

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	<p>On the left navigation bar, click on the 'CFEIs' (1) icon to access the CFEIs page.</p> <p>Click on the 'Direct Selections' (2) tab</p> <p>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.</p>	<p>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.</p> <p>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)</p>
2a	Create a Direct Selection	<p>Enter the 'Project Title' (1) for the Direct Selection you are creating.</p> <p>Enter the name of the country the project will be located (2). Drop 'pins' on the location(s) that project will operate.</p>	<p>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.</p>
2b	Create a Direct Selection	<p>Enter the 'Project/Programme Focal Point(s)' (1) from the list of existing UN staff users on UNPP.</p> <p>Select the sector(s) (2) associated with the Direct Selection opportunity.</p> <p>Select the areas of specialization (3) in each sector.</p> <p>Enter the 'Project Background' (6) for the Direct Selection opportunity</p>	<p>Project focal points can only be entered from the list of existing users on UNPP.</p> <p>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.</p>
2c	Create a Direct Selection	<p>Enter the 'Expected Results' (1) that the partnership aims to deliver.</p> <p>In the 'Other Information' (2) section, you have the option to enter any additional relevant information related to the Direct Selection</p> <p>In the 'Estimated Start Date' (3) enter the date the project is estimated to start.</p> <p>In the 'Estimated End Date' (4) enter the date the project is estimated to end.</p> <p>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</p> <p>In the 'Justification for Direct Selection' (6) section enter the justifying reasons for selecting the partner to implement the project instead of other partners.</p> <p>In the 'Justification Summary' (7) enter a summary of your partnership selection justification</p> <p>Click on 'OK' (9) to finalize the Direct Selection and notify the partner of the partnership opportunity</p>	<p>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 <i>Partner Verification</i>.</p> <p>To add additional justifications click on the 'Add New' icon (8).</p> <p>Once you click on 'OK' (9) the partner will receive and e-mail notification to accept or decline the partnership selection offer.</p>
3	Edit Direct Selection	<p>On the left navigation bar, click on the 'CFEIs' (1) icon to access the CFEIs page. Click on the 'Direct Selections' (2) tab.</p>	<p>When you click on the Direct Selection project title (3) you will be directed to the Direct Selection project overview page.</p>

		<p>a. Click on the Direct Selection (3) project title for the Direct Selection you want to edit.</p>	<p>You can also use the filters to search for your Direct Selection.</p>
4a	Edit Direct Selection	<p>Click on the three vertical dots (1) and click on the 'Edit' icon (2).</p>	<p>When you click on Edit (2) a pop up dialogue box will open to provide the editing options.</p> <p>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.</p> <p>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.</p>
4b	Edit Direct Selection	<p>The following sections can be edited in the Direct Selection once it is posted:</p> <ul style="list-style-type: none"> • Estimated start Date • Estimated End Date • Project/Programme Focal Point(s) <p>Click on 'Save' to publish the edits to the Direct Selection.</p>	<p>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.</p>
5	Finalize Direct Selection	<p>In the Direct Selection project overview page. Click on the 'Finalize' (1) icon.</p> <p>Select any of the following options (2) to finalize the Direct Selection.</p> <p>Add a justification for completing the Direct Selection (3)</p> <p>Click on the 'Complete' icon to finalize the Direct Selection.</p>	<p>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).</p> <p>If a partner declines the Direct Selection opportunity, you can select 'Finalized- No Successful Applicant'.</p> <p>Once you click on 'Complete' no further changes can be made to the Direct Selection.</p>

Steps	Description	Action	Notes
1	Direct Selection Page	<p>On the left navigation bar, click on the 'CFEIs' (1) icon to access the CFEIs page.</p> <p>Click on the 'Direct Selections' (2) tab</p> <p>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.</p>	<p>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.</p> <p>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)</p>

STEP 1

UNPP

1

Partnership Opportunities

Partners
 Reports
 Resource Library

Partnership Opportunities

2

3

NEW DIRECT SELECTION

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

Search

Country

Location

Sector & Area of Specialization

Status

 Unpublished
 Active
 Finalized

Agency

DS/R Source

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 4	<input type="radio"/> Draft
Increase of maize yield in rural Kenya 2	UNICEF		Kenya		UNI	<input type="radio"/> Draft
Increase of maize yield in rural Kenya JAN 18	UNICEF		Kenya		UNI	<input type="radio"/> 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

Create new direct selection

This is a direct selection.
In order to save this form, you will need to identify the partner(s).

Project Title **1**
School Nutrition Program in Nairobi

Project Location

Country **2**
Kenya



+ ADD NEW **3**

STEP 2b

Project/Programme Focal Point(s) **1**
Jack Sparrow X

Sector(s) and area(s) of specialization

Sector **2**
Nutrition

Area(s) of specialization **3**
X Nutrition - general

Sector
Education **4**

Area(s) of specialization
X School meals

+ ADD NEW **5**

Project Background **6**
School feeding programs in urban areas are part of UNICEF's 2018 priorities, to address nutrition deficiencies in low income communities. The proposed project should focus on school feeding programs in schools servicing children in Kibera and Huruma areas of Nairobi.

