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| **Frequently Asked Questions**  **UNHCR 2023 Calls for Expression of Interest** |

1. **Is the Call for Expression of Interest (CEoI) open to all organizations?**

The call for expression of interest applies to all national/international non-governmental organizations. (INGOs, NGOs), Red Cross and Red Crescent Society or other non-profit entities are eligible to apply to this CEoI. This CEoI does not apply to private companies, Government and/or UN organizations.

1. **Is registration with the Government of Lebanon a pre-condition for selection of partners?**

YES. Partners applying to this call are required to be registered and operational in Lebanon. All partners and perspective partners must provide a proof of valid registration with the Government of Lebanon.

1. **Is registration on the UNHCR Partner Portal a pre–condition for selection of partners?**

Yes. Prospective new partners should register at the UNHCR Partner Portal [<https://www.unpartnerportal.org/landing/>](https://www.unpartnerportal.org/landing/) and submission of the Concept Note for 2023-25 CEoI should be done through the portal. Therefore, partners who are not yet registered, **are required to do so ahead of the time of the deadline (14 August)**. Partners that have never worked with UNHCR are also required to fill the partner declaration form.

1. **What is the Partner Portal?**

The Portal is a facility to support UNHCR’s Framework for Implementing with Partners. It is a web -based tool for transparent communication between UNHCR and Partners on project partnerships. The main purpose of the Portal is to strengthen UNHCR Partnerships to achieve the best protection and solutions for refugees and other people of concern. The Portal provides a simplified and personalized access and makes interactions easy and convenient, no matter where you are located and whether you:

* wish to get a general overview of project collaboration between a Partner and UNHCR,
* present information through Call for Expression of Interest and Concept Notes for participating in a UNHCR implementation,
* inform yourself on UNHCR policies, procedures and guidance,
* enhance your colleagues’ knowledge and skills related to the Framework for Implementing with Partners,
* inform UNHCR about your organization.

1. **How can a new NGO register on the Portal?**

Please follow this link to initiate the registration on the Partner Portal <https://www.unpartnerportal.org/landing/>. If you are facing challenges with the registration process you may reach out to lebbeeoi@unhcr.org.

1. **What are the required clearances for partners to carry out procurement for over USD 100,000?**

Partners require to obtain a pre-qualification for procurement (PQP) by the UNHCR Procurement Service. In order to get the “PQP status” to carry out procurement over USD 100,000 partners must initiate the discussion with UNHCR Supply Service in HQ. Prospective partners may already initiate the PQP application process by filling the *Annex 1-Partner Self-Assessment Checklist for Application for Pre-Qualification Procurement (PQP) Status (PART 1)* and share it with UNHCR Supply HQ ([HQPMCPP@unhcr.org](mailto:HQPMCPP@unhcr.org)). PQP status is not a pre-requisite for applying for a Call for Expression of Interest.

Further information can be obtained by this link: <http://www.unhcr.org/implementing-partner-procurement-guidelines.html>

1. **What should the Concept Note cover and how is it different from a fully developed project proposal?**

The Concept Note is for the partner to express its unique advantage and added value in accomplishing project objectives. The Concept Note is to clearly spell out objectives for undertaking the project, describe the implementation approach, expected outputs, and demonstrate abilities to meet the selection criteria and project requirements, the unique advantage the partner brings to the partnership, and its complementarity with UNHCR. It is important that the selected partner participates in the design and detailed budgeting of the project and in concluding the Project Partnership Agreement. Therefore, the Concept Note should not be a fully developed project proposal, but rather should be concise and contain clear information.

1. **Are the Concept Notes expected to cover the same period as the Call for Expression of Interest (i.e. 2023-2025)?**

YES, the Concept Notes are expected to detail the objectives of the project for a three-year period, 2023-2025. To this end, it will be important to illustrate how the proposed interventions will evolve across the triennium. Also, the proposed high-level budget will need to be presented broken down in three years: 2023, 2024 and 2025.

1. **Can partners submit Concept Notes covering only one (or two) years instead of three?**

There is nothing technically limiting partners to apply to only a “portion” of the period covered by the Call for Expression of Interest. However, it is not recommended as UNHCR is interested in long-term partnership to ensure continuity in implementation of the 2023-25 Multi-Year Strategy.

1. **Can partners submit Concept Notes covering only some of the activities listed in the Call for Expression of Interest?**

Yes, partners can submit Concept Notes covering only specific activities (or groups of activities) out of the many listed in a Call for Expression of Interest.

1. **Should prospective partners strictly follow the format proposed by UNHCR when submitting Concept Notes?**

YES. All partners are required to submit Concept Notes according to the same standard submission format to ensure fair assessment, consistency and objectivity.

1. **Which documents shall prospective partners submit?**

For applying to the CEoI the applicant organization needs to submit the following documents:

* **Annex B: Concept Note Form –** Applicants must submit a separate Concept Note for every project they are interested to implement in partnership with UNHCR.
* **Organizational Capacity Review** - Applicants are also required to complete and submit one copy of the Organizational Capacity Review for every EOI. The Organizational Capacity Review consists of three parts:
  1. **Part A:** Organizational Data and Internal Controls
  2. **Part B:** UN Implementing Partner PSEA Capacity Self-Assessment
  3. **Part C:** Partner Procurement Capacity Self-Assessment
* **Proof of relevant registration with the Government of Lebanon** – Ministry of Interior and Ministry of Finance.

