



**UNHCR ITALY**  
**CALL FOR EXPRESSION OF INTEREST**

**Application instructions (deadline extension)**

The purpose of the Call for Expression of Interest is to solicit interest from existing or prospective partners that wish to participate in implementing UNHCR 2019 Italy Programme contributing with complementary resources (human resources, knowledge, additional funding, in-kind contributions) for achieving common objectives. The partner(s) to be selected through this Call for Expression of Interest (CoEI) are expected to manage the daily operational project activities under UNHCR's overall guidance and supervision.

Organizations that deem themselves eligible to perform and have unique and complementary attributes to UNHCR's capacities and resources for undertaking the Project described in the detailed CoEI HCR/ITA/2018/001 "Operationalizing family reunion within Europe" are invited to submit a Concept Note no later than the **16 January 2019, 24.00 hrs Rome Time**.

Existing or prospective partners are required to use the UN Partner Portal - UNPP (<https://www.unpartnerportal.org/landing>) to register their organisations and to upload required documents in relation to this Call (their application): Annex D – Concept Note; and Annex B: Budget Proposal. Please find attached the instructions to register in the portal.

Upon receipt of the Concept Note and required documentation, UNHCR's Implementing Partner Selection Committee will review submissions in accordance to pre-defined criteria. The applicant organizations will receive notification of the outcome by 14 February 2019.

You can submit questions in regards to this call to [itaroprg@unhcr.org](mailto:itaroprg@unhcr.org) or through the UNPP until the deadline of **11 January 2019**.

**1- HOW SHOULD THE CONCEPT NOTE BE FORMULATED?**

Concept note should be submitted using **Annex D**. In addition to the specific criteria indicated in the CoEI, a concept note should have the following characteristics:

- ✓ Articulate its objectives
- ✓ Briefly describe the implementation approach for realizing the desired outcomes
- ✓ Demonstrate the unique advantage it brings to the partnership
- ✓ Demonstrate its complementariness to UNHCR's capacities and resource

Concept notes should be clear, concise and **not exceed 3 pages**.

**2- WHICH DOCUMENTS HAVE TO BE SUBMITTED?**

For applying to the CEoI the organization is required to submit the following documents:

- ✓ **Annex D:** Concept Note Form. Duly signed Concept Note by the Country Director of the submitting organization.
- ✓ **Annex B:** Budget Template.

**3- WHEN DO THE DOCUMENTS HAVE TO BE SUBMITTED?**

Applications have to be sent no later than **16 January 2019, 24.00 hrs Rome time**