

Sous-module Approvisionnement et Sélection d'Investissements

Guide d'utilisateur du candidat – Enregistrement du client, demande EOI et contact avec UNCDF

Comment accéder à la liste publique des Expressions d'Intérêt de de l'UNCDF ?

Rendez-vous sur le site du Portail public.

Deux onglets sont disponibles :

- EOI ouvertes aux candidatures
- EOI fermés aux candidatures : *Liste des EOI dont la date limite de soumission est dépassée ou des EOI mise en attente.*

Referenc...	Title	Eligible Countries and Territories	Deadline	Posted Date
SRC-000001	GTP-IC-Expert	Bosnia and Herzegovina Spain Democratic People's Republic of Korea United Kingdom of Great Britain an...	31-October-2025 @ 12:00 AM (Eastern Stand...	10/15/2025
SRC-000003	Supply and Repair	Cambodia	30-October-2025 @ 12:00 AM (Eastern Stand...	10/16/2025
SRC-000005	RFQ/2025/006	Mongolia	31-October-2025 @ 12:00 AM (Eastern Stand...	10/23/2025
SRC-000006	Call to Financial Institutions Guarantee & Invest...	Kenya	7-November-2025 @ 12:00 AM (Greenwich ...	10/27/2025

Comment s'enregistrer en tant qu'organisation candidate

Étape 1. Cliquez sur l'EOI qui vous intéresse

La page EOI affiche les informations essentielles suivantes : Numéro de référence, Région EOI, Date limite, Stade de développement, Pays éligibles, Sous-titre, Résumé.

À droite, vous pouvez télécharger les documents associés (par exemple Termes de référence (TdR/ToR) et checklist de candidature).

En bas de page, vous trouverez la section Questions/Réponses (Q&A).

Sous-module Approvisionnement et Sélection d'Investissements

Home My Company Profile

Call to Financial Institutions Guarantee & Investment Grant

Ref. Number	EOI Region	DeadLine	Stage
SRC-00006	West and Central Africa	7-November-2025 @ 12:00 AM (Greenwich Mean Time)	Published

[Start Application Process](#)

Eligible Countries and Territories
Kenya

Eligible Recipients Taxonomy
Type: Private Sector, SubType: Corporate Foundations
Type: Civil Society, SubType: Non-Governmental Organizations (NGOs)
SubTitle
Provision of guarantee and investment grant to a financial institution to accelerate financing for digital platform micro, small, and medium-sized (MSMEs), business in Kenya.

Summary
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UNCDF is inviting applications from financial institutions that are located in Kenya. The Guarantee Facility and Investment Grant that UNCDF will provide to the selected financial institution will subsequently be deployed to support lending to the identified target segments – namely, homegrown digital MSMEs and digital platforms – within the geographic scope.

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UNCDF will receive and evaluate all documents submitted by applicants to this Expression of Interest (EOI), based on the eligibility criteria outlined in Section V. Following the evaluation, the selected applicant will be notified by email within three weeks after the application deadline and completion of the assessment. In this notification, UNCDF will request the selected applicant to sign a non-disclosure agreement (NDA). The NDA is intended to protect and facilitate exchange of information necessary for UNCDF to conduct a due diligence on the selected applicant.

Find the Checklist and Terms of Reference in the component below.

SRC-00006
Find in Folder
Application Checklist.xlsx

Frequently Asked Questions Webinars

[Submit Question](#)

*Registered users can submit questions before apply

Will there be a live webinar while the EOI is open for applications?
• Yes, we will hold a Webinar on October 31. Please check the Webinars section for a link and details

Étape 2 : Accéder à l'écran d'inscription

Pour s'inscrire sur le portail, vous pouvez cliquer sur l'un des liens suivants :

- Profil de mon entreprise
- Soumettre une question
- Démarrer le processus de candidature

Si l'utilisateur n'est pas déjà connecté, l'écran Connexion s'affiche.

