

Independent Institution on Missing Persons in the Syrian Arab Republic Call for Proposals for a Sub-Grant to Support Families of Missing Persons in Gaziantep, Türkiye

Strengthening Access to Direct Integrated Services for Families of Missing Persons in Gaziantep, Türkiye

Date of publication: 24 July 2026

Deadline for submission of applications: 9 August 2026, 17:00 Geneva time

Implementation period: 1 September 2026-28 February 2027

Maximum grant amount: USD 70,000

Location of implementation: Gaziantep, Türkiye

Eligible applicants: Legally registered national Turkish civil society organizations / non-governmental organizations

Submission email: iimp-grants@un.org

1. BACKGROUND

The Independent Institution on Missing Persons in the Syrian Arab Republic (IIMP) was established by the United Nations General Assembly to clarify the fate and whereabouts of all missing persons in the Syrian Arab Republic and to provide adequate support to victims, survivors and the families of those missing.

Türkiye continues to host a large Syrian population, including families affected by disappearance, arbitrary detention, migration-related disappearance and other circumstances in which relatives remain unaccounted for. Gaziantep remains a critical location due to its large Syrian community, the presence of affected families, and the continued need for accessible outreach, registration support, case management, legal assistance, psychosocial support and referral pathways.

Through this call for proposals, IIMP seeks to partner with an established national organization in Türkiye to strengthen outreach and direct integrated services for families of missing persons in Gaziantep.

2. OBJECTIVE OF THE CALL

The objective of this sub-grant is to support IIMP in scaling up implementation of its mandate by strengthening meaningful outreach and the systematic identification of families of missing persons in Gaziantep. The selected partner will facilitate information sharing, registration support, intake, referral, case management, and direct assistance through community-based, trauma-informed, and protection-sensitive programming.

3. EXPECTED ACTIVITIES

Applicants are invited to submit proposals that address the following activities:

1. Community outreach, awareness-raising and dissemination of information on IIMP's mandate and services, including support for registration through community focal points.
2. Systematic case intake and case management for families of missing persons.
3. Support to families to access and complete the IIMP registration process, subject to informed consent.
4. Provision of legal assistance and coverage of related fees for eligible families.
5. Provision of mental health and psychosocial support (MHPSS), including individual, group or community-based modalities, as appropriate.
6. Delivery of Individual Protection Assistance (IPA), based on IIMP-defined vulnerability and protection criteria.
7. Referral to specialized services, including protection, legal, MHPSS, health, documentation, child protection or GBV services, as required.
8. Documentation and reporting on outputs, indicators, risks, referrals and lessons learned.

4. EXPECTED OUTCOME

The selected partner will be expected to contribute to the following results:

1. Increased awareness among families of missing persons of the IIMP's mandate and registration services.
2. Improved access to and completion of the IIMP registration process by families of missing persons.
3. Enhanced access to legal, psychosocial, protection, and referral services for families of missing persons.
4. Improved satisfaction among families regarding the accessibility and quality of registration and support services (at least 70% of surveyed families).

Applicants should explain how they will track, verify and report against these results, including disaggregation where feasible and safe.

5. FINANCIAL ALLOCATION

The maximum grant amount available under this call is USD 70,000.

The proposed budget should be realistic, cost-effective and directly linked to the expected results. The indicative budget structure includes:

- personnel and operational costs;
- outreach and case management;
- MHPSS support;
- legal assistance and related fees;
- Individual Protection Assistance/cash support;
- beneficiary transport and related access costs;
- monitoring, reporting and evaluation;
- indirect/overhead costs.

Administrative, management and overhead costs must be reasonable and may be included up to a maximum of 13% of the total proposed budget. The total amount charged under overhead/indirect costs must not exceed 13%. Direct service delivery costs should be clearly distinguished from administrative, management or overhead costs.



The grant is expected to be disbursed in instalments, subject to signature of the grant agreement, approval of required reports, and compliance with financial and programmatic requirements.

6. IMPLEMENTATION PERIOD

The implementation period is expected to run from 1 September 2026 to 28 February 2027.

Applicants must demonstrate readiness to commence implementation immediately upon signature of the grant agreement. Any proposed start-up period must be clearly justified and kept to a minimum.

Costs incurred before the start date or after the end date of the signed grant agreement will not be eligible unless expressly authorized in writing.

7. ELIGIBILITY CRITERIA

To be eligible, applicants must:

1. Be a legally registered national Turkish organization.
2. Be authorized to operate in Türkiye and able to implement activities in Gaziantep.
3. Have an established operational presence in Gaziantep, including a static community space or equivalent community access point.
4. Have the capacity to conduct mobile outreach across Gaziantep and nearby communities.
5. Demonstrate a trusted presence among Syrian communities and families affected by disappearance.
6. Have substantial and verifiable experience in case management and integrated multi-sectoral service provision.
7. Demonstrate experience in protection-sensitive programming, including MHPSS, legal assistance, cash or individual protection assistance, referrals and work with vulnerable households.
8. Demonstrate adherence to PSEA, safeguarding, informed consent, confidentiality, data protection and accountability to affected populations.
9. Demonstrate adequate financial and administrative capacity to manage a UN-funded grant.
10. Be directly responsible for implementation and not act solely as an intermediary.

