

CALL FOR EXPRESSION OF INTEREST



This section outlines this Call for Expression of Interest process, requirements, and selection criteria.

Introduction

Concern Worldwide is implementing a capacity building programme for local NGOs in Turkey. As the second intake to this programme, we are pleased to announce this Call for expressions of interest (EOI) for 2017 partner organizations delivering relief and humanitarian assistance to refugee populations in Turkey.

Concern Worldwide is an international humanitarian organisation dedicated to tackling poverty and suffering in the world's poorest countries. Concern began working in Syria and Turkey in 2013. Our programmes are designed to help Syrians who have been affected by the conflict. In keeping with its commitment to support the most vulnerable within the communities it serves, Concern works to actively encourage and assist local NGOs. In the first intake of local NGOs for this programme in 2016, Concern was able to support 10 local level NGOs (CBOs) from across Eastern Turkey through a programme of capacity assessments, intensive systems, governance and programme trainings and a short small grants programme within which seven of these organisations were able to implement vocational training, psychosocial support and educational projects in their communities, and go on to use these pilots to gain further external funding. Concern has used lessons learned in 2016 to build this new capacity building programme with an extended small grants programme.

As part of this continuing programme of engagement, Concern is currently planning to provide formal capacity building support to another tranche of NGOs in Turkey. In this two stage programme selected partners will first be trained and then given small grants to implement through which they will be mentored to improve on the job understanding and gear towards more effective programme results. Partners will gain targeted training and assistance in relation to governance, HR management, logistics, donor compliance, financial management and project cycle management among other areas. The purpose

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of the initiative is to strengthen the institutional capacity of small local NGOs with a mandate to support vulnerable Syrians in Turkey in order to improve the refugee response in Turkey overall.

The purpose of this Call is to identify around **6 new civil society partners**, both local NGOs (CBOs) and national NGOs, that will receive **direct financial, technical, and operational capacity strengthening support** from Concern teams as a part of this programme. Concern encourages applications from all suitable organizations. Please note, only shortlisted applicants will be contacted.

Concern would, therefore, like to invite relevant organizations, keen to receive such capacity building support to submit suitable expressions of interest.

NOTE: Selected partners will participate in both program components- capacity strengthening and delivery of humanitarian assistance. Concern will not consider Applications for only one or the other (i.e. either funding or technical assistance).

The process for this Call is outlined below:

- 1) Interested organizations should **submit** an Application in response to this Call and in line with criteria outlined below **by 10 am on Monday 13th March 2017**
- 2) Concern will **screen** these applications based on eligibility criteria and whether or not information was submitted on time and in full
- 3) Concern will **short-list** applications and may reach out for visits or follow up phone calls to relevant organisations
- 4) Concern will conduct a **review** of each short-listed application choose final partners in line with selection criteria
- 5) On verification of reference checks, the relevant organisations will be informed

Once approved, Concern staff will work with the selected partners to **conduct organisational capacity assessments and create organisational capacity development plans**. The selected partners must sign a **Partnership Agreement** with Concern, enabling them to receive training, coaching and funding for project activities. Concern cannot guarantee funding until the partnership agreement is signed.

Programme Approach

Programme Objectives

To increase the response capacity of local organisations to the humanitarian crisis in Turkey and Syria through capacity building of local and national NGOs in strategic programme locations across Turkey, particularly the South East Anatolia.

Capacity Building Objectives

To enable Concern's partner organisations to:

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- Understand the requirements needed to build strong and sustainable humanitarian response organisations
- Strengthen their internal organisational capacities at administrative systems and programme implementation levels
- Respond to future emergencies in an effective manner
- Be familiar with donor compliance requirements and manage funds in an effective manner
- Build and implement effective programmes with an international donor organisation

Capacity Strengthening Approach

Concern will provide support based on needs and goals identified and prioritized with each individual partner in their organisational capacity development plans and in line with the project being implemented. Concern's support to its partners will focus on the key administrative compliance, technical, financial, operational, and project cycle management capacities necessary for delivering humanitarian projects.

Concern will endeavour to try and give direct coaching and mentoring support to its partners through face to face and on-site visits to partner offices and project location, this may be supplemented at times by a variety of methods including Skype, WhatsApp, Team Viewer (and any other suggestions from participating partners).

