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Clarification to the Call for Proposals (CFP) for Responsible Parties Selection of an Academic Institution for the Establishment of the Gender Equality Academy under the Project ‘Strengthening civil society capacities and multi-stakeholder partnerships to advance women’s rights and gender equality in Turkey launched on 17 August 2022 with the deadline 19 September 2022, Turkey midnight time.

CFP – TUR – 2022 – 02

Clarifications in response to questions received via e-mail until 02 September 2022 midnight time.

Submission of Applications

Query 1: Where can we reach the announcement for the Call for Proposals?

Answer 1: All documents are available at the following address: <https://eca.unwomen.org/en/stories/news/2022/08/call-for-proposals-selection-of-an-academic-institution-for-the-establishment-of-the-gender-equality-academy-cfp-tur-2022-02> Proponents are reminded to indicate the reference number they are applying for on their proposals and in the subject section of the email they sent to turkey.procurement@unwomen.org and may include some further information about the applicant. (Example: Submission of Proposal CFP – TUR – 2022 – 02 XX University)

Query 2: How will the applications be submitted? What is the deadline for the submission of applications?

Answer 2: All applications should be sent by email to the following secure email address until 19 September 2022 midnight time: turkey.procurement@unwomen.org

Query 3: Would it be sufficient to respond the statements in the Annex B-1 (Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects) form of by responding as YES or NO? Should we initialize (paraph) or sign each page of the Policy documents (e.g. UN Women Anti-Fraud Policy (Annex B-6) and attach to the application form?

Answer 3: The applicants are asked to confirm the statements in the Annex B-1 in the way it is asked (i.e. by indicating YES or NO). The applicants are required to confirm the review of UN Women Anti-Fraud Policy (Annex B-6) and are not required to sign or initialize the pages of the document during the submission.

Eligible Applicants and Eligible Activities

Query 4.1: 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. Our Center of Women’s Studies is in the process of establishment but has been already approved by the administrative body of our university. Can we submit a project proposal even if we do not fulfill the requirement of years of operation?



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Query 4.2: We are still in the process of formulating and adopting the Gender Equality Plan (GEP) asked by the Call for Proposal document. We do have a Code of Conduct Policy adopted and approved by the University though. Would it be possible for us to submit an application without a GEP document but with a Board approved Code of Conduct Policy Document?

Query 4.3. Our Gender Equality Office was established in December of 2021. However, we have a Gender Equality Expert in our university working since 2018. We also have a Gender Equality Plan which was prepared within the scope of a project implemented between 2016-2020. Can we submit a project proposal even if we do not fulfill the requirement of years of operation?

Answer 4: UN Women invites qualified parties to submit applications to establish partnership with UN Women for the establishment and operation of the Gender Equality Academy. For that matter, applicants are expected to evidence that they have the technical and financial capacity to deliver the required services depicted in the Call for Proposals document. The applicant must demonstrate that its core teaching/research is in the field of women's rights, gender equality and the empowerment of women. The statutes, regulations, official mission or vision statements must reflect the applicant's commitment to pursuing gender equality and empowering women and girls. The applicant is also expected to have a Gender Equality Plan, showing the set of commitments and actions that aim to promote gender equality at the university level through a process of structural change. The specific requirements are listed as below:

- Be an academic higher education program or research center established and operating in Türkiye for at least 3 years and be affiliated with a higher education institution i.e. a public or private university. Being an academic program indicates the presence of a postgraduate degree (M.A or PhD) even if there is no established Center within the University. As stated in the Call for Proposals, applicants need to evidence the presence of teaching in gender/women's studies as a dedicated program or curricula as part of other academic courses. Track record of teaching in the field of women's human rights, gender equality, women's empowerment is among the competencies listed in the Call for Proposals Document.
- The applicants are expected to have a Gender Equality Plan (or an ongoing process which will be completed soon) addressing measures and targets to achieve gender equality in different areas (such as work-life balance, recruitment and promotion, research and education, governance and communication and prevention of sexual harassment and gender-based violence at the institutional level).
- Ensure the presence of a team responsible with the implementation of the project (Gender Expert, Training Expert, Monitoring and Evaluation Expert at minimum)
- Possess the necessary IT/digital infrastructure and systems for hosting the online Gender Equality Academy.
- Previous experience in operating similar learning platforms (online or in person) in the fields of gender equality, women's rights or women's empowerment is an asset.
- Offering of a gender equality certificate programme or a plan for a sustainable certification programme will be an asset.



