

**UNHCR Representation in Romania**

**CALL FOR EXPRESSION OF INTEREST**

*Note:* The purpose of the Call for Expression of Interest is to solicit interest from existing or prospective partners that wish to participate in implementing the 2022 Strategy of UNHCR Romania and contribute complementary resources (human resources, knowledge, funds, in-kind contributions, supplies and/or equipment) to achieving common objectives as agreed in a Project Partnership Agreement.

The Partner(s) to be selected through this Call for Expression of Interest are expected to manage the daily operational project activities under UNHCR's overall guidance and supervision.

Organizations that deem themselves eligible to undertake project activities as detailed below and contribute complementary resources to UNHCR's own capacity and resources are invited to submit a **Concept Note (Annex D) no later than 30 September 2021.**

Upon receipt of the Concept Note(s) and required documentation, UNHCR's Implementing Partnership Management Committee will review submissions in accordance to the below pre-defined criteria. All applicant organisations shall be notified of the outcome of this Call for Expression of Interest by **31 October 2021.**

<b>CALL FOR EXPRESSION OF INTEREST</b>	
<b><u>Project title and Identification:</u></b>	<b><u>Project Location:</u></b>
<b>Part I:</b> Advocacy on access to territory and data collection and management	Romania (whole country)
<b>Part II:</b> Access to Protection Information and Legal Counselling for Asylum Seekers in Timisoara	Timisoara, Romania
<b>Part III:</b> Child Protection	Romania (whole country)
<b>Part IV:</b> Prevention and Response to Gender-Based Violence	Romania (whole country)
<b>Part V:</b> Improvement of Integration Prospects for Beneficiaries of International Protection (BIPs)	Romania (whole country)
<b>Part VI:</b> Assistance and Services Provided to Refugees at the Emergency Transit Centre (ETC) in Timisoara	Timisoara, Romania
<b><u>Brief Background of the Project:</u></b>	
The Government of Romania provides funds through the Asylum, Migration and Integration Fund (AMIF) mechanism to NGOs and other institutions to implement projects aimed at assisting asylum-seekers and beneficiaries of international protection. The project funded by UNHCR aims at covering important areas which are falling outside the scope of the funding provided by the Government, and is designed to be complementary to the existing national projects and initiatives, seeking synergies while avoiding overlap.	

The project priorities listed below under Parts I-VI reflect the 2022 strategy outputs of the UNHCR Representation in Romania, and aim at further improving access to territory, reception and asylum procedures, safeguards on the rights of children and their best interest, response mechanisms to GBV and protection of victims; improving integration prospects and promoting welcoming host communities.

**PART I:**

Throughout the COVID-19 pandemic, Romania kept its borders open for people in need of international protection. Starting with October 2020, the country faced a high increase in arrivals, 90% of which were irregular entries mostly through the Serbian-Romanian border. 6,158 persons filed asylum applications in 2020 alone, mainly from Afghanistan, Syria, Iraq, Pakistan, Bangladesh and the Maghreb; 90% of them were single men and unaccompanied minors accounted for 980 applications. Most of them were hosted in one of the six regional centres for accommodation and asylum procedures, managed by the General Inspectorate for Immigration (GII), where they receive basic information, material, social, medical and legal assistance. The number of new asylum applications in Romania has remained high in 2021 and the Western Balkan route remains operational, with most arrivals being registered at the western border.

The Regional Protection Monitoring System (RPMS) was developed in 2016, in the context of the then mass influx. Information collected with the tool allowed country operations to draw regional trends regarding number of arrivals, travel routes, profiles of those arriving in the region, obstacles to access territory/asylum that formed the basis for appropriate interventions.

The main objectives of the RPMS are to support the systematic, structured and harmonized collection of information with a view to:

- Monitor regional trends, in particular in countries located at or between the external borders of the EU, with a focus on identifying key protection concerns and reasons for onward movements.
- Support evidence-based advocacy and programmatic interventions.
- While the RPMS is not a case management tool, it allows for the identification of individual cases that need to be referred to service providers for targeted interventions.

**Part II:**

The legal framework provides for ample rights and safeguards for asylum seekers. The law guarantees the access to the asylum procedure to anyone in need of international protection, on a confidential and non-discriminatory basis, with due regard to the needs of vulnerable groups and taking into account the superior interest of the child; the principle of non-refoulement is also fully enshrined in the law. Asylum seekers have the right to be assisted by UNHCR or NGOs, if they so wish.

UNHCR will retain its protection monitoring and advocacy role through presence in the Timisoara Regional Reception Centre and, upon need, in the other Reception Centres through regular monitoring visits and advocacy interventions. Legal assistance and legal aid, including strategic litigation, will be carried out for a limited number of cases.