Steps	Description	Action	Notes
2c	Create a Direct Selection	<p>Enter the 'Expected Results' (1) that the partnership aims to deliver.</p> <p>In the 'Other Information' (2) section, you have the option to enter any additional relevant information related to the Direct Selection</p> <p>In the 'Estimated Start Date' (3) enter the date the project is estimated to start.</p> <p>In the 'Estimated End Date' (4) enter the date the project is estimated to end.</p> <p>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</p> <p>In the 'Justification for Direct Selection' (6) section enter the justifying reasons for selecting the partner to implement the project instead of other partners.</p> <p>In the 'Justification Summary' (7) enter a summary of your partnership selection justification</p> <p>Click on 'OK' (9) to finalize the Direct Selection and notify the partner of the partnership opportunity</p>	<p>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 <i>Partner Verification</i>.</p> <p>To add additional justifications click on the 'Add New' icon (8).</p> <p>Once you click on 'OK' (9) the partner will receive and e-mail notification to accept or decline the partnership selection offer.</p>

STEP 2c

Expected Results ¹

1500 children benefiting from school feeding programs in [Kibera](#) and [Hurua](#)

Other information (optional) ²

Please refer to UNICEF-Kenya's school feeding program strategy from 2015-2020.

Estimated Start Date ³

01 Jun 2018

Estimated End Date ⁴

31 May 2019

Select Partners

Partner ⁵

Wakulima Kwanzaa

Justification for Direct Selection ⁶

Known expertise Local presence Importance of strengthening national civil society engagement

Justification Summary ⁷

[Wakulima Kwanzaa](#) has partnered with UNICEF to successfully implement school feeding programs in Nairobi and Mombasa. [Wakulima Kwanzaa](#) 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 ⁸

CANCEL

OK ⁹

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

STEP 3

The screenshot shows the UNPP Expressions of Interest interface. The left navigation bar includes 'Dashboard' (1), 'CFEIs', 'Partners', and 'Agency Settings'. The main content area is titled 'Expressions of Interest' and has three tabs: 'CALLS FOR EXPRESSION OF INTEREST', 'DIRECT SELECTIONS' (2), and 'UNSOLICITED CONCEPT NOTES'. A 'NEW DIRECT SELECTION' button is in the top right. Below the tabs is a search filter section with fields for Search (Nutrition), Country (Kenya), Location (Select location), Sector & Area of Specialization (Nutrition - general), Status (Active), Agency (UNICEF), and Direct Selection Source (Choose). 'CLEAR' and 'SEARCH' buttons are at the bottom right of the filters. Below the filters, it says '1-1 of 1 results'. A table lists the results with columns: Project Title, UN Agency, Partner, Country, Sector & Area of Specialization, Direct Selection Source, and Status. The first result is 'School Nutrition Program in Nairobi' (3), with UN Agency: UNICEF, Partner: Wakulima Kwanzaa, Country: Kenya, Sector & Area of Specialization: Education, Nutrition, Direct Selection Source: UNI, and Status: Open. At the bottom right, it shows 'Rows per page: 10', '1 of 1', and navigation arrows.

Steps	Description	Action	Notes
4a	Edit Direct Selection	Click on the three vertical dots (1) and click on the 'Edit' icon (2).	<p>When you click on Edit (2) a pop up dialogue box will open to provide the editing options.</p> <p>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.</p> <p>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.</p>

STEP 4a

The screenshot displays the UNPP web application interface. On the left is a navigation menu with 'UNPP' at the top, followed by 'Dashboard', 'CFEIs', 'Partners', and 'Agency Settings'. The main content area is titled 'DIRECT SELECTION' and shows a project titled 'School Nutrition Program in Nairobi' with a CFEI ID of 334. The project details include the title, focal point 'Jack Sparow', and location 'Nairobi County'. On the right, the 'Selected Partner(s)' section shows 'Wakulima Kwanzaa' with the status 'Application Successful'. At the bottom of this section are buttons for 'RETRACT SELECTION' (marked with a '3') and 'ACCEPT' (marked with a '4'). In the top right corner, there are buttons for 'FINALIZE' (marked with a '1') and 'Edit' (marked with a '2'). A notification bell icon shows 15 alerts, and a user profile icon is visible.

Steps	Description	Action	Notes
4b	Edit Direct Selection	<p>The following sections can be edited in the Direct Selection once it is posted:</p> <ul style="list-style-type: none"> • Estimated start Date • Estimated End Date • Project/Programme Focal Point(s) <p>Click on 'Save' to publish the edits to the Direct Selection.</p>	<p>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.</p>

STEP 4b

Edit Direct Selection
×

This is a direct selection

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

Project/Programme Focal Point(s)

Jack Sparow ×

CANCEL
SAVE

Steps	Description	Action	Notes
5	Finalize Direct Selection	<p>In the Direct Selection project overview page. Click on the 'Finalize' (1) icon.</p> <p>Select any of the following options (2) to finalize the Direct Selection.</p> <p>Add a justification for completing the Direct Selection (3)</p> <p>Click on the 'Complete' icon to finalize the Direct Selection.</p>	<p>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).</p> <p>If a partner declines the Direct Selection opportunity, you can select 'Finalized- No Successful Applicant'.</p> <p>Once you click on 'Complete' no further changes can be made to the Direct Selection.</p>

STEP 5

The screenshot displays the UNPP user interface. On the left is a navigation menu with 'Dashboard', 'CFEIs', 'Partners', and 'Agency Settings'. The main content area is titled 'DIRECT SELECTION' and 'School Nutrition Program in Nairobi'. A modal dialog is centered on the screen with the following elements:

- Title:** Are you sure you want to finalize this CFEI?
- Message:** An e-mail notification that this CFEI is now finalized will be sent to all partners who applied for this CFEI.
- Reason Selection (2):** Choose reason of completing this CFEI. Options include:
 - Finalized - CFEI canceled
 - Finalized - No successful applicant
 - Finalized - Partner accepted
- Justification (3):** Add justification for completing this CFEI. Enter comment...
- Buttons (4):** CANCEL and COMPLETE.

In the background, the 'FINALIZE' button on the right side of the page is highlighted with an orange box and a red '1' in a circle.