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Query 5: Should we provide the names of the experts who will take part in the team as stipulated in the application form under the Special Conditions of the Call for Proposals "to ensure that there is a team responsible for the implementation of the project (at least Gender Expert, Training Expert, Monitoring and Evaluation Expert"? Can one or more of these experts be from outside the applicant organization and be paid in the project?

Answer 5: Yes; the names and CVs of the proposed staff should be submitted during the evaluation as the presence and the qualifications of such staff will be an indicator of technical competency and of the sustainability of the project. However, recruitment of external expert or staff in the case of selection for partnership agreement is also possible. One or more experts can be from the outside of the applicant organization ensuring that the expertise will be transferred to the Unit/Center/Department during the course of implementation to ensure capacity enhancement of the applicant and the sustainability of the GEA. For employment modalities please see responses in the budget section below.

Query 6.1: Is there a maximum number of training modules an applicant can propose? Is it possible to increase the number of modules in line with the Turkish context and the capacity of the applicant organization? Can we offer additional modules other than those available in the UN Women Training Center (<https://portal.trainingcentre.unwomen.org/>)?

Query 6.2: Do we have to develop the modules relying on the UN Women Training Center (<https://portal.trainingcentre.unwomen.org/>) or should we develop original modules?

Query 6.3: Certain modules offered at the UN Women Training Center (<https://portal.trainingcentre.unwomen.org/>) are prerequisites for many of the remaining modules, is it mandatory to choose these modules for contextualization and adaptation?

Query 6.4: Is there a format in which we can change the texts on the videos in the module contents in the Training Center account (like PowerPoint)? Or are we expected to produce the video in Turkish with the same content from scratch in the project call?

Answer 6: Applicants are required to develop the learning materials for the online learning platform for the Gender Equality Academy **with at least 5 online modules selected from** UN Women Training Center (<https://portal.trainingcentre.unwomen.org/>). It is possible to increase the number of the offered modules. Applicants are also encouraged to develop additional innovative learning (online or face-to-face) training and learning modalities and subjects other than UN Women Training Center modules. These modalities can be developed by the applicant and may be integrated into existing gender equality certificate programmes or be part of a plan to develop such certification programmes.

The contents of the Gender Equality Academy, all the knowledge products and communication materials produced under the Partnership Agreement will be approved by UN Women and shall acknowledge the support of UN Women. All products, resources and learning materials should comply with the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) and the Beijing Platform for Action, as they both include specific mandates on training for gender equality. The products should be also in line with UN Women principles and adhere to UN Women and EU communication and visibility guidelines. The products and the Gender Equality Academy should ensure UN Women and EU visibility as well.



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UN Women will provide the Partner with the contents of the selected modules in PowerPoint and Word format. The production of the materials is expected from the Partner. The process will be conducted in consultation with UN Women upon selection of the Partner.

The entire prerequisite modules do not need to be adopted and contextualized. However, the modules should not assume that the trainees have all the background information hence all critical topics from the prerequisite modules should be integrated.

Partnerships and collaborations:

Query 7: We are planning to submit an application to the Call for Proposals with a partner organization.

- Can a private sector organization be a partner?
- Do we need to submit a letter of support from the organizations, we are planning to collaborate or establish partnership during the submission of application?
- Are we required to establish partnership with an international organization?
- Is partnership with another institution is required for the submission of applications. If so, is there a platform where we can look for potential partners?
- Can we apply with more than one partner organization?
- We are a CSO currently receiving financial support in the form of a small grant from UN Women. We would like to partner with a university to apply the Call for Proposal. Are we eligible?

Answer 7: Applicants may leverage their proposals through partnerships and engagement with other academic institutions, CSOs, private sector, etc. In that case, the applicants should clearly describe and define the purpose and nature of the planned partnerships and the specific roles of each partner organization. The information about the nature of partnership should clearly indicate financial and operational responsibilities.

