

Minutes of the Briefing Meeting for

UNICEF Türkiye-EOI-National Institutional Consultancy on Mutual Collaboration on Knowledge Generation and Monitoring Program with CSOs working in the child rights field

20 March 2024, 10:00 – 11:30

Online

Ref: EOI-2024-01

The Supply Unit went through the selection process step by step.

EOI (Expression of Interest/Pre-application) Submission Process:

- EOI/Pre-applications will be received via e-mail to the following email address: TCO-ServContracts@unicef.org
- **Deadline for submission of proposals is 17 April 2024, till 17:00hrs (Türkiye time).**
- Any applications received after the EOI/Pre-application closing date and time will be invalidated. Therefore, please send your applications before the stipulated date and time considering the possible delays that may occur in the email servers.
- In the EOI/Pre-application submission e-mails, application form and all supporting documents must be sent in one e-mail. **The reference number (EOI-2024-01) must be written in the subject of the e-mails.**
- E-mail attachments to be sent by applicants must not exceed 15 mb. If it exceeds 15 mb, e-mails may not be received to the email box. Proposals can be sent in more than one e-mail. In this case, it is necessary to enumerate the emails sent (for example, if 3 emails are sent by your company/institution, they must be numbered as 1/3, 2/3, 3/3...).
- The proposals must not be uploaded to a cloud application or to an application like Dropbox and WeTransfer. All applications must be sent as e-mail attachments.
- All requests for formal clarification or queries on this EOI/Pre-application must be submitted in writing to the Supply Unit via e-mail to: TCO-ServContracts@unicef.org
- **The deadline for submission of questions for this EOI/Pre-application is 01 April 2024, until 17:00hrs (Türkiye time).**

The Child Protection Unit briefly explained the project and purpose of this EOI/Pre-application call, which is an activity under Stronger Civil Society for Stronger Accountability on Child Rights in Türkiye: Improving Monitoring, Engagement and Advocacy at Central and Local Levels (ACAR) Project, aiming to contribute to the advancement of child rights in Türkiye for improved wellbeing of all children through creating the space for dialogue on child rights by empowering civil society organizations in better liaising with national institutions and monitoring the realization of child rights, influencing policymaking.

In order to achieve this goal; within the scope of the Project, a Mutual Collaboration Program on Knowledge Generation and Monitoring has been developed for Small, Medium/Large Scale studies. In line with this, cooperation will be initiated with civil society organizations (CSOs) working in the field of child rights, specifically in areas such as violence against children, discrimination and exclusion focused monitoring, participation, and advocacy, all with the aim of enhancing capacities of CSOs.

Studies within the scope of the cooperation program can be short, medium or large-scale and, as a rule, will be carried out through service procurement.

The duration of studies, including large-scale studies, is limited to 6 months.

The scope of the proposals will cover the following themes:

- Violence against children in school settings, including peer bullying,
- Rights violations in the digital environment, including cyber-bullying, grooming, data protection, and confidentiality,
- Discrimination and exclusion based on ethnic origin, race, and religion,
- Children in closed institutions, including those in institution care and removal centers,
- Children and right to the environment (e.g. climate justice).

The Expression of Interest (Pre-applications) may be developed considering the below-mentioned sample activities and may include more than one of them:

- Generate qualitative, quantitative, or citizen-generated data for evidence-based advocacy and decision-making regarding child rights violations,
- Generate knowledge, prepare information notes and policy papers at local and national levels on the patterns of violence, discrimination, and exclusion against children,
- Collection, analysis, and dissemination of qualitative or quantitative data on thematic fields,
- Networking activities for the exchange of good practices among child rights CSOs, child rights activists, and networks with the aim of driving a common agenda,
- Development of tools and methods to contribute to safeguarding children, monitor violation of child rights, contribute to the protection of child rights,
- Capacity-building activities and awareness-raising targeting children, caregivers, professionals working in child rights, CSOs, and other related groups.

Applications can be made by legal entities registered in Turkey in accordance with the relevant national legislation. In this context, organizations that can apply are non-profit organizations working in the field of children's rights, Bar Associations and Associations, Foundations, Universities/Research Institutes and non-profit cooperatives.

It is possible for several organizations to come together and apply, in which case the associations will be represented by one association chosen among themselves (in the context of documents, presentation and following procedures).

This meeting includes information about pre-application. After the pre-application proposals are evaluated, the associations that pass the evaluation will be listed. Then, the tender process, which is the second phase of the program, will begin. In this process, a job description will first be prepared, and this document will be shared only with the selected associations. The process will continue with the associations submitting their technical and financial proposals in accordance with the terms of reference. A separate information meeting regarding the tender process will be held before the bids are submitted. After the tender process is completed, a contract will be signed with the selected associations.

However, the purpose of this meeting was to inform you about the pre-application offer process. At this stage, only the documents in the call are expected. The financial offer is not expected during the pre-application process.

Building on this background information, the Child Protection Unit went through the Call for Expression and the selection process step by step. Below are questions asked by participants and the answers that might guide the applicants in preparing their proposals.

Questions & Answers

Q-1: Does this program support working with Children with Disabilities (CwDs)?

A-1: Children with Disabilities is one of our priority areas, especially because data is needed in this specific field. Yet it is noteworthy that the focus should be on violence, discrimination, and exclusion against children (with disabilities).

Q-2: The EOI/Pre-application call indicates that the total duration of activities proposed cannot exceed 6 months. Is the 6-month limit for all proposals from small-scale to medium/large-scale initiatives?