The programme will be split into the following stages:

- I. Detailed organisational capacity assessment
- II. Organisational Capacity Development plan creation and agreement with partners
- III. Structured tailored training and coaching programme
- IV. Small grants programme implementation
- V. Project Mentorship through grants process
- VI. End line capacity assessment and evaluation

Much of Concern's training and support to its partners will be anchored in the sub-grant and project implementation lifecycle. After initial training, with guidance from Concern staff, partners will focus on creating key project documents such as a proposal, work plan, logframe, MEAL plan, procurement plan and budget.

Once the small grants projects have been launched, Concern support will focus more on the provision of technical assistance focused on partners' delivery of high quality humanitarian programming to their beneficiaries. Throughout implementation, Concern and its partners will jointly monitor and revisit the work plans, logframes and budgets to track progress, make informed changes to the project and strengthen real-time decision making.

Concern's Partnership Principles

Concern is a strong believer and advocate for the Global Principles of Partnership which include equality, transparency, responsibility and complementarity as well as a results oriented approach with the aim of:

- Striving to enhance the effectiveness of humanitarian action, based on an ethical obligation and accountability to the populations we serve

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- Acknowledging diversity as an asset of the humanitarian community and recognizing the interdependence among humanitarian organizations,
- Being committed to building and nurturing an effective partnership

As such, we value local Turkish and Syrian humanitarian organizations as independent entities driven by their own missions, approaches, and grass roots expertise. We believe in strengthening local response mechanisms for the long term sustainable benefit of refugee and host communities. Concern believes in dealing with its partners with mutual respect and understanding in an equitable and accountable relationship.

Concern wants partners to take the lead in the design, planning and implementation of their projects, and for them to drive the decision making. Our role is to support, advise and guide using the experience and global expertise of our team. We seek to help strengthen partner systems and implementation through systematic and on-going technical input, and to hold partners accountable to ensure that their projects are needs-driven and use resources effectively. The Concern team endeavours to make any project design process inclusive and cooperative with input from both partners. We know local partners have understanding and expertise that we may not, and do not seek to take agency away from our partners. We want to help our partners build strong local organisations, not drive them ourselves. We believe this leads to more effective local responses driven by stronger local organisations in the long term.

Partner Eligibility

Eligible Groups

This programme is designed to support both local level (CBO) and mid-size national NGOs, particularly targeting those organisations working in Turkey (particularly South East) on the refugee response in the Concern sectors of work: Basic Needs, Livelihoods, Education and Protection. The following types of potential partners are eligible to apply for participation in the programme:

- Civil society organizations or groups based in Turkey responding the Syrian refugee crisis focused on the delivery of humanitarian assistance in the Basic Needs, Livelihoods, Education (Formal and Informal) or Protection sector.
- Turkish or Syrian led organisations with registration in Turkey with appropriate bodies, with permission to work in their respective provinces in Turkey.
- Organisations must be independent, impartial, neutral without political affiliations and demonstrably share Concern's commitment to humanitarian principles
- Already be supporting vulnerable Syrians in Turkey

NOTE: NO prior experience of working with international organisations is required.

Ineligible Groups

The following types of organization are ineligible:

- International non-governmental organizations
- Government or quasi-government agencies, bodies, or entities

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- Large diaspora groups with leadership or management based in Europe or North America
- Any organization managing an annual portfolio of more than \$3,000,000
- Any organization with no previous experience in the Basic Needs, Education, Livelihoods or Protection sector

This programme prioritizes humanitarian principles and partners' ability to deliver aid in an impartial manner. As such, the following organizations are also ineligible:

- Private businesses or other for-profit entities
- Groups associated with parties to the Syrian conflict
- Organizations banned from receiving resources or support from major institutional donors
- Political parties or groups whose affiliation with political parties compromises the impartiality of assistance

Programme Information

Programme Duration

The whole capacity building programme will be **between 10-11 months**, with an estimated start date of March 20th 2017. Small grant implementation will be for 6-9 months.

Project Funding

Between 50,000 USD and 100,000 USD is available for selected small grant projects.

Locations

The Concern programme can support projects in the following locations which meet current partner locations and thus Concern monitoring/coverage capacity. All proposed projects must be in provinces included in the table below; projects in other locations are not eligible for Concern and will not be considered.

Provinces
Sanliurfa
Malatya
Adiyaman
Mardin
Hatay
Gaziantep
Kilis
Kayseri
Istanbul
Mersin
Adana
Kahramanmaraş

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Application Information

Applicants must submit a Concern Programme Application for consideration by the Review Committee. These documents can be submitted in **English or Turkish**, but **cannot exceed 10 pages in length** and must be in Calibri font, font size 11. Relevant forms and templates are included at the end of this document.