Home My Company Profile

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Find the Checklist and Terms of Reference in the component below.

Find in Folder
Name

Frequently Asked Questions Webinars

[Submit Question](#)

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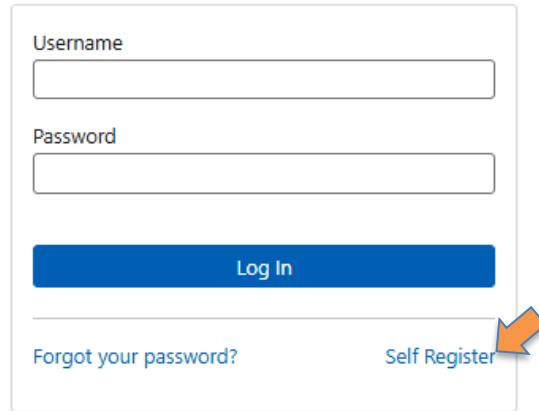
Étape 3 : Cliquez sur « S'enregistrer soi-même » sur l'écran connexion

Cliquez sur le lien Self Register comme indiqué ci-dessous.

Sous-module Approvisionnement et Sélection d'Investissements

This action requires to login or self-register in the platform. If you already have a user and password please log in or in case you do not already have an account, please use the Self Register option at the bottom of the dialog.

Your username is your corporate registered email with ".uncdf" at the end.



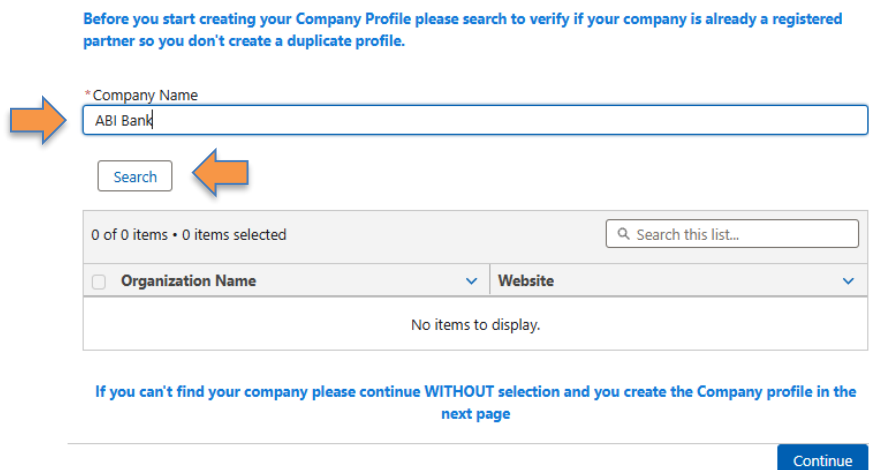
A login and registration form with two input fields: 'Username' and 'Password'. Below the fields is a blue 'Log In' button. At the bottom, there are two links: 'Forgot your password?' and 'Self Register', with an orange arrow pointing to the 'Self Register' link.

Étape 4 : Renseigner le nom de l'organisation

Pour faciliter l'inscription, vous pouvez rechercher votre organisation dans la **base de données UNCDF** (plus de 10 000 organisations vérifiées). Cela permet :

1. Optimise l'intégrité des données,
2. Réduit le temps d'inscription
3. Permet aux utilisateurs déjà inscrits (ayant perdu leurs identifiants) de retrouver leurs anciennes candidatures en se réinscrivant avec une nouvelle adresse e-mail.

Saisissez le **nom officiel complet** de votre organisation dans le champ *Company Name*, puis cliquez sur **Rechercher**.



Before you start creating your Company Profile please search to verify if your company is already a registered partner so you don't create a duplicate profile.

* Company Name
ABI Bank

Search

0 of 0 items • 0 items selected

Search this list...

Organization Name	Website
No items to display.	

