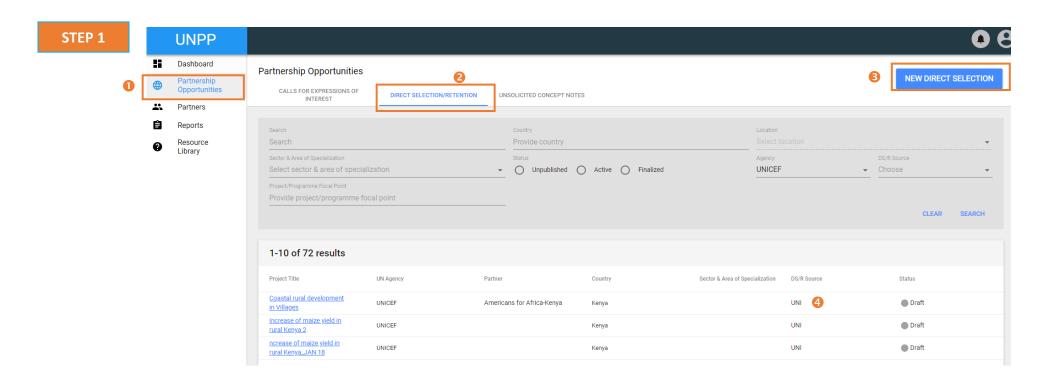**Direct Selection of a Partner**

Objective: UN Agency chooses a partner from the registered list of CSOs and creates direct selection. A CSO is notified when they have been directly selected to partner with a UN Agency. It provides them information on the nature of the partnership (location, activity, sector etc.) and offers them the opportunity to accept or reject the partnership offer.

Steps	Description	Action	Notes
1	Direct Selection Page	On the left navigation bar, click on the *'CFEIs'* (1) icon to access the CFEIs page. Click on the *'Direct Selections'* (2) tab Click on the *'New Direct Selection'* (3) icon to create a new Direct Selection. A pop up dialogue box to enter the necessary information to create a new Direct Selection will open when you click on this icon.	In the results section you will see previous Direct Selections that were created. They will show the project title, the UN agency offering the Direct Selection, the Partner that received the Direct Selection, the country of implementation, the Sector for the project, and the Direct Selection source as well as the status of the opportunity. In Direct Selection Source, UNI indicates that it was a UN Initiated Direct Selection. UCN indicates that it was an Unsolicited Concept Note that converted to a Direct Selection for a partnership opportunity. (4)
2a	Create a Direct Selection	Enter the *'Project Title'* (1) for the Direct Selection you are creating. Enter the name of the country the project will be located (2). Drop 'pins' on the location(s) that project will operate.	To drop pins, you can enter the names and locations of the project in the search box on the map, and you will be directed to the location. Click on the location to drop a pin. To unpin the location, click on the pin to make it disappear. Click on 'Add new' (3) to add a multi country opportunity.
2b	Create a Direct Selection	Enter the *'Project/Programme Focal Point(s)'* (1) from the list of existing UN staff users on UNPP. Select the sector(s) (2) associated with the Direct Selection opportunity. Select the areas of specialization (3) in each sector. Enter the 'Project Background' (6) for the Direct Selection opportunity	Project focal points can only be entered from the list of existing users on UNPP. You can enter multiple sectors and areas of specialization for a Direct Selection. Click 'Add New' (5) to add multiple sectors. To delete a sector click on the trashcan image (4). Click on multiple areas of specialization in a sector to add them in the Direct Selection.
2c	Create a Direct Selection	Enter the *'Expected Results'* (1) that the partnership aims to deliver. In the *'Other Information'* (2) section, you have the option to enter any additional relevant information related to the Direct Selection In the *'Estimated Start Date'* (3) enter the date the project is estimated to start. In the *'Estimated End Date'* (4) enter the date the project is estimated to end. In the *'Partner'* (5) section, select a partner from the list of partners registered on UNPP you would like to directly select to implement this project In the *'Justification for Direct Selection'* (6) section enter the justifying reasons for selecting the partner to implement the project instead of other partners. In the *'Justification Summary'* (7) enter a summary of your partnership selection justification Click on *'OK'* (9) to finalize the Direct Selection and notify the partner of the partnership opportunity	You can only select a partner for Direct Selection that is registered on UNPP and has already been verified. To verify a partner, see the guidelines on *Partner Verification.* To add additional justifications click on the *'Add New'* icon (8). Once you click on *'OK'* (9) the partner will receive and e-mail notification to accept or decline the partnership selection offer.
3	Edit Direct Selection	On the left navigation bar, click on the *'CFEIs'* (1) icon to access the CFEIs page. Click on the *'Direct Selections'* (2) tab.	When you click on the Direct Selection project title (3) you will be directed to the Direct Selection project overview page.

