Respond to partnership selections
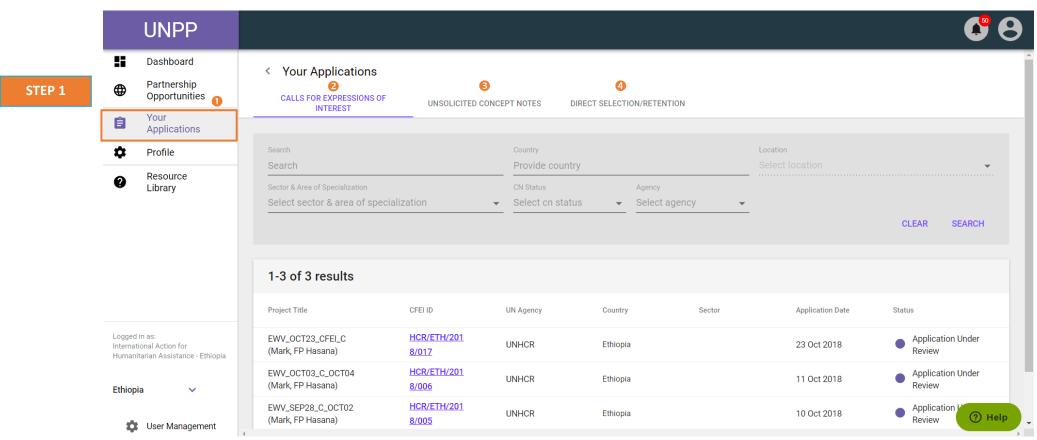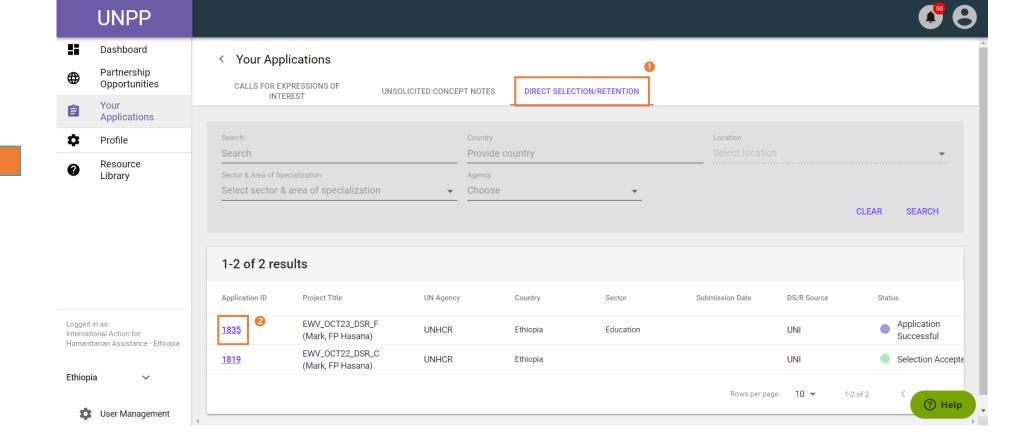
Overview: CSO partners can accept/decline to being selected for a partnership opportunities including, Call for Expression of Interest; Unsolicited Concept Notes; Direct Selection/Retention

Steps	Description	Action	Notes
1	Your applications	On the left navigation bar, click on the *'Your Applications'* (1) icon to access the applications you have submitted page.	This will direct you to the *Your Applications – Calls for Expressions of Interest (2* page. When receiving a partnership selection from a UN agency, an e-mail will be sent as well as a notification in the portal that your application has been successful. You can navigate to the relevant application categories by clicking on the tabs *Calls for Expressions of Interest*, *Unsolicited Concept Notes*, *Direct Selections (2)*. You can view all applications for each of these categories and associated details such as application status. You can search for a specific application using the filters on the page.
2	Your applications- Direct Selection	Click on the 'Direct Selection' (1) tab Click on the application 'ID' (2) that you would like to respond to your partnership selection.	In this instance you will respond to a partnership opportunity under the *Direct Selection* category, the process for responding to a partnership opportunity will be the same of *Calls for Expressions of Interest* and *Unsolicited Concept Notes* *You will be directed to the Application Overview page* *Note that the application has a status of Application Successful*
3	Application - Overview	View a summary of the application that was selected in the "Overview" tab	You can view the *Project Details* of the selected application. These details include: - Project Title - Project/Programme Focal Point(s) - Country and more specific location - Sector(s) and area(s) of specialization - Issued by (which UN agencies issued the CFEI) - Project Background - Other information - Key dates (Estimated start and end date)
4	Respond to application selection	Click on the *'Response' (1)* tab to respond a partnership selection. Click *'Yes, I accept'* or *'No, decline' (2)* and confirm your profile (3) is up to date, before sending (4) your respond to partnership selection.	You can view the comments that have been made about the selection for partnership. You can view the result of your application. In the results box, you can accept or decline the selection for potential partnership. Tick *I confirm that my profile is up to date*. You can view and edit your profile by clicking *View your profile*. Click *send* to submit your response to the selection for partnership. You can later change your response by clicking *change*, in the *Results* box of the *Response* tab.