If you can't find your company please continue **WITHOUT** selection and you create the Company profile in the next page

Continue

Sous-module Approvisionnement et Sélection d'Investissements

Si la société existe dans la base de données de l'UNCDF, elle sera référencée comme ci-dessous :

Before you start creating your Company Profile please search to verify if your company is already a registered partner so you don't create a duplicate profile.

* Company Name

1 of 1 item • 0 items selected

<input type="checkbox"/>	Organization Name	Website
<input type="checkbox"/>	ABI BANK	https://abi.al/



If you can't find your company please continue WITHOUT selection and you create the Company profile in the next page

Sélectionnez l'organisation et cliquez sur **Continuer**.

Si l'organisation n'existe pas, laissez le nom de votre organisation dans le **champ Nom de l'entreprise** et cliquez simplement sur **Continuer**.

Étape 5 : Créer un profil utilisateur

Si l'organisation n'existe pas, il vous sera demandé de compléter et de fournir les informations suivantes.

Le champ Pays est un champ de recherche à travers une liste standardisée de zones géographiques.

Le **Type** et le **Sous-type** sont des champs à choix unique standardisés qui respectent la taxonomie approuvée par l'UNCDF.

Sous-module Approvisionnement et Sélection d'Investissements

* Organization Name
African Business Council (AFC)

* Country
Mauritius

* Website ⓘ
https://africanbusinesscouncil.org/

* Type
Private Sector

* Subtype
Business Associations

Entity Description/Background
African Business Council is based in Mauritius and acts as a continental-level advocacy platform for the African private sector, supporting regional integration, trade and investment under the African Continental Free Trade Area (AfCFTA). It is headquartered in Port Louis, Mauritius.

Back Continue

Si l'organisation existe déjà dans le système, cette étape est ignorée et vous serez directement dirigé vers le formulaire de profil utilisateur présenté ci-dessous.

Remplissez le formulaire et cliquez sur **Continuer et Créer un profil**.

Personal Information

* First Name
John

* Last Name
Smith

* Title/Role
Director of Sales

Contact Information


* Email
Johnsmith@email.com

* Business Phone
222.333.4444.

Mobile Phone

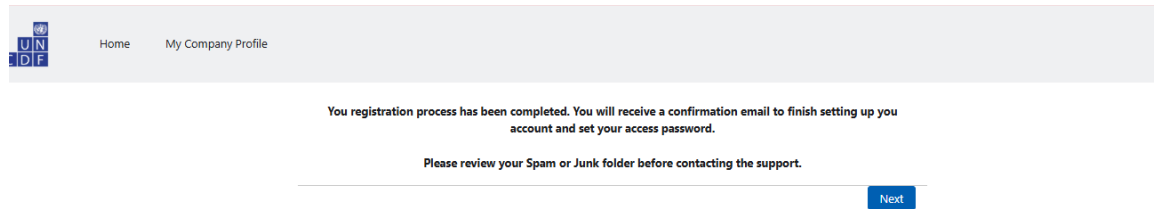
Other Phone

Back Continue and Create profiles



Sous-module Approvisionnement et Sélection d'Investissements

Le système affiche le message d'information suivant. Cliquez sur **Suivant**.

