



UNHCR JORDAN
2016 CALL FOR EXPRESSION OF INTEREST
Application instructions

The purpose of the Call for Expression of Interest is to solicit interest from existing or prospective partners that wish to participate in implementing **Information Management in Za'atari and Azraq** contributing with complementary resources (human resources, knowledge, additional funding, in-kind contributions) for achieving common objectives. The partner(s) to be selected through this CEoI are expected to manage the daily operational project activities under UNHCR's overall guidance and supervision.

Organizations that deem themselves eligible to perform and have unique and complementary attributes to UNHCR's capacities and resources for undertaking the Project (s) described in the detailed Call for Expression of Interest (CEoI) EOI/JOR/2/SYR/2017 are invited to submit a Concept Note no later than the **11th of December 2016, 17.00 hrs Amman Time**.

Upon receipt of the Concept Notes and required documentation, UNHCR's Implementing Partner Selection Committee will review submissions in accordance to pre-defined criteria. The applicant organizations will receive notification of the outcome within 31 December 2016.

1- HOW SHOULD THE CONCEPT NOTE BE FORMULATED?

Concept notes should be submitted using exclusively **Annex D**. In addition to the specific criteria indicated in the CEoI, a concept note should have the following characteristics:

- ✓ Articulate its objectives
- ✓ Briefly describe the implementation approach for realizing the desired outcomes
- ✓ Demonstrate the unique advantage it brings to the partnership
- ✓ Demonstrate its complementariness to UNHCR's capacities and resource

Concept notes for each area should be clear, concise and **not exceed 3 pages**.

2- WHICH DOCUMENTS HAVE TO BE SUBMITTED?

For applying to the CEoI the organization needs to submit the following documents:

- ✓ **Annex D:** Concept Note Form. Duly signed Concept Note by the Country Director of the submitting organization.
- ✓ **Annex A:** Partner Declaration. The Partner Declaration has to be completed by prospective partners that are not yet registered with UNHCR Headquarters, meaning that they have never worked before with UNHCR.
- ✓ Proof of NGO registration if applicable.

3- HOW SHOULD THE DOCUMENTS BE SUBMITTED?

Applications should be sent no later than the **11th of December 2016, 17.00 hrs Amman Time** via email to **JORAMCON@UNHCR.ORG**, in CC to **GUT@UNHCR.ORG** indicating in the subject title the reference number of the call addressed and the name of your organization.