

Annex I. Guidelines for Submission of Proposals

I. Eligible Applicants

- Women's CSOs and women's CSO networks and platforms that have specialized knowledge, expertise, and track record of women's human rights and ending violence against women
- Women's CSOs and women's CSO networks and platforms with track record in capacity building and monitoring international human rights treaties and conventions, and more specifically Istanbul Convention.
- Civil society organizations with expertise on building CSOs/NGOs capacity and knowledge on gender equality and women's empowerment.

Important notes:

- Each application can only be submitted by a single organization.
- 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 which do not have any experience working on capacity development and/or gender equality

II. Documents to be Submitted

Eligible applicants are expected to submit the followings 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 purpose and expected results
- Workplan with detailed activities and resources required: The budget should show 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 EUR 55.000
(See Annex IV. Workplan & Budget)

- 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

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. Workplan & Budget Proposal **(20 points)**
4. Applicants' institutional capacity and relevant experience **(30 points)**

Minimum score to be eligible is 70 points.

Only pre-shortlisted applicants passing the minimum score will be contacted by the October 10, 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. Proposal Deadline

The deadline for submission of proposals is **28 September 2017, 23:00 (Ankara local time)**. Proposals received after the deadline will not be considered.

V. Proposal Submission

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

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.