



Initiated by the European Union and the United Nations:



Expression of Interest for CSOs step by step	
Step 1: Review the Request for Expressions of Interest (EOI)	<p>The Rf EOI will be circulated among relevant civil society networks posted in national newspapers, and on procurement sites for the UN Agencies.</p> <p>Please review the requests carefully as your eligibility for participation will be determined by a complete and thorough response. If you have any questions, please consult the Q&A document , if your concern is not responded there, please email the procurement team <srocprocurement@unfpa.org>.</p>
Step 2: Gather & submit documentation	<p>Update the application form that you find in the Joint Call with the relevant details.</p> <p>Ensure your responses are clear and concise.</p> <p>Please, specify for which of the TORs you express your interest (as many as you want).</p> <p>Include all mandatory supportive document, and if possible, those that are recommended even if not mandatory.</p> <p>Submit all documents by email to <srocprocurement@unfpa.org> with Subject heading: Spotlight Initiative Request for Expression of Interest.</p> <p><i>Documents to be submitted to respond to the Joint call include:</i></p> <ul style="list-style-type: none"> - <i>Annex 1 – Expression of Interest Letter</i> - <i>Annex 2 – Expression of Interest Form</i> - <i>Supporting documentation as referenced in Annex 2</i>
Step 3: Eligibility Evaluation	<p>The Procurement team will review your submission and advise you if there are any missing items or questions based on your submission.</p> <p>For whatever reason, should your application not be found eligible to continue, the Procurement Team will advise you.</p>
Step 4: Technical Evaluation	<p>Once deemed eligible, the Procurement Team will advise you that the process has moved to Technical Evaluation. Your submission will be reviewed for evidence of expertise in the relevant areas and capacity to implement.</p>
Step 5: Request for Technical & Financial Proposal	<p>Once and if deemed technically capable to implement, you will be contacted by the specific implementing agency to submit a technical and financial proposal.</p>
Step 6: Final selection	<p>The relevant UN agency will assess all the technical and financial proposals received and will select those that better respond to the TOR. All the CSOs that presented the technical and financial proposal will be contacted and informed about the results of the final selection. The selected CSO will sign an implementing partner agreement with the agency.</p>