Priority will be given to victim-led associations or organizations with a demonstrated record of working directly with families of missing persons.

Applicants may submit only one proposal under this call. Duplicate applications may be rejected.

8. REQUIRED APPLICATION DOCUMENTS

Applications must include:

1. Completed application/narrative proposal form.
2. Completed budget template.
3. Action plan/workplan for the six-month implementation period.
4. Completed logframe /Results Framework.
5. Legal registration documents.
6. Evidence of operational presence in Gaziantep.
7. Organizational profile and description of relevant past experience.
8. Description of staffing structure and implementation team.

9. PSEA/safeguarding policy or declaration.
10. Data protection/confidentiality policy or declaration.
11. Anti-fraud/anti-corruption declaration.
12. Financial statements, audit report or equivalent financial capacity evidence, where available.
13. Any additional documents requested in the application checklist.

Incomplete applications may be rejected.

9. INDIVIDUAL PROTECTION ASSISTANCE

Individual Protection Assistance is intended as emergency, one-off or short-cycle support for eligible families of missing persons facing specific protection risks. IPA is not general multi-purpose cash assistance.

IPA may be used to address urgent needs linked to protection risks, including healthcare transport, rent or eviction prevention, critical debt linked to immediate protection risk, GBV safety or relocation, child protection, school re-enrolment, basic needs or other verified urgent needs.

IPA is expected to be provided as a fixed one-off transfer equivalent to USD 150, paid in TRY, subject to eligibility, verification, informed consent and IIMP-defined criteria.

Applicants must explain how they will apply the IPA vulnerability criteria, ensure confidentiality and Do No Harm, avoid duplication, document decisions, and carry out post-distribution monitoring.

10. PROTECTION, SAFEGUARDING AND DATA PROTECTION

The selected partner must implement all activities in accordance with Do No Harm, survivor-centred, child-sensitive, trauma-informed and protection-sensitive approaches.

The selected partner must have adequate procedures for:

- informed consent;
- confidentiality and secure data management;
- safe referrals;
- PSEA and safeguarding;
- GBV and child protection risk management;
- complaints and feedback;
- anti-fraud and anti-corruption;
- safe handling of beneficiary information.

Beneficiary-identifiable data must not be shared externally unless expressly authorized, necessary, secure, and based on appropriate consent and data protection safeguards.

11. REPORTING AND PAYMENT SCHEDULE

The selected partner will be required to submit monthly narrative reports and indicators trackers. Financial reports will be required at agreed instalment points. The indicative payment schedule is:

- 50% upon signature of the grant agreement and confirmation of required start-up documents;
- 35% after submission and approval of Month 3 narrative, indicators and financial reports;

- 15% after submission and approval of final narrative, indicators and financial reports.

IIMP may withhold or delay instalments if required reports are incomplete, late, unsatisfactory, or if compliance concerns remain unresolved.

12. EVALUATION AND SELECTION PROCESS

Applications will be reviewed in stages:

1. Administrative and eligibility screening.
2. Technical evaluation and scoring.
3. Review by the IIMP Grants Committee.
4. Final approval in accordance with applicable internal procedures and Delegation of Authority.
5. Notification of applicants.

Only applications meeting mandatory eligibility requirements will proceed to technical scoring.

The technical evaluation will be based on the following indicative criteria:

Criterion	Weight
Programmatic relevance and quality of proposed approach	40%
Local expertise and trusted community presence	30%
Governance, institutional capacity, PSEA and data protection	15%
Cost-effectiveness and financial relevance	10%
Strategic relevance, including victim-led approach	5%
Total	100%

Applications must normally meet a minimum technical score of 70% to be considered for award.

IIMP may request clarifications from applicants where necessary, provided that this does not alter the substance of the proposal or create unequal treatment.

IIMP reserves the right not to award a grant if no application is assessed as suitable.

13. SUBMISSION PROCEDURE

Applications must be submitted by email to iimp-grants@un.org.

The subject line should read: **Application-Türkiye Sub-Grant-[Name of Applicant]**

Applications must be received no later than: **9 August 2026, 17:00 Geneva time.**

Late applications may not be considered. Applicants are responsible for ensuring that all required documents are complete and submitted before the deadline.

Questions may be submitted to iimp-grants@un.org by **30 July 2026, 17:00 Geneva time**. Substantive clarifications will be shared with all applicants or made available through the same publication channel.



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Independent Institution on Missing
Persons in the Syrian Arab Republic
Supporting victims' right to know the truth

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في الجمهورية العربية السورية
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14. ANNEXES

The following annexes form part of this call:

- Annex I-Application / Narrative Proposal Template
- Annex II-Budget Template
- Annex III-Action Plan Template
- Annex IV-Logframe / Results Framework Template
- Annex V-IPA Vulnerability Criteria and Targeting Framework
- Annex VI-Reporting and Financial Schedule
- Annex VII-Eligibility Checklist and Required Documents
- Annex VIII-PSEA, Safeguarding, Confidentiality and Data Protection Declaration