

Call for Expression of Interest

The purpose of the Call for Expression of Interest is to identify eligible Civil Society Organisations for prospective partnership with UNICEF Office for Croatia in humanitarian actions. Eligible Civil Society Organisations (CSOs) are invited to submit proposals for partnership to support achievement of results for children outlined in the section 1.3 below.

Organisations that wish to participate in this Call for Expression of Interest are requested to send or deliver their submission in a sealed envelope clearly marked “CSO Call for Expression of Interest” at the following address:

UNICEF Office for Croatia
Radnička 41/7
10 000 Zagreb
Croatia

The deadline for submission is April 27th, 2018

Applications must be submitted in English.

Any requests for additional information should be addressed in writing by 13th April 2017 at the latest to Martina Tomic Latinac, e-mail: mtomiclatinac@unicef.org. UNICEF responses to any queries or clarification requests will be made available to all potential applicants through UNICEF country website (www.unicef.hr) before the deadline for submission of applications.

Applications will be assessed by the UNICEF Partnership Review Committee to identify CSOs that have the mandate, capacities and comparative advantage to support achievement of results for children using criteria outlined in section 3 below. It should be noted however that participation to this Call for Expression of Interest does not guarantee that the CSO will be ultimately selected for partnership with UNICEF. Selected CSOs will be invited to review and finalise partnership agreements in accordance with criteria outlined in section 3.4 below and applicable policy and procedures on partnership between UNICEF and CSOs.

Applicant CSOs will be informed of the outcome of their submissions by communication sent out to the email/postal address that is indicated in the CSO submission.

Section 1: Background	
1.1 UNICEF mandate	UNICEF is the agency of the United Nations mandated to advocate for the protection of children's rights, that support Government to meet their basic needs and to expand their opportunities to reach their full potential.
1.2 UNICEF Partnership with CSO's	Partnership between UNICEF and the selected CSO will strengthen the capacities in Croatia to prepare and provide adequate child and gender sensitive response to the needs of children in humanitarian action. Additionally, in the case of large-scale crisis affecting Croatia, UNICEF will remain available to support Croatia through its Core Commitments for Children in Humanitarian Action.

1.3 Specific results	<p>Within this framework, UNICEF is looking to identify CSOs as implementing partners to achieve the following result:</p> <p>1.3.1 Humanitarian and emergency response to children affected by emergency in Croatia is ensured in accordance with Core Commitments for Children in Humanitarian Action¹.</p> <p>This will be achieved through the following interventions:</p> <ol style="list-style-type: none"> contingency programme cooperation agreements are developed in line with Core Commitments for Children in Humanitarian Action; in the situation of the sudden emergency in Croatia, immediate rapid assessment is carried out to identify key hazards, vulnerability and capacity data to define baseline indicators and needed response. the rights of children and women in emergency are ensured and monitored; the nutritional status of children and women is monitored and protected from the effects of humanitarian crisis or natural disasters through timely nutritional assessment and available infant and young children feeding services (IYCF); access to life-saving interventions and essential health services for children and women is ensured; access to essential non-food items (NFIs) is secured; prevention of gender-based violence (GBV) and support to GBV survivors is ensured; protection of children from violence, abuse and exploitation is promoted and ensured through available psychosocial support and established child friendly spaces. <p>Selected CSO as an implementing partner will work jointly with UNICEF Office to develop detailed programme and budget plan. In their submission, CSO should cite for which of the above-mentioned interventions they are applying.</p> <p>Through this proposal and planned cooperation, UNICEF will assess existing capacities of selected implementing partner (CSO) and provide additional specific capacity building related to specific intervention UNICEF would like to support if needed.</p>
----------------------	--

Section 2: Application requirements and timelines

2.1 Documentation required for the submission	<p>The expression of interest shall include the following documentation:</p> <ul style="list-style-type: none"> Copy of CSO registration in Croatia Attachment I – filled Partner Declaration and signed by authorised official/representative of the CSO Attachment II – filled CSO Identification and Profile and signed by authorised official/representative of the CSO 	
2.1 Indicative timelines	Call for Expression of Interest issue date	19 th March 2018
	Deadline for submissions of CSO proposals	27 th April 2018