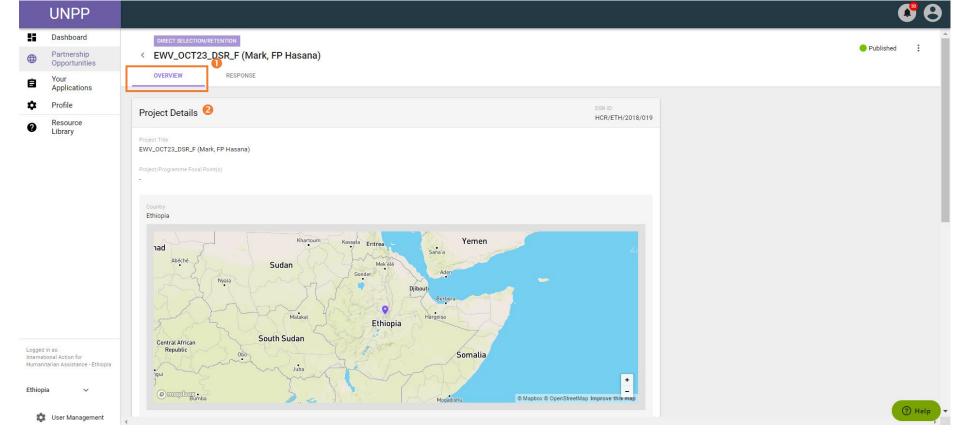| Steps	Description	Action	Notes
1	Your applications	On the left navigation bar, click on the *'Your Applications'* (1) icon to access the applications you have submitted page.	This will direct you to the *Your Applications – Calls for Expressions of Interest* page (2). When receiving a partnership selection from a UN agency, an e-mail will be sent as well as a notification in the portal that your application has been successful. You can navigate to the relevant application categories by clicking on the tabs *Calls for Expressions of Interest* (2), *Unsolicited Concept Notes* (3) *Direct Selections* (4). You can view all applications for each of these categories and associated details, such as application status. You can search for a specific application using the filters on the page.

Steps	Description	Action	Notes
2	Your applications- Direct Selection	Click on the 'Direct Selection' (1) tab Click on the application 'ID' (2) that you would like to respond to your partnership selection.	In this instance you will respond to a partnership opportunity under the *Direct Selection* category, the process for responding to a partnership opportunity will be the same of *Calls for Expressions of Interest* and *Unsolicited Concept Notes* *You will be directed to the Application Overview page* *Note that the application has a status of Application Successful*

Steps	Description	Action	Notes
3	Application - Overview	View a summary of the application that was selected in the 'Overview' (1) tab	You can view the *Project Details* (2) of the selected application. These details include: - Project Title - Project/Programme Focal Point(s) - Country and more specific location - Sector(s) and area(s) of specialization - Issued by (which UN agencies issued the partnership opportunity) - Project Background - Expected Results - Other information - Key dates (Estimated start and end date)

STEP 3

Steps	Description	Action	Notes
4	Respond to application selection	Click on the 'Response' (1) tab to respond a partnership selection. Click 'Yes, I accept' or 'No, decline' (2) and confirm your profile (3) is up to date, before sending (4) your respond to partnership selection.	You can view the comments that have been made about the selection for partnership. You can view the result of your application. In the results box, you can accept or decline the selection for potential partnership. Tick *I confirm that my profile is up to date*. You can view and edit your profile by clicking *View your profile*. Click *send* to submit your response to the selection for partnership. You can later change your response by clicking *change*, in the *Results* box of the *Response* tab.