

## Select an Unsolicited Concept Note for Partnership

**Overview:** Select a submitted *Unsolicited Concept Note* by a CSO for partnership. To select an *Unsolicited Concept Note* for partnership, the application must be converted into a *Direct Selection* partnership. In this guide you will be able to do the following:

- Review an Unsolicited Concept Note submitted by a CSO
- Convert an Unsolicited Concept Note into a *Direct Selection* partnership
- Edit a an Unsolicited Concept Note that has been converted *Direct Selection* partnership

Please note your ability to convert an *Unsolicited Concept Note* into a *Direct Selection* partnership will depend on your administrative privileges on the UN Partner Portal. Please see the guide on user roles for further details.

Steps	Description	Action	Notes
1	CFEIs	Click on the 'CFEIs' icon to access the partnership opportunities page	This will direct you to <i>Calls for Expressions of Interest</i> page, with the opportunity to also change tabs to the <i>Unsolicited Concept Notes</i> and <i>Direct Selection</i> pages.
2	Unsolicited Concept Notes	Click on ' <i>Unsolicited Concept Notes</i> ' tab to view the Unsolicited Concept Notes	You will be directed to all Unsolicited Concept Notes submitted to your organization. You can use the filter options to search for an unsolicited concept note.
3	Application Project Title	Click on the submitted Unsolicited Concept Notes you want to assess.	The most recent Unsolicited Concept Notes will be located on the last page.  You can use the filters on the page to search for Unsolicited Concept Notes by specific criteria
4	Overview	Once you click on the Unsolicited Concept Note title you are directed to the ' <i>Overview</i> ' (1) page. You can click on the ' <i>Download</i> ' (2) icon to download the submitted Unsolicited Concept Note. You can click on the ' <i>View Partner's</i> ' (3) profile icon to view organization's profile that submitted the Unsolicited Concept Note.	The overview page of the application provides a brief summary of the Unsolicited Concept Note application.
5	Feedback	Click on the ' <i>Feedback</i> ' (1) tab to provide feedback to the organization that submitted the Unsolicited Concept Note. Enter feedback in the ' <i>Comments</i> ' (2) box and click ' <i>send</i> ' (3) to send the feedback to the organization.	
6	Convert to Direct Selection	Click on the ' <i>Convert to Direct Selection</i> ' (1) icon to select the Unsolicited Concept Note to be converted into a Direct Selection for partnership	Use the ' <i>Convert to Direct Selection</i> ' function once you have reviewed the Unsolicited Concept Note and decided to select the partner organization for a partnership opportunity.  You will need to select the justification (2) for the selection of the Unsolicited Concept Note. You can select multiple justifications and will need to provide a brief summary of your justification (3).  You will need to select the project focal point (4) who will be managing the project. This must be an individual with your agency that is already registered on the UN Partner Portal.  You will need to enter a brief summary of the project background (5). You can also choose to enter any additional information (6).

			<p>You will also need to enter the estimated start (7) and end (8) dates of the project.</p> <p>Once you click 'Save' (9) to convert the Unsolicited Concept Note into a Direct Selection, the partner is notified that you have selected their application for a prospective partnership opportunity. The partner can choose to accept or decline this partnership opportunity.</p>
7	Direct Selection Application	First click on the 'CFEIs' (1) icon, then click on the 'Direct Selection' (2) tab, and then click on the converted to Direct Selection application (3)	<p>You will need to go to the Direct Selection applications, once you have converted the Unsolicited Concept Note application to a Direct Selection partnership opportunity.</p> <p>You will need to access the application through these steps to both edit and finalize the converted Unsolicited Concept Note Application.</p>
8	Edit Application	Once you have selected the application, click on the three vertical bullets in the overview (1) section to edit the application	This feature will only allow you to edit the estimated start and end dates of the application as well as the project focal point (2).
9	Finalize	Click on the 'Finalize' icon to finalize the partnership process. Click on any of the reasons for finalizing the Direct Selection (2). Enter a justification for completing the process (3). Click 'Complete' to finalize the process	<p>Click Finalize either when the partner has accepted the Direct Selection for partnership offer (Partner accepted), or if they have declined the partnership offer (No successful applicant), or to cancel the process (CFEI canceled).</p> <p>You will need to enter a justification for finalizing the process and click on the complete icon.</p> <p>Once a Direct Selection partnership opportunity has been finalized, it is not possible to make further edits to the application.</p>

