

CFEI: Respond to Requests for Clarifications or Further Information

Overview: Learn how to respond to requests for clarifications or additional information submitted by civil society organizations on a published CFEI.

Steps	Description	Action	Notes
1	Navigation	After logging in, click on <i>'Partnership Opportunities (1)'</i> in the left navigation bar.	Partnership opportunities will open to <i>'Calls for expressions of interest (2)'</i> tab by default
2	Filters	Use the filters to find the CFEI created. Users can filter by: <ul style="list-style-type: none"> (a) <i>'Search (1)'</i> (b) <i>'Country (2)'</i> and <i>'Location (3)'</i> within the country where the project activities will occur (c) <i>'Sector and area of specialization (4)'</i> of the CFEI (d) <i>'CFEI ID (5)'</i> (e) <i>'UN Agency (6)'</i> (f) <i>'Date Posted (7)'</i> (g) <i>'CFEI Focal Point (8)'</i> (h) <i>'Status (9)'</i> To submit the search requirements, click on <i>'Search (10)'</i> . To cancel the filtered results, click on <i>'Clear (11)'</i>	<p>The search can be on the project title</p> <p>Locations are limited to the level 1 administrative region in the country</p> <p>To select all the areas of specialization, user can click on all of the specializations. User can also select areas of specializations from different sectors</p> <p>CFEI ID is the autogenerated CFEI number generated at the time of creation of the CFEI</p> <p>Users can view published CFEIs from all the UN agencies</p> <p>User can select a date range in which the CFEIs required was posted</p> <p>The CFEI focal point was the advanced editor selected at the time of CFEI creation</p> <p>Status includes: <i>'Unpublished'</i>: those CFEIs that were drafted and saved but not yet made publicly viewable <i>'Active'</i>: These are published CFEIs that are still open for applications or those where the application deadline has passed. <i>'Finalized'</i> These are CFEIs where the process has been completed and no further actions to be taken</p>
3a	View and Download	Click on the <i>'Requests for additional information and clarification tab (1)'</i>	
3b	View and Download	You can view the information submitted by the civil society organizations on the screen. Alternatively, you can click on <i>'Download as PDF (1)'</i> the submitted requests	
4	Response	When the user is ready to respond to the respond the requests for clarifications, they can use the filter to find the CFEI. Open the CFEI. On the CFEI <i>'Overview Page (1)'</i> , click on <i>'Upload file (2)'</i> in the respond to requests box to upload the UN agencies response	<p>User can only respond to requests for clarifications when the deadline set in the CFEI has passed. User cannot respond after the application deadline has passed.</p> <p>In the <i>'Upload File'</i> modal, enter the document <i>'title (3)'</i> and upload the file (4) and click <i>'Ok (5)'</i>.</p> <p>User can upload up to 3 documents in the response. The documents will become viewable immediately to the civil society organizations</p>

Steps	Description	Action	Notes
1	Navigation	After logging in, click on 'Partnership Opportunities (1)' in the left navigation bar.	Partnership opportunities will open to 'Calls for expressions of interest (2)' tab by default

STEP 1

UNPP

Dashboard

Partnership Opportunities **1**

Partners

Reports

Resource Library

Partnership Opportunities

CALLS FOR EXPRESSIONS OF INTEREST **2**

DIRECT SELECTION/RETENTION UNSOLICITED CONCEPT NOTES

NEW CFEI

Search

Country Provide country

Location Select location

Sector & Area of Specialization Select sector & area of specialization

CFEI ID Provide CFEI ID

UN Agency UNICEF

Date posted - choose date range From date To date

CFEI Focal Point Select

Status Unpublished Active Finalized

CLEAR SEARCH

1-10 of 117 results

Project Title	Country & CFEI ID	Sector & Area of Specialization	UN Agency & CFEI Focal Point	Date Posted	Application Deadline	Status
Finibus Bonorum et Malorum	Afghanistan	Logistics	UNICEF	06 Nov 2018	08 Nov 2018	<input type="radio"/> Draft
Test cfej	Afghanistan	Livelihoods	UNICEF	06 Nov 2018	07 Nov 2018	<input type="radio"/> Draft
Lorem Ipsum	Afghanistan	Education	UNICEF	06 Nov 2018	09 Nov 2018	<input type="radio"/> Draft
Neque porro quisquam	Afghanistan	Livelihoods	UNICEF	05 Nov 2018	09 Nov 2018	<input checked="" type="radio"/> Published

