

4. Using UNPP for CSO-Initiated Direct Selection (Unsolicited Concept Notes)

Direct selection may also take place on the basis of a CSO submitting to UNICEF an innovative proposal to achieve results.

| This is what is currently done in the absence of UNPP | This is what will be done in UNPP |
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| <p>1. A CSO that is interested in partnership with UNICEF submits an unsolicited concept note. The unsolicited concept note may come in any format, as there is no widely publicized standard template. The CSO either e-mails the unsolicited concept note to a generic UNICEF e-mail account (e.g. info@unicef.org) or directly to a UNICEF employee with whom it has previously liaised.</p> | <p>1. CSO creates a “New Unsolicited Concept Note” in UNPP, providing basic information about the proposed project and uploading the concept note in the form of a word document. UNPP provides the guidance, “Please ensure that you have used the concept note template provided by the UN agency to whom you are submitting this unsolicited concept note.”</p> <p><i>Note: The CSO can only submit an unsolicited concept note via UNPP if it has a completed UNPP profile.</i></p> |
| <p>2. UNICEF reviews the unsolicited concept note against programme alignment and funding availability. If there appears to be a good fit, UNICEF contacts the submitting CSO to discuss possible partnership. Other CSOs are not aware of and do not have access to this information.</p> | <p>2. UN Advanced Editor reviews the unsolicited concept note against programme alignment and funding availability. If there appears to be a good fit, UN Advanced Editor clicks “Convert to Direct Selection.” This triggers UNPP to send a notification to the submitting CSO, informing that the unsolicited concept note has been converted into a direct selection. Other CSOs are not aware of and do not have access to this information.</p> |
| <p>3. The CSO considers the direct selection opportunity from UNICEF and determines whether it would like to move forward with accepting this opportunity.</p> | <p>3. The CSO reviews the information sent in UNPP and accepts/declines the direct selection opportunity. By “accepting” the direct selection opportunity, the CSO confirms that it will adapt the unsolicited concept into a draft PD and send it to UNICEF for review and feedback.</p> |
| <p>4. The CSO submits a draft PD for review by and feedback from UNICEF programme section.</p> | <p>4. No change. This process takes place outside of UNPP.</p> |
| <p>5. The CSO and UNICEF programme section collaborate to finalize the workplan and budget and use the relevant templates from the CSO Procedure to complete a Programme Document.</p> | <p>5. No change. This process takes place outside of UNPP.</p> |
| <p>6. The UNICEF programme section presents the proposed PD to the office Partnership Review Committee (PRC).</p> | <p>6. No change. This process takes place outside of UNPP.</p> |