View and Apply for a Call for Expression of Interest (CFEI)

Overview: CSO partners can view and apply for Call for Expression of Interest (CFEI) posted by UN agencies for potential partnerships. In this guide the following actions that relate to viewing and applying for a Call for Expression of Interest (CFEI) can be completed by prospective CSO partners:

- View and download details of a CFEI (application deadlines, background, objectives, selection criteria)
- Submit questions and points of clarification on the CFEI
- Download the UN agency's response to all queries on the CFEI
- Download the agency specific Concept Note Application
- Submit a concept note application in response to a CFEI
- Edit submitted concept note application

Steps	Description	Action	Notes
1	View CFEIs	On the left navigation bar, click on the 'Partnership Opportunities' (1) icon to access the Partnership Opportunities page	This will direct you to the Overview page. You can search for a specific CFEIs using the filters on the *Overview* page. You can also click on the Pinned tab to view CFEI you had previously pinned. You can search for a specific CFEIs using the filters.
2	View CFEIs	Click on the CFEI's name that you want to view	You will be directed to the CFEI's page.
3	Call for Expressions of Interest – Overview	View a summary of the CFEI in the "Overview" tab	You can view the *Timeline* of the CFEI (1). This is made up of Date Posted, Clarification for Requests Deadline, Application Deadline, Notification of results, and Estimated start date. You can view the *Project Details* (2) of the CFEI. These details include: - Project Title - Project/Programme Focal Point(s) - Country and more specific location (hover your mouse over the pins to see the names of the actual locations) - Sector(s) and area(s) of specialization - Issued by (which UN agencies issued the CFEI) - Project Background - Expected Results - Other information - Attachments - Key dates (as visualised in the *Timeline*)

			You can download the appropriate agency specific *Concept Note Template* (3)to apply for this CFEI. If you do not use the agency specific concept note template in your submission, you're application may be disqualified. You can see the *UN Response for Additional Requests for Clarification/Information* (4). Once uploaded, this will be a downloadable pdf of the UN agency's response to all questions submitted regarding the CFEI. Please note similar questions may be combined by the UN agency into one response. You can *Request Additional Information/Clarification* (5). Please note that you will not be able to submit additional requests after the request deadline has passed. You can view the *Selection Criteria* (6) for this CFEI including. If the agency has included weights of each criteria these will also be visible (out of a total of 100). If the CFEI has unweighted criteria the number/value of these weights will not be visible.
3a	Download Concept Note Template	On the CFEI overview page: Click on the *'Download'* (1) icon to download a Concept Note Template	Each concept note template on the CFEI is specific to the agency that posted the call. Please use the correct concept note template, as applications submitted using the incorrect template may be disqualified.
3b	Request additional information/clarification	On the CFEI overview page: Click on the three vertical bullets (1) and click on the *'+Add New Request'* (2) to open the dialogue box. Type in your request and click Ok (3) to submit your request.	Please note that you cannot request additional information/clarification after the deadline to make such requests has passed. You can view previous requests you have submitted and those submitted by your organization by clicking on the *View Details* icon
3c	View UN response to request for additional clarification/information	On the CFEI overview page: Click on the uploaded document under the *UN Response to Requests for Additional Information/Clarifications* subheading	Please note that the UN will only submit responses to clarifications/information after the deadline for submitting these requests have passed.
4	Concept Note Submission	Click on the *'Concept Note' Submission* tab (1) to submit a concept note.	Ensure that you have complete the Concept Note using the template provided by the UN agency that published the Call for Expressions of Interest. The Concept Note template can be found in the Overview tab. Make sure you submit the concept note within the CFEI's deadline. The application deadline is displayed under the Upload File box. You cannot apply for a CFEI after the application deadline.

		Click on the *'Upload File'* (2) to upload the concept note application	For INGOs, please note that HQ offices cannot apply for concept notes. INGOs will need to toggle into the country office profile related to the location of the CFEI to submit their concept note applications.
		Check the box (3) to confirm your organization profile is up to date.	Make sure that your profile is up to date before submitting the Concept Note. You can click on *View your Profile* to confirm your profile is up to date or to edit it. Tick "I confirm my profile is up to date". Your organization profile will be viewed as part of the concept note assessment process.
		Click on the *'Submit'* icon to submit the concept note application	Please note that organizations with incomplete profiles cannot apply to opportunities on the UN Partner Portal. Once the Concept Note is uploaded and the profile is confirmed as up to date, click *Submit* to submit the concept note.
5	Results	Click on the *'Results' (1)* tab to see the result of the CFEI.	You can view the result of this CFEI or when the notification of results will be made. You will receive notification by e-mail and through the application in the notifications feature. You can also see comments made with regards to your application.
6	Edit Concept Note Application	On the left navigation bar, click on the *'Your Applications'* (1) icon to access the applications you have submitted page. Click on the application *'CFEI ID'* (2) that you would like to edit.	In the *'Calls for Expressions of Interest'* tab you can use the filters to find your organization's application. When you click on the application 'ID' you will be directed to the CFEI overview page.
7	Edit Concept Note Application	Click on the *'Concept Note Submission' (1)* tab to review the submitted concept note. Click trash can icon to delete the concept note (2). If you are sure you want to delete the concept note, click Yes, Delete (3).	You can view the submitted concept note by clicking on the document in the Concept Note Submission box, which will download the concept note onto your computer. After clicking on the rubbish bin icon a delete confirmation message will appear. You can only delete your concept note application prior to the submission deadline of the CFEI. You can re-submit a new concept note, but only as long as the CFEI application deadline has not passed.

