



Organization for Security and
Co-operation in Europe
Office in Baku

**Office in Baku
Fund Administration Unit**

The Landmark III, 96 Nizami St., AZ1010 Baku, Azerbaijan

Date: 19 December 2012

**Request for Applications
No. RFA/AZE/01/2013**

**Implementing partner for
SUMGAYIT LEGAL RESOURCE CENTRE**

The Office in Baku of the Organization for Security and Co-operation in Europe (hereinafter called “the OSCE”) invites sealed applications from non-governmental, not-for-profit organizations legally registered in Azerbaijan for the purpose of finding an implementing partner for the Project: Legal Resource Centres in the Regions 2013, Component: Sumgayit Legal Resource Centre (hereinafter called “the Implementing Partner”), to be located at Sumgayit, Azerbaijan, covering the regions of Sumgayit, Shabran, Khizi and Siyazan..

The Request for Applications documentation includes:

- Section I: The OSCE Legal Resource Centres in the Regions - Outline
- Section II: Terms of Reference
- Section III: How to apply and the procedures to follow
- Section IV: Evaluation and Selection of Applications
- Annex I: OSCE Project Proposal Template
- Annex II: Budget
- Annex III: Certificate of Compliance for Potential Implementing Partner
- Annex IV: Standard form of the Implementing Partner Agreement (for reference purposes only)

Any Agreement reached as a result of this Request for Applications shall be bound by the enclosed standard form of the Implementing Partner Agreement.

Applications shall be delivered at the following address:

**Organization for Security and Co-operation in Europe (OSCE)
Office in Baku
Attn: Ms. Irina Krapivina
Fund Administration Unit
The Landmark III, 96 Nizami St.
AZ1010 Baku, Azerbaijan**

Applications shall be delivered on or before **3 January, 2012, 12:00 hrs (GMT+4)** in a sealed envelope marked with “**RFA/AZE/01/2013– Implementing partner for the Legal Resource Centres, Sumgayit - Do Not Open before 3 January 2012, 12:00 hrs (GMT+4)**”.

To ensure procurement integrity, OSCE will not accept applications sent by e-mail and fax.

The application shall be submitted in English language using the standard OSCE project proposal template. All costs shall be quoted in AZN. Please submit complete application packages.

Funding for this project is subject to the approval of the OSCE Unified Budget for 2013. The OSCE reserves the right to accept or reject any Application, and to annul, in whole or in part, or to suspend the selection process and reject all applications at any time and without reason prior to award, without thereby incurring any liability to the affected Applicant or Applicants.

A complete set of the Request for Applications documentation may be obtained at <http://www.osce.org/baku/84066>. Please address all your queries or questions in writing at the e-mail addresses given below and kindly refrain from any telephone calls or personal visits.