**Frequently Asked Questions**

**UNHCR Call for Expression of Interest**

1. **Is the Call for Expression of Interest (CEoI) open to all organizations?**

This Call for Expression of Interest is open to all non-profit non-governmental organizations (NGOs) legally registered in Ukraine; Red Cross and Red Crescent Society or other non-profit entities are also eligible to apply. This CEoI does not apply to private or public commercial companies, Government and/or UN organizations.

1. **Is registration with the Government a pre-condition for selection of Partners?**

Organizations applying to the Call for Expression of Interest are required to have completed their registration as a non-profit organization in Ukraine.

1. **What is the UN Partner Portal?**

The UN Partner Portal is an online platform designed to simplify and harmonize UN work processes for Partnering with civil society organizations. The Portal is a collaborative interagency effort led by UNHCR, UNICEF and WFP. The Portal provides personalized access and makes interactions with UNHCR convenient to:

* get an overview of project level collaboration between a Partner and UNHCR,
* present information through a Call for Expression of Interest and Concept Notes for participating in a UNHCR operation,
* inform on UNHCR policies, procedures and guidance,
* enhance knowledge and skills related to the Framework for Implementing with Partners,
* inform UNHCR about your organization, or
* participate in a debate with other peer organizations.

1. **How can a new NGO register on the Portal?**

Please follow this link to initiate the registration on the Partner Portal:

<https://www.unpartnerportal.org>. Detailed instructions on the registration process are provided in the attachments to the Call.

1. **Is registration with the Partner Portal a pre-condition for the selection of Partners?**

Prospective new Partners should register with the Partner Portal first, since submission of the Concept Note for a CEoI must be done through the Portal. Therefore, it is recommended for Partners who are not registered on the portal yet **to register well ahead of the submission deadline** to ensure timely upload of their application and Concept Notes through the Portal.

1. **Does an existing Partner have to re-register on the Portal?**

No, this is only for new, potential Partners applying for the first time to a UNHCR CEOI.

1. **What is the required clearance for Partners to carry out procurement with a value of above USD 100,000? How to apply for Pre-qualification for Procurement status?**

Partners are recommended to obtain the pre-qualification for procurement (PQP) status by the UNHCR Procurement Service. In order to achieve this status, which enables Partners to carry out procurement with a value of over USD 100,000, Partners must initiate the application with UNHCR Supply Section at this email ID: hqsmsipp@unhcr.org.

Further information can be obtained through this link: [http://www.unhcr.org/implementing-Partnerprocurement-guidelines.html](http://www.unhcr.org/implementing-partner-procurement-guidelines.html)

1. **What should the Concept Note cover and how is it different from a fully developed project proposal?**

The Concept Note is for the Partner to express its unique advantage and added value in accomplishing project objectives. The Concept Note is to clearly spell out objectives for undertaking the project, describe the implementation approach, expected outputs, and demonstrate the Partner’s abilities to meet the selection criteria and project requirements, the advantage the Partner brings to the Partnership and its complementarity with UNHCR.

It is important that the selected Partner later participates in the design and detailed budgeting of the project and in concluding the Project Partnership Agreement. Therefore, the Concept Note should not be a fully developed project proposal, but rather should be concise but contain clear information on the objectives, the implementation approach and project costs (budget).

1. **Should Partners strictly follow the format proposed by UNHCR when submitting Concept Notes?**

All Partners are required to submit Concept Notes to the UNHCR Office according to the same standard submission format to ensure fair assessment, consistency and objectivity.

1. **Who will select/ clear the Concept Notes submitted by organizations?**

UNHCR Ukraine multi-functional teams (MFTs) will review and evaluate the Concept Notes and proposals submitted. Then the MFTs will submit their technical evaluation to the UNHCR Implementing Partnership Management Committee (based in Kyiv) which reviews all Concept Notes submitted. The IPMC submits its recommendations on the best fit Partner(s) to the UNHCR Representative in Ukraine for the final decision.

1. **What are the MFT/ IPMC selection criteria?**

The Call for Expression of Interest templates provide the detailed selection criteria and their weighting. The MFT and IPMC will assess each Concept Note against the criteria listed in the CEoI templates. The information provided by the applicants, also previous performance and audit reports, reference checks, web search, confirmation of legal status and registration, will be screened based on UNHCR technical and risk assessments for specific sectors. The MFT and IPMC will consider all factors to identify the Partner that meets the requirements and criteria mentioned above.

1. **When will UNHCR’s decision on Partner selection be communicated?**

UNHCR will communicate the final decision by the deadline noted in the CEoI template to all applying organizations – both the successful as well as the not successful applicants.

1. **What is the meaning of selection?**

The selection entails that the NGO will be retained/selected as a UNHCR Partner for the annual project year 2020. The selection however is not a commitment by UNHCR to fund the NGO to the amount submitted by the NGO in the Concept Note. The contribution by UNHCR will be subject to receiving a full project proposal from the selected Partner and to available funds.

1. **Once Partners are selected, what are the next steps?**

Once the selection process is completed and decisions communicated to all applicants, selected Partners will be requested to provide detailed project proposals for the 2020 implementation period.

1. **What is the budget ceiling that the Partner should add to the project?**

There is no defined ceiling or limit to the budget, however, budgets must be reflective of the proposed project activities and targets, realistic and implementable within one project year. Proposed activities should be based on identified needs and the targeted number of beneficiaries.

1. **Which type of personnel are considered for a project personnel plan?**

The project personnel plan may only include staff involved in the project and with an employee contract (‘payroll status’). The personnel plan should indicate whether the staff member is a core staff of the organization or whether the position is created specifically for the project (project staff) and time-limited to the project. Other personnel such as consultants, private entrepreneurs and daily workers need to be noted in a separate list since their contract status relates to the procurement of services.

1. **What does the definition of admin cost include?**

This relates to an organization’s administrative costs, such as contribution to the rental of offices, vehicles, also general operating expenses. This also includes the 7% headquarter support costs to which international NGOs are entitled as per UNHCR rules.

1. **In instances of queries relating to the CEoI, what are the UNHCR contacts?**

For further questions relating to this Call, you may contact the Programme Unit at UNHCR CO Kyiv through the dedicated email ID noted in the CEoI templates: ukrceoi@unhcr.org.

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