¹ English version available at: https://www.unicef.org/publications/files/CCC_042010.pdf; Croatian version available at: <https://www.unicef.hr/wp-content/uploads/2015/09/Temeljne-obveze-prema-djeci-brosura-HR-web.pdf>

Deadline for requesting additional information and/or clarifications	13 th April 2018
Notification of results communicated to CSO	By 11 th May 2018

Section 3: Process and timelines

3.1 Review & evaluation of CSO submissions	<p>CSO submissions are assessed by the Partnership Review Committee in consultation with technical specialist, using criteria outlined in section 3.2 and 3.3 outlined below. Only CSO submissions which comply with the requirements of the eligibility and exclusion criteria will be eligible for further evaluation.</p> <p>Results from the review will be used for purposes of mapping and selection of CSOs in relation to the specific goals outlined in section 1.3 above.</p> <p>It should be noted that participation to this Call for Expression of Interest does not guarantee that CSOs will be ultimately selected for a partnership agreement with UNICEF. UNICEF reserves the right to invite selected partners to review and finalise proposals for partnerships in line with criteria outlined in section 3.4 below and in accordance with applicable policy and procedures on partnership between UNICEF and CSOs.</p>		
3.2 Eligibility & exclusion criteria	<ul style="list-style-type: none"> • Eligibility criteria - CSO must: <ul style="list-style-type: none"> a) be registered in the Croatia for working or providing services in the area of interventions for which CSO is applying; b) not be an entity named on any of the UN Security Council targeted sanction lists. • Exclusion criteria - CSO submission which: <ul style="list-style-type: none"> a) are not sent in sealed envelopes; b) are sent to the UNICEF Office after the specified deadline; c) do not include all required documents duly completed and signed or do not comply with specifications set in this Call for Expression of Interest; d) are not submitted in English; <p>will be excluded from the selection process.</p>		
3.3 Selection criteria	<p>UNICEF office will review evidence provided by the CSO submission and assess applications based on the following criteria:</p> <table border="1" data-bbox="412 1409 1422 1717"> <tr> <td data-bbox="412 1409 678 1717">Institutional capacity</td> <td data-bbox="678 1409 1422 1717"> <p>Includes a review of the CSO:</p> <ul style="list-style-type: none"> • Expertise and experience in the sector/area (required knowledge, specific skills, specialists, experience); • Local experience, presence and community relations; • Management ability; • Replicability/scalability (national and geographical local level) • Experience working with UN/UNICEF </td> </tr> </table>	Institutional capacity	<p>Includes a review of the CSO:</p> <ul style="list-style-type: none"> • Expertise and experience in the sector/area (required knowledge, specific skills, specialists, experience); • Local experience, presence and community relations; • Management ability; • Replicability/scalability (national and geographical local level) • Experience working with UN/UNICEF
Institutional capacity	<p>Includes a review of the CSO:</p> <ul style="list-style-type: none"> • Expertise and experience in the sector/area (required knowledge, specific skills, specialists, experience); • Local experience, presence and community relations; • Management ability; • Replicability/scalability (national and geographical local level) • Experience working with UN/UNICEF 		
3.4 Prospective partnership agreement	<p>All applicants will be informed of the outcome of their submissions by communication sent out to the email that is indicated in the CSO submission.</p> <p>Applicants whose proposals are assessed as having a specific comparative advantage to achieve goals for children outlined in 1.3 above may be invited to jointly review and</p>		

finalise the contingency programme document and budget based on the following criteria:

- Prioritisation of proposed intervention in line with the work plan;
- Availability of funding to support proposed intervention;
- Complementarity or proposed action with ongoing interventions.