**Part III:**

Children represent one quarter of the total number of asylum seekers, and around 60% of them are unaccompanied minors. The law provides for the superior interest of the child in the asylum procedure; however, monitoring is required to ensure these procedures are conducted in practice. Unaccompanied minors under the age of 16 should be placed in the care of child protection services, while those between 16 and 18 choose if they wish to be accommodated in child protection facilities or the reception centres; regardless, all unaccompanied minors have a legal guardian appointed by the child protection services. These legal guardians should take responsibility in assessing the children's needs and providing support, as well as in promoting the child's best interest during and after the asylum procedure.

The law guarantees the right to education for both asylum seeking and refugee children, and they can be enrolled in school for a year as observers before they join the formal education programme. However, school enrolment is challenging for those without diplomas from the country of origin or with limited language skills. COVID-19 added new difficulties, as many children could not attend online classes because they lacked electronic devices, and in some cases children who were supposed to take part in classes as observers were not enrolled in the online platforms. Closure of schools and lack of social, educational and recreational activities has had a strong impact on children's well-being and development.

**Part IV:**

The topic of Gender-Based Violence (GBV) among asylum seekers and refugees requires increased attention, with a particular focus on the existing mechanisms for the protection of victims of SGBV. Asylum seekers and BIPs are often unaware of their rights in Romania, and the climate of violence is sometimes maintained by cultural norms and the dependence of victims to their aggressors for their livelihood. Even when victims overcome these obstacles and wish to report SGBV incidents, they are faced with the language barriers; public authorities outside the asylum system, which are responsible for recording reports and providing assistance, do not have interpreters, and when interpreters were used in court, observers raised concerns as to the quality of interpretation and ethics of some male interpreters used in cases of violence against women.

**Part V:**

Primary legislation provides that BIPs have the same rights as Romanian citizens when it comes to labour, housing, healthcare, social benefits and education. GII is the authority primarily responsible for integration, but for BIPs to realize their rights, the cooperation of a wide range of authorities is necessary. Awareness raising on the rights awarded to BIPs is continuously required. Secondary legislation is not adapted to the needs and specific situation of BIPs. Decentralisation of public services sometimes creates a climate of uncertainty, with BIPs living in certain areas of the country accessing certain public services with relative ease, while others from other areas are faced with bureaucratic hurdles. Starting 2015, AMIF funds have been directed for the creation of integration centres run by NGOs in multiple locations in Romania, with a view to improving access to integration services at the local level. Some of the pressing issues at the moment are the protection of unaccompanied minors and vulnerable groups, access to the labour market or education

in the absence of diplomas from the country of origin, and access to bank accounts, which are indispensable for the transfer of benefits and financial aid.

Based on monitoring activities, evaluations and information obtained to date, UNHCR will continue its advocacy activities which will be aimed at ensuring refugees and stateless persons have access to rights and adequate services and work closely to address gaps in integration programmes.

**PART VI:**

In 2008, a Tri- Partite Agreement was signed between the UNHCR, the Government of Romania and the International Organization for Migration regarding temporary evacuation to Romania of persons in urgent need of international protection and their onward resettlement, establishing an Emergency Transit Centre (ETC) in Timisoara. The Centre was set-up to provide timely and effective protection of refugees pending their onward resettlement to third countries, and to enable resettlement country officials to conduct interviews in a stable and secure environment. The ETC has a capacity of 200 persons; the refugees evacuated are granted permission to stay in Romania for six months with the possibility for a further six-month extension in exceptional circumstances. During their stay at the ETC, refugees benefit from basic assistance and essential services provided directly by UNHCR through a partner, including food and non-food items, health care, psycho-social support, educational and vocational training, cultural-recreational activities, etc.

**Goal/Objective, Expected Outcome and Main Activities:**

In 2022, the projects will focus on the following priority areas:

- Integration: assisting local authorities in increasing their involvement in the integration of beneficiaries of international protection and boosting inter-institutional cooperation; improving the coherence of the existing legal framework and policies, and of institutional practices; enhance collection of aggregated data on beneficiaries of international protection and their integration; improve access to socio-economic rights through specialised legal assistance and representation
- Status determination: improving the asylum procedure and status determination, in the context of the Common European Asylum System reform.
- Asylum procedure: increase free extra judicial assistance in the administrative procedure; contribute to the development of specialised legal assistance and representation for certain profiles and types of cases; improvement in terms of up-to-date and accessible protection information, presented in a user friendly and age and gender sensitive manner
- Protection monitoring: contribute to reducing risks associated to effective access to the territory, to information on asylum and other protection risks through enhanced data collection and analysis
- GBV: improve the capacity of stakeholders to adequately identify, refer and assist GBV victims; increase awareness on GBV and encourage reporting
- Public perceptions: improve public awareness and understanding of asylum issues, and counter negative public perceptions and attitudes regarding refugees; reduce the risk of discrimination and hate crime/hate speech.
- Assistance and services for refugees at the Emergency Transit Centre in Timisoara.

