

CALL FOR EXPRESSION OF INTEREST ISSUED BY UNHCR UKRAINE

Introduction

Within the framework of the United Nations, the Office of the United Nations High Commissioner for Refugees (UNHCR) is mandated to provide international protection to refugees and other persons of concern worldwide. UNHCR's primary purpose is to safeguard the rights and well-being of people who were forced to flee across borders, are forcibly displaced within their country or are without citizenship (stateless). UNHCR has been present in Ukraine and officially registered with the Government of Ukraine since 1996, supporting refugees, asylum seekers and stateless persons. Since 2014, UNHCR also advocates for the rights of and provides material assistance to internally displaced Ukrainians.

Call for Expression of Interest (CEOI)

The purpose of this Call for Expression of Interest (CEOI) is to solicit interest from existing or prospective partners that wish to participate in the UNHCR operation in Ukraine and contribute complementary resources (human resources, knowledge, funds, in-kind contributions, supplies and/or equipment) to achieving common objectives as agreed in a Project Partnership Agreement (PPA). Through the submission of relevant documents (Concept Note with a project proposal) in English, a prospective partner can express interest, demonstrate its capacity as well as advantage and value added for undertaking a project in a specific sector. The Concept Note shall enable UNHCR to select the best fit and capable partner for the specified goals and objectives.

Submission

Organizations are kindly requested to respond to this CEOI with a Concept Note and signed Partner Declaration with supporting documents, using the templates provided. Existing and potential partners are required to submit their application through the UNHCR Partner Portal at <https://partner.unhcr.org>.

Registration with UNHCR

Organizations not yet registered with UNHCR will have to register first with the UNHCR Partner Portal in order to respond to this Call. The following steps and documents are required in order to register with UNHCR Partner Portal:

Registration with national authorities licensing the establishment of the organization, constitutional documents of the organization, two recommendation letters by UN agencies, donor or similar reputable organization. Following the vetting of these documents, prospective new partners will be required to complete their organizational profile online.

It is advisable to register immediately on the UNHCR Partner Portal if you consider applying to this Call, since the registration process may take up to 10 working days.

Decision and Notification

All Concept Notes submitted in English and received by the specified deadline will be evaluated by UNHCR multi-functional teams. Applicants with submissions that meet the selection criteria but without a previous implementation record with UNHCR will be contacted for a risk assessment. The result will be reviewed by an appointed committee and submitted to the UNHCR Representative in Ukraine for the final decision. The final decision by the Representative will be communicated to the selected organization in writing and also uploaded in the partner portal.

CALL FOR EXPRESSION OF INTEREST No. 2018/PROG/P1/3

Project title and Identification:	Project Location:
Strengthening the operational capacity of national NGOs delivering protection and assistance to IDPs, refugees, asylum-seekers and stateless persons in Ukraine.	NGOs targeted in this project are based in Mukachevo, Odesa, Kyiv, Sloviansk, Sievierodonetsk, Kharkiv and other locations.
Brief Background of the Project:	
<p>In its multi-year, multi-partner strategy for Ukraine, UNHCR has prioritized strengthening the capacity of its partner NGOs that provide legal/protection services and humanitarian assistance to internally displaced persons, refugees, asylum-seekers and stateless persons in various cities across Ukraine.</p>	
<p>In developing the strategy, it was noted that “Ukraine has a well-developed civil society, which has mobilized around IDP issues. National NGOs have the potential to sustain their already critical role in delivering protection and assistance, as well as advocating for solutions, long after international organizations scale back their activities in Ukraine. UNHCR prioritizes partnership with national NGOs and invests in strengthening their capacity.”</p>	
<p>Over the course of the past decade, the request for compliance with international financial rules and practices by the UN has increased, leading to the introduction of new regulations, such as the International Public Sector Accounting Standards (IPSAS), and the application of more tightly regulated practices. In turn, the increased demand for compliance is applied to project implementation by UNHCR partner organizations.</p>	
Goal/Objective, Expected Outcome and Main Activities:	
Goal: Protection and Mixed Solutions	
Objective: 811 Operations management, coordination and support strengthened and optimized	
Output: 811AP Targeted training provided	
<p>Problem: National NGO partners of UNHCR are at varying stages of their organizational development and have different levels of experience in terms of working with international donors. For example, some NGO partners have implemented projects jointly with UNHCR for several years and implement projects with multiple donors, while other partners work mainly with a single donor (UNHCR). Some NGO partners expanded rapidly in response to the large-scaled internal displacement in 2014; they may wish to consolidate after this growth.</p> <p>Many national NGOs do not have the experience and capacity to implement all rules and regulations that are required under a UNHCR project partnership agreement (PPA) and are at risk of a qualified audit opinion as a result.</p>	
<p>Objective: UNHCR plans to support the organizational capacity of its national partner NGOs so that they can deliver protection and assistance to the populations of concern (refugees, asylum-seekers, stateless persons, IDPs), and advocate for their rights. As they continue to develop a stronger organizational capacity, NGO partners will engage in strategic planning, manage human and financial resources responsibly, build a sustainable base of donor support, deliver services in line with international and Ukrainian as well as UN standards, and communicate effectively about their work.</p>	
<p>At the end of the project, UNHCR expects to receive a report providing an overview of capacities, the implementation of development plans, the impact, and recommendations regarding priorities for 2019. Quarterly financial reports on instalment payments from UNHCR are required.</p>	

