UNHCR MENA
Accountability to Affected People (AAP) Reference Group

MENA Regional Bureau
5 December 2024

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Agenda

1. Welcome and Introductions
2. 2025 Small Grant Agreements (MENA AAP Grants)
3. Updates: AAP Focus Area Strategic Plan, Interagency AAP Coordination, MENA AAP Toolkit Rollout Plan
4. Wrap up and Next Steps

What are the grant opportunities?

UNHCR MENA RB extends grant opportunities to community and grassroots organizations to advance AAP and to emphasize localization.

The Grant focuses on

- Enhancing opportunities for **people with specific needs** and **diverse AGD profiles**
- Promoting **innovation** and **community-led initiatives** undertaken refugee, women, youth, people with disabilities and LGBTIQ+ people-led organizations.

MENA CBP/AAP Grants overview + innovation 2021 - 2024

- From **2021 – 2024**
- **14** Refugee-led and local organizations
- **8** countries from the MENA region

- Algeria
- Egypt
- Iraq
- Jordan
- Mauritania
- Morocco
- Tunisia
- Yemen

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MENA AAP Grant Implementation

Key Elements	2021 - 2024	2025
Open call for applications by the MENA Bureau	✓	✓
MENA AAP Reference Group Endorsement	✓	✓
Direct Implementation and MENA Bureau OL	✓	✗
Small Grant agreement signed by Operations	✗	✓
Operations absorb MENA Grants in their 2025 OL	✓	✓
MENA PROSPECTS budget for JOR, LEB, EGY, IRQ	✓	✓
Alternative fund sources for other MENA countries	✗	✓
Technical support by the MENA Bureau AAP RG and operations	✓	✓
Narrative Report at the end of the implementation	✓	✓
Grantees become MENA Community Protection Network members	✓	✓

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Grant Agreements

New Package for 2025 Onwards

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Definition of a Grant Agreement Partner

Grant Agreement Partner

- **Definition:** A Grant Agreement partner is an organization or group where individuals with direct lived experience of forced displacement or statelessness hold primary leadership roles, and whose stated objectives and activities focus on responding to the needs of forcibly displaced and stateless people, as well as the communities hosting them.
- **A grant agreement partner** can also be community-based organizations* from host communities, provided their stated objectives and activities on centered on supporting forcibly displaced and stateless people.

** CBO is also now defined and includes, RLOs.*

Grant Agreement

- **Grant Agreement:** A partnership with organizations led by individuals with direct lived experience of forced displacement or statelessness.
- **Focus:** Responding to the needs of forcibly displaced, stateless people, and their host communities.
- **Eligible Partners:** Includes community-based organizations from host communities, if their objectives focus on supporting displaced and stateless people, and as guided by the **Eligibility Checklist**.
- **Grant Amount:** A one-off payment of no more than USD 12,000 per partner, per year, which may be issued as a single grant or multiple smaller ones.

End-to-End Process for Grant Agreements

Steps	Description
1. Information Sharing	• Operations are encouraged to **inform** relevant communities about UNHCR Grant Agreement opportunities. The Grant Agreement SOP annex 2 has **sample communication messages.**
2. Registration on the UN Partner Portal	• Grant Agreement partners are **encouraged** to register on the **UN Partner Portal (UNPP).** Though it's **not a pre-requisite** to signing a UNHCR Grant Agreement
3. Competitive selection	• For establishing a Grant Agreement for one-time or recurring activities. • The decision to implement such a process **does not** require a recommendation from the IPMC, nor does it need approval from the Representative.
4. Review of submissions	• An **MFT** reviews the Grant Agreement **Concept Note/s** and **supporting documents** provided alongside the **Eligibility Criteria.**