Consequently, the project(s) to be implemented in 2022 will focus on achieving the following impact:

- By the end of 2022, people of concern to UNHCR, including UASC and other vulnerable individuals, have improved access to the territory, asylum procedures and reception, with protection risks addressed in an AGD-sensitive manner.
- By the end of 2022, people of concern have better prospects for local integration and other durable solutions, including through resettlement, complementary pathways, improved legal framework on statelessness and the use of the ETC.

### **Impact area 1: Attaining Favourable Protection Environments**

#### **Part I:**

#### **Outcome area 1: Access to Territory, Registration and Documentation**

**Outcome:** Persons in need of international protection have safe and dignified access to the territory and adequate reception conditions and services, with particular attention to prioritizing support to people with specific needs.

- **Output:** Access to the territory and reception for international protection applicants is supported through UNHCR-led border and reception monitoring and advocacy.

The Partner will conduct the following:

- Advocate for protection-sensitive border management and asylum systems, including through capacity building of national authorities, coordination and contribution to efforts of relevant stakeholders.
- Collect and analyse harmonized information on protection concerns and challenges faced by people on the move through implementation of the Regional Protection Monitoring System, a comprehensive interview-based tool focused on various aspects (cause of departure from country of origin, experience along the route, protection and services, access to territory/asylum, integration prospects, future intentions)
- Through profiling and analysis of arrivals prepare periodic analysis, thematic briefs, needs assessments, overviews, reports and infographics reflecting relevant trends at both local and national level on the number of arrivals, travel routes, profiles of those arriving, obstacles to access territory/asylum, etc.
- Prepare specific analysis on the situation of specific vulnerable groups (for example, children, people with disabilities, women, refugees and persons in detention) as necessary.
- Based on the data collected, identify individual cases and intervene, including border related cases, and refer them to other service providers for targeted interventions and/or legal aid, and to UNHCR for advocacy interventions.
- Intervene on individual border incidents, including as referred by UNHCR or other partners.
- Identify people with specific needs, in particular UASC and women-at-risk, and refer them to access appropriate services.
- Promote cross-border cooperation, including regular exchange of information, interventions and referrals.
- Disseminate protection information materials among POC.

- Promote best practices in information gathering and data management, including the use of common tools and standards
- The Partner is expected to have solid expertise on data and information management, in-depth knowledge on the situation at the border and in Regional Reception Centres, previous involvement in legal and protection monitoring, in the field of asylum and migration, and have the ability to coordinate closely with the authorities.
- The Partner will appoint experienced project personnel with technical skills in data collection and analysis.

**Part II:**

**Outcome area 2: Status Determination**

**Outcome:** Asylum procedures and status determination are carried out in a timely and fair manner.

- **Output:** Asylum seekers have access to information, legal counselling and legal aid during the asylum procedure.

The Partner will:

- Ensure regular presence in the Timisoara Regional Reception Centre and establish a mechanism for monitoring and advocating for fair and efficient asylum procedures
- Ensure updated information for international protection applicants is available both online and offline in languages they understand
- Provide individual and group counselling sessions to asylum seekers in the Reception Centre and share protection information
- Conduct and generate profiling of asylum seekers arriving to Timisoara, living within and outside the Reception Centre (ensure collection and analysis of relevant information)
- Conduct missions to other Reception Centres, if and when needed, for monitoring and advocacy purposes
- Provide legal assistance and representation at all stages of the asylum procedure
- Provide legal aid and undertake strategic litigation for a small number of cases

**Part III:**

**Outcome area 3: Protection Policy and Law**

**Outcome:** Legal framework and legal policy on child protection and SGBV prevention and response are strengthened and applied in practice

- **Output:** The rights of children and their best interest are supported throughout the asylum procedure and integration process through UNHCR-led capacity building, advocacy and assessments.

The Partner will:

- Monitor the manner in which the rights of children and best interest of the child are upheld throughout the asylum procedure and integration process
- Advocate for legal and policy amendments to strengthen the rights of children and upheld the best interest of the child in the asylum procedure and integration process
- Design and deliver trainings for the legal representatives and other child protection officials

- Organise thematic workshops and coordination meetings, provide recommendations and/or an advocacy plan for further improvement

#### **Part IV:**

##### **Outcome area 3: Protection Policy and Law**

**Outcome:** Legal framework and legal policy on child protection and SGBV prevention and response are strengthened and applied in practice

- **Output:** Mechanisms are in place to report SGBV, respond to such incidents and protect victims through capacity building and advocacy.

The Partner will:

- Advocate for the establishment of an effective procedure to identify cases of GBV among asylum seekers and beneficiaries of international protection
- Strengthen support services/networks for asylum seekers and beneficiaries of international protection who are victims of GBV
- Raise awareness on the issue of GBV in the asylum context
- Design and deliver trainings for GII, NGOs and other stakeholders, to recognise and address GBV

##### **Impact area 2: Securing Solutions**

#### **Part V:**

##### **Outcome area 16: Local Integration and Other Local Solutions**

**Outcome:** Legal framework, practice and welcoming host communities are in place to ensure local integration, with due regard to the circumstances of beneficiaries of international protection and stateless persons

- **Output:** Prospects for social and economic integration are improved through data-driven advocacy and policy development.