Applicants are expected to submit letter of support or intent or letter of agreement in principle from the possible partner organizations to evidence the intention to establish partnership with the applicant. As the Signature Authority would be the University Administrations of the applicants an approval or confirmation from the University should be considered by the applicants before submission. Existing partners or small grant beneficiaries of UN Women may partner with the applicants.

Budget

Query 8.1: What is the minimum and maximum amount that can be requested as a support for project implementation?

Query 8.2: Can we submit the budget in US Dollars or Euros?



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Answer 8: 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 140,000¹, 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 9: Is co-financing required from the applicant organizations?

Answer 9: No, co-financing is not required.

Query 10: Can partners of the project receive monetary shares from the project budget?

Answer 10: 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 11.1: a. Can we include the overhead costs (support costs) in our budgets?

Query 11.2: Is there a threshold for the costs of project staff in the budget?

Query 11.3: Will the support costs be a fixed amount, or do we need to make the calculation when reporting the project cost?

Answer 11: Depending on the results to be delivered, following ratios are suggested for costs:

- (i) 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.

Applicants are not obliged to include support costs in their budget nor to reach the exact 8% percentage. The support cost should be calculated by taking into account of the total implementation costs and the total budget should not exceed the budget range (minimum USD 100,000 and maximum USD 140,000). During implementation and financial reporting support costs may be requested on a quarterly basis.

Query 12: Should we include value added tax (VAT) amounts in our budgets?

Answer 12: Yes, the budgets should be VAT included.

Query 13: Is there a guide or advice for the preparation of the budget more in details?

¹ If the proposed budget is beyond the maximum range, the proposal will be rejected.



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Answer 13: Applicants are strongly encouraged to prepare and submit the proposed budget in excel format as a separate document. One tab of the excel sheet can be used for the preparation of the project budget categorized by Results and one other tab can be prepared to show the total budget. The following format can be used for the presentation of the budget more in details.

Expenditure Category	Unit	Unit Value	Duration	Year 1, [Turkish Lira]	Year 2 [Turkish Lira]	Total, [Turkish Lira]	US\$	% Total	Explanation for the Budget Item
1. Personnel									Please indicate whether full-time or part-time and what role and function s/he has
2. Equipment / Materials									
3. Training/ Seminars / Travel Workshops									
4. Consultants/Experts									
5. Other costs ²									
6. Support Cost (not to exceed 8% or the relevant donor %)									
Total Cost									

Query 14: Are we supposed to provide invoices for the expenses and payments made?

Answer 14: Yes. The applicant selected and awarded with Partnership Agreements will operate as UN Women's Responsible Partner (RP). The Responsible Party (RP) will submit two types of reports regularly. First, the RP shall submit quarterly financial reports, using the FACE (Funding Authorization and Certificate of Expenditures) Form, reporting on the eligible expenditures, which shall include supporting documents such as bank transfer receipts, invoices etc.

Second, the RP shall also, using the Progress Report Form to be provided by UN Women, submit narrative progress reports no later than 20 calendar days after the end of every three-month period, starting three months after UN Women disbursed the first fund transfer, or every time the Partner is requesting fund transfers, if the requests are made more frequently than every three-month period. The progress reports shall be drafted in results-based reporting language, focus on the results, and on the concise progress realized during the reporting period.

Query 15.1: In the budget section we see that personnel can be maximum 20% of the total programming cost. Will this be a fixed amount, or do we need to make the calculation when reporting the project cost?

² "Other costs" refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are: _____



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Query 15.2: How are we going to calculate the ratio allocated for the personnel (maximum 20% of the total programming cost). We are planning to hire experts (trainers etc.) for the implementation along with project coordinators and other staff. Should we include all human resources under the budget line of personnel/staff?

Answer 15: All full-time or part-time staff (currently or will be) employed should be listed under the category of personnel/staff, the total amount of which should correspond to the 20% of the total programming cost. In presenting the costs of full-time and part-time staff please ensure that (neither net-nor gross costs) all-in costs (*toplām maliyet* including SGK and tax payments) are included. In the employment of part-time staff cost sharing is allowed and submission of timesheets is required. As reporting will be done based on the proposed budget, other than exceptional cases, no changes in the costs of staff are foreseen. For the recruitment of experts or consultants please use the “vendors” or “consultants” budget line, which should be separate than the personnel line and the specified ratio.