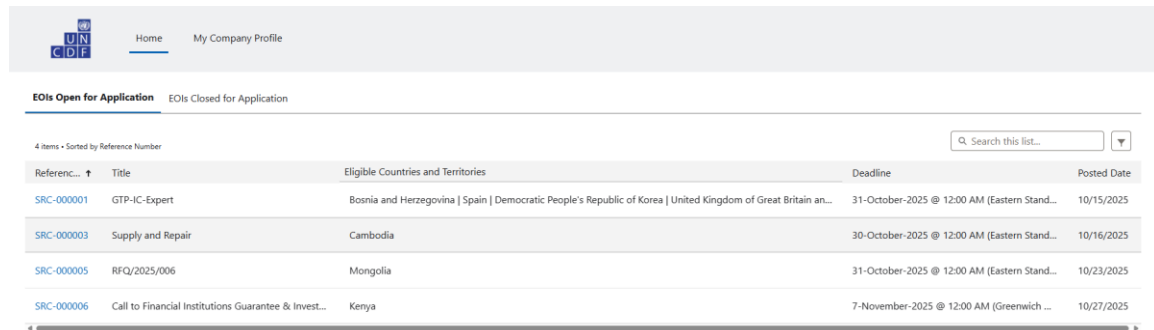


The screenshot shows a confirmation message on the UNIDF portal. At the top left, there is a navigation bar with the UNIDF logo and links for 'Home' and 'My Company Profile'. The main content area contains the following text: 'You registration process has been completed. You will receive a confirmation email to finish setting up you account and set your access password.' Below this, it says 'Please review your Spam or Junk folder before contacting the support.' At the bottom right, there is a blue button labeled 'Next'.

Étape 6 : Recevoir l'email d'inscription et se connecter au portail

Vous recevrez dans votre e-mail un e-mail d'inscription avec votre nom d'utilisateur et un lien pour définir un nouveau mot de passe.

Cliquez sur le lien, indiquez un mot de passe et cliquez sur Suivant. Le système vous redirige vers la page de liste des EOI.

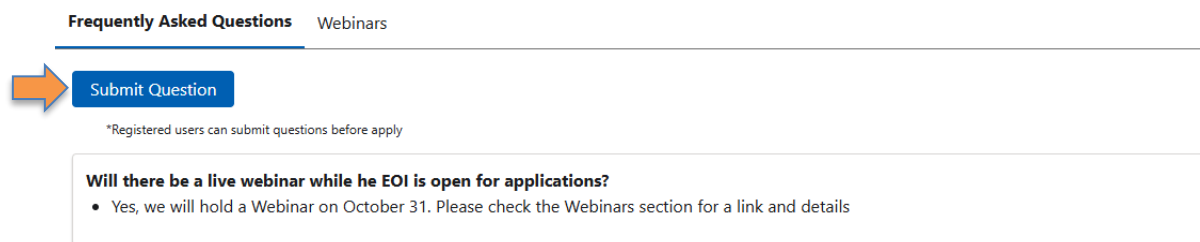


The screenshot shows the 'EOIs Open for Application' page on the UNIDF portal. The page has a navigation bar with the UNIDF logo and links for 'Home' and 'My Company Profile'. Below the navigation bar, there are two tabs: 'EOIs Open for Application' (selected) and 'EOIs Closed for Application'. The main content area displays a table of EOI items. The table has five columns: 'Referenc...', 'Title', 'Eligible Countries and Territories', 'Deadline', and 'Posted Date'. There are four rows of data. A search bar is located at the top right of the table area.

Referenc...	Title	Eligible Countries and Territories	Deadline	Posted Date
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Processus de soumission des questions des candidats (questions et réponses publiques)

Après vous être inscrit-e et connecté-e, ouvrez l'EOI concernée. En bas de page, la section **questions-réponses permet de soumettre une question**, cliquez sur le **bouton Soumettre une question**.



The screenshot shows the 'Frequently Asked Questions' section on the UNIDF portal. The 'Frequently Asked Questions' tab is selected, and the 'Webinars' tab is also visible. A blue button labeled 'Submit Question' is highlighted with an orange arrow. Below the button, there is a note: '*Registered users can submit questions before apply'. Below this, there is a question: 'Will there be a live webinar while he EOI is open for applications?' with a bulleted answer: '• Yes, we will hold a Webinar on October 31. Please check the Webinars section for a link and details'.

Sous-module Approvisionnement et Sélection d'Investissements

Le système redirige ensuite l'utilisateur vers le formulaire ci-dessous. Le visiteur peut taper sa question et la soumettre. Si nécessaire, il peut inclure plusieurs questions dans une seule soumission en cliquant sur le **bouton +Ajouter** pour ajouter des champs supplémentaires.

