

Frequently Asked Questions

UNHCR Call for Expression of Interest

1. Is the Call for Expression of Interest (EOI) open to all organizations?

This call for expression of interest applies to all national non-governmental organizations (NGOs), Red Cross and Red Crescent Society or other non-profit entities are eligible to apply to this EOI. This EOI does not apply to private companies, Government and/or UN organizations.

2. Is registration with the Government of Lebanon a pre-condition for selection of partners? Is a receiving an account number from the Ministry of Interior sufficient to be eligible to apply to the Call for Expression of Interest?

Partners applying to the Call for Expression of Interest are required to have completed the registration of the organization in Lebanon.

3. What is Partners' portal?

The UN Partner Portal is an online platform designed to simplify and harmonize UN work processes for partnering with civil society organizations. The Portal is a collaborative inter-agency effort led by UNHCR, UNICEF and WFP.

The Portal provides a simplified and personalized access and makes interactions easy and convenient, no matter where you are located and whether you:

- ✓ want to get an overview of project level collaboration between a Partner and UNHCR,
- ✓ presents information through Call for Expression of Interest and Concept Notes for participating in a UNHCR operation,
- ✓ inform yourself on UNHCR policies, procedures and guidance,
- ✓ enhance your colleagues' knowledge and skills related to the Framework for Implementing with Partners,
- ✓ inform UNHCR about your organization, or
- ✓ Participate in debate with other peer organizations.

4. How can a new NGO register on the Portal?

Please follow this link to initiate the registration on the partners' portal <https://www.unpartnerportal.org>

5. Is registration with UNHCR partner's portal a pre – condition for selection of partners?

Prospective new partners, should register at UN Partner portal: <https://www.unpartnerportal.org> and submission of the Concept Note for 2019 EOI, should be done on the portal. Therefore, partners who are not registered on the portal **are required to**

register ahead of time of the deadline (28 May 2019) and the Concept Notes should be submitted through the Portal.

6. Does an existing partner have to re-register on the portal?

No, this is only for new partners, applying for the first time for UNHCR Project.

7. What are the required clearance for partners to carry out procurement for over USD 100,000? How to apply for Pre-qualification for Procurement?

Partners require to obtain a pre-qualification for procurement by UNHCR Procurement Service. In order to get the Pre qualifications to carry out procurement over USD 100,000 partners must initiate the discussion with UNHCR Supply Unit in HQ at this email: hqsmsipp@unhcr.org.

Further information can be obtained by this link: <http://www.unhcr.org/implementing-partner-procurement-guidelines.html>

8. What should the Concept Note cover and how is it different from a fully developed project proposal?

The Concept Note is for the partner to express its unique advantage and added value in accomplishing project objectives. The Concept Note is to clearly spell out objectives for undertaking the project, describe the implementation approach, expected outputs, and demonstrates abilities to meet the selection criteria and project requirements, the unique advantage the partner brings to the partnership, and its complementarity with UNHCR. It is important that the selected partner participates in the design and detailed budgeting of the project and in concluding the Project Partnership Agreement. Therefore, the Concept Note should not be a fully developed project proposal, but rather should be concise and contain clear information, budget.

9. Should partners strictly follow the format proposed by UNHCR when submitting Concept Notes?

All partners are required to submit Concept Notes to the UNHCR Office according to the same standard submission format required to ensure fair assessment, consistency and objectivity.

10. Who will select/ clear the Concept Notes submitted by organizations?

UNHCR multi-functional teams (MFTs) in the different offices will review and evaluate the Concept Notes, and proposals submitted in their area. Then the MFT will submit their recommendations to UNHCR Implementing Partnership Management Committee – IPMC in

Beirut that will review and evaluate all the Concept Notes. The IPMC will submit its recommendations to UNHCR Representative in Beirut for the final endorsement.

11. What are the MFT's/ IPMC's selection criteria?

Please refer to the Call for Expression of Interest document which provides the detailed selection criteria. In addition, the MFT/IPMC will be assessing each Concept Note against the criteria outlined in the Call for Expression of Interest, to: screen and verify the information provided by the applicant partner(s), internal technical and risk assessments (as applicable) for specific sectors conducted by the various units of UNHCR, previous performance/ audit reports, reference checks, web search, confirmation of legal status and registrations.

The MFT/IPMC will then consider all factors to identify the partner most substantially follows the requirements and criteria mentioned above.

12. When will UNHCR's decision on selection be communicated?

UNHCR will communicate the final decision by mid-June to all the applicant organizations – both the successful as well as the not successful.

13. What is the meaning of selection?

The selection entails that the NGO will be retained/selected as a UNHCR partner in 2019. The selection however is not a commitment by UNHCR to fund the NGO to the amount submitted by the NGO in the Concept Note. The funding to be received from UNHCR will be subject to receiving a full-fledged project proposal and the related discussions around this submission.

14. Once partners are selected, what are the next steps?

Once the selection/retention process is completed and decisions communicated to all applicants, selected partners will be requested to provide detailed project proposals for the 2019-2020 implementation period.

15. What is the budget ceiling that the partner should add to the project?

There is no defined ceiling or limit to the budget, however, budgets must be reflective of the proposed project activities and targets, realistic and implementable within one project year. Proposed activities should be based on identified needs and the targeted number of beneficiaries.

16. How is the VAT going to be part of the criteria?

When partners submitting their proposals, they should be clear on their VAT status, if eligible for a refund, the Concept Note should specify the current status of the partner in relation to their registration at the ministry of finance and their VAT status: 1) fully exempt from VAT 2) VAT paid and then refunded 3) partner reports without VAT and assumes the costs under its own funding

17. What does the 20% admin cost include?

These expenses are related to the organization as a whole; such as contribution to rental of the offices, vehicles, operating expenses for the organization, this also includes the 7% Head quarter support cost for the international NGOs.

18. In instances of queries relating to the Project or the Concept Note, what are the UNHCR contacts?

You can contact the Program Unit of UNHCR Beirut at: lebbeeoi@unhcr.org

19. What type of beneficiaries are targeted under this intervention?

The targeted populations are Syrian refugees and refugees of other nationalities such as Iraqis, Sudanese etc. Palestinian refugees from Syria fall under UNRWA's operation in Lebanon thus Palestinian refugees are not covered by this Call.