

| Term | Definition |
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| Academic institution | An educational institution with degree-conferring authority that is dedicated to education and research. |
| Accreditation | Formal third-party recognition of an organization's competence in a specific task or domain, or conformity with relevant standards. |
| Annual budget | An organization's total planned expenditures for a fiscal year. |
| Authorized officer | A member of a civil society organization who has been formally empowered by the organization to conduct affairs on its behalf, and who has the authority to enter the organization into legal agreements with the UN and others. A civil society organization may have one or more authorized officers. |
| Board of directors | The governing body of a civil society organization. Individuals who sit on the board are responsible for overseeing the organization's activities, and meet periodically to discuss and vote on the affairs of the organization. |
| Call for Expressions of Interest (CFEI) | A record posted by a UN agency on UN Partner Portal to broadly publicize a partnership opportunity and invite interested civil society organizations to submit applications for consideration through a competitive process. |
| Civil Society Organization (CSO) | Autonomous associations that are independent of the public and for-profit sectors and designed to advance collective interests and ideas. For the purposes of UN Partner Portal, civil society organizations comprise international and national non-governmental organizations (NGOs), community-based organizations (CBOs), and academic/research institutions. |
| Community Based Organization (CBO) | A grassroots association with small organizational and management structure, focused on improving the lives and well-being of a specific community, with local coverage or reach. |
| Concept Note (CN) | A document submitted by a civil society organization to express its interest in partnership with the UN. A concept note may either be submitted in response to a Call For Expressions of Interest, or on an unsolicited basis. Each UN agency has a standardized template that is to be used by civil society organizations to submit concept notes. |
| Concept Note Status 1: Application under review | "Application under review" refers to a concept note that has been submitted to the UN by a civil society organization, whether in response to a Call For Expressions of Interest, or on an unsolicited basis (Unsolicited Concept Note). |
| Concept Note Status 2: Application successful | "Application successful" refers to a concept note submitted by a civil society organization to the UN, whether in response to a Call For Expressions of Interest, or on an unsolicited basis (Unsolicited Concept Note), that has been "selected" by the UN for a partnership opportunity. Further discussion between the UN and the civil society organization is required to develop the successful application into an actual partnership agreement. There may be cases in which a successful application in UN Partner Portal does not ultimately result in the signing of an actual partnership and the transfer of funds for programme interventions. |
| Concept Note Status 3: Application unsuccessful | "Application unsuccessful" refers to a concept note submitted by a civil society organization to the UN, whether in response to a Call For Expressions of Interest, or an unsolicited basis (Unsolicited Concept Note), that has not been selected by the UN for a partnership opportunity. An application may be unsuccessful due to perceived quality gaps, lack of alignment with the UN's strategic focus, or lack of UN funding availability. |
| Core funding | Financial support that covers an organization's basic "core" organizational and administrative costs, including salaries of non-project staff, rent, equipment, utilities and communications. |
| Country of Origin | The country where an organization's headquarters is located. |

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| Country Profile | The profile created in UN Partner Portal for a national civil society organization. It can also refer to the national branch of an international NGO (INGO) |
| Direct Selection & Retention (DSR) | The partner selection modality whereby UN agencies select a civil society organization for partnership without going through a competitive process. It includes the possibility for a UN Agency to convert an Unsolicited Concept Note into a direct selection. This modality is used by UNHCR to retain, for up to four years, a civil society partner previously selected during a competitive process. |
| Donor audit | An audit that is undertaken, either by an organization's external auditors or commissioned by donors themselves, to obtain assurance that expenditure on a donor-funded project or programme is in compliance with the conditions of the donor agreement and any other donor regulations. |
| Expressions of Interest | A concept note/application submitted by a civil society organization to express its interest in partnership with the UN. |
| Financial statement audit | Also known as an external audit, refers to an audit undertaken by an external auditor to provide independent assurance that an organization's management has, in its financial statements, presented a "true and fair" view of the organization's financial performance and position. |
| Governing document | A formal document with information about the structure and governance of an organization, outlining the purposes of the organization and how it will be run. A governing document may come in the form of a trust deed, constitution, memorandum and articles of association, or another formal legal document. |
| HQ Profile | The profile created in UN Partner Portal for the headquarters of an international NGO (INGO), providing a description of the organization as a whole |
| Internal audit | An independent, objective assurance and consulting activity that is undertaken by either an organization's own employees or an external auditor, to evaluate the effectiveness of an organization's risk management, control and governance processes. |
| International Non-Governmental Organization (INGO) | A non-governmental organization that has offices in more than one country. International NGOs are generally highly structured in terms of mandate, technical expertise and management systems, and are comprised of a headquarters office and varying networks of regional and/or country-based offices. |
| National Non-Governmental Organization (NGO) | A non-governmental organization with offices in only one country. National NGOs may have varying mandates, structures and systems depending on the country context and specific organization history, but are structured according to areas of common interest and concern by citizens. |
| Partner Country Administrator | A civil society organization user with specific permissions for their organization's country profile, and view permissions of the organization's HQ profile (if an international NGO). This user can view and edit the country profile, add/deactivate users, submit/delete concept notes and accept/decline partnership offers from the UN. For national civil society organizations, this role can also deactivate the partner account. |
| Partner Country Editor | A civil society organization user with specific permissions for their organization's country profile, and view permissions of the organization's HQ profile (if an international NGO). This user can view and edit the country profile, submit/delete concept notes and accept/decline partnership offers from the UN. |