You can submit as many questions as you need. Use "+ Add" or "Remove" buttons to include or remove questions.

* Question
In the Application checklist there is mention of ...

Remove

+ Add

Next

Cliquer sur **Suivant** pour finaliser la procédure.

Congratulations! Your questions have been submitted.

You can see your submitted questions in My Profile under "My Submitted Questions" list.

When your question(s) are answered a notification email will be sent with the provided answer.

Finish

Pour voir vos questions soumises, naviguez dans **mon profil d'entreprise** et faites défiler jusqu'à la section **Questions générales de mes soumissions**.

Name	UNCDF Campaign	Question	Answer	Created Date	Is Answered
QFA-0025	SRC-00006	In the Application checklist there is mention of ...		10/28/2025 4:15 PM	<input type="checkbox"/>

Démarrer une candidature

Étape 1 : Téléchargez et lisez les fichiers associés

Depuis la page de l'EOI, téléchargez et examinez les fichiers associés comme indiqué ci-dessous.

Sous-module Approvisionnement et Sélection d'Investissements

Call to Financial Institutions Guarantee & Investment Grant

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Find the Checklist and Terms of Reference in the component below.

SRC-000006
Find In Folder
Application Checklist.xlsx

Étape 2 : Cliquez sur Démarrer le processus de candidature

Depuis l'enregistrement EOI, cliquez sur le **bouton** Démarrer le processus de candidature

Call to Financial Institutions Guarantee & Investment Grant

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Une **clause de non-responsabilité** s'affiche : elle reprend le résumé de l'EOI et indique que vous allez commencer la procédure de candidature. Cliquez à nouveau sur **Start Application Process** pour continuer.

Sous-module Approvisionnement et Sélection d'Investissements

You are about to start the Application Process for Call to Financial Institutions Guarantee & Investment Grant EOI.

Summary

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If you wish to continue and create your application click on **Start Application Process**.

Start Application Process



Cette action crée un **dossier de candidature**. Le système affiche l'onglet **Instructions de candidature**. Vous pouvez retrouver à tout moment les candidatures de votre organisation via le lien **Mon profil d'entreprise** en haut de page.

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Compléter et soumettre la demande

Vous trouverez ci-dessous la mise en page et les fonctions de la page de soumission de candidature. Il se compose des **instructions de candidature**. Il dispose d'un onglet Informations sur l'EOI où les utilisateurs peuvent consulter le résumé EOI et télécharger la checklist, les conditions de traitement et d'autres documents. À droite, les utilisateurs peuvent télécharger les fichiers complétés et requis. Sous le widget de téléchargement, il y a un widget de communication bidirectionnel que les candidats peuvent utiliser pour soumettre des questions à l'UNCDF et recevoir les réponses.

Sous-module Approvisionnement et Sélection d'Investissements

UN CDF Home My Company Profile

SRC-000006-1001 Fontaines
Created date: 10/28/2025 4:53 PM
Created By: John CC
Stage: Application In-Progress
Submit Application

Application Instructions | EOI Information | My Application Communications

Welcome to the application process. To proceed, please follow the steps below:
1. At the bottom of this page, you will find links to the Application Checklist, Terms of Reference, and other supporting documentation. Please download these files.
2. Complete the **Application Checklist** according to the instructions provided within the checklist.
3. On the right side of this page, there is an upload widget where you can submit the completed Application Checklist and supporting documents.
o **Important:** After uploading, you will not be able to delete files. You may, however, override an existing file by uploading a new version **with the exact same file name**.
4. Below the upload widget, you will find a communications feature to submit questions.
o Please submit **one question at a time**, or group related questions into a single submission.
o You can access the full history of communications in the **Communications** tab.

