the applications be submitted?

**Answer 2:** All applications should be sent by email to the following secure email address: [turkey.procurement@unwomen.org](mailto:turkey.procurement@unwomen.org)

Eligible Applicants and Eligible Activities

**Query 3:** Who are eligible to apply to the Call for Proposals?

- a. Are chambers of commerce and industry eligible to apply to Call for Proposals?
- b. Are women entrepreneurs' councils under the chambers of commerce and industry eligible to apply to Call for Proposals?
- c. Are universities eligible to apply to the Call for Proposals?
- d. Are cooperatives eligible to apply to the Call for Proposals?

**Answer 3:** The applicants must be associations or foundations legally established and operating in Turkey. Chambers of commerce and industry are not eligible to apply under this Call for Proposals. Cooperatives are not eligible to apply under this Call for Proposals. Women entrepreneurs' councils under the chambers of commerce and industry are not eligible to apply



This project is funded by  
the European Union



under this Call for Proposals. Private or public universities are not eligible applicants under this Call for Proposals.

**Query 4:** a. We are a civil society organization working in the field of right to life. We have women, children and gender units within our organization and we work in the field of women's rights and on women whose right to life has been violated. Are we eligible to apply?

b. We are a trade union implementing projects with disadvantaged groups and women workers. Is it required to have an equal number of women and men in the board of our institution? Our trade union's women committee is present at our extended board of presidents and this is indicated in our statutes. Would that be sufficient for us to apply?

**Answer 4:** As stipulated in the Call for Proposals, 'UN Women will prioritize applications from women's rights and women-led organizations, except for lot 4. To be considered a "women's rights organization", the organization must demonstrate that its core work is in the field of women's rights, gender equality, the elimination of violence against women and girls, gender and climate, or women's economic empowerment. The organization's official documents (Statutes of the Association or Charter of Foundation-*Dernek Tüzüğü/Vakıf Senedi*), mission and vision statements must reflect its commitment to pursuing gender equality and empowering women and girls. To be considered a "women-led organization", the organization must demonstrate that it is governed and led by women. This requires evidence that a minimum of 51 per cent of leadership positions across various decision-making levels in the organization, including in management, senior management and board levels are held by women.' UN Women is not in a position to respond to specific questions with regards to eligibility of the applicants.

**Query 5:** We want to apply to the Call for Proposals launched by UN Women, but we are not able to meet the requirement of the number of years of operation. Can we submit a project proposal even if we do not fulfill the requirement of years of operation?

**Answer 5:** The applicants as an organization must have been in operation for at least five (5) years as of 17 June 2022, which is the deadline for applications to this Call for Proposals. In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified. These provisions will be strictly observed by the Evaluation Committee. Partners are not bound by this requirement.

**Query 6:** a. Can we partner with an international civil society organization?

b. Can a private organization be a partner to the applicant CSO?

c. Can we apply with more than one partner organization?

**Answer 6:** The applicant CSOs may partner with other relevant organizations such as other CSOs, community-based groups/organizations, municipalities or academic institutions. There is no limit in terms of the number and type of partners. The applicants should clearly demonstrate the inputs and division of work among the partners in the proposals.



This project is funded by  
the European Union



**Query 7:** We are currently implementing a project funded by UN Women. Are we eligible to apply for this Call for Proposals?

**Answer 7:** Yes, current Responsible Parties may apply for this Call for Proposals.

**Query 8:** We implement projects on preventing child labour across Turkey. Can we submit a project proposal targeting girls? What is the age group we should consider for 'women' as a target group?

**Answer 8:** Please carefully review the indicative areas of intervention under lot 2. The call for proposals considers the definition of the United Nations Convention on the Rights of the Child: 'A human being below the age of 18 years is a child.'

**Query 9:** Can we apply for more than one lot?

**Answer 9:** It is possible to apply for more than one lot. Applicants may apply to more than one lot separately, provided that they submit only one proposal corresponding to a single lot, with all mandatory annexes (B1.1-B1.6).

**Query 10:** Can this Call for Proposals finance projects targeting refugee populations?

**Answer 10:** There are no restrictions regarding the composition of the target groups. The applicants should carefully review the indicative areas of intervention under section 2. General Overview of services required/results and determine the target groups/beneficiaries accordingly.

