

## Create a Call for Expression of Interest

**Overview:** Learn how to create and publish a call for expression of interest (CFEI). Once a CFEI is published, civil society organizations can view the information on the call, submit requests for clarification and apply to the call.

**These steps can be performed by a 'PAM user' only.**

Steps	Description	Action	Notes
1	Navigation	After logging in, click on ' <i>Partnership Opportunities (1)</i> ' in the left navigation bar.	Only users with <b>PAM user</b> role can create a CFEI.
2	New CFEI	Click on the ' <i>New CFEI</i> ' (2) button to create a new CFEI (upper-right corner)	A pop up modal will appear on the screen. You will be requested to fill all the required fields in this modal to save, and later publish the CFEI.
3a	Project Details	Enter the ' <i>Project Title</i> ' (1) for the CFEI you are creating. Enter the name of the country the project will be located (2). Drop ' <i>pins</i> ' on the location(s) in the country where the project will be located.	To drop pins, you can either use the '+' or '-' buttons (2) to zoom into the location and click on the area. Alternatively, you can enter the name of the location in the search box and press enter. The map will zoom into the location entered. You can click on the location to drop a pin. To unpin the location, click on the pin again. Kindly note that the system will only display the level 1 administrative region for the location
3b		Enter the ' <i>Project/Programme Focal Point(s)</i> ' (1)  Select the ' <i>Sector</i> ' (2) for the project and  Select the ' <i>Areas of specialization</i> ' (3) associated with the sector.	Only users with <b>MFT user</b> role (UNHCR) can be a focal point on a CFEI. The project focal point can only be entered from the list of existing users on UNPP in your office. Type in a few characters from the name and the full name will appear. You can enter multiple sectors and areas of specialization for a CFEI. Click ' <i>Add New</i> ' (4) to add new sectors. To delete a sector, click on the trashcan image (5). Click on multiple areas of specialization in the dropdown list to add them in the CFEI.
3c		<i>'Project Background (1)'</i> : this is a brief description of the situation analysis, what current actors are making an intervention and what this project intervention intends to address <i>'Expected Results'</i> (2) that the partnership aims to deliver <i>'Other Information'</i> (3): you have the option to enter any additional relevant information related to the CFEI	
3d	Dates	<i>'Request for clarification deadline'</i> (1): is the date up to which prospective applicants may submit requests for further information or clarification on the CFEI to the agency that published it <i>'Application Deadline'</i> (2) enter the last date to receive applications for the CFEI.	You can upload up to five documents. To upload additional documents, click on ' <i>Add New</i> ' (7)

Steps	Description	Action	Notes
		<p><i>'Notification of Results'</i> (3) enter the date in which applicants will be notified about the status of their application.</p> <p><i>'Estimated Start Date'</i> (4) enter the date the project is estimated to start.</p> <p><i>'Estimated End Date'</i> (5) enter the date the project is estimated to end.</p> <p><i>'Attachment'</i> (6) this is where you can optionally upload additional information related to the CFEI e.g. technical specifications documents</p>	
3e	Selection Criteria	<p>Select <i>'Yes'</i> or <i>'No'</i> buttons (1) if weighting is relevant for the CFEI</p> <p>Under the <i>'Criteria'</i> (2) heading, select the scoring criteria for the CFEI</p> <p>In the <i>'Description'</i> (3) enter the details for the criteria</p> <p>In the <i>'Weight'</i> (4) assign the score in which the applicant will be assessed for this criterion.</p> <p>Click <i>'OK'</i> (6) to save the CFEI</p> <p>You can <i>'Cancel'</i> (7) the CFEI creation process at any time</p>	<p>A <i>'Weighted'</i> scoring system will mean that each of the selection criteria will have different values (weight) according to their importance in the assessment process. The total value of all the criteria cannot exceed 100 points. To add additional criteria, click on <i>'Add New'</i> (7)</p> <p>The CFEI <i>'Save'</i> button only becomes activated once all the fields have been filled.</p>
4	Invite partners	<p>In the <i>partners</i> (1) section enter the names of civil society organizations registered on UNPP you would like to invite to apply for the CFEI opportunity.</p> <p>Click on <i>'Send'</i> (2) to send the invitation to the selected partners.</p>	<p>The CFEI will only be sent to the partner once it has been published. It is not mandatory to invite partners to apply for the CFEI. The user can click skip (2) to by-pass this step</p> <p>Only partners registered on UNPP can be invited to apply for the CFEI. Enter the name of the partner in the partner section, and you will be provided with options to select the matching partner.</p>
5	Review CFEI	<p>To edit the saved CFEI, click on the <i>'vertical ellipses'</i> (1) next to the send or publish button</p> <p>Click on <i>'Download as PDF'</i> (1) to print a hard copy of the CFEI</p> <p>Click on <i>'edit'</i> (2) in the dropdown list to edit the fields in the saved draft CFEI</p> <p>Click on <i>'Invite partner'</i> (3) to invite additional organizations to apply to the CFEI</p> <p>Click on <i>'Delete'</i> (4) to delete the saved CFEI</p>	<p>You must click <i>'save'</i> to save the changes made to the draft CFEI</p> <p>Once the CFEI has been published, you can only edit the CFEI dates</p>
6	Publish CFEI	<p>Click on the <i>'Publish'</i> button (1) to publish the CFEI.</p>	<p>After publishing the CFEI, you can only edit the CFEI dates and the focal point(s) (2).</p>

