

ANNEX A: CALL FOR EXPRESSION OF INTEREST-ANNOUNCED BY UNHCR

CALL FOR EXPRESSION OF INTEREST

The purpose of this Call for Expression of Interest is for UNHCR to solicit the interest from prospective or existing partners that wish to participate in a UNHCR led operation and contribute complementary resources (human resources, knowledge funds, in-kind, and/or equipment) for achieving common and agreed objectives by undertaking a Project Partnership Agreement.

Concept notes can be submitted for one or more sector activities as well as for one or multiple locations.

UNHCR reserves the right to accept a proposal in whole or in part. Conclusion of a Project Partnership Agreement with UNHCR is subject to availability of funds. Selection of a partner through this Call for Expression of Interest does not constitute an obligation for UNHCR to conclude a Project Partnership Agreement with the selected partner.

Project title and Identification	Project Locations
Assistance and protection of refugees, asylum seekers and People of Concern (PoC) in Greece: "Capacity Support Project - Provision of qualified pool of professionals"	Greece countrywide, with a major concentration in Athens and additional attention to border islands of Lesbos, Kos, Samos, Chios, and Leros, and the main cities of Evros, Orestiada, Alexandroupoli, Thessaloniki, Eidomeni, Rhodes, Patras and others.

Brief background of the project

In 2015, Greece has seen a dramatic increase in the arrival of refugees and migrants, amounting to around 730,000 arrivals by end-November 2015, with over 90% coming from the top-10 refugee-producing countries as per UNHCR's data.

In line with the developments, UNHCR continues to provide advice and support to the Government and local Greek authorities on the formulation of policy and mechanisms of response, as well as on access to information on their rights and obligations for newly-arrived people seeking international protection. The Office is also monitoring the first-line reception procedures at border locations and in cooperation and consultation with the Greek Authorities, has increased its operational engagement in the country, through the provision of assistance to new arrivals in order to enhance the humanitarian response.

In parallel, UNHCR has engaged in supporting the implementation of the "Hotspot" approach and the Relocation Scheme, as these have been decided upon by the EU Council in its respective Decisions of 14th and 22nd of September 2015. More specifically, as per the EU Leaders' Statement of 25th of October 2015, UNHCR has committed to support efforts for the increase of the reception capacity in Greece, implementing the operational modalities for the creation of 20,000 reception places for asylum seekers. This project is expected to support the relocation scheme so as to become a sustainable and preferred option by persons in need of international protection entering the EU. The overall support by UNHCR will also cover a small-scale support to the establishment of the "hotspots", as well as support to information provision on asylum to new arrivals and to those who are eligible for relocation, in order to promote the

relocation scheme. Furthermore, UNHCR cooperates, under the leadership of the Greek Government, with FRONTEX and EASO, in their respective areas of responsibility for the implementation of the relocation scheme. It also liaises with IOM who is going to implement part of the phases of the relocation scheme, namely support to increase the Asylum Service's capacity, as well as the undertaking of transfer to the receiving States.

UNHCR interventions in Greece, both on the islands and on the mainland, will require the strengthening of the current capacity to respond to growing protection and humanitarian needs of the emergency.

With the aim to continue promoting partnership, collaboration and coordination, as well as ensuring an effective and efficient use of the existing limited resources, UNHCR aims to work jointly with international and/or national partners to ensure the indispensable capacity is promptly put in place.

Goal of the project and Expected outcomes and activities

UNHCR is looking for (a) partner organization(s) for supporting UNHCR with qualified professional individuals who may be deployed in the areas of:

- Information provision on legal procedures in Greece including family reunification, asylum, with a focus on the relocation scheme;
- BIDs / BIAs;
- Refugee Status Determination (RSD);
- Protection, including reception, documentation, asylum and legal information/counseling provision;
- Community Services;
- Project Support; and,
- Interpretation Services in the following languages at minimum: English, French, Arabic, Farsi/Dari, Urdu, Pashto.

The selected partner organization (s) will be responsible for the management and provision of dedicated and qualified pool of individuals to be deployed in Greece. This support will be delivered for a time bound period, often at short notice, and sometimes also as part of the emergency response.

Interested parties are invited to submit their Expressions of Interest with UNHCR as described in detail in the following sections, for all or for only some of the required assistance. The implementation of the project (s) will commence on 1 January 2016.

The following factors will be key for the selection of the partner organization (s):

1. Experience of the organization in managing project (s) and functional competence to identify qualified individuals for deployment in support of UNHCR and to manage and administer such pool of individuals.
2. A robust human and financial resources management system, specifically the quality of the recruitment and personnel administration system, which will be of key importance. Partner organization (s) need to ensure continuous, transparent, and proactive outreach to identify, assess, and recruit the most suitable candidates for timely deployments, taking into account gender diversity.

3. Strong human resources management systems, ensuring quality and diversity of the recruitment and treatment of employees in accordance with Greek national standards; sound financial controls and accountability systems and cost-effective management of project and its administration.

4. Experience working with UNHCR.

5. Experience with Greek national and international refugee law and relevant policies

Please notice that the Proposal should include a financial estimation of the management costs as well as indicative salaries/costs for the different positions/locations as per the Appendix attached.

