# CALL FOR EXPRESSION OF INTEREST [TO BE ISSUED BY UNHCR]

*Note:* The purpose of the Call for Expression of Interest (CfEoI) is to solicit interest from existing or prospective partners that wish to collaborate with UNHCR to achieve common outcomes.

UNHCR Offices are required to provide context for the partnership and selection criteria. A sample template for a Call for Expression of Interest (CfEoI) is below.

It is important that UNHCR Offices ensure that there is an alignment between the Selection Criteria below, the way in which the Concept Note is structured and subsequently how the technical evaluation is conducted.

UNHCR Offices should ensure that the Selection Criteria are reflective of the nature of the envisaged Partnership. In this regard:

- Some of the criteria listed below have the potential to limit opportunities for local, smaller organizations to be selected as partners. Examples include “cost effective” and “project management” which may work against local actors.

- The criteria below favour organizations with an existing presence. If there is a need to explore partnerships with organizations that are not yet present, but which have the potential to efficiently mobilize resources, then this should be reflected in the “local experience and presence” criteria with considerations around, for example, the speed and cost of mobilization.

Please note that the following template mirrors the structure of the information required on the UNPP for the CfEoI. Any supplementary information should be attached as an additional document.

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| **CALL FOR EXPRESSION OF INTEREST (CfEoI)** |

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| **Project Details** | | | | | | | |
| CfEoI ID | | | CfEoI/HCR/ABC/20XX/00X | | | | |
| Title | | |  | | | | |
| Project/Programme Focal Point(s) | | |  | | | | |
| Project location | | | *(Locations for partnership duration to be selected from the map)* | | | | |
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| **Sector(s) and Area(s) of Specialization** | | | | | | | |
| Sector(s) | | |  | | | | |
| [Area(s) of Specialization](https://supportcso.unpartnerportal.org/hc/en-us/articles/19272970373527-Areas-of-Specialization) | | |  | | | | |
| Issued by | | | *UNHCR* | | | | |
| Project background: | | | | | | | |
| Processing of personal data[[1]](#footnote-2)  *(if required within the partnership)* | | | Choose an item. | | | | |
| Direct contact with forcibly displaced and stateless persons | | | Choose an item. | | | | |
| *Provide a description of the operational environment for the partnership, including an overview of the target populations, country context and protection and solutions situation.*  *Highlight the priority problems that the partner will address.* | | | | | | | |
| Expected results: | | | | | | | |
| *Linked to the sectors selected above and based on the operation’s multi-year results framework, include the relevant impact and outcome statements for the scope of the partnership. Describe the changes that UNHCR expects to achieve with the partner under each outcome statement. These expected results will enable partners to determine their intended activities per sector.*  *Directly insert the following sentence, inclusive of the hyperlink:*  To ensure the adequate protection of forcibly displaced and stateless persons, UNHCR requires partners to adhere to applicable sector standards outlined within [UNHCR’s areas of specialization](https://supportcso.unpartnerportal.org/hc/en-us/articles/19272970373527-Areas-of-Specialization). | | | | | | | |
| Indicative budget (optional): | | | | | | | |
| Estimated budget for the duration of the partnership (partnership framework agreement). | | | | | | | |
| Processing of personal data *(if required within the partnership):* | | | | | | | |
| For projects involving processing of personal data, UNHCR provide brief a description of envisaged data flows and data management solutions to be used. Indicate if a Data Protection Impact Assessment is required.  *Insert the following statement:*  “[Partner Data Protection and Information Security Self-Assessment](https://supportcso.unpartnerportal.org/hc/en-us/articles/17496552170263-Concept-Note) should be completed by the partner at the country level and submitted with the concept note.”  *When implementing Controller to Controller (C2C) projects: partners are expected to have the capacity to implement data protection standards. If this is likely to be the case for this partnership, insert the following statement and elaborate as needed based on the nature of the project:*  “As a data controller, the partner is accountable for the implementation of data protection standards. The concept note should describe the measures ensuring adherence to the data protection principles, procedures and mechanisms envisaged for providing information to the data subjects, receiving and processing data subject rights request, complaints and independent redress.”  ***Controller-to-Controller (C2C):*** *is a relationship between UNHCR and a partner for processing the data of forcibly displaced and stateless persons where UNHCR and the partner act as data controllers. It includes a transfer of personal data between two data controllers. Both Controllers determine the purposes and essential means of the personal data processing that is required for the project/service, and thus they are separately accountable for the personal data processing they control, including the responsibility for addressing requests by data subjects relating to their data subject rights.*  ***Controller-to-processor (C2P)*** *is a relationship between UNHCR and a partner for processing the data of forcibly displaced and stateless persons. UNHCR is the data controller, defining the purposes and essential means of the personal data processing. The Partner processes the personal data on behalf of UNHCR and under UNHCR’s instructions. UNHCR is accountable for the personal data processing including the responsibility for addressing requests by data subjects relating to their data subject rights. See also Controller-to-Controller (C2C).* | | | | | | | |
| Other information (optional): | | | | | | | |
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| **CfEoI timeline** | | | | | | | |
| Request for clarification deadline | | Application deadline | | Notification of results | Estimated start date | Estimated end date | |
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| Selection Criteria | | | | | | | |
|  | Criteria Description | | | | | | Assigned Weighting |
| **Sector expertise and experience**: the required specific skills, sector specialists, performance, knowledge, material and human resources. Knowledge of relevant protection, humanitarian principles and the approach to Age, Gender, Diversity (AGDM). Approach to the participation of forcibly displaced and stateless persons in the Programme Cycle. Partner’s PSEA capacity self-assessment and data protection and information security self-assessment have been completed and submitted (where relevant to the partnership).  Mainstreaming measures to integrate environmental sustainability within proposed activities. Environmental considerations are aligned to the objectives of UNHCR’s [Strategic Framework for Climate Action](https://www.unhcr.org/604a26d84.pdf). | | | | | |  |
| **Project management**: ability to effectively deliver project objectives with robust management systems/processes, and meet the expectations of all stakeholders, as well as provide 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 and pending open audit recommendations (accounts receivables and internal control related recommendations) where applicable. Clear segregation of duties policy, as well as the integration of risk management; adequate control over procurement, of assets and inventory (if applicable). | | | | | |  |
| **Local experience and presence**: ongoing programme in the area of operation; local knowledge; participation in inter-agency coordination fora, engaging forcibly displaced and stateless persons in the programme cycle; trust from local communities; local presence; partner policy on community relations; feedback and complaint mechanisms for affected communities; self-organized groups of forcibly displaced and stateless persons; and other factors that would facilitate access to and better understanding of the affected communities and that would reduce administrative difficulties. | | | | | |  |
| **Cost effective**: Evidence of a methodology for allocation of shared costs to project activities. Evidence of procedures/systems that ensure maximum resources are directed to project outcomes while also ensuring that resources are also directed to activities that ensure project risks are being appropriately managed. | | | | | |  |
| **Access/ Security Considerations**: ability to operate in security conditions of the Project site(s) or country as well as existence and functionality of partner’s organizational policies, procedures and practices related to security risk management. | | | | | |  |

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| Issuing UNHCR Office |  |
| Contact Address |  |
| Signature, Head of Office |  |
| Full name and title, Head of Office |  |
| Name of UNHCR Office |  |
| Date |  |

1. Please see below for arrangement definitions for processing of personal data. [↑](#footnote-ref-2)