

Finalize a Call for Expression of Interest

Overview: Learn how to finalize a call for expression of interest after completing the assessment process.

Steps	Description	Action	Notes
1	Navigation	After logging in, click on <i>'Partnership Opportunities'</i> in the left navigation bar. Use the filters to find the CFEI to finalize. Click on <i>'Finalize (1)'</i>	Only the PAM user who created the CFEI or the focal point on that CFEI can finalize the CFEI.
2	Finalize	In the Finalize modal, select <i>'Reason for completion (1)'</i> and <i>'Justification (2)'</i> and click <i>'Finalize'</i> to complete the CFEI process	You can click 'Finalize – cancelled' a CFEI at any time after the CFEI is published <u>Important: You cannot click 'Finalize-partner accepted' if the partner has not accepted the partnership opportunity. This option will remain greyed out until the partner clicks 'accept' in their view on the Portal.</u> Once the CFEI is finalized you cannot make further changes to that CFEI.

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STEP 1

The screenshot displays a web application interface for managing Partnership Opportunities. On the left, a navigation menu includes 'Dashboard', 'Partnership Opportunities' (highlighted), 'Partners', 'Reports', and 'Resource Library'. The main content area shows a breadcrumb trail and a title: 'Lorem Ipsum is simply dummy text of the printing and typesetting industry.' Below the title are tabs for 'OVERVIEW', 'REQUESTS FOR ADDITIONAL INFORMATION/CLARIFICATION', 'APPLICATIONS', 'SHORTLIST', and 'RESULTS'. The 'RESULTS' tab is selected, displaying two sections: 'Recommended Partner(s)' and 'Shortlisted Partner(s)'. The 'Recommended Partner(s)' section lists 'Youth Network for the Rehabilitation of Afghanistan' with a 'RETRACT SELECTION' link. The 'Shortlisted Partner(s)' section lists 'Afghan Women's Network' and 'Association for Afghan Development'. In the top right corner, there is a 'Closed/Under Review' status indicator and a blue 'FINALIZE' button with an information icon, which is highlighted by an orange box.

	Description	Action	Notes
2	Finalize	In the Finalize modal, select ' <i>Reason for completion (1)</i> ' and ' <i>Justification (2)</i> ' and click ' <i>Finalize</i> ' to complete the CFEI process	You can click Finalize to cancel a CFEI at any time after the CFEI is published You cannot click 'Finalize-partner accepted' if the partner has not accepted the partnership opportunity. Once the CFEI is finalized you cannot make further changes to that CFEI

STEP 2

Are you sure you want to finalize this CFEI?
×

E-mail will be sent to participating partner.

Choose reason of completing this CFEI

- Finalized - Cancelled 1
- Finalized - No successful applicant
- Finalized - Partner accepted

Add justification for completing this CFEI

Enter comment... 2

CANCEL
FINALIZE 3