Logged in as: UNICEF

Afghanistan

Help

Steps	Description	Action	Notes
2	Filters	<p>Use the filters to find the CFEI created. Users can filter by:</p> <ul style="list-style-type: none"> (i) 'Search (1)' (j) 'Country (2)' and 'Location (3)' within the country where the project activities will occur (k) 'Sector and area of specialization (4)' of the CFEI (l) 'CFEI ID (5)' (m) 'UN Agency (6)' (n) 'Date Posted (7)' (o) 'CFEI Focal Point (8)' (p) 'Status (9)' <p>To submit the search requirements, click on 'Search (10)'. To cancel the filtered results, click on 'Clear (11)'</p> <p>Once the results are filtered, click on the CFEI needed</p>	<p>The search can be on the project title</p> <p>Locations are limited to the level 1 administrative region in the country</p> <p>To select all the areas of specialization, user can click on all of the specializations. User can also select areas of specializations from different sectors</p> <p>CFEI ID is the autogenerated CFEI number generated at the time of creation of the CFEI</p> <p>Users can view published CFEIs from all of the UN agencies</p> <p>User can select a date range in which the CFEIs required was posted</p> <p>The CFEI focal point was the advanced editor selected at the time of CFEI creation</p> <p>Status includes: 'Unpublished': those CFEIs that were drafted and saved but not yet made publicly viewable 'Active': These are published CFEIs that are still open for applications or those where the application deadline has passed. 'Finalized' These are CFEIs where the process has been completed and no further actions to be taken</p>

STEP 2

The screenshot displays the UNPP Partnership Opportunities search interface. The search form includes the following filters:

- Search (1):** Search
- Country (2):** Afghanistan
- Location (3):** Select location
- Sector & Area of Specialization (4):** Select sector & area of specialization
- CFEI ID (5):** cef/afg/2018/013
- UN Agency (6):** UNICEF
- Date posted - choose date range (7):** From date To date
- CFEI Focal Point (8):** Sarah Brightman
- Status (9):** Unpublished, Active (selected), Finalized

Buttons for CLEAR (11) and SEARCH (10) are visible.

The results table shows 1-10 of 117 results:

Project Title	Country & CFEI ID	Sector & Area of Specialization	UN Agency & CFEI Focal Point	Date Posted	Application Deadline	Status
Finibus Bonorum et Malorum	Afghanistan	Logistics	UNICEF	06 Nov 2018	08 Nov 2018	Draft
Test cfei	Afghanistan	Livelihoods	UNICEF	06 Nov 2018	07 Nov 2018	Draft
Lorem Ipsum	Afghanistan	Education	UNICEF	06 Nov 2018	09 Nov 2018	Draft
Neque porro quisquam	Afghanistan	Livelihoods	UNICEF	05 Nov 2018	09 Nov 2018	Published

The interface also shows a sidebar with navigation options (Dashboard, Partnership Opportunities, Partners, Reports, Resource Library) and a user profile section (Logged in as: UNICEF, Afghanistan).

Steps	Description	Action	Notes
3a	View and Download	Click on the 'Requests for additional information and clarification tab (1)'	
3b	View and Download	You can view the information submitted by the civil society organizations on the screen. Alternatively, you can click on 'Download as PDF (1)' the submitted requests	

STEP 3a

The screenshot shows the UNPP interface for a project titled 'Neque porro quisquam'. The 'REQUESTS FOR ADDITIONAL INFORMATION/CLARIFICATION' tab is highlighted with an orange box and a '1' icon. The interface includes a navigation menu on the left, a timeline, project details, and a 'Requests for additional Information/Clarifications' section with an 'UPLOAD FILE' button. The user is logged in as UNICEF and is viewing the page for Afghanistan.

STEP 3b

The screenshot shows the UNPP interface displaying a table of submitted requests. The 'REQUESTS FOR ADDITIONAL INFORMATION/CLARIFICATION' tab is highlighted with an orange box and a '1' icon. A 'Download as PDF' button is highlighted with an orange box and a '2' icon. The table lists the following requests:

Organization name	Submitter	Date Submitted	Request
Youth Network for the Rehabilitation of Afghanistan	Damian Scott	05 Nov 2018	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. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.
Association for Afghan Development	Patricia Kaas	05 Nov 2018	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. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

Steps	Description	Action	Notes
4	Response	When the user is ready to respond to the respond the requests for clarifications, they can use the filter to find the CFEI. Open the CFEI. On the CFEI 'Overview Page (1)', click on 'Upload file (2)' in the respond to requests box to upload the UN agencies response	User can only respond to requests for clarifications when the deadline set in the CFEI has passed. User cannot respond after the application deadline has passed. In the 'Upload File' modal, enter the document 'title (3)' and upload the file (4) and click 'Ok (5)'. User can upload up to 3 documents in the response. The documents will become viewable immediately to the civil society organizations

STEP 4