Outcome 1: NNGO partners of UNHCR are able to improve the quality of legal/protection services and humanitarian assistance provided to persons of concern to UNHCR in Ukraine, and that the delivery of these services becomes more sustainable over time.

Activities:

For each partner NGO, the following activities will be conducted:

- Conduct an organizational capacity assessment, using an established methodology (such as PACT OCA or PROSE). The methodology should involve participatory self-assessment (using structured interviews, focus group discussions, etc) with external facilitation.
- Develop a capacity report summarizing the results of the organizational capacity self-assessment.
- Support the NGO in finding consensus on an organizational development plan with several self-identified priorities for strengthening the organization and specific activities for implementing those priorities.
- Provide mentorship to the NGO in implementing its priorities. Mentorship activities may include the provision of training, support in developing internal procedures, or other approaches. It is likely to include targeted training to the NGO in the identified sectors. Mentorship will last for 3-6 months.
- Evaluate the impact of the capacity-building activities and propose further steps.

The methodology for delivering these activities may require adaptation, depending on security considerations.

Outcome 2: NNGO partners of UNHCR have improved knowledge of UNHCR project obligations, enhanced compliance with rules and regulations and established good practices in finance and accounting for the purpose of avoiding material misstatements in mandatory reports and achieving unqualified audit opinions of their annual UNHCR projects.

Activities:

For each partner NGO, after assessment, targeted trainings will be provided on the following subjects:

- Values and principles in finance and accounting
- Delegation of authority and separation of duties
- Cost calculation/budgeting
- Accounting best practices
- Ledger preparation bank reconciliation
- Quarterly financial reporting to UNHCR
- Audit follow up

Intended Population of Concern:

This project does not involve working directly with UNHCR's population of concern in Ukraine; however, the entity implementing the project would be expected to have a familiarity with the particular challenges facing NGOs that provide services to this population.

It is expected that the project would reach an estimated 10 [ten] NGOs working in different cities across Ukraine.

Project Period [estimated start and end dates of the project]:		
April – December 2018		
Submission Deadline:	Date Decision Results to be Communicated to Applicants:	
20 March 2018	30 March 2018	
Selection Criteria		
	Criteria Description	Assigned Weighting
✓	Sector expertise and experience: the required specific skills, sector specialists, knowledge and human resources.	50
✓	Project management: ability to deliver project objectives, accountability mechanisms and sound financial management, taking into account the audit results of the previous UNHCR-funded projects, past performance and the external audit of partners' financial statements, where applicable.	30
✓	Cost effectiveness: level of direct costs and administrative costs imposed on the Project in relation to project deliverables.	20
Other information (optional)		
UNHCR will consider only concept notes submitted by non-profit non-government organizations (NGOs) registered with the government of Ukraine and authorized to cooperate with international agencies and the UN and maintaining a bank account in UAH currency in Ukraine.		

Reference	CEOI 2018/PROG/P1/3
Issuing UNHCR Office	UNHCR Ukraine
Contact Address	16, Lavrska, Kyiv 01015
Contact Email	ukrceoi@unhcr.org
Signature, Head of Office	
Full name and title, Head of Office	Pablo Mateu, Representative
Date	20 February 2018