**Background, Application Requirements and Process**

| **Section 1: Background** | |
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| 1.1 UNFPA mandate | UNFPA is the UN Sexual and Reproductive Health agency, delivering a world where every pregnancy is wanted, every birth is safe, and every young person's potential is fulfilled. |
| 1.2 UNFPA Programme of Assistance in Turkey | **In Turkey, UNFPA works with the government and other partners to achieve the overall goal of the 2021-2025 7th Country Programme Document.**  Further information on the programme can be found on http://unfpa.org/turkey |
| 1.3 Specific results | In this call within this framework and as set out in **2021-2025 7th Country Programme Document**, UNFPA will contribute to developing or strengthening “internal” capacity[[1]](#footnote-0) of community based not-for profit[[2]](#footnote-1) or civil society organizations (CSOs)[[3]](#footnote-2), working in the following areas:   * **Sexual and reproductive health** * **Youth empowerment** * **Gender equality and Gender based violence** * **Population dynamics**   The main objective of the call is to use grants to build the “internal” capacity of an organization to undertake specific aspects of its agenda directly related to UNFPA’s mandate. **The specific results will be**:  1. In-house operational capacity of CSOs is strengthened  2. In-house digital capacity of CSOs is strengthened  3. In-house technical/human resources capacity of CSOs is strengthened |

| **Section 2: Application requirements and timelines** | | |
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| 2.1 Documentation required for the submission | The expression of interest shall include the following documentation:   * Copy of provisions of legal status of the NGO in Turkey [*Required to be eligible for review]* * Copy of provisions of legal status of the NGO in home country (for INGOs ) * Attachment I – NGO Profile and Grant Proposal * Attachment II – **Proposed Budget (max $30.000)** * Latest annual report and audit report as separate documents or hyperlink to the documents | |
| 2.2 Indicative timelines | Invitation for Proposal issue date | **13 September 2021** |
| Deadline for requests of additional information/ clarifications | **30 September 2021** |
| Deadline for submissions of proposals | **4 October 2021** |
| Review of NGO submissions | **8 October 2021** |
| Notification of results communicated to NGO *(estimated date)* and singing the Grant Agreement | **15 October 2021** |
|  | Deadline for completion of activities by NGO | **15 October 2022** |

| **Section 3: Process and timelines** | | |
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| 3.1 Review & evaluation of NGO submissions | Applications will be assessed by a review panel to identify organizations that have the required internal capacity building needs and gaps *using criteria outlined in section 3.2 below*.  The proposals submitted for the grant call shall not include any activities undertaken on behalf of UNFPA and grants cannot be used for advocacy purposes.  It should be noted, however, that participation in this Invitation for Proposals does not guarantee the organization will be selected for partnership with UNFPA. Selected NGOs will be invited to enter into an implementing partner agreement and applicable UNFPA programme policy and procedures will apply. | |
| 3.2 Selection criteria | Eligible organizations will be selected in a transparent and competitive manner, based on their capacity to meet the grant’s priorities in the most efficient and cost-effective manner.  UNFPA Turkey office will review evidence provided by the NGO submission and evaluate applications based on the following criteria:  NB: Any proposal not submitted in specified working language will be excluded from consideration. | |
| Mission and Goals  (20 points) | * The organization has a clearly defined mission and goals that reflect the organization’s structure and context, as well as alignment to UNFPA priority areas. * Organization does not have a history of fraud, complaints or service delivery issues. |
| Existing capacity  (15 points) | * Organization has clearly identified its existing technical and operational capacity. * Organization does not have conflicts of interest with UNFPA or its personnel that cannot be effectively mitigated. |
|  | Relevance of proposal  (30 points) | * The organization has designed the proposal to build/strengthen solely its internal capacity. |
|  | Basic Monitoring and Reporting  (15 points) | * The organization has systems and tools in place to systematically collect, analyse and use monitoring data to demonstrate evidence that the grant is used in line with the proposal |
|  | Partnerships  (15 points) | * The organization’s potential to establish partnerships with the government and other relevant local, international and private sector entities. |
|  | Environmental Considerations  (5 points) | * The organization has established policies or practices to reduce the environmental impact of its activities. |
| 3.3 Prospective partnership agreement | UNFPA will inform all applicants of the outcome of their submissions in writing to the email/ postal address indicated in the NGO submission. | |

1. Capacity is defined by the OECD DAC as the ability of people, organizations and society as a whole to manage their affairs successfully; and capacity development is understood as the process whereby people, organizations and society as a whole unleash, strengthen, create, adapt and maintain capacity over time. [↑](#footnote-ref-0)
2. A community-based organization is a non-profit organization that is representative of a community or a significant portion of said community and is engaged with meeting specific societal needs. [↑](#footnote-ref-1)
3. A civil society organization (CSO) is a non-state actor that aims neither to generate profit nor to seek governing power. CSOs unite people to advance shared goals and interests. They work on a smaller scale than those on a national or international level. [↑](#footnote-ref-2)