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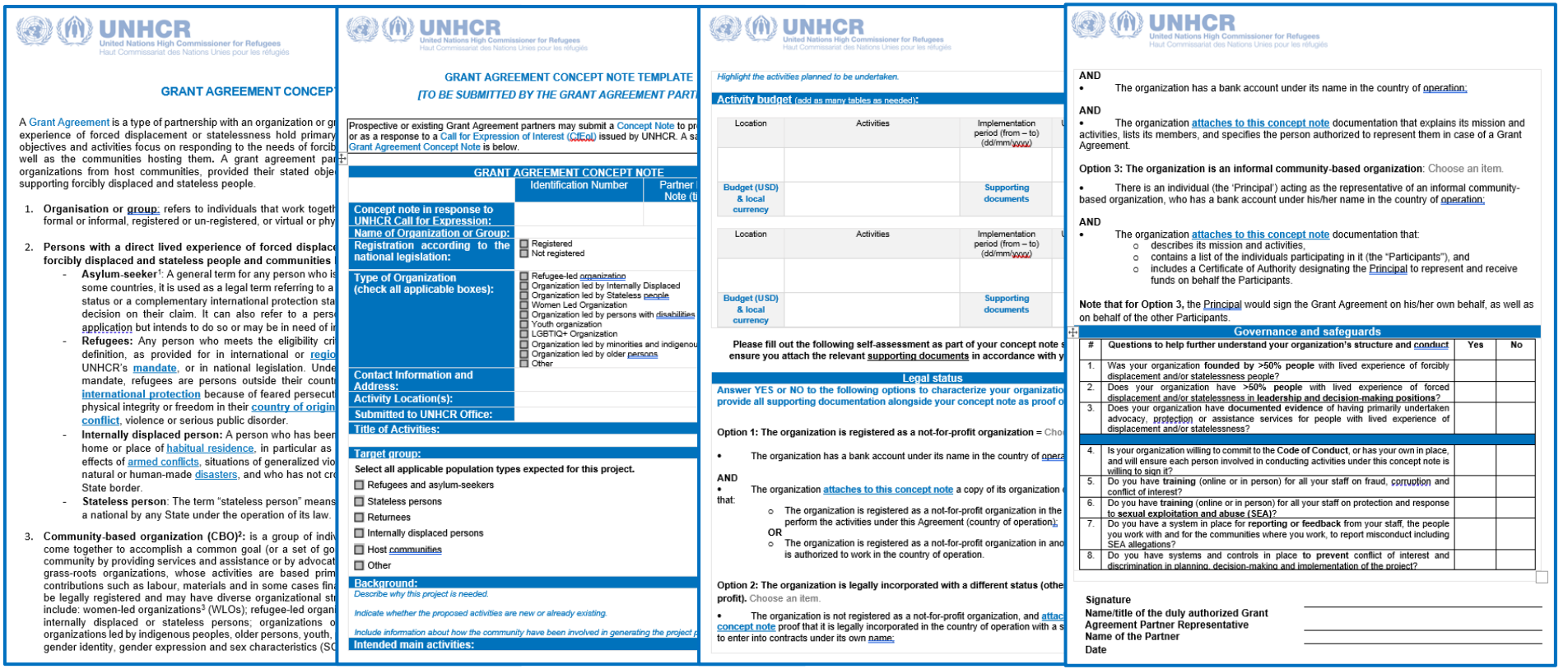
Let’s take a look at the new Grant Agreement Concept Note…

Grant Agreement Concept Note



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GRANT AGREEMENT CONCEP

A Grant Agreement is a type of partnership with an organization or gr
experience of forced displacement or statelessness hold primary
objectives and activities focus on responding to the needs of forcib
well as the communities hosting them. A grant agreement par
organizations from host communities, provided their stated obje
supporting forcibly displaced and stateless people.

1. **Organisation or group:** refers to individuals that work togeth
formal or informal, registered or un-registered, or virtual or phy

2. **Persons with a direct lived experience of forced displace
forcibly displaced and stateless people and communities**
   - **Asylum-seeker**[1]: A general term for any person who is
some countries, it is used as a legal term referring to a
status or a complementary international protection sta
decision on their claim. It can also refer to a perso
application but intends to do so or may be in need of i
   - **Refugees:** Any person who meets the eligibility cri
definition, as provided for in international or regio
UNHCR's mandate, or in national legislation. Unde
mandate, refugees are persons outside their countr
international protection because of feared persecut
physical integrity or freedom in their country of origin
conflict, violence or serious public disorder.
   - **Internally displaced person:** A person who has been
home or place of habitual residence, in particular as
effects of armed conflicts, situations of generalized vio
natural or human-made disasters, and who has not cr
State border.
   - **Stateless person**: The term "stateless person" means
a national by any State under the operation of its law.