Steps	Description	Action	Notes
1	Access Unsolicited Concept Note	<p>Click on the <i>'Partnership Opportunities' (1)</i> icon to access the partnership opportunities page</p> <p>Click on the <i>'Unsolicited Concept Notes'(2)</i> tab</p> <p>Click on the submitted Unsolicited Concept Note (3) you want to assess.</p>	You will be directed to all Unsolicited Concept Notes submitted to your organization. You can use the filter options to search for an unsolicited concept note.

STEP 1

UNPP

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

Partnership Opportunities

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

Search

Country

Location

Sector & Area of Specialization

Agency

Show only those chosen for "direct selection/retention"

CLEAR SEARCH

**1-5 of 5 results**

Project Title	UN Agency	Partner	Country	Sector & Area of Specialization	Submission date	Chosen for DS/R
<a href="#">EWW_NOV02_UCN_A</a>	UNICEF	International Action for Humanitarian Assistance-Tanzania	TZ	Logistics	02 Nov 2018	-
<a href="#">Maternal and Child Nutrition Programmes in Arusha</a>	UNICEF	EWV: Kiswahili Foundation for Children	TZ	Nutrition	03 Oct 2018	-
		International				

Logged in as: UNICEF

Tanzania ▼

? Help

Steps	Description	Action	Notes
4	Overview of Unsolicited Concept Note	Once you click on the Unsolicited Concept Note title you are directed to the 'Overview' (1) page. Read about the project in the 'Project Details' (2) You can click on the 'Download' (3) icon to download the submitted Unsolicited Concept Note. You can click on the 'View Partner's' (4) profile icon to view organization's profile that submitted the Unsolicited Concept Note.	The overview page of the application provides a brief summary of the Unsolicited Concept Note application.

**UNPP**

UNSOLICITED CONCEPT NOTE

Maternal and Child Nutrition Programmes in Arusha

CONVERT TO DIRECT SELECTION/RETENTION

1 OVERVIEW FEEDBACK

2 Project Details

Organization's Legal Name: EWW: Kiswahili Foundation for Children  
Type of Organization: National NGO

Project Title: Maternal and Child Nutrition Programmes in Arusha

Country: Tanzania, United Republic of

3 DOWNLOAD

4 VIEW PARTNER'S PROFILE

Logged in as: UNICEF

STEP 2

Steps	Description	Action	Notes
3	Feedback	Click on the 'Feedback' (1) tab to provide feedback to the organization that submitted the Unsolicited Concept Note. Enter feedback in the 'Provide Optional Feedback' (2) are and click 'send' (3) to send the feedback to the organization.	Feedback will only be sent to the partner once the selection of the UCN is finalized

STEP 3

The screenshot displays the UNPP web application interface. On the left is a navigation menu with options: Dashboard, Partnership Opportunities, Partners, Reports, and Resource Library. The main content area is titled 'UNPP' and shows a breadcrumb for 'UNSOLICITED CONCEPT NOTE' leading to 'Maternal and Child Nutrition Programmes in Arusha'. A blue button 'CONVERT TO DIRECT SELECTION/RETENTION' is visible in the top right. Below the title, there are two tabs: 'OVERVIEW' and 'FEEDBACK', with the 'FEEDBACK' tab highlighted and marked with a red '1'. The 'Feedback to partner' section contains the text: 'Feedback will be sent to partner after CFEI is finalized.' Below this is a text input field labeled '2 Provide optional feedback'. At the bottom right of the input field is a blue 'SEND' button marked with a red '3'. At the very bottom, there is a pagination control showing 'Items per page: 5' and '0-0 of 0'.

