

Term	Definition
Academic institution	An educational institution with degree-conferring authority that is dedicated to education and research.
Accreditation	Formal third-party recognition of an organization's competence in a specific task or domain, or conformity with relevant standards.
Annual budget	An organization's total planned expenditures for a fiscal year.
Authorized officer	A member of a civil society organization who has been formally empowered by the organization to conduct affairs on its behalf, and who has the authority to enter the organization into legal agreements with the UN and others. A civil society organization may have one or more authorized officers.
Board of directors	The governing body of a civil society organization. Individuals who sit on the board are responsible for overseeing the organization's activities, and meet periodically to discuss and vote on the affairs of the organization.
Call for Expressions of Interest (CFEI)	A record posted by a UN agency on UN Partner Portal to broadly publicize a partnership opportunity and invite interested civil society organizations to submit applications for consideration through a competitive process.
CFEI Reviewer	An agency user assigned by the CFEI creator or focal point to review and score the applications submitted for a particular CFEI by shortlisted civil society organizations. Each CFEI may have one or more reviewers, who may be advanced editors, basic editors, PAM users or MFT users, but not readers. The CFEI reviewer is restricted from viewing other reviewers' scores during the time that the review of applications is in progress.
CFEI Status 1: Unpublished CFEI	Encompasses CFEI Status 1a: Draft CFEI and CFEI Status 1b: Sent CFEI
CFEI Status 1a: Draft CFEI	"Draft CFEI" refers to a Call For Expressions of Interest that has been drafted by a UN user, but is not yet ready to be submitted for internal review or posting. A draft CFEI can subsequently be edited by its author. A draft CFEI is not yet viewable by the public.
CFEI Status 1b: Sent CFEI	"Sent CFEI" refers to a Call for Expressions of Interest that has been drafted by a UNICEF or WFP basic editor, and has been sent to an advanced editor for review and posting, as appropriate. Once the basic editor has sent the CFEI to the advanced editor, s/he can no longer edit it. A sent CFEI is not yet viewable by the public.
CFEI Status 2: Active CFEI	Encompasses CFEI Status 2a: Published CFEI and CFEI Status 2b: Closed/under review CFEI
CFEI Status 2a: Published CFEI	"Published CFEI" refers to a Call For Expressions of Interest that is viewable by the public, and for which the application deadline has not yet been met, thus allowing interested civil society organizations to submit applications.
CFEI Status 2b: Closed/under review CFEI	"Closed/under review CFEI" refers to a Call for Expressions of Interest that was earlier published, but for which the application deadline has now passed. Applications can no longer be submitted by civil society organizations for such CFEIs, which have disappeared from view by the general public.
CFEI Status 3: Finalized CFEI	"Finalized CFEI" refers to a Call For Expressions of Interest that was earlier posted, and for which the "finalize" button in UN Partner Portal has been clicked. A CFEI may be finalized for one of the following reasons: (1) CFEI cancelled, (2) No successful applicant, (3) Partner accepted. Once a CFEI has been finalized, no further actions may be undertaken in relation to it.
Civil Society Organization (CSO)	Autonomous associations that are independent of the public and for-profit sectors and designed to advance collective interests and ideas. For the purposes of UN Partner Portal, civil society organizations comprise international and national non-governmental organizations (NGOs),

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	community-based organizations (CBOs), and academic/research institutions.
Community Based Organization (CBO)	A grassroots association with small organizational and management structure, focused on improving the lives and well-being of a specific community, with local coverage or reach.
Concept Note (CN)	A document submitted by a civil society organization to express its interest in partnership with the UN. A concept note may either be submitted in response to a Call For Expressions of Interest, or on an unsolicited basis. Each UN agency has a standardized template that is to be used by civil society organizations to submit concept notes.
Concept Note Status 1: Application under review	"Application under review" refers to a concept note that has been submitted to the UN by a civil society organization, whether in response to a Call For Expressions of Interest, or on an unsolicited basis (Unsolicited Concept Note).