3. **Community-based organization (CBO)**[2]: is a group of indiv
come together to accomplish a common goal (or a set of go
community by providing services and assistance or by advocat
grass-roots organizations, whose activities are based prim
contributions such as labour, materials and in some cases fina
be legally registered and may have diverse organizational st
include: women-led organizations[3] (WLOs); refugee-led organ
internally displaced or stateless persons; organizations o
organizations led by indigenous peoples, older persons, youth,
gender identity, gender expression and sex characteristics (SO

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GRANT AGREEMENT CONCEPT NOTE TEMPLATE

[TO BE SUBMITTED BY THE GRANT AGREEMENT PART

Prospective or existing Grant Agreement partners may submit a Concept Note to pr
or as a response to a Call for Expression of Interest (CfEoI) issued by UNHCR. A sa
Grant Agreement Concept Note is below.

GRANT AGREEMENT CONCEPT NOTE

	Identification Number	Partner Note (ti
Concept note in response to UNHCR Call for Expression:		
Name of Organization or Group:		
Registration according to the national legislation:	☐ Registered ☐ Not registered	
Type of Organization (check all applicable boxes):	☐ Refugee-led organization ☐ Organization led by Internally Displaced ☐ Organization led by Stateless people ☐ Women Led Organization ☐ Organization led by persons with disabilities ☐ Youth organization ☐ LGBTIQ+ Organization ☐ Organization led by minorities and indigenou ☐ Organization led by older persons ☐ Other	
Contact Information and Address:		
Activity Location(s):		
Submitted to UNHCR Office:		

Title of Activities:

Target group:

Select all applicable population types expected for this project.

☐ Refugees and asylum-seekers
☐ Stateless persons
☐ Returnees
☐ Internally displaced persons
☐ Host communities
☐ Other

Background:

Describe why this project is needed.

Indicate whether the proposed activities are new or already existing.

Include information about how the community have been involved in generating the project p

Intended main activities:

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Highlight the activities planned to be undertaken.

Activity budget (add as many tables as needed):

Location	Activities	Implementation period (from – to) (dd/mm/yyyy)	U
Budget (USD) & local currency		**Supporting documents**	

Location	Activities	Implementation period (from – to) (dd/mm/yyyy)	U
Budget (USD) & local currency		**Supporting documents**	

**Please fill out the following self-assessment as part of your concept note s
ensure you attach the relevant supporting documents in accordance with y**

Legal status

**Answer YES or NO to the following options to characterize your organizatio
provide all supporting documentation alongside your concept note as proof o**

Option 1: The organization is registered as a not-for-profit organization = Cho

- The organization has a bank account under its name in the country of opera

AND

- The organization attaches to this concept note a copy of its organization
that:
  - The organization is registered as a not-for-profit organization in the perform the activities under this Agreement (country of operation);
  - **OR**
  - The organization is registered as a not-for-profit organization in ano is authorized to work in the country of operation.

Option 2: The organization is legally incorporated with a different status (othe profit). Choose an item.

- The organization is not registered as a not-for-profit organization, and attac concept note proof that it is legally incorporated in the country of operation with a s to enter into contracts under its own name;

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AND

- The organization has a bank account under its name in the country of operation;

AND

- The organization attaches to this concept note documentation that explains its mission and activities, lists its members, and specifies the person authorized to represent them in case of a Grant Agreement.

Option 3: The organization is an informal community-based organization: Choose an item.

- There is an individual (the 'Principal') acting as the representative of an informal community-based organization, who has a bank account under his/her name in the country of operation;

AND

- The organization attaches to this concept note documentation that:
  - describes its mission and activities,
  - contains a list of the individuals participating in it (the "Participants"), and
  - includes a Certificate of Authority designating the Principal to represent and receive funds on behalf the Participants.

Note that for Option 3, the Principal would sign the Grant Agreement on his/her own behalf, as well as on behalf of the other Participants.

Governance and safeguards

#	Questions to help further understand your organization's structure and conduct	Yes	No
1.	Was your organization **founded by >50% people** with lived experience of forcibly displacement and/or statelessness people?		
2.	Does your organization have **>50% people** with lived experience of forced displacement and/or statelessness in **leadership and decision-making positions**?		
3.	Does your organization have **documented evidence** of having primarily undertaken advocacy, protection or assistance services for people with lived experience of displacement and/or statelessness?		
4.	Is your organization willing to commit to the **Code of Conduct**, or has your own in place, and will ensure each person involved in conducting activities under this concept note is willing to sign it?		
5.	Do you have **training** (online or in person) for all your staff on fraud, corruption and conflict of interest?		
6.	Do you have **training** (online or in person) for all your staff on protection and response to **sexual exploitation and abuse (SEA)**?		
7.	Do you have a system in place for **reporting or feedback** from your staff, the people you work with and for the communities where you work, to report misconduct including SEA allegations?		
8.	Do you have systems and controls in place to **prevent** conflict of interest and discrimination in planning, decision-making and implementation of the project?		