Query 16: In Annex B4, we are asked to provide some information about client relationships, and it is not very clear to us what you mean by clients?

Answer 16: The client relationships denote previous engagement with national or international organizations as partners in projects. If the Center or the applying program has conducted previous projects with support from the EU or any other funding organization, information on that score should be provided here.

Documents to be Submitted

Query 17: At what stage will the capacity assessments of the applicants be carried out?

Answer 17: 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 18: Should the financial reports that we will be submitting along with the proposal be certified?

Answer 18: 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 19: What document is expected to be provided as ‘Internal Control Framework’?

Answer 19: 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 20: Is it compulsory for the applicant organization to have received training on sexual exploitation and abuse to be eligible?



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Answer 20: 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.

Query 21: For the questions "Is the highest executive (e.g., Director, CEO, etc.) in the proponent organization a female?" and "What is the female to male ratio in the proponent's board?" should we in Annex B-1, should we respond by considering the University Management or the governance and structure of the Center?

Answer 21: Under the present Call for Proposals UN Women invites applications from women's studies/gender programmes or women's/gender research centers affiliated with a university in Türkiye. However, unless the women's studies/gender programmes or women's/gender research centers have a legal status to act as a Signature Authority, the Signature Authority would be the University Administrations. For that matter, questions with regards to Board and CEO should be responded with reference to the University governance and management structure. (Please see below for suggested/possible levels or sources for document submission)

Query 22: The Turkish versions of the documents requested under "Annex B-4 Capacity Assessment Minimum Documents" are available. Is it mandatory to submit an English translation of these documents? Should the translation be carried out by sworn translators? Since translation of these high-volume documents needs considerable time, will we have an opportunity to submit the English versions after the Proposal submission deadline?

Answer 23: If available please submit both Turkish and English versions of supporting documents (listed below). If not, it is possible to submit supporting documents in Turkish. Please also keep in mind that all main application documents should be in English.

Document	Mandatory / Optional	Sources of Verification (where we can get the documents?)
Governance, Management and Technical		
Organization's legal registration documentation	Mandatory	Center/Program level
Rules of governance of the organization	Mandatory	Center/Program level
Organigram of the organization	Mandatory	Center/Program level
List of key management at organization	Mandatory	Center/Program level
CVs of key personnel of organization who are proposed for the engagement with UN Women	Mandatory	Center/Program level
Details of organization's anti-fraud policy framework (which shall be consistent with UN Women's anti-fraud policy)	Mandatory	University level
Details of organization's PSEA policy framework	Optional	Center/Program or University level
GEAP Document	Mandatory	Center/Program or University level
Documentation evidencing training offered by organization to its	Optional	Center/Program or University level



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employees and associated personnel on prevention and response to SEA.		
Organization's policy and procedure for selecting partners (if sub-partner/s are going to be used)	Mandatory	University level
Administration and Finance		
Administrative and financial rules of the organization	Mandatory	Center/Program or University level
Details of the organization's internal control framework	Mandatory	Center/Program or University level
Audited statements of the organization during last 3 years	Mandatory	Center/Program or University level
List of banks with which organizational bank accounts are held	Mandatory	Center/Program or University level
Name of external auditors of organization	Optional	
Procurement		
Organization's procurement policy/manual	Mandatory	Center/Program or University level
Templates of the solicitation documents for procurement of goods/services (e.g., request for quotation (FRQ), request for proposal (RFP) etc.) used by organization	Mandatory	Center/Program or University level
List of main suppliers/vendors of organization and copies of their contract(s) including evidence of their selection processes	Mandatory	Center/Program or University level
Client Relationship		
List of main clients/donors of organization	Mandatory	Center/Program or University level (specifically with reference to projects on gender equality)
Two references for organization	Mandatory	Center/Program or University level (specifically with reference to projects on gender equality)
Past reports to clients/donors of organization for last 3 years	Mandatory	Center/Program or University level (specifically with reference to projects on gender equality)

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