Upon finalisation of the programme proposal at technical level, the proposal for partnership will be submitted for its final review and approval. **Agreement will be signed as a contingency agreement, which will be activated in the case of an emergency and need for humanitarian action.**

ATTACHMENT I – PARTNER DECLARATION (TO BE COMPLETED BY CSO APPLICANT)

*The purpose of this declaration is to determine whether a prospective partner is committed to UNICEF values and principles.
Information provided in this form will be used to inform the review and evaluation of CSO submissions as outlined in the Call for Expression of Interest under section 3.*

Partner Declaration

Name of organisation: _____

Partner	Yes	No
By answering yes, the organization confirms that neither the organisation nor any of its members is mentioned on any of the United Nations Security Council targeted sanctions lists http://www.un.org/sc/committees/list_compend.shtml		
By answering yes, the organization confirms that it is committed to the core values of the UN, the Convention on the Rights of the Child (CRC), the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) and the Convention on the Rights of Persons with Disabilities (CRPD). http://www.unicef.org/crc/ http://www.ohchr.org/EN/ProfessionalInterest/Pages/CERD.aspx http://www.un.org/disabilities/convention/conventionfull.shtml		
Does the organisation have an Annual Report that is publicly available? Attach the latest report or provide URL		
Does the organisation have an annual audit of financial statements? Attach the latest report or provide URL		

I declare, as an official representative of the above-named organization, that the information provided in this declaration and Call for Expression of Interest is complete and accurate, and I understand that it is subject to UNICEF verification.

Signature: _____

Name and title of the authorized CSO representative: _____

Name of the CSO: _____

Date: _____

FOR UNICEF OFFICE USE ONLY	
UN Security Council Sanctions List Verification	CSO on the list <input type="checkbox"/> CSO not on the list <input type="checkbox"/>
Name	
Title	
Signature	
Date	

ATTACHMENT II – CSO IDENTIFICATION PROFILE (TO BE COMPLETED BY CSO APPLICANT)

The purpose of this profile is to provide key contact references to UNICEF Country Office for Croatia in relation to their mandate, field of work, technical and managerial capacities and comparative advantage in relation to the proposed programme(s).

Information provided in this form will be used to inform the review and evaluation of CSO submissions as outlined in the Call for Expression of Interest under section 3.

Section 1. CSO information		
1.1 Organization information	Organization Name	
	Acronym	
	Category of CSO ²	
	Address	
	Registration number	(copy of registration to be attached)
	Registered fields of work	
	Telephone	
	Website	
1.2 Head of Organisation	Name, Surname	
	Function	
	Email	
	Telephone	
1.3 Contact person (if different from 1.2)	Name, Surname	
	Function	
	Email	
	Telephone	
1.4 Programme Proposal title(s) submitted with Application	<i>Concept proposal on the contribution for achieving results for children and women in emergencies as outlined in the specific results 1.3. Max 500 words.</i>	
1.5. Partners	<i>Cooperation with partners, volunteers or other stakeholders, if applicable.</i>	
1.6. Response time	<i>Estimate of the time needed to start providing services in the field and organize emergency teams after the emergency occurs. Describe network of partner organizations which could be mobilized and how it would be done, if applicable.</i>	

² Choose between: National NGO (NGO); International NGO (INGO); Academic Institution; Community Based Organisation (CBO); Foundation; Other (please specify).

Section 2. CSO expertise and experience in the sector area				
2.1 CSO mandate, sector area and geographic coverage	<i>Outline the organisation's mandate, field of work and geographic coverage</i>			
2.2 Available expertise and specialists	<i>Outline the expert profiles and experience related to the relevant field of work. Outline the distinctive technical capacity of the organisation in the sector area.</i>			
2.3 Key results achieved over the past 5 years	<i>Outline of key results achieved in sector area in recent years, including any recognition received at local / global level for the work in the sector area</i>			
Section 3. Local experience, presence and community relations				
3.1 Ongoing programmes in sector area	<i>Outline of type / scope of ongoing programmes in the sector area</i>			
3.2 Knowledge of the local context	<i>Outline of presence and community relations in the proposed programme location(s)</i>			
3.3 Existing networks	<i>Outline of ongoing collaborations with national institutions and local communities in the sector area</i>			
Section 4. Management Ability				
4.1 Annual budget	Size of annual budget (previous year, USD)			
	Source of core funds or income			
	Main funding partners/ donors			
4.2 Core staff	<i>Outline of number and key functions of core organisation staff</i>			
4.3 Any other information demonstrating financial capacity	<i>E.g. results of previous capacity assessments if available (such as the financial revisions, audits, etc.)</i>			
Section 5. Experience of working with UN/ UNICEF or other relevant international organizations				
Programme/project title	Total budget (USD)	Funding UN agency	Year end	Key results achieved
1.				
2.				
3.				