The Partner will:

- Monitor areas hosting significant numbers of beneficiaries of international protection (BIPs) across the country to assess the effectiveness of the integration programme, access to rights and services, and address gaps
- Through profiling and analysis of refugee community prepare periodic analysis, thematic briefs, needs assessments, overviews, reports and infographics reflecting relevant needs, challenges, and trends.
- Carry out advocacy interventions to increase coordination mechanisms at local levels
- Foster social cohesion and inclusion at municipal levels through identifying opportunities and areas to pilot innovative initiatives at the municipal level or in collaboration with municipalities
- Promote refugee participation and consultation, including in collaboration with local and municipal authorities
- Provide legal assistance and counselling to BIPs

- Carry out strategic litigation for a small number of cases with potential for improving practice or policy
- Promote an environment conducive to integration and undertake public communications activities in line with own and UNHCR communications strategy, to raise awareness about refugees, generate empathy and promote integration of refugees in Romania
- Undertake public information activities (events, online and offline campaigns, etc) based on a yearly plan and actively supports UNHCR activities and campaigns through content and other types of engagement
- Nominate a PI/Communications focal point to coordinate all communication activities
- Enhance outreach to refugees and community mobilization, organise and support community empowerment initiatives targeting different categories (youth, women, vulnerable people, etc.)
- Promote and facilitate access to education and livelihoods for refugees

**Part VI:**

**Outcome area 15: Resettlement and Complementary Pathways**

**Outcome:** Refugees at the ETC enjoy multi-faceted assistance throughout their stay, pending completion of their resettlement to other countries

- **Output 1:** Refugees at the ETC have access to safe shelter, dignified living conditions and basic services.
- **Output 2:** At the ETC psycho-social support is provided through group or/and individual sessions.

Resettlement countries face access obstacles in some countries of first asylum to process resettlement submissions. The ETC provides the possibility to overcome these obstacles through the evacuation of refugees in urgent need of resettlement. It also provides the opportunity of fast evacuation of refugees that require emergency resettlement owing to acute protection needs. Resettlement countries and UNHCR facilitate onward resettlement to all refugees evacuated at the ETC.

The Partner will ensure that all refugees evacuated at the ETC are provided with basic and essential services, based on regular assessment of needs, until their resettlement to a third country, including:

- Provision of food and water
- Provision of personal hygiene and household items, clothing and footwear
- Adequate psycho-social support and services to persons with specific needs
- Access to basic and specialised medical assistance and services
- Access to education and vocational training for different age groups
- Access to recreational, sports and cultural activities

The Partner will have the internal capacity and policies necessary to procure the above goods and services from specialised service providers and/or will mobilise donations and volunteers to ensure the availability of a wide range of services and assistance at minimum costs.

The Partner will ensure that community mobilization is pursued, encouraging refugees to actively participate in activities, assessments of needs, distribution of items and decision-making processes. The



**UNHCR**

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

Partner will ensure that targeted intervention plans will be developed following an in-depth assessment of refugees' knowledge/skills in areas such as education, sports, livelihood aiming at enhancing their socio-economic skills, which will foster their smoother integration in the resettlement countries. Feedback will be sought regularly from refugees in an age, gender and diversity-sensitive manner.

The Partner will have the capacity to support UNHCR's storytelling and other public awareness activities by identifying and providing relevant content.

**Intended Population of Concern:**

**PART I:** Persons in need of international protection, asylum-seekers

**PART II:** Asylum-seekers

**PART III:** Asylum seekers, recognised refugees and beneficiaries of subsidiary protection in Romania (special attention to UASC)

