

**MEMORANDUM**

To: All UN-Habitat Staff

Reference: MO/2018/02

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

Date: 15<sup>th</sup> 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 18<sup>th</sup> 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](mailto:Mohamed.robleh@un.org) or Gladys Mwangi on [gladys.mwangi@un.org](mailto:gladys.mwangi@un.org).

Thank you.