

Respond to partnership selections

Overview: CSO partners can accept/decline to being selected for a partnership opportunities including, Call for Expression of Interest; Unsolicited Concept Notes; Direct Selection/Retention

Steps	Description	Action	Notes
1	Your applications	On the left navigation bar, click on the 'Your Applications' (1) icon to access the applications you have submitted page.	<p>This will direct you to the <i>Your Applications – Calls for Expressions of Interest</i> (2 page).</p> <p>When receiving a partnership selection from a UN agency, an e-mail will be sent as well as a notification in the portal that your application has been successful.</p> <p>You can navigate to the relevant application categories by clicking on the tabs <i>Calls for Expressions of Interest, Unsolicited Concept Notes, Direct Selections</i> (2).</p> <p>You can view all applications for each of these categories and associated details such as application status.</p> <p>You can search for a specific application using the filters on the page.</p>
2	Your applications- Direct Selection	<p>Click on the 'Direct Selection' (1) tab</p> <p>Click on the application 'ID' (2) that you would like to respond to your partnership selection.</p>	<p>In this instance you will respond to a partnership opportunity under the <i>Direct Selection</i> category, the process for responding to a partnership opportunity will be the same of <i>Calls for Expressions of Interest</i> and <i>Unsolicited Concept Notes</i></p> <p><i>You will be directed to the Application Overview page</i></p> <p><i>Note that the application has a status of Application Successful</i></p>
3	Application - Overview	View a summary of the application that was selected in the "Overview" tab	<p>You can view the <i>Project Details</i> of the selected application. These details include:</p> <ul style="list-style-type: none"> - Project Title - Project/Programme Focal Point(s) - Country and more specific location - Sector(s) and area(s) of specialization - Issued by (which UN agencies issued the CFEI) - Project Background - Other information - Key dates (Estimated start and end date)
4	Respond to application selection	<p>Click on the 'Response' (1) tab to respond a partnership selection.</p> <p>Click 'Yes, I accept' or 'No, decline' (2) and confirm your profile (3) is up to date, before sending (4) your respond to partnership selection.</p>	<p>You can view the comments that have been made about the selection for partnership.</p> <p>You can view the result of your application.</p> <p>In the results box, you can accept or decline the selection for potential partnership.</p> <p><i>Tick I confirm that my profile is up to date.</i></p> <p>You can view and edit your profile by clicking <i>View your profile</i>.</p> <p>Click <i>send</i> to submit your response to the selection for partnership.</p> <p>You can later change your response by clicking <i>change</i>, in the <i>Results</i> box of the <i>Response</i> tab.</p>

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STEP 1

UNPP

Dashboard

Partnership Opportunities

Your Applications

Profile

Resource Library

Logged in as:
International Action for
Humanitarian Assistance - Ethiopia

Ethiopia

User Management

< Your Applications

CALLS FOR EXPRESSIONS OF INTEREST

UNSOLICITED CONCEPT NOTES

DIRECT SELECTION/RETENTION

Search

Country

Location

Search

Provide country

Select location

Sector & Area of Specialization

CN Status

Agency

Select sector & area of specialization

Select cn status

Select agency

CLEAR

SEARCH

1-3 of 3 results

Project Title	CFEI ID	UN Agency	Country	Sector	Application Date	Status
EWV_OCT23_CFEI_C (Mark, FP Hasana)	HCR/ETH/2018/017	UNHCR	Ethiopia		23 Oct 2018	Application Under Review
EWV_OCT03_C_OCT04 (Mark, FP Hasana)	HCR/ETH/2018/006	UNHCR	Ethiopia		11 Oct 2018	Application Under Review
EWV_SEP28_C_OCT02 (Mark, FP Hasana)	HCR/ETH/2018/005	UNHCR	Ethiopia		10 Oct 2018	Application Under Review