**PART IV:** Asylum seekers, recognised refugees and beneficiaries of subsidiary protection in Romania

**PART V:** Beneficiaries of international protection and stateless people in Romania

**PART VI:** Recognised refugees temporarily evacuated at the ETC Timisoara

**Project Period [estimated start and end dates of project]:**

1 January 2022 - 31 December 2022

**Submission Deadline:**

30 September 2021

**Date Decision Results to be Communicated to Applicants:**

31 October 2021

**Selection Criteria**

<b>Choose relevant criteria</b>	<b>Criteria Description</b>	<b>Assigned Weighting (optional)</b>
<b>X</b>	<b>Quality of the Concept Note:</b> in terms of clarity, adherence to the intended impact, outcomes and outputs mentioned in the Call for Expression of Interest; quality of drafting.	<u>20%</u>
<b>X</b>	<b>Sector expertise and experience:</b> the required specific skills, sector specialists, knowledge and human resources. Demonstrated ability to change course and adapt working modalities to changes in the operational environment, including, but not limited to health emergencies (COVID-19), increased number of arrivals, etc. Partners will be expected to ensure preparedness for emergencies and have in place Business Continuity Plans. If available, such plans should be annexed and submitted as part of the Concept Note.	10%
<b>X</b>	<b>Project management:</b> ability to deliver project objectives, quality impact-based reporting, accountability mechanisms and sound financial management, taking into account the audit results of the previous UNHCR-funded projects, past performance and the external audit of partners' financial statements, where applicable.	10%
<b>X</b>	<b>Local experience and presence:</b> ongoing programme in the area of operation; local knowledge; engaging refugees and other persons of concern; trust from local communities; local presence; partner policy on community relations; complaint mechanisms for persons of concern; self-organized groups of persons of concern;	10%

	and other factors that would facilitate access to and better understanding of the persons of concern and that would reduce administrative difficulties.	
<b>X</b>	<b>Contribution of resources:</b> evidenced and documented contribution of resources to the Project in cash or in-kind (e.g. human resources, supplies and/or equipment) by the partner that are presently available (or potentially mobilized by the partner) in order to supplement UNHCR resources.	10%
<b>X</b>	<b>Cost effectiveness:</b> level of direct costs and administrative costs imposed on the Project in relation to project deliverables.	25%
<b>X</b>	<b>Experience working with UNHCR:</b> global and/or local partnerships including knowledge of UNHCR policies, practices and programmes, including an understanding of and ability to work within UNHCR's funding limitations and associated inherent risks. Partners that have three consecutive qualified audit opinions for UNHCR-funded projects may not be considered.	5%
<b>x</b>	<b>Project personnel:</b> the qualifications of the team proposed to implement the project, including number of staff members and project engagement, in line with the outputs, requirements and complexity of the project. The proposed team is expected to have strong advocacy skills, as well as drafting, synthesis and analytical abilities. Partners are expected to have in place policies regarding expectations on the conduct of personnel and activities to ensure highest ethical and professional standards. If the proposed project personnel is engaged in implementing projects funded from other sources, organizations should submit a list of all projects and corresponding engagement of the proposed staff in each project. Staff working full-time (8 hours/day) under the UNHCR-funded project are expected to have no engagement in other projects.	10%

**Other information:**

• **SUBMISSION**

**Organizations interested in submitting a Concept Note related to Parts I-V of the present Call for Expressions of Interest may apply for one or multiple parts of the Call**, depending on their expertise, experience in successfully implementing similar past projects and knowhow. Organizations should clearly indicate in their Concept Note the Outcomes and Outputs for which they are submitting the Concept Note. **Organizations may also apply only for specific activities related to Parts I-V (not for one full Part).**

For **Concept Notes relating to Part VI** of the present Call for Expression of Interest, organizations must include, at a minimum, all activities mentioned under the *Outcome Area 15: Resettlement and Complementary Pathways*. Organizations unable to provide all services and assistance required will not be considered.

**The documents listed below shall be uploaded in the UN Partner Portal (<https://www.unpartnerportal.org/>) and also submitted to the contacts indicated below (by email or post).**

- **ANNEX A: PARTNER DECLARATION**
- **ANNEX D: CONCEPT NOTE**
- **Project budget** proposal
- **Project personnel** proposed (for staff engaged in other projects, a list of all projects and corresponding engagement of the proposed staff in each project shall be submitted)
- Copy of **Registration/Licence** (with national authorities for establishment of your organisation)
- Copy of previous **audit report** (if audit not required under the national laws, please provide a copy of 2020 balance sheet)



**UNHCR**

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

- Details of **separate bank account** (or in writing confirmation that a separate account shall be maintained for the UNHCR project in case of successful selection)
- Confirmation of registration under the **UN Partner Portal** (<https://www.unpartnerportal.org/>)
- **Annex 1: Procurement capacity self-assessment form** filled in
- **Annex 2: Protection from Sexual Exploitation and Abuse (PSEA) Partner Self-Assessment Form**

Any other documents can be submitted as appropriate.

Applications shall be submitted no later than 30 September 2021, through the following means (both means are mandatory):

- **Partner Portal** - <https://www.unpartnerportal.org/landing/>

Please note that in order to submit an application, the organization needs to be registered with UNHCR. Instructions on how to register can be found on the partner portal.

- **By email:** submit your documents to [ROMBUPST@unhcr.org](mailto:ROMBUPST@unhcr.org)

*For queries: please submit your questions to the following email address [rombupst@unhcr.org](mailto:rombupst@unhcr.org)*

**CONCEPT NOTES**

Concept notes should be submitted using exclusively **Annex D** which is enclosed to this Call. In addition to the specific criteria indicated above, a concept note should have the following characteristics:

- ✓ Articulate the proposed project’s objectives and outcomes
- ✓ Briefly describe the implementation approach for realizing the desired outcomes
- ✓ Demonstrate the unique advantage the applicant organization brings to the partnership
- ✓ Demonstrate its complementariness to UNHCR's capacities and resources

Concept notes should be clear, concise and **not exceed 3 pages for each application**. Please carefully review the criteria of evaluation of the call and ensure sufficient information is provided for UNHCR to evaluate your application.

