

MEMORANDUM

To: All UN-Habitat Staff

Reference: MO/2018/02

From: Andrew Cox, Director
Management and Operations Division, UN-Habitat

Date: 15th February 2018

**Subject: Implementing Partner Management:
Process Cycle, Templates, Guide to advertising Call for Proposals and Guide to
World-check search**

Dear All,

As a follow-up to the new Implementing Partner Policy signed by the ED and circulated by me on 18th July 2017, find attached tools which were developed to assist an effective and userfriendly implementation of the requirements of the new policy:

- Annex A: A graphical presentation of the Implementing Partner Management Process and related templates
- Annex B: A list of Implementing Partner templates available on the intranet
- Annex C: A guide to advertising Call for Proposals
- Annex D: A guide to conducting a search through World-check

For further information or assistance, you may contact Mohamed Robleh on Mohamed.robleh@un.org or Gladys Mwangi on gladys.mwangi@un.org.

Thank you.