		a. Click on the Direct Selection (3) project title for the Direct Selection you want to edit.	You can also use the filters to search for your Direct Selection.
4a	Edit Direct Selection	Click on the three vertical dots (1) and click on the *'Edit'* icon (2).	When you click on Edit (2) a pop up dialogue box will open to provide the editing options. You can also click on the *'Retract Selection'* (2) icon to retract your selection of the partner for this project. Once you click on retract selection, you cannot select the partner again for the same Direct Selection. If the partner is for technical or logistical reasons unable to accept the partnership on UNPP, you can click on *'Accept'* (3) to accept the Direct Selection on behalf of the partner. Please ensure you have received confirmation that you can initiate this action on behalf of the partner.
4b	Edit Direct Selection	The following sections can be edited in the Direct Selection once it is posted: • Estimated start Date • Estimated End Date • Project/Programme Focal Point(s) Click on *'Save'* to publish the edits to the Direct Selection.	If you need to make substantial changes beyond these categories to the Direct Selection, you will have to cancel the Direct Selection and issue a new Direct Selection.
5	Finalize Direct Selection	In the Direct Selection project overview page. Click on the *'Finalize'* (1) icon. Select any of the following options (2) to finalize the Direct Selection. Add a justification for completing the Direct Selection (3) Click on the *'Complete'* icon to finalize the Direct Selection.	You cannot select *'Finalized-Partner Accepted'* unless the partner has accepted the Direct Selection or you have accepted the Direct Selection opportunity on behalf of the partner (see Step 5a). If a partner declines the Direct Selection opportunity, you can select *'Finalized- No Successful Applicant'*. Once you click on *'Complete'* no further changes can be made to the Direct Selection.

Steps	Description	Action	Notes
1	Direct Selection Page	On the left navigation bar, click on the *'CFEIs'* (1) icon to access the CFEIs page. Click on the *'Direct Selections'* (2) tab Click on the *'New Direct Selection'* (3) icon to create a new Direct Selection. A pop up dialogue box to enter the necessary information to create a new Direct Selection will open when you click on this icon.	In the results section you will see previous Direct Selections that were created. They will show the project title, the UN agency offering the Direct Selection, the Partner that received the Direct Selection, the country of implementation, the Sector for the project, and the Direct Selection source as well as the status of the opportunity. In Direct Selection Source, UNI indicates that it was a UN Initiated Direct Selection. UCN indicates that it was an Unsolicited Concept Note that converted to a Direct Selection for a partnership opportunity. (4)

STEP 1

UNPP
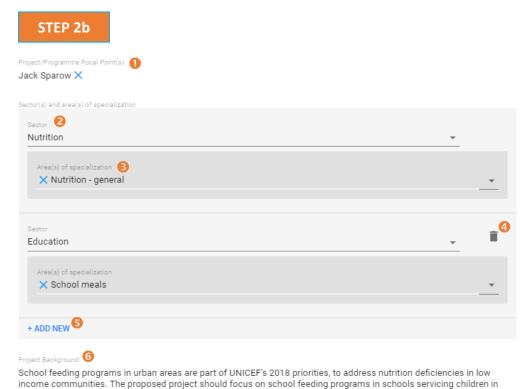
- Dashboard
- ❶ Partnership Opportunities
- Partners
- Reports
- Resource Library

Partnership Opportunities

CALLS FOR EXPRESSIONS OF INTEREST   ❷ DIRECT SELECTION/RETENTION   UNSOLICITED CONCEPT NOTES

❸ NEW DIRECT SELECTION

Search: Search

Country: Provide country

Location: Select location

Sector & Area of Specialization: Select sector & area of specialization

Status: ◯ Unpublished ◯ Active ◯ Finalized

Agency: UNICEF

DS/R Source: Choose

Project/Programme Focal Point: Provide project/programme focal point

CLEAR   SEARCH

1-10 of 72 results

Project Title	UN Agency	Partner	Country	Sector & Area of Specialization	DS/R Source	Status
Coastal rural development in Villages	UNICEF	Americans for Africa-Kenya	Kenya		UNI ❹	⬤ Draft
Increase of maize yield in rural Kenya 2	UNICEF		Kenya		UNI	⬤ Draft
ncrease of maize yield in rural Kenya_JAN 18	UNICEF		Kenya		UNI	⬤ Draft