Concept Note Status 2: Application successful	"Application successful" refers to a concept note submitted by a civil society organization to the UN, whether in response to a Call For Expressions of Interest, or on an unsolicited basis (Unsolicited Concept Note), that has been "selected" by the UN for a partnership opportunity. Further discussion between the UN and the civil society organization is required to develop the successful application into an actual partnership agreement. There may be cases in which a successful application in UN Partner Portal does not ultimately result in the signing of an actual partnership and the transfer of funds for programme interventions.
Concept Note Status 3: Application unsuccessful	"Application unsuccessful" refers to a concept note submitted by a civil society organization to the UN, whether in response to a Call For Expressions of Interest, or an unsolicited basis (Unsolicited Concept Note), that has not been selected by the UN for a partnership opportunity. An application may be unsuccessful due to perceived quality gaps, lack of alignment with the UN's strategic focus, or lack of UN funding availability.
Core funding	Financial support that covers an organization's basic "core" organizational and administrative costs, including salaries of non-project staff, rent, equipment, utilities and communications.
Country of Origin	The country where an organization's headquarters is located.
Country Profile	The profile created in UN Partner Portal for a national civil society organization. It can also refer to the national branch of an international NGO (INGO)
Direct Selection & Retention (DSR)	The partner selection modality whereby UN agencies select a civil society organization for partnership without going through a competitive process. It includes the possibility for a UN Agency to convert an Unsolicited Concept Note into a direct selection. This modality is used by UNHCR to retain, for up to four years, a civil society partner previously selected during a competitive process.
Direct Selection & Retention Status 1: Unpublished DSR	Encompasses DSR Status 1a: Draft DSR and DSR Status 1b: Sent DSR
Direct Selection & Retention Status 1a: Draft DSR	"Draft DSR" refers to a Direct Selection/Retention that has been drafted by a UN user, but is not yet ready to be submitted for internal review or posting. A draft DSR can subsequently be edited by its author. A draft DSR is not yet viewable by the intended civil society partner.
Direct Selection & Retention Status 1b: Sent DSR	"Sent DSR" refers to a Direct Selection/Retention that has been drafted by a UNICEF or WFP basic editor, and has been sent to an advanced editor for review and posting, as appropriate. Once the basic editor has sent the DSR to the advanced editor, s/he can no longer edit it. A sent DSR is not yet viewable by the intended civil society partner.
Direct Selection & Retention Status 2: Active DSR	"Published DSR" refers to a Direct Selection/Retention that has undergone review, and has been approved for viewing by the intended civil society partner. It is synonymous with "Published DSR."

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Direct Selection & Retention Status 2a: Published DSR	"Active DSR" refers to a Direct Selection/Retention that has undergone review, and has been approved for viewing by the intended civil society partner. It is synonymous with "Active DSR."
Direct Selection & Retention Status 3: Finalized DSR	"Finalized DSR" refers to a Direct Selection/Retention that was earlier posted, and for which the "finalize" button in UN Partner Portal has been clicked. A DSR may be finalized for one of the following reasons: (1) DSR cancelled, (2) Partner accepted. Once a DSR has been "finalized," no further actions may be undertaken in relation to it.
Donor audit	An audit that is undertaken, either by an organization's external auditors or commissioned by donors themselves, to obtain assurance that expenditure on a donor-funded project or programme is in compliance with the conditions of the donor agreement and any other donor regulations.
Expressions of Interest	A concept note/application submitted by a civil society organization to express its interest in partnership with the UN.
Financial statement audit	Also known as an external audit, refers to an audit undertaken by an external auditor to provide independent assurance that an organization's management has, in its financial statements, presented a "true and fair" view of the organization's financial performance and position.
Focal Point	In all UN agencies, a focal point for a CFEI or DSR is selected at the time of CFEI/DSR creation. For UNICEF and WFP, this focal point must be an advanced editor (not a basic editor or reader). The focal point on a UNICEF or WFP CFEI can manage the entire review process, including the ability to pre-select applications, compose the review team, and view all review scores. The focal point on a UNICEF or WFP DSR has the ability to edit and publish the DSR. For UNHCR, the focal point must be a MFT user (not a PAM user or reader). The focal point on a UNHCR CFEI can view all review scores. The focal point on a UNHCR DSR has the ability to publish the DSR.
