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| **EOI APPLICATION** |

***This section includes the Cover Page, Questions and references which must be submitted in full by 10am Istanbul time on March 13th 2017 to be considered for participation in the Concern program. It should not exceed 10 pages in length (not including the preceding Guidance section).***

***For further information on the programme and selection criteria, please review the Call for Expression of Interest which is in a separate document.***

***NOTE: the 10 pages start from here; the guidance above can be deleted.***

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| **Cover Page** | |
| **Partner Overview** | |
| **Name of Organization** |  |
| **Province / city and country of each Organization’s Office** | **NOTE:** If you have offices in countries outside the Turkey response region or in Syria, please answer the questions outlined on the final page of the application form. |
| **Website or Facebook page** |  |
| **Name and email of Executive Director (or equivalent)** |  |
| **Name and email for Focal Point for Concern**  **(if different from above)** |  |
| **2016 budget portfolio size** |  |

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| **Questions** |

***Instructions***

1. Applications should be complete. If a question is not relevant for your organization, please explain why.
2. Please provide answers to every question. Some of the sections include several questions to guide your answers.
3. The entire Application, including the Cover Page, should not exceed 10 pages.

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| 1. **Identity and Purpose**   This section will help us understand the strategic vision of your organization and to evaluate the link between humanitarian goals/missions and projects being implemented on the ground. |
| **1.1 Describe the mission and goals of your organization.** |
| **1.2 Describe your organization’s work. What type of projects do you implement? What sort of assistance do you provide or services do you deliver? This can include a description of current or past projects, including those projects in sectors Concern does not cover.** |
| **1.3 Describe the beneficiaries you support and the communities in which you work. Please explain why these are priority populations or communities for your organization in your work overall.** |
| **1.4 Describe your relationship with the local authorities in the areas in which you work. How do you communicate? What permissions must you gain before any project? How do you partner with local authorities, if you do? Please explain why these are of importance and how you maintain them. Have you gained any benefits from this relationship?** |
| **1.5 What plans do you have for future programming? What programs are you interested in starting, expanding, or strengthening? Please explain why you consider these as priorities for your organization.** |
| **1.6 What role do you see for your organization in the future of the Syria Refugee response and in Turkey in general?** |

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| **2. Organizational Growth and Development**  This section will help us understand how important organizational growth and development is to your organization, as this is an important part of Concern’s programme. |
| **2.1 Please describe any capacity building support or technical assistance[[1]](#footnote-2) your organization or your programme staff currently receives or has received in the last year.** |
| **2.2 If you have had capacity building support, how has your organization applied new knowledge or skills or made changes in programming as a result of those trainings/ support?** |
| **2.3 Please describe the ways in which your organization builds the capacity or professional skills of your teams. How do you support and supervise your staff?** |
| **2.4 Please give 2-3 examples of things your organization has done in the last year to improve your effectiveness or your ability to deliver humanitarian programming?** |
| **2.5 Please describe your organization’s strengths. What does your organization do well? Why do you think so?** |
| **2.6 In what areas does your organization need to improve? Why is this important?** |
| **2.7 What new skills/ experience does your organization expect to gain through participation in this Concern programme? Why are you interested in becoming a Concern partner?** |
| **2.8 How will Concern’s capacity strengthening support complement and be integrated with existing capacity building efforts in your organization? How do you expect to see information flow between relevant staff and Concern? Please describe who will be a focal point for Concern and how you will ensure participation of relevant staff in coaching and capacity development efforts offered by the Concern programme.** |

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| **3. Current Portfolio and Past Experience** |
| **3.1 Please describe your organization’s current or past sectoral programs: sectors, number and type of projects, dedicated portfolio, locations, and number of beneficiaries reached.** |
| **3.2 Please describe your organization’s experience managing funding and budgets. What is the largest grant or contract you have received (in US dollars or TRY)?** |
| **3.3 Has your organization worked with other international organizations? Which ones? What kind of work did you do together, what was your role in this partnership and what was theirs? Did you have a legal document together to reflect this?** |
| **3.4 Please describe your organization’s management and staffing structure. How many staff do you currently have? Is there a programme department supporting programme staff in the field? If yes, can you describe the dedicated positions? How many volunteers do you have?** |
| **3.5 Please describe previous experience coordinating with local and national partners (town councils, governor’s office, local municipal offices etc.).** |

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| **4. Humanitarian Principles** |
| **4.1 What processes or systems does your organization use to identify the humanitarian needs addressed through your programming?** |
| **4.2 How does your organization ensure that humanitarian principles such as impartiality and non-discrimination are being respected in the implementation of your programming?** |
| **4.3 Please provide at least 2 examples of how your organization demonstrates accountability to beneficiaries. How does your organization ensure that their needs and priorities are taken into account in your projects?** |

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| **5. References** |
| **If your organization is selected by the Review Committee, we would like to contact 2 or 3 referees who can provide a reference for your organization (verification of activities, confirmation of capacity, etc). Please provide the details of 2 or 3 referees we can contact, including at least one from the international community, if applicable.** |
| 1. **Name**:   Title:  Organization:  Email address:  Relationship to your organization: |
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| **6. Location of Offices** | |
| If your organization has offices based in countries outside Turkey (including Syria), please provide further information below. Any office your organization has in any other country must be listed below (add rows as required) and Concern may contact you to discuss this further. | |
| **6.1 List of your organization’s offices** | |
| **Location (city/town and country)** | **Role of the office (If they differ e.g. one is for fundraising only, or a Head Quarter office – what role does that play)** |
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| **6.2 Explain how each office above coordinates with the offices in Turkey** | |
| **6.3 How are your international offices listed above working to strengthen capacity of staff inside the Turkey response? How will the Concern capacity strengthening activities complement these efforts?** | |

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| **Eligibility Page** | |
| **NOTE: THIS PAGE MUST BE SCANNED OR PHOTOGRAPHED AND SUBMITTED TO CONCERN** | |
| **Name of Organization** |  |
| **Title of Project** |  |
| **Name of Executive Director (or equivalent)** |  |

***Interest in Information Sharing***

Please check the appropriate box to indicate whether or not you would like information about your organization or Application to be shared with other international agencies and non-governmental organizations funding programming inside Syria.

* **Yes**- Concern may share this information
* **No**- Concern may not share this information

***Declaration of Eligibility***

I hereby submit this Application package to the Concern Programme for review and consideration. To the best of my knowledge, all information provided is current, complete and accurate and is based on the need to efficiently and effectively deliver humanitarian assistance to target beneficiaries. I declare that we meet the eligibility criteria for participation in the Concern Programme and hereby certify that this organization:

* Is non-governmental, non-political and non-commercial
* Adheres to principles of impartiality and neutrality in provision of humanitarian assistance
* Does not discriminate in staffing, membership, or selection of beneficiaries
* Is not an INGO or large-scale diaspora organization managed from abroad
* Is not headquartered in outside of Turkey
* Is not associated with any parties to the Syrian conflict
* Is not banned from receiving resources or financial support from major donors

**Executive Director Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Executive Director Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. This may be support from external organizations or internal investment in your own organization. [↑](#footnote-ref-2)