



## UNHCR MCO Italy CALL FOR EXPRESSION OF INTEREST

### Application instructions

The Call for Expression of Interest aims to attract Partners (NGOs, and other non-profit entities) who wish to participate in implementing UNHCR 2024-2025 Multiyear strategy in Italy for achieving common objectives. The partner(s) to be selected through this Call for Expression of Interest (CoEI) are expected to manage the operational project activities under UNHCR technical coordination 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 **CFEI/HCR/ITA MCO/2024/001 "Cross-sectoral protection activities at landings, border areas and reception facilities"** are invited to submit a Concept Note no later than the **19 January 2024, 23.59 hrs Rome Time.**

Existing or prospective partners are required to use the UN Partner Portal – UNPP (<https://www.unpartnerportal.org/dashboard>) to register their organisations and complete a self-declaration of eligibility. The UNPP offers organizations a digital space to create an organizational profile, upload documents and provide key information to enhance their visibility to the UN: <https://supportco.unpartnerportal.org/hc/en-us/sections/360000940774>. After verification by a UN entity, they can view and apply for opportunities. The registration process includes basic identification and legal status details, self-declaration and acceptance of terms. They were required to upload in the portal documents in relation to this Call (their application): *Annex C – Concept Note, Annex B - Budget Proposal, PSEA self-assessment.*

Upon receipt of the Concept Note and required documentation, UNHCR's Implementing Programme Management Committee (IPMC) will review submissions in accordance with the pre-defined criteria. The applicant organizations will receive notification of the outcome by **27 February 2024.**

You can submit questions in regard to this call to [itaroprg@unhcr.org](mailto:itaroprg@unhcr.org) or through the UNPP until the deadline of **04 January 2024.**

Additionally, UNHCR will host a Q&A session via Microsoft Teams on **09 January 2024, from 12h00 to 13h00**, open to all interested organizations to respond to questions and request of clarifications. If you wish to attend please submit your request for participation to [itaroprg@unhcr.org](mailto:itaroprg@unhcr.org) by the **05 January** with the subject line "Q&A session on CFEI/HCR/ITA MCO/2024/001".

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

Concept note should be submitted using **Annex C**. Concept note should be **in English** and **not exceed 3 pages**. It should clearly outline the proposed interventions and responding to the selection criteria indicated in the CoEI.

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

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

- ✓ **Annex C:** Concept Note form, duly signed by the Country Director of the submitting organization.
- ✓ **Annex B:** Budget Template.
- ✓ **PSEA self-assessment.** This document is required in order to evaluate if prospective Partners have the requested capacity with respect to *protection against sexual exploitation and abuse (PSEA)*. Applicants are required to conduct the PSEA capacity self-assessment using the PSEA Module on the UNPP and upload the supporting documents.

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

Applications have to be submitted via the UN Partner Portal no later than **19 January 2024, 23.59** hrs Rome time.