Steps	Description	Action	Notes
4	Convert to Direct Selection	Click on the 'Convert to Direct Selection' (1) icon to select the Unsolicited Concept Note to be converted into a Direct Selection for partnership	<p>Use the 'Convert to Direct Selection' function once you have reviewed the Unsolicited Concept Note and decided to select the partner organization for a partnership opportunity.</p> <p>You will need to select the justification (2) for the selection of the Unsolicited Concept Note. You can select multiple justifications and will need to provide a brief summary of your justification (3).</p> <p>You will need to select the project focal point (4) who will be managing the project. This must be an individual with your agency that is already registered on the UN Partner Portal.</p> <p>You will need to enter a brief summary of the project background (5). You can also choose to enter any additional information (6).</p> <p>You will also need to enter the estimated start (7) and end (8) dates of the project.</p> <p>Once you click 'Save' (9) to convert the Unsolicited Concept Note into a Direct Selection, the partner is notified that you have selected their application for a prospective partnership opportunity. The partner can choose to accept or decline this partnership opportunity.</p>

STEP 4

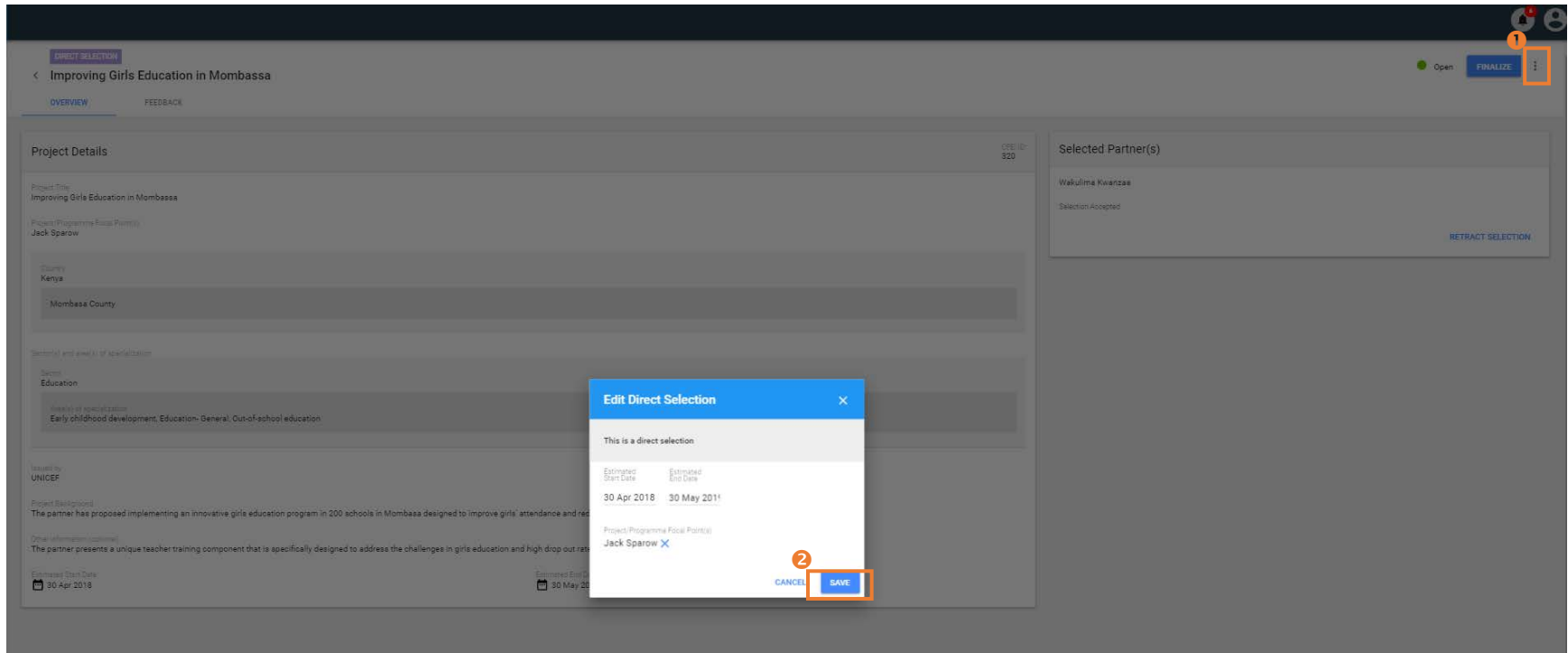
Steps	Description	Action	Notes
5a	Advanced Editor Direct Selection Application	Click on 'Convert to Direct Selection/Retention' if you would like to select the UCN for a partnership opportunity	You can also click on the 'Feedback' (2) tab to send the partner feedback. Feedback will be sent once you have converted the UCN to a Direct Selection