The **Project Budget** and **Personnel proposal**, to be attached to the Concept Note, shall be submitted as simple tables. Please make sure to include all relevant details mentioned under the evaluation criteria above.

Issuing UNHCR Office

Contact Address

Representation in Romania

48A Primaverii Blvd, Sector 1, Bucharest

Signature, Office Representative

Full name and title, Office Representative

Batyr Sapbiyev, Acting Representative

Name of UNHCR Office

UNHCR Representation in Romania

Date

1 September 2021

## ANNEX A: PARTNER DECLARATION

### Establishing New Partnerships

*Note:* The Partner Declaration has to be completed by prospective partners that are not yet registered with UNHCR Headquarters. To determine whether a prospective partner is registered, please contact [epartner@unhcr.org](mailto:epartner@unhcr.org). (Once the Partner Portal is developed, the Partner Declaration will be automated and available on the Partner Portal.)

The purpose of this declaration is to determine whether a prospective partner is committed to UNHCR's core values and its commitment to persons of concern. UNHCR will engage in partnerships with non-profit entities that are committed to UNHCR's core values and its commitment to persons of concern. An organization must have answered 'yes' to all five statements in order to engage in a partnership with UNHCR.

### Establishing Partnership – Partner Declaration

UNHCR engages in partnerships with non-profit organizations and entities that are committed to UNHCR's core values and its commitment to persons of concern.

The purpose of this declaration is to determine whether the prospective partner is committed to UNHCR's core values and its commitment to persons of concern.

#### Partner Declaration

Please provide name of organization: \_\_\_\_\_

Please initial response to question

Yes	No
-----	----

By answering yes, the organization confirms that it is not sanctioned by the UN Security Council Committee on Sanctions pursuant to resolutions 751 (1992), 1267 (1999), 1907 (2009) 1989 (2011) or any other resolutions, and that the organization has not supported and does not support, directly or indirectly, individuals and entities associated with those sanctioned by the Committee or any person involved any other manner that is prohibited by a resolution of the United Nations Security Council adopted under Chapter VII of the Charter of the United Nations.

[http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml)

By answering yes, the organization confirms that it is has not been charged with or been complicit in corrupt activities, including crimes against humanity and war crimes, and is not involved, nor has been involved in the past, with such activities that would render the organization unsuitable for dealing with UNHCR or working with persons of concern.

By answering yes, the organization commits that it will not discriminate against any persons of concern, regardless of their race, religion, nationality, political opinion, gender or social group.

By answering yes, the organization commits to abide by the *Principles of Partnership* as endorsed by the Global Humanitarian Platform (GHP) in July 2007. The *Principles of Partnership* are:

<p>a) <i>Equality</i>. Equality requires mutual respect between members of the partnership irrespective of size and power. The participants must respect each other's mandate, obligations and independence and recognize each other's constraints and commitments. Mutual respect must not preclude organizations from engaging in constructive dissent.</p> <p>b) <i>Transparency</i>. Transparency is achieved through dialogue (on equal footing), with an emphasis on early consultations and early sharing of information. Communications and transparency, including financial transparency, increase the level of trust amount organizations.</p> <p>c) <i>Result-orientated approach</i>. Effective humanitarian action must be reality-based and action orientated. This requires result-orientated coordination based on effective capabilities and concrete operational capacities.</p> <p>d) <i>Responsibility</i>. Humanitarian organizations have an ethical obligation to each other to accomplish their tasks responsibly, with integrity and in a relevant and appropriate way. They must make sure they commit to activities only when they have the means, competencies, skills and capacity to deliver on their commitments. Decisive and robust prevention of abuses committed by humanitarians must also be a constant effort.</p> <p>e) <i>Complementarity</i>. The diversity of the humanitarian community is an asset if we build on our comparative advantages and complement each other's contributions. Local capacity is one of the main assets to enhance and on which to build. Whenever possible, humanitarian organizations should strive to make it an integral part in emergency response. Language and cultural barriers must be overcome.</p>		
<p>By answering yes, the organization confirms that it is willing to comply with all clauses of the UNHCR Project Partnership Agreement when implementing UNHCR-funded Projects.</p>		

I declare, as an official representative of the above-named organization, that the information provided in these declarations and expression of interest is complete and accurate, and I understand that it is subject to UNHCR verification.