The **Application** consists of the following sections:

- **Cover Page**: This is a summary of key information about the organization. It also includes a Declaration of Eligibility certifying that the applicant meets the eligibility criteria outlined above. The Cover Page must be signed by the Executive Director (or equivalent) of the organization applying for the Concern programme.
- **Questions**: Applicants' answers to these questions helps the Concern team understand more about potential partners' identity, commitment to organizational growth and development, current programming and past experience.
- **References**: Names and contact information of professional referees must be provided. These should be individuals working for organizations that your organization has collaborated with, and who have knowledge of your programs.

Evaluation Criteria

Evaluation Criteria

Comprised of senior programme management and technical staff at Concern, the Review Committee will review and evaluate short-listed proposals against the following criteria:

Criteria	% of Score
Organizational Identity and Purpose	10%
Demonstrated understanding of needs/problem	10%
Past and Current project experience	20%
Interest in Organizational Growth and Development	25%
Understanding of Humanitarian Principles	15%
Local experience and presence	20%

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Submission Process

Questions and Clarification

Any questions regarding clarification of requirements should be submitted by email to turkey.intern@concern.net in **Turkish or English**. The Concern team will evaluate and answer all questions that could significantly impact the results of the competition in a standard format within two working days of receiving the question and share the answer with all applicants. Names and agencies of participating organizations posing questions will not be quoted.

Submission Process

Full Application packages – **Eligibility page and Application Form** - are due on **March 13th 2017 at 10:00 AM**. Applications must be submitted in soft copy to the following email addresses: turkey.intern@concern.net

The **Application Form** should be submitted in Microsoft Word format.

NOTE: Applications can be submitted in either English or Turkish.

Selection Process

Initial Screening

Concern will review all Applications upon receipt. This initial screening process will result in disqualification for any of the following reasons:

- Application is late
- Application is incomplete
- Application format has been altered
- Application exceeds the 10 page limit
- Font used is not Calibri 11 point
- Applicant does not meet Concern's eligibility criteria
- Declaration of Eligibility is not signed by the Executive Director (or equivalent)
- Organisation does not work in proposed sectors
- Organisation is outside the geographic scope outlined in the Call
- Annual budget portfolio is less than \$50,000 or greater than \$3,000,000
- Applicant has not had experience managing budgets/ funding of at least \$50,000
- Applicant is not a civil society/ humanitarian agency

Short-Listing

All Applications that pass the initial screening will undergo a second round of more intense programmatic review. This review will result in a short-list of Applications that will be passed to the Review Committee for evaluation. At this stage, Concern staff will check to ensure that:

- Applicant demonstrates interest in *both* the training/capacity strengthening and small grants project implementation components of the program

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- Applicants' work and projects are clearly linked to its goal and mission
- Applicant organization sees a role for itself in the future
- Applicant must have a vision/plan for expansion and sustainability – even if not a written document
- Applicant identifies key organizational strengths as well as area for improvements
- Applicant demonstrates efforts to improve effectiveness of either the organization or its projects
- Applicant has some previous experience implementing projects in the sectors identified and should already be implementing projects in Turkey
- Applicant should demonstrate commitment to humanitarian principles and have similar ethos/values to Concern Worldwide
- Applicant should have a local base and staff to maintain long term sustainability, with demonstrable acceptance from the local authorities
- Applicant should not already be in a long term, large or strategic partnership with large international donors, UN or NGOs
- Applicant should have a local base and staff to maintain longer term sustainability

The Review Committee will analyze and evaluate all of the short-listed Applications on the basis of the evaluation criteria and this process will result in final Concern partner selection.

Feedback to Applicants

Concern will provide feedback to Applicants at the following points in the process:

- Automated email response upon receipt of Application
- Basic feedback highlighting primary reasons for disqualification during the initial screening process
- Feedback on strengths/ weaknesses of the Application if disqualified by the Review Committee.
- Detailed feedback on strengths/ weaknesses of the Application approved by the Review Committee. Additional information may be required at this time.
- Concern will endeavour to inform all selected partners by **March 20th 2017** of the Review Committee's decision

NOTE: The Review Committee's decisions are final and Concern staff will not be able to further discuss or negotiate Applications with individual organizations.