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UNPP

- Dashboard
- Partnership Opportunities
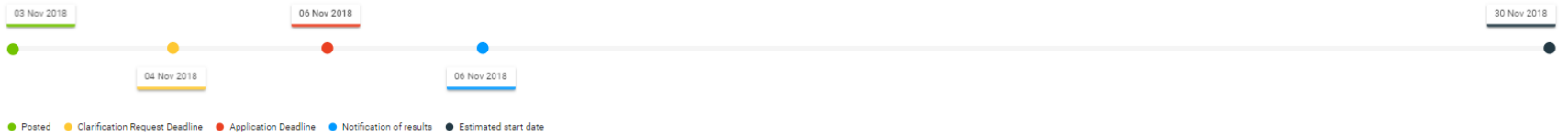- Your Applications
- Profile
- Resource Library

OPEN SELECTION

⟨ **Improving Employment Opportunities for Out of School Children in Urban Areas**

● Published

**OVERVIEW**   CONCEPT NOTE SUBMISSION   RESULTS

Timeline ❶

03 Nov 2018   06 Nov 2018   30 Nov 2018

●   ●   ●   ●   ●
04 Nov 2018   06 Nov 2018

● Posted   ● Clarification Request Deadline   ● Application Deadline   ● Notification of results   ● Estimated start date

Project Details ❷

CFEI ID:
CEF/TZA/2018/078

Project Title
Improving Employment Opportunities for Out of School Children in Urban Areas

Project/Programme Focal Point(s)
Shevonne Chan

Country
Tanzania, United Republic of
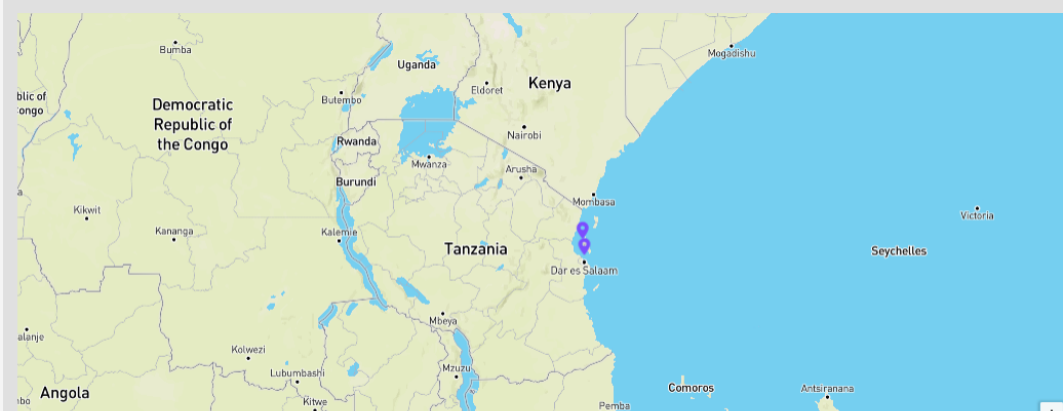
Concept Note Template ❸

⬇ DOWNLOAD

UN Response to Requests for Additional Information/Clarifications ❹

UN Response will be available after Clarification Request Deadline date.

Requests for additional Information/Clarifications ❺

1 Request(s)   VIEW DETAILS

Selection Criteria ❻

Local experience and presence

Cost effectiveness

Project management

Innovative approach

Logged in as:
International Action for
Humanitarian Assistance-Tanzania

Tanzania,
United
Republic of

● Help

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STEP 3a

Concept Note Template

⬇ DOWNLOAD ❶

STEP 3b

❷ + Add New Request

Requests for additional Information/Clarifications   ⋮❶

1 Request(s)   VIEW DETAILS

This is a new request for an additional information/clarification ✕

03 Nov 2018

Comments
Enter additional details
Required

CANCEL   OK ❸

STEP 3c

UN Response to Requests for Additional Information/Clarifications

🔗 Clarifications ❶

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4	Concept Note Submission	Click on the *'Concept Note' Submission* tab (1) to submit a concept note. Click on the *'Upload File'* (2) to upload the concept note application Check the box (3) to confirm your organization profile is up to date. Click on the *'Submit'* icon to submit the concept note application	Ensure that you have complete the Concept Note using the template provided by the UN agency that published the Call for Expressions of Interest. The Concept Note template can be found in the Overview tab. Make sure you submit the concept note within the CFEI's deadline. The application deadline is displayed under the Upload File box. You cannot apply for a CFEI after the application deadline. For INGOs, please note that HQ offices cannot apply for concept notes. INGOs will need to toggle into the country office profile related to the location of the CFEI to submit their concept note applications. Make sure that your profile is up to date before submitting the Concept Note. You can click on *View your Profile* to confirm your profile is up to date or to edit it. Tick "I confirm my profile is up to date". Your organization profile will be viewed as part of the concept note assessment process. Please note that organizations with incomplete profiles cannot apply to opportunities on the UN Partner Portal. Once the Concept Note is uploaded and the profile is confirmed as up to date, click *Submit* to submit the concept note.

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5	Results	Click on the *'Results' (1)* tab to see the result of the CFEI.	You can view the result of this CFEI or when the notification of results will be made. You will receive notification by e-mail and through the application in the notifications feature. You can also see comments made with regards to your application.

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6	Edit Concept Note Application	On the left navigation bar, click on the *'Your Applications'* (1) icon to access the applications you have submitted page. Click on the application *'CFEI ID'* (2) that you would like to edit.	In the *'Calls for Expressions of Interest'* tab you can use the filters to find your organization's application. When you click on the application 'ID' you will be directed to the CFEI overview page.

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