Governing document	A formal document with information about the structure and governance of an organization, outlining the purposes of the organization and how it will be run. A governing document may come in the form of a trust deed, constitution, memorandum and articles of association, or another formal legal document.
HQ Profile	The profile created in UN Partner Portal for the headquarters of an international NGO (INGO), providing a description of the organization as a whole
Internal audit	An independent, objective assurance and consulting activity that is undertaken by either an organization's own employees or an external auditor, to evaluate the effectiveness of an organization's risk management, control and governance processes.
International Non-Governmental Organization (INGO)	A non-governmental organization that has offices in more than one country. International NGOs are generally highly structured in terms of mandate, technical expertise and management systems, and are comprised of a headquarters office and varying networks of regional and/or country-based offices.
MFT User	A UNHCR user with ability to select a civil society organization for a partnership opportunity either through the CFEI or DSR process. An MFT user can also add observations to a civil society organization's profile. <i>An MFT may be assigned by the CFEI creator to be a member of the CFEI review team.</i>
National Non-Governmental Organization (NGO)	A non-governmental organization with offices in only one country. National NGOs may have varying mandates, structures and systems depending on the country context and specific organization history, but are structured according to areas of common interest and concern by citizens.
Observation	An observation is added by a UN agency user to a civil society organization's profile to record brief notes, whether positive or negative, on collaboration experience, performance or other key issues. An observation may be marked with a risk flag, if relevant.

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PAM User	A UNHCR user with ability to create and publish CFEIs for UNHCR. This user can also create, but not publish, a DSR from Unsolicited Concept Notes for UNHCR. A PAM user may be assigned by the CFEI creator to be a member of the CFEI review team
Partner Country Administrator	A civil society organization user with specific permissions for their organization's country profile, and view permissions of the organization's HQ profile (if an international NGO). This user can view and edit the country profile, add/deactivate users, submit/delete concept notes and accept/decline partnership offers from the UN. For national civil society organizations, this role can also deactivate the partner account.
Partner Country Editor	A civil society organization user with specific permissions for their organization's country profile, and view permissions of the organization's HQ profile (if an international NGO). This user can view and edit the country profile, submit/delete concept notes and accept/decline partnership offers from the UN.
Partner HQ Administrator	This user role only exists for international NGOs, and refers to an INGO user with ability to register an account on UN Partner Portal, create and edit an HQ profile, add/deactivate users, provision country profiles, deactivate the account, submit/delete concept notes and accept/decline partnership offers from the UN. The Partner HQ Administrator has the same permissions at both HQ and Country levels.
Partner HQ Editor	This user role only exists for international NGOs, and refers to an INGO user with the ability to edit their organization's profiles, submit/delete concept notes and accept/decline partnership offers from the UN. This user has the same permission at both HQ and Country levels.
Partner Reader	A civil society organization user with view permissions at the country profile level. If a member of an INGO, this user also has view permissions of the HQ profile.
Partnership Opportunity	UN Partner Portal facilitates opportunities for civil society organizations and UN agencies to partner together in programme implementation. Partnership opportunities comprise Calls for Expressions of Interest issued by the UN, Direct Selection and Retention opportunities issued by the UN, and Unsolicited Concept Notes submitted by civil society organizations.
Populations of Concern	Composed of various groups of people including refugees, asylum seekers, internally displaced persons (IDPs) protected/assisted by UNHCR, stateless persons and returnees (returned refugees and IDPs).
Red Cross/Red Crescent Movement	International humanitarian network composed of the International Committee of the Red Cross (ICRC), the International Federation of Red Cross and Red Crescent Societies (IFRC) and 190 member Red Cross and Red Crescent Societies.
Reference letter	Document provided by a third party to describe its experience collaborating with a civil society organization, so as to provide information that may be of relevance to other parties considering partnership with the organization.