Policies and Guidelines

It is expected that the partner organization and their pool of individuals for the support scheme respect UNHCR's mandate, UNHCR's Strategic Priorities and adhere to UNHCR's policies and guidelines, agreement terms and agreed upon procedures.

Goal/objective, expected main outcomes and main activities

The successful partner organization (s) will be responsible for maintaining a qualified pool of individuals. Eligible and suitable candidates need to be identified for inclusion in the project according to standards agreed with UNHCR. Relevant functional expertise of the partner organization is required, as the identification process includes reviewing, testing, interviewing, grading and preparing shortlists of applicants who meet the respective requirements. Maintaining a qualified cadre will also require regular advising, coaching, and training of the selected individuals in close cooperation with UNHCR

UNHCR Greece will enter into a Project Partnership Agreement (PPA) with the successful partner organization (s). The PPA will stipulate the terms and conditions of the scheme and UNHCR's financial contribution.

UNHCR Athens, in coordination with the corresponding UNHCR Field Office within the country when applicable, will be responsible for the liaison with the successful partner organization(s) in implementing the support structure.

UNHCR Athens will be responsible for the final acceptance of the proposed candidates for the support Project and shall assist in the provision of trainings through, for example, e-learning modalities and on-site / regional-national briefings.

As UNHCR maintains ultimate responsibility for the inclusion of candidates in the support Project, UNHCR may, depending on the demonstrable functional expertise of the partner organization(s), assume responsibility for reviewing, testing, interviewing and / or shortlisting candidates in the pool(s).

The partner organization(s) is(are) expected to use recruitment methods that proactively, transparently, and systematically reach out nationally to attract highly competent candidates suitable for the Support Scheme(s) to UNHCR in the country.

While the partner organization(s) will have delegated responsibility for the management and maintenance of the Support Project, the data, including that relating to the pool of individuals, should be made available to identified focal point(s) in UNHCR Athens on a quarterly basis and also upon request.

UNHCR will communicate to the partner organization(s) the location and details as regards to the required profile of support needed by sending specific Terms of Reference (ToRs) according to a standard request template for each individual. The ToR will include the minimal, and desired, qualifications for each of the posts. The partner organization will be responsible to put forward recommendations for candidates, matching candidates from the pool to concrete positions and the requirements set out in the specific ToRs. These recommendations will be put forward to the UNHCR office in question and/or the relevant functional Unit who will ultimately decide who will be deployed.

The partner organization (s) is / are responsible for all administrative and program matters relating to the pool of individuals belonging to the support project and their deployment (issuing contracts, medical clearance, insurances, tax-pension provisions as per Greek law) and effecting payments. The partner organization will also be responsible for providing advice to the individuals on administrative issues throughout any deployment and for liaising with UNHCR Athens, as appropriate, on all related matters related to the PPA.

The potential partner organization (s) need/s to present in the expression of interest / proposal the costs for the support Project, including the requested UNHCR contribution to those (i.e. for salaries at different levels, social benefits such as medical, leave, pension etc. – if applicable.). As Appendix A, you will see an initial list of positions which might be required as of 01.01.16.

Population group/persons of concern

Refugees, Asylum Seekers and other PoC benefiting from the UNHCR interventions and Emergency Response in Greece.

Project Period: Estimated start and end dates of project

This Call for Expression of Interest covers the Provision of qualified pool of professionals (Capacity Support Scheme) for the period from 1st of January 2016 to 31st of December 2016.

Submission deadline

Monday 14th of December 2015

Date results to be communicated to applicants

Monday 21st of December 2015

Selection criteria

Sector expertise and experience: The required specific skills, sector(s) specialists, knowledge and human resources available with the organization in the project area. Innovative interventions that include collaboration with voluntary associations and in line with national system will be prioritized. Partners are encouraged, capacity allowing, to submit provide concept notes providing an integrated multi sectorial response.

Project management: Ability to deliver project objectives, accountability mechanisms and sound financial management and coordination with organizations working under the same sector. In addition the agency should have the capacity to deliver quality reporting and adhere to UNHCR reporting requirements.

Local experience and presence:

Concept notes should clearly indicate:

- Geographic area the organization(s) is planning to intervene in;
- Ongoing programme in the area of operation;
- Engaging refugees and persons of concern;
- Trust from local communities, self-organized groups of persons of concern is an asset;
- Presence and/or established network and coordination mechanism with other actors in the area of operation;
- Previous experience relevant to proposed activities.

Contribution of resources: Contribution of resources to the Project in cash or in-kind (e.g. human resources, supplies or equipment) to supplement UNHCR resources.

Cost effectiveness: Administrative and financial burden imposed on the Project in relation to project deliverables:

- Total costs
- Proportion of budgets Programme/Admin/HR
- Contribution of organization and/or other donors

Experience working with UNHCR: Knowledge of UNHCR policies, practices and programmes.

Other:

- Legally registered at the location of the NGO's Headquarters.
- Legally registered in Greece.
- Authority to operate a bank account in Greece.

Issuing UNHCR Office

UNHCR National Office in Greece

Contact e-mail for inquires

Implementing Partnership Management Committee
(greatipmc@unhcr.org)

Contact Address for delivery of proposals

12, Tagiapiera Street, GR 11525, Athens, Greece

Full name and title, Head of Office

Ms. Alessandra Morelli, Senior Operations Coordinator

Date

4th of December 2015