Help

Steps	Description	Action	Notes
2	Your applications- Direct Selection	Click on the 'Direct Selection' (1) tab Click on the application 'ID' (2) that you would like to respond to your partnership selection.	In this instance you will respond to a partnership opportunity under the <i>Direct Selection</i> category, the process for responding to a partnership opportunity will be the same of <i>Calls for Expressions of Interest</i> and <i>Unsolicited Concept Notes</i> <i>You will be directed to the Application Overview page</i> <i>Note that the application has a status of Application Successful</i>

UNPP

Dashboard

Partnership Opportunities

Your Applications

Profile

Resource Library

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Ethiopia

User Management

< Your Applications

CALLS FOR EXPRESSIONS OF INTEREST

UNSOLICITED CONCEPT NOTES

1

DIRECT SELECTION/RETENTION

Search

Search

Country

Provide country

Location

Select location

Sector & Area of Specialization

Select sector & area of specialization

Agency

Choose

CLEAR

SEARCH

1-2 of 2 results

Application ID	Project Title	UN Agency	Country	Sector	Submission Date	DS/R Source	Status
<div>2</div> 1835	EWV_OCT23_DSR_F (Mark, FP Hasana)	UNHCR	Ethiopia	Education		UNI	<div></div> Application Successful
1819	EWV_OCT22_DSR_C (Mark, FP Hasana)	UNHCR	Ethiopia			UNI	<div></div> Selection Accepted

Rows per page: 10

1-2 of 2

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 Help

Steps	Description	Action	Notes
3	Application - Overview	View a summary of the application that was selected in the 'Overview' (1) tab	<p>You can view the <i>Project Details</i> (2) of the selected application. These details include:</p> <ul style="list-style-type: none"> - Project Title - Project/Programme Focal Point(s) - Country and more specific location - Sector(s) and area(s) of specialization - Issued by (which UN agencies issued the partnership opportunity) - Project Background - Expected Results - Other information - Key dates (Estimated start and end date)

STEP 3

UNPP

Dashboard

Partnership Opportunities

Your Applications

Profile

Resource Library

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Ethiopia

User Management

DIRECT SELECTION/RETENTION

EWV_OCT23_DSR_F (Mark, FP Hasana)

OVERVIEW

RESPONSE

Project Details

DSR ID: HCR/ETH/2018/019

Project Title

EWV_OCT23_DSR_F (Mark, FP Hasana)

Project/Programme Focal Point(s)

-

Country

Ethiopia

Published

Help

Steps	Description	Action	Notes
4	Respond to application selection	<p>Click on the 'Response' (1) tab to respond a partnership selection.</p> <p>Click 'Yes, I accept' or 'No, decline' (2) and confirm your profile (3) is up to date, before sending (4) your respond to partnership selection.</p>	<p>You can view the comments that have been made about the selection for partnership.</p> <p>You can view the result of your application.</p> <p>In the results box, you can accept or decline the selection for potential partnership.</p> <p>Tick <i>I confirm that my profile is up to date</i>.</p> <p>You can view and edit your profile by clicking <i>View your profile</i>.</p> <p>Click <i>send</i> to submit your response to the selection for partnership.</p> <p>You can later change your response by clicking <i>change</i>, in the <i>Results</i> box of the <i>Response</i> tab.</p>

STEP 4

UNPP

Dashboard

Partnership Opportunities

Your Applications

Profile

Resource Library

Logged in as:
International Action for
Humanitarian Assistance - Ethiopia

Ethiopia

User Management

DIRECT SELECTION/RETENTION

EWV_OCT23_DSR_F (Mark, FP Hasana)

Published

OVERVIEW

RESPONSE ¹

Feedback to partner

No feedback available.

Result

Your organization has been identified for a potential partnership via "direct selection/retention". Would you like to accept and move forward?

² ☐ Yes, I accept ☐ No, I decline

³ ☐ I confirm that my profile is up to date
Last profile update: 22 Oct 2018. [View your profile.](#)

Not sure?

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Help