Unsolicited Concept Note

Objective: Ability for a CSO to submit an Unsolicited Concept Note note for consideration to a UN agency in the absence of a CFEI for consideration for a partnership opportunity.

Steps	Description	Action	Notes
1	Applications	Go to "Your applications" in left hand sidebar and click on it (1). Select the tab "unsolicited concept notes" (2) Click on the top right button "New unsolicited concept note"	This will allow the organization to view three tabs which include Calls for expression of interest, unsolicited concept notes, and direct selections. After selecting the "Unsolicited Concept Notes" tab the organization needs to click on the "New Unsolicited Concept Notes" button in the top right to submit a Concept Note Template successfully.
2	Enter requested information	Enter the information requested: • The name of UN agency the organization wishes to collaborate with; (1) • The project title, (2); • The project country location (3); • The sectors (6) and areas of specialization it will contain (7).	During this step the organization will pin the project location on the map (4). The organization may choose "+ ADD NEW" (5) to add additional Countries and Sectors as needed.
3	Upload Concept Note	Click on upload file and attached the concept note document (1). Click "confirm" to assure the profile is up to date (2). Click "OK" to continue	IMPORTANT: The organization must now upload the **concept note completed template as provided by the UN agency to whom the UCN is being submitted.** The organization has successfully upload and complete the submission of the unsolicited concept note The organization may now return to the "unsolicited concept notes" tab to see the concept note displayed in results (see Step 1)

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1	Applications	Go to "Your applications" in left hand sidebar and click on it (1). Select the tab "unsolicited concept notes" (2) Click on the top right button "New unsolicited concept note"	This will allow the organization to view three tabs which include Calls for expression of interest, unsolicited concept notes, and direct selections. After selecting the "Unsolicited Concept Notes" tab the organization needs to click on the "New Unsolicited Concept Notes" button in the top right to submit a Concept Note Template successfully.

STEP 1

Steps	Description	Action	Notes
2	Enter requested information	Enter the information requested: • The name of UN agency the organization wishes to collaborate with; (1) • The project title, (2); • The project country location (3); • The sectors (6) and areas of specialization it will contain (7).	During this step the organization will pin the project location on the map (4). The organization may choose "+ ADD NEW" (5) to add additional Countries and Sectors as needed.

STEP 2

Create new Unsolicited Concept Note   ✕

Project Details

❶ Agency
Select agency ▾

❷ Project Title
Enter Project Title

Project Location

❸ Country
Provide country

Choose location(s) for this country - pick location(s) from the map. Remove locations by clicking the markers. ❹   HIDE MAP

+ ADD NEW ❺

Sector(s) and area(s) of specialization

Sector
Select sector ▾ ❻

Area(s) of specialization
Select area(s) of specialization ❼ ▾

CANCEL   OK

Steps	Description	Action	Notes
3	Upload Concept Note	Click on upload file and attached the concept note document (1). Click "confirm" to assure the profile is up to date (2). Click "OK" to continue	IMPORTANT: The organization must now upload the **concept note completed template as provided by the UN agency to whom the UCN is being submitted.** The organization has successfully upload and complete the submission of the unsolicited concept note The organization may now return to the "unsolicited concept notes" tab to see the concept note displayed in results (see Step 1)

STEP 3