**2021-2023 Global Shelter Cluster ECHO Grant**

**Partners’ Selection Process**

1. **Process for the selection of partners to implement certain activities of the ECHO proposal**

* A Selection Committee composed of UNHCR staff and volunteer SAG members is created.
* A Global Update is sent to all Global Shelter Cluster (GSC) partners asking for expressions of interest to participate in the implementation of certain activities of the ECHO grant. The following documents are to be sent along with the Global Update:
  + This document explaining the process.
  + The **Expressions of Interest** Excel document: A summary of the activities to be implemented by GSC partners, and the criteria for the selection of partners for each activity. This document will also be used as the format for partners to justify how they fulfill the criteria set by the GSC.
* GSC partners interested in the implementation of these activities shall submit the Expressions of Interest Excel document with the list of activities they are requesting funding for justifying how they fulfill the criteria set by the GSC.
* The GSC Support Team will compile all expressions of interest and prepare an evaluation grid for the Selection Committee to evaluate and score each proposal.
* The Selection Committee will convene to analyze the submissions and provide a recommendation which GSC partner implements which activities.
* A waiver will be submitted to UNHCR’s Implementing Partnership Management Service to explain the selection process so that it can be accepted as equivalent to the internal UNHCR partner selection process.
* The GSC coordinators from UNHCR and IFRC will decide on the allocation of the grant based on the recommendation.

More information on the ECHO project including its final narrative version is available [here](https://www.sheltercluster.org/echo-contribution).

1. **Activities and selection criteria**

A separate application table with a detailed list of the activities of the ECHO proposal that will be undertaken by partners, and the criteria that will be used to rate the explanations offered in partners’ expressions of interest, is sent along with this communication.

1. **Partner responsibilities and commitments**

Please, note that all amounts are cumulative **for 2 years (period for eligibility of expenses is 1 July 2021 – 30 June 2023).** Becoming an Implementing Partner entails signing a Partnership Agreement with UNHCR for each project year and **strict financial and narrative reporting commitments**. All expenses (including reported co-funding amounts by the Partner) may be subject to ECHO verification visits and UNHCR audits. Documentation and evidence for reported project expenses and co-funding amounts are the sole responsibility of each Partner and should be kept and properly supported for up to 5 years after the end of the ECHO grant.

**Proper visibility to ECHO and the Global Shelter Cluster** should be given throughout the grant implementation period and supporting evidence for visibility should be provided by each Partner with the final ECHO Narrative Report (July /August 2023).

Partners participating in this process who are not already UNHCR partners should submit a [**Partner Declaration**](https://www.sheltercluster.org/global/documents/partner-declaration-formunhcr) explaining how they fulfill basic eligibility criteria.

All applicant organizations will receive written notification, in a timely manner, of the outcome of the selection process. Should an applicant organization request further clarification, the GSC Coordinators are available to provide a response. Applicant organizations that are not satisfied with the response may escalate their concerns to UNHCR’s Implementing Partnership Management Service at epartner@unhcr.org.

1. **Time table**

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| **Step** | **Description** | **Date** |
| **1** | Launch of the call for Expressions of Interest | **28 June 2021** |
| **2** | A webinar with interested agencies to explain the process. | 6 July 2021 |
| **3** | Deadline for submission of queries from partners (to be answered in 2 days) | 8 July 2021 |
| **4** | Deadline for submission of Expressions of Interest | **1 August 2021** |
| **5** | Communication of results to successful and unsuccessful applicants. | 1 September 2021 |
| **6** | Partners which are not registered in the UNHCR partner portal can do this in preparation for signing the Partnership Agreement (PA) | 1 August – 1 September 2021 |
| **7** | Finalization and signature of PA with successful Project Partners. | 24 September 2021 |
| **8** | Start of eligibility of project expenses. | 1 July 2021 |
| **9** | End of eligibility of project expenses. | **30 June 2023** |