Steps	Description	Action	Notes
1	Navigation	After logging in, click on 'Partnership Opportunities (1)' in the left navigation bar.	
2	New CFEI	Click on the 'New CFEI' (2) button to create a new CFEI	A pop up modal will appear on the screen. You will be required to fill all the required fields in this modal to save, and later publish the CFEI.

**STEP 1**

**STEP 2**

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

CFEI ID

UN Agency

Date posted - choose date range

From date  To date

CFEI Focal Point

Status

Unpublished
  Active
  Finalized

[CLEAR](#) [SEARCH](#)

**1-10 of 112 results**

Project Title	Country & CFEI ID	Sector & Area of Specialization	UN Agency & CFEI Focal Point	Date Posted	Application Deadline	Status
<a href="#" style="color: #0056b3; text-decoration: underline;">It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout.</a>	Afghanistan	Cross Sectoral Areas	UNICEF	05 Nov 2018	05 Nov 2018	● Draft

Logged in as: UNICEF

Steps	Description	Action	Notes
3a	Project Details	Enter the <i>'Project Title'</i> (1) for the CFEI you are creating. Enter the name of the country the project will be located (2). Drop <i>'pins'</i> on the location(s) in the country where the project will be located.	To drop pins, you can either use the '+' or '-' buttons (3) to zoom into the location and click on the area. Alternatively, you can enter the name of the location in the search box and press enter. The map will zoom into the location entered. You can click on the location to drop a pin. To unpin the location, click on the pin again. Kindly note that the system will only display the level 1 administrative region for the location
3b		Enter the <i>'Project/Programme Focal Point(s)'</i> (1)  Select the <i>'sector'</i> (2) for the project  Select the <i>'areas of specialization'</i> (3) associated with the sector.	Only <b>MFT user</b> role can be a focal point on a CFEI. The project focal point can only be entered from the list of existing users on UNPP in your office. (Tip: Type in a few characters from the name and the full name will appear.) You can enter multiple sectors and areas of specialization for a CFEI. Click <i>'Add New'</i> (4) to add new sectors. To delete a sector, click on the trashcan image (5). Click on multiple areas of specialization in the dropdown list to add them in the CFEI.

STEP 3a

STEP 3b

Steps	Description	Action	Notes
3c		<p>'Project Background (1)': this is a brief description of the situation analysis, what current actors are making an intervention and what this project intervention intends to address</p> <p>'Expected Results' (2) that the partnership aims to deliver.</p> <p>'Other Information' (3): you have the option to enter any additional relevant information related to the CFEI</p>	
3d	Dates	<p>'Request for clarification deadline' (1): is the date up to which prospective applicants may submit requests for further information or clarification on the CFEI to the agency that published it</p> <p>'Application Deadline' (2) enter the last date to receive applications for the CFEI.</p> <p>'Notification of Results' (3) enter the date in which applicants will be notified about the status of their application.</p> <p>'Estimated Start Date' (4) enter the date the project is estimated to start.</p> <p>'Estimated End Date' (5) enter the date the project is estimated to end.</p> <p>'Attachment' (6) this is where you can optionally upload additional information related to the CFEI e.g. technical specifications documents</p>	You can upload up to five attachments. To upload additional documents, click on 'Add New' (7)

### STEP 3c

Create new Call for Expressions of Interests
×

This CFEI is for open selections.

