

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	<p>Go to “Your applications” in left hand sidebar and click on it (1).</p> <p>Select the tab “unsolicited concept notes” (2)</p> <p>Click on the top right button “New unsolicited concept note”</p>	<p>This will allow the organization to view three tabs which include Calls for expression of interest, unsolicited concept notes, and direct selections.</p> <p>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.</p>
2	Enter requested information	<p>Enter the information requested:</p> <ul style="list-style-type: none"> • 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). 	<p>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.</p>
3	Upload Concept Note	<p>Click on upload file and attached the concept note document (1).</p> <p>Click “confirm” to assure the profile is up to date (2).</p> <p>Click “OK” to continue</p>	<p>IMPORTANT: The organization must now upload the concept note completed template as provided by the UN agency to whom the UCN is being submitted.</p> <p>The organization has successfully upload and complete the submission of the unsolicited concept note</p> <p>The organization may now return to the “unsolicited concept notes” tab to see the concept note displayed in results (see Step 1)</p>

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1	Applications	<p>Go to “Your applications” in left hand sidebar and click on it (1).</p> <p>Select the tab “unsolicited concept notes” (2)</p> <p>Click on the top right button “New unsolicited concept note”</p>	<p>This will allow the organization to view three tabs which include Calls for expression of interest, unsolicited concept notes, and direct selections.</p> <p>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.</p>

STEP 1

The screenshot displays the UNPP interface for managing applications. On the left sidebar, the 'Your Applications' menu item is highlighted with a red box and a circled '1'. The main content area shows the 'Your Applications' page with three tabs: 'CALLS FOR EXPRESSIONS OF INTEREST', 'UNSOLICITED CONCEPT NOTES' (highlighted with a red box and a circled '2'), and 'DIRECT SELECTION/RETENTION'. In the top right corner, there is a red-bordered button labeled 'NEW UNSOLICITED CONCEPT NOTE' with a circled '3'. Below the tabs is a search filter section with fields for 'Search', 'Country' (with a dropdown menu), 'Location' (with a dropdown menu), 'Sector & Area of Specialization' (with a dropdown menu), and 'Agency' (with a dropdown menu). There are 'CLEAR' and 'SEARCH' buttons at the bottom right of the filter section. The results section shows '1-0 of 0 results' and a table with columns: Application ID, Project Title, UN Agency, Country, Sector, Submission Date, Chosen for DS/R, and Application status. The user is logged in as 'Development & Humanitarian Aid International'.

Steps	Description	Action	Notes
2	Enter requested information	Enter the information requested: <ul style="list-style-type: none"> 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

1

Agency
 Select agency

2

Project Title
 Enter Project Title

Project Location

3

Country
 Provide country

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

4
HIDE MAP

+ ADD NEW

5

Sector(s) and area(s) of specialization

Sector
 Select sector

Area(s) of specialization
Select area(s) of specialization
6
7

CANCEL
OK

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

STEP 3

Create new Unsolicited Concept Note ✕

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

▼

+ ADD NEW

Concept Note

1

UPLOAD FILE

Please ensure that you have used the concept note template provided by the UN agency to whom you are submitting this unsolicited concept note.

2
 I confirm that my profile is up to date
 Last profile update: 26 Jan 2018. Not sure? [View your profile.](#)

CANCEL

3
OK