A-2: The maximum duration of implementation of the projects is 6 months for all proposals. The proposals could include small-scale activities that require 1 or 2 days; or initiatives that require more time. The duration might be extended only under specific circumstances.

Q-3: You expect all applicants to be a legal entity, does this cover other professional organizations?

A-3: Non-profit organizations, Bars and Associations, Foundations, Universities/Research Institutes working primarily in the field of child rights, and non-profit cooperatives can apply for this call. Organizations must have been established in Türkiye. If the organization is not a legal entity, they can partner with an organization stated above and jointly apply. There must be a main contractor institution with a legal entity to sign a contract with UNICEF.

Q-4: How long does the evaluation process take, and who is going to be responsible for the evaluation of applications?

A-4: Questions will be received at TCO-ServContracts@unicef.org until 01 April 2024, 17.00hrs, and all applications must be sent to the same email address until 17 April 2024, 17.00hrs. UNICEF will be responsible for the evaluation of all applications. Proposals will be evaluated by an internal team that is formed by officers from relevant units of UNICEF. The tendering process will be most likely by the end of May. The duration of evaluations may differ depending on the number of applications.

For proposals that are evaluated to be small-scale, the process could be concluded earlier.

Q-6: Are the thematic areas limited to violence, discrimination, and exclusion against children or are you flexible on this, and what are some other areas that you would possibly consider?

A-6: Working areas can be different from the ones stated in the call as long as they fall under the main thematic areas of violence, discrimination, and exclusion against children.

Different aspects of the themes underlined in the call can be subject to proposals.

Example: Related to children and right to environment, one can propose a theme in climate justice as it also falls under the right to environment.

Q-7: Is there any provided financial information regarding the proposal's budget?

A-7: It is important to note that according to UNICEF's internal Supply & Procurement rules, we cannot provide the maximum limit, but we recommend you plan your proposals considering the 6-month duration limit indicated in the EOI/Pre-application call. Pre-applications do not require financial proposal. Financial proposals will be requested in the second phase.

The purpose of financial information requirement during the first phase to see the candidates experience in financial management. In this sense the most recent and relevant information will be adequate.

Q-8: What if we are a newly established organization but come from a well-experienced background, can we still apply considering the experience requirements (For small-scale initiatives, at least 1 year, and for medium/large-scale initiatives, at least 3 years of experience is required)?

A-8: You can still apply, but the selection process will depend on the work you have done as an organization. If you're newly established, we recommend that you share all of your experiences and works in detail to indicate your level of experience. If the organization submits a significant idea that meets the criteria but doesn't have any experience regarding project implementation, we could still consider proceeding within the scope of a smaller initiative.

Or you can consider applying jointly with another NGO.

Q-9: Can two institutions apply together and does this bring any advantage?

A-9: This will not be considered as an advantage. The applications are evaluated based on the criteria stated in the call. There must be a main contractor institution, thus only one organization will be contracted in joint applications. Organizations that have legal entities can apply. If the organization is not a legal entity, they can group with/join an association and apply as a legal entity.

If an application is made as a group, the evaluation team will make the evaluation in a way that ensures fairness, and issues such as the content of applications, the experience of the applicant organizations and the need for support will all be taken into consideration.

Q-10: Which age range definition should be taken into consideration regarding children, the Convention on the Rights of the Child (CRC) or the definition in Türkiye?

A-10: Both definitions are relevant.

Q-11: Instead of applying with a new project, is it possible to apply as a continuation of previous work?

A-11: Yes, this is possible, but it must be relevant to the areas indicated within the proposal/application.

Q-12: The application guideline indicates that a detailed project proposal and budget will be submitted to TCO-ServContracts@unicef.org based on the templates provided by UNICEF. Where can we get these templates from?

A-12: Template/application form can be downloaded from the United Nations Global Marketplace (UNGM) website: <https://www.ungm.org/Public/Notice/228831>.

Q-13: Some support amounts we have received from other organizations in our previous works did not reflect in our financial balance sheets because it was provided directly to our suppliers. As a solution one of the organizations shared a list of expenditures, which was accepted as proof of financial progress. Therefore, if it can be provided from your side, can we supplement our financial balance sheets with such official documents?

A-13: Please share the reports/lists of expenditures as annexes when applying, while also indicating their relevance to the application. Our target is to see your capacity when evaluating your application.

Q-14: Is it possible to apply with a proposal regarding the exclusion of children in earthquake-impacted zones, looking back at the problems that are experienced in those areas? And can we add an analysis pillar for our ongoing projects?

A-14: Yes. The exclusion of children in those areas is very relevant and a field where information and data are needed. As long as the application is relevant to the call, it will be considered.

Q-15: Is it possible include children in the work to be proposed within applications?

A-15: Yes, this is exactly one of the targets of the project, we want children and youth engagement to be part of the activity. Proposals focusing on children and aiming at child participation, as well as proposals made by child-youth associations, will also be supported.

At the end of the meeting, the below issues were underlined once again by the Supply Unit for participants' information:

- It is strongly advised to bidders/applicants not to leave the submissions to the last minute due to the potential technical problems which may result in the dismissal of the offer.
- If you have any questions about your applications, you can send your questions to UNICEF through this email address TCO-ServContracts@unicef.org also noted on the tender page, until **01 April 2024, 17:00hrs (Türkiye time)**.
- **All applications must be sent to TCO-ServContracts@unicef.org in English.**
- **The deadline for all applications is 17 April 2024, 17.00hrs (Türkiye time).**