Project Background 1

Provide project background

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Expected Results 2

Provide expected results

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Other information (optional) 3

Provide other information (optional)

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### STEP 3d

Create new Call for Expressions of Interests
×

This CFEI is for open selections.

Request for clarification deadline 1

Pick a date

Application Deadline 2

Pick a date

Notification of Results 3

Pick a date

Estimated Start Date 4

Pick a date

Estimated End Date 5

Pick a date

Attachments (optional) 6

Attachment

[↑ UPLOAD FILE](#)

Description

Provide description

[+ ADD NEW](#) 7

Steps	Description	Action	Notes
3e	Selection Criteria	Select 'Yes' or 'No' buttons (1) if weighting is relevant for the CFEI Under the 'Criteria' (2) heading, select the scoring criteria for the CFEI In the 'Description' (3) enter the details for the criteria In the 'Weight' (4) assign the score in which the applicant will be assessed for this criterion. Click 'Save' (5) to save the CFEI You can 'Cancel' (7) the CFEI creation process at any time	A 'Weighted' scoring system will mean that each of the selection criteria will have different values (weight) according to their importance in the assessment process. The total value of all the criteria cannot exceed 100 points. To add additional criteria, click on 'Add New' (6) The CFEI 'Save' button only becomes activated once all the fields have been filled.

**STEP 3e**

Create new Call for Expressions of Interests
×

This CFEI is for open selections.

### Selection Criteria

Is weighting relevant for this project? 1

Yes  No

Criteria 2

Sector expertise and experience

Description 3

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

Weight 4

100

[+ ADD NEW](#) 6

7 CANCEL 5 SAVE

Steps	Description	Action	Notes
4	Invite partners	In the <i>partners</i> (1) section enter the names of civil society organizations registered on UNPP you would like to invite to apply for the CFEI opportunity. Click on 'Send' (2) to send the invitation to the selected partners.	The CFEI will only be sent to the partner once it has been published. It is not mandatory to invite partners to apply for the CFEI. The user can click skip (3) to by-pass this step  Only partners registered on UNPP can be invited to apply for the CFEI. Enter the name of the partner in the partner section, and you will be provided with options to select the matching partner.

**STEP 4**

**A new Call for Expressions of Interest was created.**
✕

You can inform Partners registered to work in the country(ies) selected about this offer.  
This CFEI will be publicly viewable to all, but you can also notify specific partners of this opportunity. If you would like to invite specific partners registered in the portal to apply for the CFEI, enter their names below, and they will receive an e-mail notification. You can also skip this step.

Partners 1

Provide partners \_\_\_\_\_

3 SKIP
 SEND 2

Steps	Description	Action	Notes
5	Review CFEI	To edit the saved CFEI, click on the <i>'vertical ellipses'</i> (1) next to the send or publish button Click on <i>'Download as PDF'</i> (1) to print a hard copy of the CFEI Click on <i>'edit'</i> (2) in the dropdown list to edit the fields in the saved draft CFEI Click on <i>'Invite partner'</i> (3) to invite additional organizations to apply to the CFEI Click on <i>'Delete'</i> (4) to delete the saved CFEI	You must click <i>'save'</i> to save the changes made to the draft CFEI Once the CFEI has been published, you can only edit the CFEI dates

**STEP 5**

**UNPP**

Dashboard  
Partnership Opportunities  
Partners  
Reports  
Resource Library

OPEN SELECTION

< Lorem Ipsum

Draft PUBLISH

OVERVIEW REQUESTS FOR ADDITIONAL INFORMATION/CLARIFICATION APPLICATIONS SHORTLIST RESULTS

Timeline

06 Nov 2018 06 Nov 2018 09 Nov 2018 10 Nov 2018 12 Nov 2018

Posted Clarification Request Deadline Application Deadline Notification of results Estimated start date

**UNPP**

Dashboard  
Partnership Opportunities  
Partners  
Reports  
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Draft PUBLISH

OVERVIEW REQUESTS FOR ADDITIONAL INFORMATION/CLARIFICATION APPLICATIONS SHORTLIST RESULTS

Timeline

06 Nov 2018 06 Nov 2018 09 Nov 2018 10 Nov 2018 12 Nov 2018

Posted Clarification Request Deadline Application Deadline Notification of results Estimated start date

Download as PDF  
Edit  
Invite partner  
Delete



Steps	Description	Action	Notes
6b	Publish CFEI	Click on the 'Publish' button (1) to publish the CFEI.	After publishing the CFEI, you can only edit the CFEI dates and the focal point (2).

STEP 6

