

## **Annex I. Guidelines for the Submission of Proposals**

### **I. Who can apply**

- Roma women civil society organizations (CSOs) working in the area of gender equality and ending violence against women.
- Women CSO networks and platforms, representing and promoting Roma women's rights and working in the area of ending violence against women.

Organizations that have already received financial support within the programme "Implementing Minds, Changing Norms" cannot apply. A single CSO cannot receive more than one grant during the lifetime of the programme "Implementing Minds, Changing Norms".

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

#### **2. Project proposal**

A narrative proposal in doc version 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
- 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
- Workplan with detailed activities and resources required
- A budget breakdown including inputs required and showing how much is required for each activity as well. Budget breakdown should be submitted in excel. The administrative/indirect cost should not exceed 7% of the total budget. Maximum budget of the proposal should not exceed amount of USD 67,000.

**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 **(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; and,
3. Budget Proposal **(30 points)**; and

**Minimum score to be eligible is 70 points.**

Only pre-shortlisted applicants will be contacted to proceed with and NGO 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 **6 May 2018, 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](mailto:eca.evawproject@unwomen.org) indicating in the e-mail subject: **EVAW - CFP Roma Regional Platform**.

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.**

