

Guidelines on Advertising Calls for Proposal (CFP) for activities executed by Implementing Partners

PURPOSE

This document serves as a guide to follow in the process of advertising Call for Proposals when engaging Implementing Partners in line with UN-Habitat Policy for Implementing Partners (January 2017).

STEPS FOR PUBLICATION

Step 1: Developing the Call for Proposal. Create the Call for Proposal using the official template.

Step 2: Legal Clearance. Send the Call for Proposal to the Legal Office for clearance (email: Nana Elsler nana.elsler@un.org cc. Derrick Ngala derrick.ngala@un.org). This clearance ensures the Call for Proposal does not expose the organization to reputational and legal risks.

Step 3: Global Advertisement. Send the new Call for Proposal to the staff members in the table below who will post the Call for Proposal in various sites and copy Gladys Mwangi gladys.mwangi@un.org :

Staff Member(s)	Site(s)
Jeanette Elsworth jeanette.elsworth@un.org	<ul style="list-style-type: none"> UN-Habitat public website <https://unhabitat.org/> Social Media: <https://twitter.com/UNHABITAT>, <https://www.facebook.com/UNHABITAT/>
Hellen Nyabera hellen.nyabera@un.org	<ul style="list-style-type: none"> Urban Gateway <http://www.urbangateway.org/> UN-Habitat Intranet <https://habnet.unhabitat.org/>
Jane Nyakairu jane.nyakairu@un.org / Maureen Nganga maureen.nganga@un.org	<ul style="list-style-type: none"> Devex <https://www.devex.com/>
Leon Osong leon.osong@un.org	<ul style="list-style-type: none"> Relief Web <https://reliefweb.int/>
Lucia Kiwala lucia.kiwala@un.org / Wycliffe Tongwa wycliffe.tongwa@un.org	<ul style="list-style-type: none"> Partner database

Note: Calls for Proposals should be posted within 2 working days once received by participants of the distribution list

Step 4: Local Advertisement. In addition to advertising the Call(s) in the above various media, each substantive officer should widely advertise locally through the relevant local media and local government sites and publication boards.

The Call for Proposal should be advertised for a period of 2-4 weeks for which if the minimum applications have been received the CFP should be re-advertised for another one week.