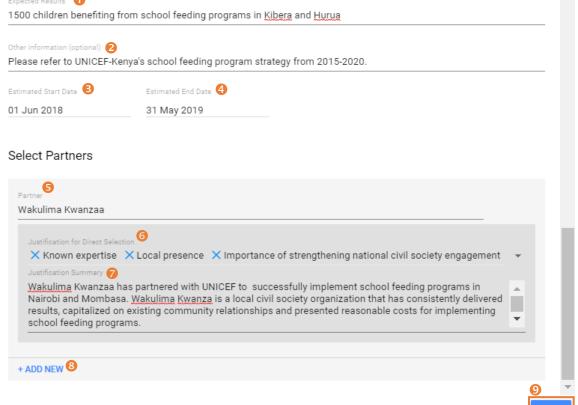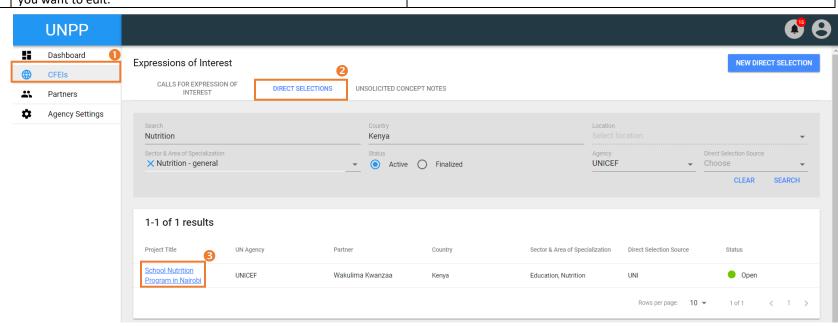| Steps	Description	Action	Notes
2a	Create a Direct Selection	Enter the *'Project Title'* (1) for the Direct Selection you are creating. Enter the name of the country the project will be located (2). Drop 'pins' on the location(s) that project will operate.	To drop pins, you can enter the names and locations of the project in the search box on the map, and you will be directed to the location. Click on the location to drop a pin. To unpin the location, click on the pin to make it disappear. Click on 'Add new' (3) to add a multi country opportunity.
2b	Create a Direct Selection	Enter the *'Project/Programme Focal Point(s)'* (1) from the list of existing UN staff users on UNPP. Select the sector(s) (2) associated with the Direct Selection opportunity. Select the areas of specialization (3) in each sector. Enter the 'Project Background' (6) for the Direct Selection opportunity	Project focal points can only be entered from the list of existing users on UNPP. You can enter multiple sectors and areas of specialization for a Direct Selection. Click 'Add New' (5) to add multiple sectors. To delete a sector click on the trashcan image (4). Click on multiple areas of specialization in a sector to add them in the Direct Selection.

STEP 2a

STEP 2b

Steps	Description	Action	Notes
2c	Create a Direct Selection	Enter the *'Expected Results'* (1) that the partnership aims to deliver. In the *'Other Information'* (2) section, you have the option to enter any additional relevant information related to the Direct Selection In the *'Estimated Start Date'* (3) enter the date the project is estimated to start. In the *'Estimated End Date'* (4) enter the date the project is estimated to end. In the *'Partner'* (5) section, select a partner from the list of partners registered on UNPP you would like to directly select to implement this project In the *'Justification for Direct Selection'* (6) section enter the justifying reasons for selecting the partner to implement the project instead of other partners. In the *'Justification Summary'* (7) enter a summary of your partnership selection justification Click on *'OK'* (9) to finalize the Direct Selection and notify the partner of the partnership opportunity	You can only select a partner for Direct Selection that is registered on UNPP and has already been verified. To verify a partner, see the guidelines on *Partner Verification.* To add additional justifications click on the *'Add New'* icon (8). Once you click on *'OK'* (9) the partner will receive and e-mail notification to accept or decline the partnership selection offer.