**STEP 5a**

The screenshot displays the UNPP web application interface. On the left, a navigation sidebar includes 'Dashboard', 'Partnership Opportunities', 'Partners', 'Reports', and 'Resource Library'. The main header shows 'UNPP' and a notification badge with '87'. The page title is 'Maternal and Child Nutrition Programmes in Arusha'. Below the title, there are two tabs: 'OVERVIEW' and 'FEEDBACK', with the latter highlighted and marked with a '2' notification badge. A blue button labeled 'CONVERT TO DIRECT SELECTION/RETENTION' is located in the top right corner. The 'Project Details' section shows 'Organization's Legal Name' as 'EWW: Kiswahili Foundation for Children' and 'Type of Organization' as 'National NGO'. The 'Project Title' is 'Maternal and Child Nutrition Programmes in Arusha'. On the right, a 'Concept Note' section features a 'DOWNLOAD' button with a download icon.

Steps	Description	Action	Notes
8	Edit Application	Once you have selected the application, click on the three vertical bullets in the overview (1) section to edit the application	This feature will only allow you to edit the estimated start and end dates of the application as well as the project focal point (2).

**STEP 8**





Steps	Description	Action	Notes
9	Finalize	Click on the 'Finalize' icon to finalize the partnership process. Click on any of the reasons for finalizing the Direct Selection (2). Enter a justification for completing the process (3). Click 'Complete' to finalize the process	<p>Click Finalize either when the partner has accepted the Direct Selection for partnership offer (Partner accepted), or if they have declined the partnership offer (No successful applicant), or to cancel the process (CFEI canceled).</p> <p>You will need to enter a justification for finalizing the process and click on the complete icon.</p> <p>Once a Direct Selection partnership opportunity has been finalized, it is not possible to make further edits to the application.</p>

**STEP 9**

The screenshot displays the UNPP interface for a Direct Selection partnership opportunity titled "Improving Girls Education in Mombassa". The interface includes a sidebar with navigation options like Dashboard, CFEIs, Partners, and Agency Settings. The main content area shows project details such as the project title, program focal points (Jack Sparow), location (Mombasa County, Kenya), and sectors (Education). A "Finalize" button is visible in the top right corner, highlighted with a red box and a circled "1".

A modal dialog box is open in the center, titled "Are you sure you want to finalize this CFEI?". It contains the following elements:

- A confirmation message: "An e-mail notification that this CFEI is now finalized will be sent to all partners who applied for this CFEI."
- A section labeled "Choose reason of completing this CFEI" with three radio button options:
  - Finalized - CFEI canceled
  - Finalized - No successful applicant
  - Finalized - Partner accepted
This section is highlighted with a red box and a circled "2".
- A section labeled "Add justification for completing this CFEI" with a text input field "Enter comment...". This section is highlighted with a red box and a circled "3".
- At the bottom right of the dialog, there are two buttons: "CANCEL" and "COMPLETE". The "COMPLETE" button is highlighted with a red box and a circled "4".