Please Upload Files Here
Upload Files Or drop files

0 - Applicant Uploaded Documents

Application Q&A / Clarifications
This view only displays the last 10 messages in the conversation. To see full history please go to My Application Communications.
* Type here the message
Send New Message

Pour compléter la demande, téléchargez tous les documents nécessaires dans le widget Fichiers de téléversement à droite

SRC-000006-1001 Fontaines
Created date: 10/28/2025 4:53 PM
Created By: John CC
Stage: Application In-Progress
Submit Application

Application Instructions | EOI Information | My Application Communications

Welcome to the application process. To proceed, please follow the steps below:
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o Please submit **one question at a time**, or group related questions into a single submission.
o You can access the full history of communications in the **Communications** tab.

Please Upload Files Here
Upload Files Or drop files

0 - Applicant Uploaded Documents

- Application Checklist Completed.xlsx
- File 01 - Copy (2).docx
- File 01 - Copy (3).docx
- File 01 - Copy.docx
- File 01.docx

Puis cliquez sur **Soumettre une candidature**. Le système invite l'utilisateur à confirmer la soumission.

You are about to submit your application.

Click on Submit Application to confirm. After the application is submitted the record will be locked.

Submit Application

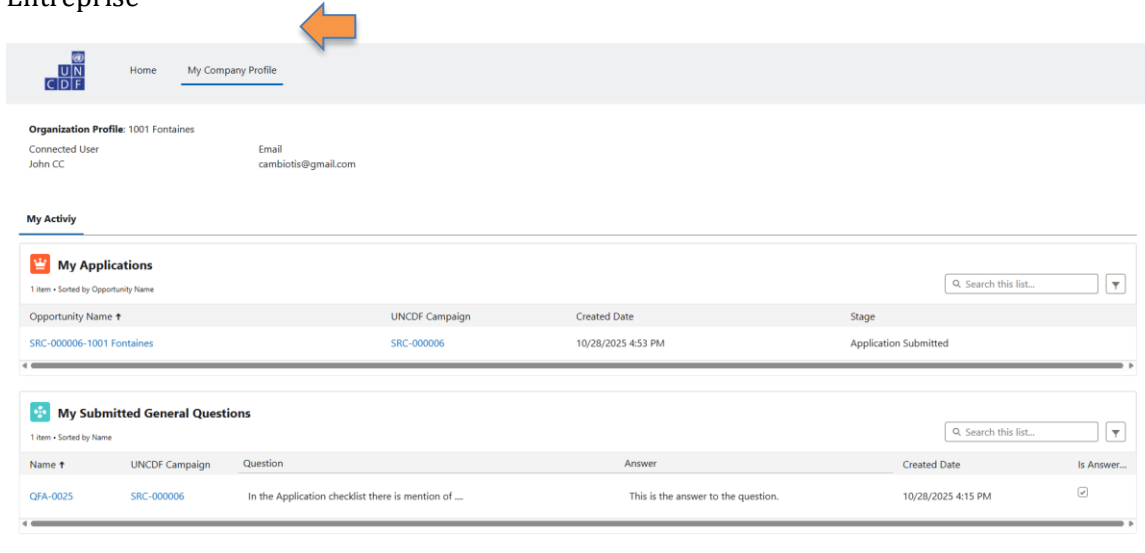
En cliquant à nouveau sur Soumettre la demande, le message d'information suivant s'affiche.

Sous-module Approvisionnement et Sélection d'Investissements

Congratulations!!! Your application has been submitted for review. You can track notifications on you application record in your Company Profile.

