

Questions and Answers (Q&A)

UNHCR Libya 2025 selection of partners

CALL FOR EXPRESSION OF INTEREST / CfEoI/HCR/LBY/2025/001

The **deadline** to submit proposals to UNHCR Libya is **12 July!**

#	Questions	Answers
1	Can a local NGO submit a Concept Note independently , or is it better to partner with an INGO for submission?	Local NGOs can submit a Concept Note and partner directly with UNHCR . Local NGOs do not need to include their Concept Notes within any INGO proposal. Refer to question 9 on registration with the authorities.
2	Can NGOs submit Concept Notes within a consortium ?	Yes, this is possible. However, UNHCR will partner only with the lead organization . This lead organization will then establish subsequent partnership agreements with the other NGOs within the consortium. The consortium needs to be specified in the Concept Note.
3	Should Concept Notes be submitted exclusively via the UNPP ?	Ideally yes, but UNHCR Libya can exceptionally accept Concept Notes received by email as well. However, although Concept Notes can be received by email, partner registration and the PSEA self-assessment must be conducted directly in the UN Partner Portal. Access the UN Partner Portal to download UNHCR Libya's Concept Note Template. The submission deadline is 12 July 2025.
4	Can organizations submit Concept Notes in Arabic ?	No, unfortunately, only Concept Notes in English will be accepted. This is because the UNHCR partnership agreement contract is a global standard template in English. Therefore, from the moment of application, organizations must demonstrate working knowledge of English.
5	Can organizations submit Concept Notes for projects assisting only Libyans ?	No, assistance to refugees and asylum-seekers in Libya must be included in all Concept Notes . However, you may allocate a percentage of this assistance to Libyans (for example, 20%).
6	Is it mandatory to attend the induction sessions (on 4 June)?	No, organizations do not need to attend any induction/ information sessions. These sessions are conducted solely to support your applications . What is mandatory are: <ol style="list-style-type: none"> 1. Concept Note (follow the instructions provided in this Call for Expression of Interest). 2. Estimate budget in excel per Output. 3. Self-assessment for PSEA; 4. Self-assessment for Data Protection.

7	If my organization is selected, will we receive funds from UNHCR for the next 5 years ?	No. First of all, the selection of organizations could be for less than 5 years, depending on various internal and external factors affecting UNHCR. Secondly, selected organizations join UNHCR's pool of partners . Each year, based on defined priorities and available resources, UNHCR will decide whether to sign funded projects or not. In other words, this selection of partners covers a period of 5 years, but funded projects are determined on a yearly basis .
8	Some Outputs cover two or more areas (i.e. Protection Monitoring and Detention); while others only one area (i.e. Legal Assistance). Among the ones with more than one area, do we have to submit Concept Note for all of them? Or only Detention, for instance, would be accepted?	The outputs cannot be broken down as some are merged due to their complementary implementation modalities. In this regard, for example, organizations cannot implement Detention without also implementing Protection Monitoring. Similarly, for Protection Case Management, the Concept Note must include all areas (women, children, etc.).
9	My organization does not have valid registration with the authorities (CCS); can I still apply to this Call?	Yes . Please ensure that your Concept Note indicates that your organization is in the process of obtaining registration with the authorities. Registration with the authorities is mandatory before UNHCR signs funded projects (yearly), but any organization can be selected for UNHCR's pool of partners. Any organization can apply to this Call for Expression of Interest.
10	Can an organization apply to all outputs ?	In principle, yes, but organizations should apply only to Outputs where they have technical expertise . The likelihood of an organization being able to implement everything is very low. Therefore, we recommend that you carefully review the Call for Expression of Interest and prepare solid Concept Notes targeted to the areas you already know best.
11	What is the expected budget under each Output?	Each Concept Note is unique , and each organization has different costs. Setting the total budget for each Output also depends on the organization's contribution (in-kind or cash) to the projects to be implemented with UNHCR. Therefore, each organization needs to submit an estimate budget , which cannot/ will not be provided by UNHCR at this stage.
12	If my organization is selected, what type of reports are expected from us? Does UNHCR conduct an Audit ?	Only selected organizations with funded projects by UNHCR need to submit reports. Details of the reports' requirements will be explained during the project negotiations, but they consist of narrative, indicators, and financial reports.

		<p>UNHCR funded projects are subject to external audit and UNHCR verifications.</p> <p>Organizations selected only for the pool of partners do not submit reports to UNHCR.</p>
13	Can our organization apply for multiple Outputs at the same time?	See answer to question 10.
14	Can organizations combine multiple Outputs in one Concept Note?	Yes. If any organization wishes to apply for multiple Outputs, some activities can be combined in the Concept Note ; however, the budget estimation must be broken down per Output .
15	Can short-term projects be implemented under the 2026–2030 multi-year strategy?	Yes. Funded projects by UNHCR are defined on a yearly basis, and projects can also last less than 12 months. Refer to question 7.
16	Can a partner submit a Concept Note to multiple locations ?	Yes, organizations can apply for one or more project locations. UNHCR does not require national coverage for partnership.
17	What is required to participate in this selection?	<p>Refer to question 6. each organization must submit:</p> <ol style="list-style-type: none"> 1. Concept Note (follow the instructions provided in this Call for Expression of Interest). 2. Estimate budget in excel per Output. 3. Self-assessment for PSEA; 4. Self-assessment for Data Protection. <p>Make sure you comply with these four steps as part of your application process. To all of these 4 steps.</p> <p>The submission deadline is 12 July.</p>
18	Where do I find the Concept Note template?	In the UN Partner Portal, the Concept Note template is uploaded into UNHCR Libya’s Call for Expression of Interest page.