All the above listed documents are considered mandatory for the Concept Note to be evaluated by UNHCR. Concept Notes that lack these documents will not be reviewed.

1. **Who will select/clear the Concept Notes submitted by organizations?**

UNHCR multi-functional teams (MFTs) in the different field offices will review and evaluate the Concept Notes submitted in their area. Then the MFT will submit their recommendations to UNHCR Implementing Partnership Management Committee – IPMC that will review and evaluate all the Concept Notes. The IPMC will submit its recommendations to the UNHCR Representative for the final endorsement.

1. **What are the MFT’s/ IPMC’s selection criteria?**

Please refer to the Concept Note Evaluation Criteria which provides details on the selection criteria. The MFT/IPMC will be assessing each Concept Note against the following criteria:

* Sector expertise and experience (30%)
* Project and financial management (30%)
* Local experience, presence and community relations (15%)
* Cost effectiveness (17.5%)
* Other/Miscellaneous (7.5%)

In addition, the MFT/IPMC will screen and verify the information provided by the applicants and conduct internal technical and risk assessments. Where applicable, MFT/IPMC may revisit previous performance/ audit reports, conduct reference checks, web search, confirmation of legal status and registrations.

1. **When will UNHCR’s decision on selection be communicated?**

UNHCR will communicate the final decision by 21 October to all the applicant organizations – both to successful as well as not successful applicants.

1. **What are the possible outcomes of the selection process?**

Following the revision of the Concept Notes and additional documents, the applicant organizations can be **selected, cleared, or rejected.**

1. **What is the meaning of a prospective partner being selected?**

The selection entails that the applicant organization that is found best-fit will be selected as UNHCR partner for the period 2023-2025. The selection however is not a commitment by UNHCR to fund the NGO to the amount submitted by the NGO in the Concept Note. The funding to be received from UNHCR will be subject to receiving a full-fledged project proposal and the related discussions around this submission as well as availability of funds to UNHCR.

1. **What is the meaning of a prospected partner being cleared?**

Organizations who are not selected for implementation of a given project but managed to prove capacity for implementation may be **cleared** or pre-selected for a roster for prospective partnership, and may be called for partnership in the duration of the multi-year strategy in case of change or expansion of activities.

Cleared partners may be considered in the future by UNHCR for the implementation of a project within the selection period if:

1. The best-fit partners are not able to assume activities for any reason in their area of expertise,
2. Projects are expanded and the best-fit partner cannot accommodate the expansion
3. **Once partners are selected, what are the next steps?**

Once the selection process is completed and decisions are communicated to all applicants, selected partners will be requested to provide detailed project proposals.

1. **Will the partners be asked to eventually submit a three-years project proposal in case they will be selected?**

The selected partners will be asked to submit a multi-year project proposal as through the 2022 CEoI UNHCR aims to select partners for the duration of the Multi-Year Strategy (i.e. 2023-2025).

1. **What is the budget ceiling that the partner should add to the project?**

There is no ceiling but the budget should be realistic, implementable and based on the targets.

1. **Will prospective partners need to factor-in VAT costs as part of the concept note’s budget?**

Prospective partners should clearly indicate their VAT status. The Concept Note should specify the current status of the partner in relation to their registration at the ministry of finance and their VAT status: 1) fully exempt from VAT 2) VAT paid and then refunded 3) partner reports without VAT and assumes the costs under its own funding.

1. **What does the admin cost include?**

These expenses are related to the organization as a whole; such as contribution to rental of the offices, vehicles, operating expenses for the organization, this also includes the UNHCR contribution towards Partner Integrity Capacity and Support Costs (PICSC). The anticipated average admin cost should not exceed 15%-20% of the total project budget.

1. **What is UNHCR contribution towards Partner Integrity Capacity and Support Costs (PICSC)?**

The objective of the PISCS is to enhance eligible partners’ integrity, accountability, oversight and general support for undertaking UNHCR funded projects. **For more details on PICSC refer to [Implementing Partnership Management Guidance Note No. 3 - (Rev. 2) UNHCR’s Contribution towards Partner Integrity Capacity and Support Costs](https://unpartnerportalhelpcenter.zendesk.com/hc/en-us/article_attachments/360037247893/Guidance_Note_3__Partner_Integrity_Capacity_and_Support_Cost__to_be_shared_with_partners_.pdf)**

1. **In instances of queries relating to the Project or the Concept Note, what are the UNHCR contacts?**Applicants may send their request for clarification only through the UN Partner Portal. The submitted questions and related answers from UNHCR will be published on the portal. Deadline to receive any request for clarification is 7 August 2022. For any questions regarding registration on and submission through the UN Partner Portal or queries related to the Call for Expression of Interest process may be addressed to the Program Unit in UNHCR Beirut at: [lebbeeoi@unhcr.org](mailto:lebbeeoi@unhcr.org).