Next

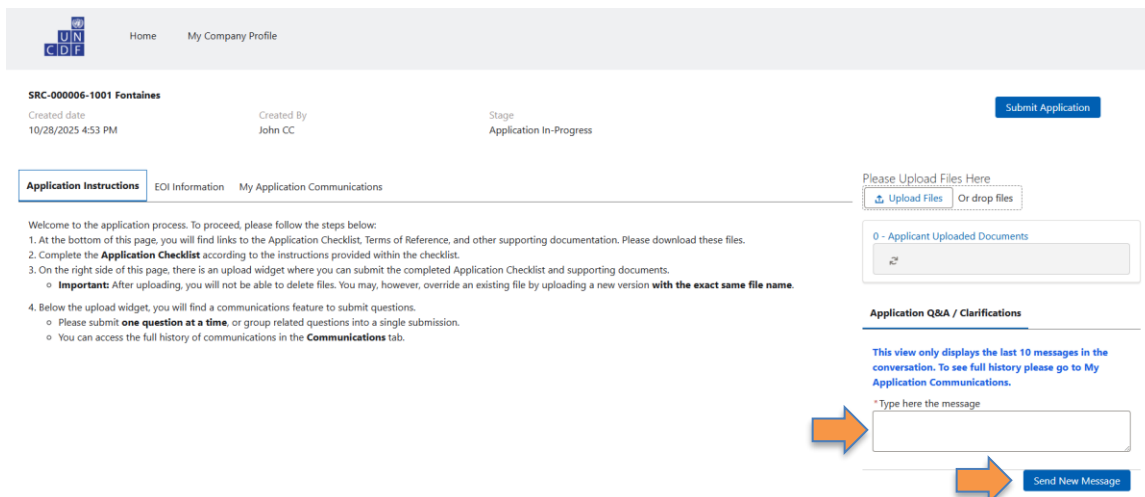
Toutes les candidatures soumises sont disponibles pour les candidats, via le **lien Mon profil Entreprise**



The screenshot shows the 'My Company Profile' page. At the top, there is a navigation bar with 'Home' and 'My Company Profile' (highlighted with an orange arrow). Below the navigation bar, the user's organization profile is displayed: 'Organization Profile: 1001 Fontaines', 'Connected User: John CC', and 'Email: cambiotis@gmail.com'. The 'My Activity' section contains two tables. The first table, 'My Applications', has one row: 'SRC-000006-1001 Fontaines' (Opportunity Name), 'SRC-000006' (UNCDF Campaign), '10/28/2025 4:53 PM' (Created Date), and 'Application Submitted' (Stage). The second table, 'My Submitted General Questions', has one row: 'QFA-0025' (Name), 'SRC-000006' (UNCDF Campaign), 'In the Application checklist there is mention of ...' (Question), 'This is the answer to the question.' (Answer), '10/28/2025 4:15 PM' (Created Date), and 'Is Answer...' (checkbox checked).

Processus de gestion de la communication des candidats

À droite de l'écran, les candidats peuvent renseigner les questions qu'ils pourraient avoir sur la demande de candidature. L'utilisateur tape la question et clique simplement **sur Envoyer un nouveau message**. Les utilisateurs ne peuvent pas joindre des captures d'écran ou des fichiers.




The screenshot shows the 'Application Instructions' page. At the top, there is a navigation bar with 'Home' and 'My Company Profile'. Below the navigation bar, the application details are displayed: 'SRC-000006-1001 Fontaines', 'Created date: 10/28/2025 4:53 PM', 'Created By: John CC', and 'Stage: Application In-Progress'. A 'Submit Application' button is visible. The 'Application Instructions' section contains a list of steps. The 'My Application Communications' section is active, showing 'Please Upload Files Here' with 'Upload Files' and 'Or drop files' buttons. Below this, there is a section for 'Application Q&A / Clarifications' with a text input field and a 'Send New Message' button. An orange arrow points to the 'Send New Message' button.


Sous-module Approvisionnement et Sélection d'Investissements

En cliquant sur Envoyer un nouveau message, la question soumise reste un enregistrement en lecture seule comme indiqué ci-dessous.

Application Q&A / Clarifications

This view only displays the last 10 messages in the conversation. To see full history please go to [My Application Communications](#).



10/28/2025 5:00 PM 

I have a question about....

*Type here the message

[Send New Message](#)

Cette question est désormais jointe au dossier de candidature associé. L'UNCDF répondra à vos questions et vous recevrez une notification par e-mail dès qu'une réponse sera publiée.