**Query 11:** Are there any preferred locations for the project to be implemented in?

**Answer 11:** The projects may be implemented in any location in Turkey. There are no geographical limitations.

## Budget

**Query 12:** a. What is the minimum and maximum amount that can be requested as a support for project implementation?

b. Can we submit the budget in US Dollars or Euros?

**Answer 12:** Budgets must be prepared and submitted in Turkish Liras. The budget range for this proposal is equivalent to minimum USD 100,000 and maximum USD 150,000<sup>1</sup>, to be submitted in Turkish Liras as per the latest UN Operational Rates of Exchange available at <https://treasury.un.org/operationalrates/OperationalRates.php>.

**Query 13:** Is co-financing required from the applicant organizations?

**Answer 13:** No, co-financing is not required.

---

<sup>1</sup> If the proposed budget is beyond the maximum range, the proposal will be rejected.



This project is funded by  
the European Union



**Query 14:** Can partners of the project receive monetary shares from the project budget?

**Answer 14:** It is up to the proponents to agree on the terms and conditions of the partnerships. The terms and conditions of the partnerships need to be clearly demonstrated in the proposals, which will be assessed by the Evaluation Committee.

**Query 15:** Is there a minimum amount requirement for the applicant organizations' budget for the past year to be eligible for this Call for Proposals?

**Answer 15:** No, there is no minimum amount requirement for the applicant organizations' budget for the past year. However, financial capacity of the applicant organization will be considered during the capacity assessment process.

**Query 16:** a. Can we include overhead costs (support costs) in our budgets?

b. Is there a threshold for the costs of project staff in the budget?

**Answer 16:** Depending on the results to be delivered, following suggestive thresholds could be followed for costs:

- (i) maximum for personnel related costs on a proposal - 20% of programming costs;
- (ii) up to 8% support costs.

“Support Costs” mean those indirect costs that are incurred to operate the Partner as a whole or a segment thereof and that cannot be easily connected or traced to implementation of the Work, i.e., operating expenses, overhead costs and general costs connected to the normal functioning of an organization/business, such as cost for support staff, office space and equipment that are not Direct Costs.

**Query 17:** Should we include value added tax (VAT) amounts in our budgets?

**Answer 17:** Yes, the budgets should be VAT included.

**Query 18:** Can civil servants who are members of civil society organizations work as project personnel?

**Answer 18:** Applicants are obliged to abide by the relevant legislation in Turkey with regards to civil servants.

#### Documents to be Submitted

**Query 19:** At what stage will the capacity assessments of the applicants be carried out?

**Answer 19:** The applicant's capacity may be assessed at any time during the evaluation of the applications. UN Women will carry out a diligent capacity assessment of the applicants recommended by the Evaluation Committee, as per UN Women's policies, rules and regulations.

**Query 20:** What kind of documents are requested from the applicant CSOs which are planning to apply to the Call for Proposals in partnership with other organizations or institutions?



This project is funded by  
the European Union



**Answer 20:** No documents are required from the partner organizations at this stage. However, to assist in the examination, evaluation and comparison of proposals, UN Women may, at its discretion, ask the application for a clarification of its proposal.

**Query 21:** Should the audit reports to be submitted be independent audit reports? Is it possible to send audit reports from the financial advisors or the internal audit reports approved by the board of the association?

**Answer 21:** Yes, it should be independent audit reports which have been conducted by external independent audit firms or organizations. In case you haven't been audited by these companies, the official report from the financial advisors as Sworn Certified Public Accountants or at least Certified Public Accountants will be accepted. Internal audit reports will not be accepted.

**Query 22:** Should the financial reports that we will be submitting along with the proposal be certified?

**Answer 22:** The financial reports to be submitted along with the proposal should be signed and stamped by a Sworn Certified Public Accountant or at least by a Certified Public Accountant.

**Query 23:** What document is expected to be provided as 'Internal Control Framework'?

**Answer 23:** This should be an internal document which clearly indicates that internal controls and procedures are in place, including adequate segregation of duties on management of funds, payment cycle (requisition, approval, disbursements versus cash, vouchers etc.).

**Query 24:** Is it compulsory for the applicant organization to have received training on sexual exploitation and abuse to be eligible?

**Answer 24:** Such training is not compulsory at this stage. However, the proponents should describe the CSO's policies, procedures or measures to prevent sexual abuse and/or to address the cases if they happen.

\* \* \*