STEP 2c

Expected Results ❶
1500 children benefiting from school feeding programs in Kibera and Hurua

Other information (optional) ❷
Please refer to UNICEF-Kenya's school feeding program strategy from 2015-2020.

Estimated Start Date ❸   Estimated End Date ❹
01 Jun 2018   31 May 2019

Select Partners

❺
Partner
Wakulima Kwanzaa

Justification for Direct Selection ❻
✕ Known expertise ✕ Local presence ✕ Importance of strengthening national civil society engagement ▾

Justification Summary ❼
Wakulima Kwanzaa has partnered with UNICEF to successfully implement school feeding programs in Nairobi and Mombasa. Wakulima Kwanza is a local civil society organization that has consistently delivered results, capitalized on existing community relationships and presented reasonable costs for implementing school feeding programs.

+ ADD NEW ❽

❾
CANCEL   OK

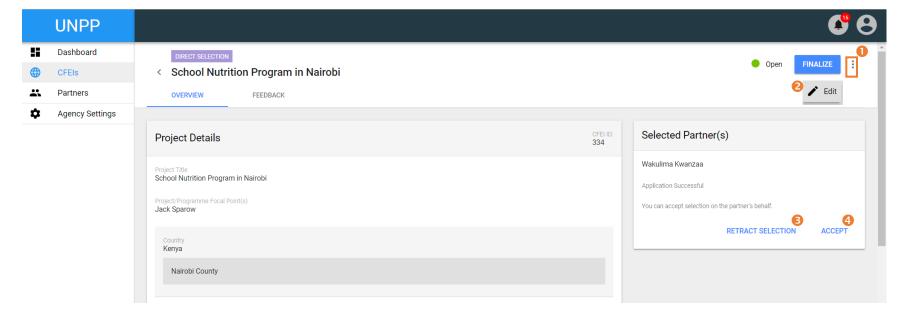| Steps	Description	Action	Notes
3	Edit Direct Selection	On the left navigation bar, click on the *'CFEIs'* (1) icon to access the CFEIs page. Click on the *'Direct Selections'* (2) tab. Click on the Direct Selection (3) project title for the Direct Selection you want to edit.	When you click on the Direct Selection project title (3) you will be directed to the Direct Selection project overview page. You can also use the filters to search for your Direct Selection.

STEP 3
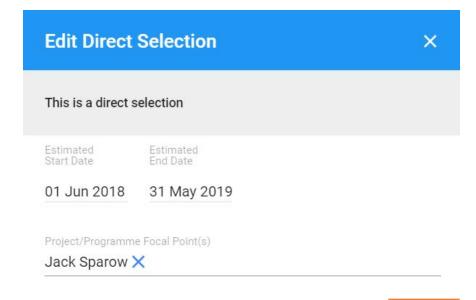
Steps	Description	Action	Notes
4a	Edit Direct Selection	Click on the three vertical dots (1) and click on the 'Edit' icon (2).	When you click on Edit (2) a pop up dialogue box will open to provide the editing options. You can also click on the 'Retract Selection' (2) icon to retract your selection of the partner for this project. Once you click on retract selection, you cannot select the partner again for the same Direct Selection. If the partner is for technical or logistical reasons unable to accept the partnership on UNPP, you can click on 'Accept' (3) to accept the Direct Selection on behalf of the partner. Please ensure you have received confirmation that you can initiate this action on behalf of the partner.

Steps	Description	Action	Notes
4b	Edit Direct Selection	The following sections can be edited in the Direct Selection once it is posted: • Estimated start Date • Estimated End Date • Project/Programme Focal Point(s) Click on *'Save'* to publish the edits to the Direct Selection.	If you need to make substantial changes beyond these categories to the Direct Selection, you will have to cancel the Direct Selection and issue a new Direct Selection.

STEP 4b

Steps	Description	Action	Notes
5	Finalize Direct Selection	In the Direct Selection project overview page. Click on the *'Finalize'* (1) icon. Select any of the following options (2) to finalize the Direct Selection. Add a justification for completing the Direct Selection (3) Click on the *'Complete'* icon to finalize the Direct Selection.	You cannot select *'Finalized-Partner Accepted'* unless the partner has accepted the Direct Selection or you have accepted the Direct Selection opportunity on behalf of the partner (see Step 5a). If a partner declines the Direct Selection opportunity, you can select *'Finalized- No Successful Applicant'*. Once you click on *'Complete'* no further changes can be made to the Direct Selection.

STEP 5