Signature

Name/title of the duly authorized partner representative

Name of the partner

Date

---



---



---



---

**ANNEX D: CONCEPT NOTE [TO BE SUBMITTED BY PARTNER]**

*Note:* The purpose of the **Concept Note** is for the partner to express interest and demonstrate its unique advantage and value added for undertaking the **Project Partnership Agreement**.

The **Concept Note** is not a full and well-defined description of a **Project**. The detailed Project and its budget will be fully elaborated after the partner is selected. The **Concept Note** is to help UNHCR to better understand and select the **Best-Fit Partner** for a specific **Project**.

Prospective or existing partners may submit a **Concept Note** to propose an initiative or as a response to a **Call for Expression of Interest** issued by UNHCR. A sample template for a **Concept Note** is below.

<b>CONCEPT NOTE</b>		
(A detailed project description is not required unless requested by UNHCR)		
	Tick if applicable	Identification Number
<b>Proposal in response to UNHCR Call for Expression</b>	<input type="checkbox"/>	
<b>Partner Initiated Concept Note</b>	<input type="checkbox"/>	
<b>Name of Organization:</b>		
<b>Contact Information and Address:</b>		
<b>Project Location:</b>		
<b>Submitted to UNHCR Office:</b>		
<b>Project Goal and Envisaged Outcomes</b>		
Brief description of the how the proposed project will achieve its expected outcome, including new initiatives if applicable		
<b>Background and Rationale</b>		
Please describe the unique advantage your organization brings to the project for achieving the desired outcome for the persons of concern.		
<b>Methodology and approach</b>		
Brief description of the activities, methodology and approach to be used for the project to address the need and achieve the desired outcome for the persons of concern. Describe how the methodology and approach links/complements UNHCR’s objectives for the persons of concern, including a description of how your organization would monitor project progress. Indicate whether any other partner(s) or contractor(s) will be used in the delivery of the project activities.		
<b>Resources</b>		
Brief description of how the required resources would be mobilized and the estimated total cost of the project, including total funding to be requested from UNHCR, the organization’s contribution (financial and/or in-kind) as well as any contributions by other donors. Please provide number of projects and resources currently managed.		
<b>Technical capacity</b>		
Brief description of the distinctive technical capacity and strengths, including past experiences, to deliver the desired outcome of this project. Brief description of areas of improvement for which the organization may require support.		



**UNHCR**

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

**Expectations**

Brief description of the partner's expectations of UNHCR for the successful implementation of this project.

**Other**

Any other information the organization would like to provide to UNHCR.

**Signature**

**Name/title of the duly authorized Partner**

**Representative**

**Name of the Partner**

**Date**

---

---

---



**UNHCR**

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

**ANNEX 1 PARTNER PROCUREMENT SELF-ASSESSMENT:**

1. Does the Organization have a standard procurement procedures (procurement SOP)? If yes a soft copy need to be sent to UNHCR for review.
2. How does your organization apply formal and informal solicitation methods that respect the procurement principles, especially those of effective competition and best value for money? Please provide examples
3. Do you apply thresholds for formal and informal solicitation methods? If yes, please specify
4. Do you have compliant regulations on exceptions to competitive bidding (Waiver of Competitive Bidding) if yes please specify a. Waiver criteria b. Approval level c. Please send UNHCR a sample of an approved waiver
5. Do you have procedures for the documentation of procurement actions?
6. Do you have segregation of duties in the procurement to payment cycle? If yes please provide examples
7. What is the authority of signing contracts/Purchase Orders/ Frame Agreements, etc? Does it depend on contract value? Please outline level of authority and value level.
8. Do you have a Code of Conduct (with Conflict of Interest regulation) for employees? If yes, please provide a signed sample (soft or hard copy)



**UNHCR**

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

<p>9. Do you have a Code of Conduct for suppliers, which suppliers must acknowledge prior to being awarded any contract? If yes, please provide a signed sample (soft or hard copy)</p>
<p>10. Do you have a vendor management guidelines or procedures? (i.e. list of potential suppliers, supplier performance evaluation, contract management etc.) If yes, please provide a copy of the guidelines. How often do you review vendor's database? Please provide a copy of the vendor registration form (soft copy)</p>
<p>11. Do you have VAT exemption? <input type="checkbox"/> VAT Exempted <input type="checkbox"/> VAT Not exempted</p>
<p>12. Do you have Supply/Procurement unit? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many staff members?</p>