Results-based approach	An approach to programme implementation that aims to improve management effectiveness and accountability by defining realistic expected results, monitoring progress toward the achievement of expected results, integrating lessons learned into management decisions and reporting on performance
Risk Flag	A flag added by a UN user to an observation on a civil society organization's profile to indicate a reputational/ethical, financial, operational, compliance, sexual exploitation and abuse, safeguarding violation or other risk. A risk flag is automatically added to a civil society organization's profile upon system detection of a match with the UN Sanctions List. Observations tagged with risk flags may be escalated to UN Headquarters for review and may subsequently lead to the deactivation of a civil society organization's account.

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Selection status: accepted	A civil society organization's favourable response to a partnership opportunity for which it was selected by the UN, signalling its intention to work with the UN agency to develop and sign a partnership agreement.
Selection status: declined	A civil society organization's non-favourable response to a partnership opportunity for which it was selected by the UN, signalling its lack of availability or interest in working with the UN agency to develop and sign a partnership agreement. This status may trigger the UN agency issuing the partnership offer to approach an alternate civil society organization for partnership.
Selection status: retracted	A UN agency's retraction or withdrawal of a partnership opportunity previously offered to a civil society organization. Retraction may be due to a change in the UN agency's programming strategy, funding availability, or ability to partner with the previously selected organization. A partnership opportunity can only be retracted if the selected organization has not yet responded by accepting/declining the opportunity. The retraction of a partnership offer from one organization may trigger the UN agency to approach an alternate civil society organization as relevant.
Super Administrator	A UN agency user with full administrative permissions throughout UN Partner Portal
UN Administrator	A UN agency user with permissions to assign roles and permissions to their agency users on the portal
UN Advanced Editor	A UNICEF or WFP user with the ability to create and/or publish CFEIs and DSRs, including from Unsolicited Concept Notes submitted to their agency. This user can select a civil society organization for a partnership opportunity. An advanced editor can also verify and add observations to the profile of a civil society organization located within their country of operation. <i>An advanced editor may be assigned by the focal point to be a member of the CFEI review team.</i>
UN Agency Reader	A UN agency user with view only permissions on UN Partner Portal. This user also has view rights on other agencies' CFEIs and the corresponding Concept Notes that were selected.
UN Basic Editor	A UNICEF or WFP user with the ability to create, but not publish, CFEIs and DSRs including from Unsolicited Concept Notes submitted to their agency. <i>A basic editor may be assigned by the focal point to be a member of the CFEI review team</i>
UN HQ Editor	A UN agency user with permissions to verify all civil society profiles on the portal, including the HQ profiles of INGOs. The HQ editor can review risk-related observations that have been escalated, and either mark them with a red risk flag or defer them back to country offices. Additionally, the HQ editor can assign roles and permissions to users in their organization and manage the content of the knowledge library.
Unsolicited Concept Note	A concept note submitted by a civil society organization that is not linked to a CFEI. Unsolicited CNs should be submitted to UN agencies using the relevant agency-specific concept note template. An unsolicited CN may be converted by the receiving UN agency into a "direct selection" type partnership.
Verification	A due diligence review conducted by UN agencies to review a civil society organization's self-reported profile data on UN Partner Portal, and verify that the organization is aligned with the mission, mandate and values of the UN. Verification is a prerequisite for UN partnership with a civil society organization, and no UN agency may select for partnership an organization that does not have a "verified" profile status.
Verification status 1: Verification pending	One of three possible verification statuses in UN Partner Portal, indicating a civil society organization whose profile information has not yet undergone due diligence review by the UN. This is the initial, default status assigned to all civil society organization profiles upon registration in UN Partner Portal.

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Verification status 2a: Verification passed	One of three possible verification statuses in UN Partner Portal, assigned to those civil society organizations whose profiles have undergone due diligence review by the UN, and have been deemed to meet relevant requirements. A civil society organization with "verification passed" status may be selected for a partnership opportunity.
Verification status 2b: Verification failed	One of three possible verification statuses in UN Partner Portal, assigned to those civil society organizations whose profiles have undergone due diligence review by the UN, and have been deemed to not meet relevant requirements. A civil society organization with "verification failed" status may not be selected for a partnership opportunity.