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| Partner HQ Administrator | This user role only exists for international NGOs, and refers to an INGO user with ability to register an account on UN Partner Portal, create and edit an HQ profile, add/deactivate users, provision country profiles, deactivate the account, submit/delete concept notes and accept/decline partnership offers from the UN. The Partner HQ Administrator has the same permissions at both HQ and Country levels. |
| Partner HQ Editor | This user role only exists for international NGOs, and refers to an INGO user with the ability to edit their organization's profiles, submit/delete concept notes and accept/decline partnership offers from the UN. This user has the same permission at both HQ and Country levels. |
| Partner Reader | A civil society organization user with view permissions at the country profile level. If a member of an INGO, this user also has view permissions of the HQ profile. |
| Partnership Opportunity | UN Partner Portal facilitates opportunities for civil society organizations and UN agencies to partner together in programme implementation. Partnership opportunities comprise Calls for Expressions of Interest issued by the UN, Direct Selection and Retention opportunities issued by the UN, and Unsolicited Concept Notes submitted by civil society organizations. |
| Populations of Concern | Composed of various groups of people including refugees, asylum seekers, internally displaced persons (IDPs) protected/assisted by UNHCR, stateless persons and returnees (returned refugees and IDPs). |
| Red Cross/Red Crescent Movement | International humanitarian network composed of the International Committee of the Red Cross (ICRC), the International Federation of Red Cross and Red Crescent Societies (IFRC) and 190 member Red Cross and Red Crescent Societies. |
| Reference letter | Document provided by a third party to describe its experience collaborating with a civil society organization, so as to provide information that may be of relevance to other parties considering partnership with the organization. |
| Results-based approach | An approach to programme implementation that aims to improve management effectiveness and accountability by defining realistic expected results, monitoring progress toward the achievement of expected results, integrating lessons learned into management decisions and reporting on performance |
| Selection status: accepted | A civil society organization's favourable response to a partnership opportunity for which it was selected by the UN, signaling its intention to work with the UN agency to develop and sign a partnership agreement. |
| Selection status: declined | A civil society organization's non-favourable response to a partnership opportunity for which it was selected by the UN, signaling its lack of availability or interest in working with the UN agency to develop and sign a partnership agreement. This status may trigger the UN agency issuing the partnership offer to approach an alternate civil society organization for partnership. |
| Selection status: retracted | A UN agency's retraction or withdrawal of a partnership opportunity previously offered to a civil society organization. Retraction may be due to a change in the UN agency's programming strategy, funding availability, or ability to partner with the previously selected organization. A partnership opportunity can only be retracted if the selected organization has not yet responded by accepting/declining the opportunity. The retraction of a partnership offer from one organization may trigger the UN agency to approach an alternate civil society organization as relevant. |

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| Unsolicited Concept Note | A concept note submitted by a civil society organization that is not linked to a CFEI. Unsolicited CNs should be submitted to UN agencies using the relevant agency-specific concept note template. An unsolicited CN may be converted by the receiving UN agency into a "direct selection" type partnership. |