

Annex I. Guidelines for Submission of Proposals

I. Eligible Applicants

- **Rights-based organizations** that are legally registered in Turkey and have specialized knowledge and expertise, as well as a track record of working in women's human rights and ending violence against women (EVAW) programming, including but not limited to: non-governmental organizations, community-based organizations and advocacy networks (at national or sub-national level).
- **Other CSOs that are legally registered in Turkey and have previous experience in a) provision of services to survivors of violence and/or b) engaging with communities on changing gender harmful stereotypes**

Important notes:

- 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 that do not have any experience working on capacity development and/or gender equality
- CSOs that lack gender balance in their staff, board membership and leadership positions.

II. Materials to be submitted

Eligible applicants are expected to submit the following 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 objectives and expected results

- Workplan with detailed activities and resources required:
 - o The budget should show how much is required for each activity towards the achievement each output.
 - o The administrative/indirect cost should not exceed 7% of the total budget.
(See Annex IV. Workplan & Budget)
- Partnerships: A description of the partners needed to successfully implement the project and their roles

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 **(30 points)**: Quality of the context analysis and assessment
2. Implementation strategies **(40 points)**: Soundness of strategy, proposed activities, and expected results against the problem analysis in designing the project
3. Budget Proposal **(30 points)**

Minimum score to be eligible is 70 points.

Only applicants receiving the minimum score will be contacted by the 15th of March 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, and financial and administrative management.

IV. Deadline for submission

The deadline for submission of proposals is **8 of March, 2019 23:00 (Ankara local time)**. Proposals received after the deadline will not be considered.

V. Submitting the proposal

Please send all required application documents in one email to eca.evawproject@unwomen.org indicating in the e-mail subject: **EVAW Turkey - CfP prevention/access to services.**

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.