## ANNEX 2 - PSEA Partner Self-Assessment Form

Standards	Supporting Documentation (select all that apply)	Assessment by Partner
<p><b>Core Standard 1: Organizational Policy</b></p> <p>The Partner has a policy document on PSEA. At a minimum, this document should include a written undertaking that the partner accepts the standards of conduct listed in section 3 of the ST/SGB/2003/13.</p>	<p><input type="checkbox"/> Code of conduct (internal or inter-agency).</p> <p><input type="checkbox"/> PSEA policy.</p> <p><input type="checkbox"/> Documentation of standard procedures for all personnel to receive/sign PSEA policy.</p> <p><input type="checkbox"/> Other (please specify):</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <hr/> <p>Comments/areas of improvement:</p>
<p><b>Core Standard 2: Organizational Management</b></p> <p>The Partner's contracts and partnership agreements include a standard clause requiring sub-contractors to adopt policies that prohibit SEA and to take measures to prevent and respond to SEA.</p>	<p><input type="checkbox"/> Contracts/partnership agreements for sub-contractors.</p> <p><input type="checkbox"/> Other (please specify):</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <hr/> <p>Comments/areas of improvement:</p>
<p><b>Core Standard 3: Human Resources Systems</b></p> <p>There is a systematic vetting procedure in place for job candidates through proper screening. This must include, at minimum, reference checks for sexual misconduct and a self-declaration by the job candidate, confirming that they have never been subject to sanctions (disciplinary, administrative or criminal) arising from an investigation in relation to SEA, or left employment pending investigation and refused to cooperate in such an</p>	<p><input type="checkbox"/> Reference check template including check for sexual misconduct (including reference from previous employers and self-declaration).</p> <p><input type="checkbox"/> Recruitment procedures.</p> <p><input type="checkbox"/> Other (please specify):</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <hr/> <p>Comments/areas of improvement:</p>



**UNHCR**

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

<p>investigation.</p>		
<p><b>Core Standard 4: Mandatory Trainings</b></p> <p>The Partner holds mandatory trainings (online or in-person) for all its employees and associated personnel on PSEA and relevant procedures. The training should, at a minimum include:</p> <ol style="list-style-type: none"> <li>1) a definition of SEA (that is aligned with the UN's definition);</li> <li>2) an explanation on prohibition of SEA; and actions that personnel are required to take (i.e. prompt reporting of allegations and referral of victims).</li> </ol>	<p><input type="checkbox"/> Training package</p> <p><input type="checkbox"/> Attendance sheets</p> <p><input type="checkbox"/> Training certificates</p> <p><input type="checkbox"/> Other (please specify):</p>	<p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <hr/> <p>Comments/areas of improvement:</p>
<p><b>Core Standard 5: Reporting</b></p> <p>The Partner has mechanisms and procedures for personnel, beneficiaries and communities, including, children to report SEA allegations that comply with core standards for reporting (safety, confidentiality, transparency, accessibility)</p>	<p><input type="checkbox"/> Internal or inter-agency/multi-agency complaints and feedback mechanism.</p> <p><input type="checkbox"/> Participation in joint reporting mechanisms.</p> <p><input type="checkbox"/> Communication materials.</p> <p><input type="checkbox"/> PSEA awareness-raising plan.</p> <p><input type="checkbox"/> Description of reporting mechanism.</p> <p><input type="checkbox"/> Whistle-blower policy.</p> <p><input type="checkbox"/> Other (please specify):</p>	<p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <hr/> <p>Comments/areas of improvement:</p>
<p><b>Core Standard 6: Assistance and Referrals</b></p>		<p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>



**UNHCR**

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

<p>The partner has a system to refer SEA victims to locally available support services, based on their needs and consent. This can include actively contributing to in-country PSEA networks and/or GBV systems (where applicable) and/or referral pathways at an inter-agency level.”</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Internal or Inter-Agency/multi-agency referral pathway.</li> <li><input type="checkbox"/> List of available service providers.</li> <li><input type="checkbox"/> Description of referral or Standard Operation Procedures (SOPs).</li> <li><input type="checkbox"/> Referral form for survivors of GBV/SEA.</li> <li><input type="checkbox"/> Guidelines on victim assistance and/or training on GBV and GBV case management principles.</li> <li><input type="checkbox"/> Other (please specify):</li> </ul>	<p>Comments/areas of improvement:</p>
<p><b>Core Standard 7: Investigations</b></p> <p>The Partner has a process for investigation of allegations of SEA and can provide evidence. This may include a referral system for investigations where in-house capacity does not exist.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Written procedure for review of SEA allegations.</li> <li><input type="checkbox"/> Dedicated resources for investigation(s) and/or commitment of Partner for support.</li> <li><input type="checkbox"/> PSEA investigation policy/procedures.</li> <li><input type="checkbox"/> Contract with professional investigative service.</li> <li><input type="checkbox"/> Other (please specify):</li> </ul>	<p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <hr/> <p>Comments/areas of improvement:</p>
<p><b>Core Standard 8: Corrective Action</b></p> <p>The partner has taken appropriate corrective action in response to previous SEA allegations, if any.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Statistics of cases the past year and status open/closed.</li> <li><input type="checkbox"/> Statement from UNHCR PSEA co-ordinator on knowledge of cases/process.</li> </ul>	<p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <hr/> <p>Comments/areas of improvement:</p>
<p><b>PSEA Capacity Score:</b></p>		

Signature on behalf of the partner: .....

Date and place: .....