

Annex I. Guidelines for the Submission of Proposals

I. Who can apply

- **Women's CSOs/ Women's CSOs network and platforms** that have specialized knowledge, expertise and track record of working in women's human rights and ending violence against women
- **Women's CSOs/ Women's CSOs network and platforms** with track record in monitoring international human rights treaties and conventions, and more specifically Istanbul Convention are encouraged to apply.

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 (**Annex I - Application Cover Sheet**).

2. Project proposal (Annex II)

A narrative proposal consisting of:

- Context and problem analysis
- Project Design & Justification: A description of the approach to the Regional Forum as described in the Terms of Reference, including the description of why and how your organization/ institution is best suited to undertake this endeavor
- Workplan with detailed activities and resources required (**Annex IV**)
- 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 experience addressing issues pertaining to an intersectional approach to gender equality and ending violence against women and girls
- An output-based budget – 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 Euro 60.000.

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 (**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. Budget Proposal (**20 points**)

4. Applicants' institutional capacity and relevant experience **(30 points)**

Minimum score to be eligible is 70 points.

Only applicants passing the minimum score will be contacted by June 15, 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 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 **25 June 2017, 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 Regional Fora**.

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. ONLY PROPOSALS ADDRESSING THE REGIONAL SCOPE OF THE CALL WILL THUS BE CONSIDERED.