Signature
Name/title of the duly authorized Grant Agreement Partner Representative
Name of the Partner
Date

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Eligibility Criteria – deep dive into changes

Legal status: Meeting this criterion requires one of the options to apply, with the corresponding supporting documents reviewed by the MFT

Option 1	OR	Option 2	OR	Option 3
The organization is registered as a not-for-profit organization	OR	The organization is legally incorporated with a different status (other than not-for-profit)	OR	The organization is an informal community-based organization

Required supporting documentation

1. Bank account under partner's name.
2. Authorized to operate within the country of the activities.

1. Partner has provided UNHCR proof that it can enter into contracts under its own name.
2. Bank account under partner's name.
3. Documentation explains mission/ activities & lists its members.

1. A 'Principal' acting as the representative.
2. Bank account under 'Principal's name.
3. Partner has provided UNHCR with documentation that:
   - describes its mission/activities,
   - contains a list of individuals participating in the activities,
   - Certificate of Authority.

Governance and activities: Meeting this criterion requires one of the conditions to apply

Condition 1	OR	Condition 2	OR	Condition 3
The organization was founded by >50% people with lived experience of forcibly displacement and/or statelessness people	OR	The organization has >50% people with lived experience of forced displacement and/or statelessness in leadership and decision-making positions	OR	The organization has documented evidence of having primarily undertaken advocacy, protection or assistance services for people with lived experience of forced displacement and/or statelessness

CBOs!

Safeguards: Meeting this criterion requires answering 'Yes' to ALL four conditions; alternatively (in case of no) the partner confirms they are willing to work with UNHCR support to meet these conditions following the signature of the grant.

Condition 1	AND	Condition 2	AND	Condition 3	AND	Condition 4
The organization is willing to commit to the Code of Conduct and require all its staff to sign it.	AND	The organization held training (online or in person) for all staff on fraud, corruption and conflict of interest.	AND	The organization held training (online or in person) for all staff on the protection and response to SEA.	AND	The organization has a system in place for reporting or feedback from their staff, the people they work with and the communities to report misconduct including SEA allegations.

UN Sanctions

If the answer to any of these questions is 'YES,' then, UNHCR will not be able to provide a grant to this organization.

Condition 1	AND	Condition 2
The organization or the 'Principal' (where relevant) **IS** listed on the UN Security Council Consolidated List (either as an 'entity' or 'individual')	AND	The overall activities and outlook of the organization **ARE NOT** aligned with the purposes and principles of the UN Charter.

Concurrent grants

If the organization already has (an)other grant(s) from UNHCR in the current year, the total combined amount of all grants must not exceed USD 12,000.

End-to-End Process for Grant Agreements

Steps	Description
5. Due diligence and capacity Mandatory	• Grant Agreement partners **are exempt** from PSEA capacity assessment, Internal Control Assessment, Data Protection Agreement, and the Data Protection and Information Security Capacity Assessment, and project audits. • UNHCR **will not** share the personal data of forcibly displaced or stateless individuals with a grant agreement partner. • Other **safeguard** components and supporting documents, including PSEA, are reviewed during the MFT review.
6. Registration in Cloud ERP Mandatory	• Protection/CBP or technical focal point shares the form and assists the partner in completing and signing the form. Programme colleagues are consulted in case support is required. • **Supply** function enters the details into Cloud ERP and ensures **BU Procurement Site** creation to align with the payment process. • Automated notifications trigger the registration approval process through DSPR/IMAS and Supply Master Data Management Team. • **Supplier profile** is created, and a UNHCR **supplier code** is assigned to the partner.

End-to-End Process for Grant Agreements

7. Development of a Grant Agreement

Grant Agreement Template

- The template is completed by the partner and UNHCR.
- It includes the activity details, budget and the final reporting deadline.
- The contract is signed, converted into PDF and attached to the REQ in Cloud ERP.

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Appendix 1: General Conditions of Contract (GCC)

- The GCC speaks to the following legal status of the organization and all binding terms of the agreement.

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Appendix 2: Code of Conduct Template

- The Grant Agreement partner will ensure that its members and other individuals involved in conducting activities under the Grant Agreement **sign individual Code of Codes**, sharing back with UNHCR for audit purposes.

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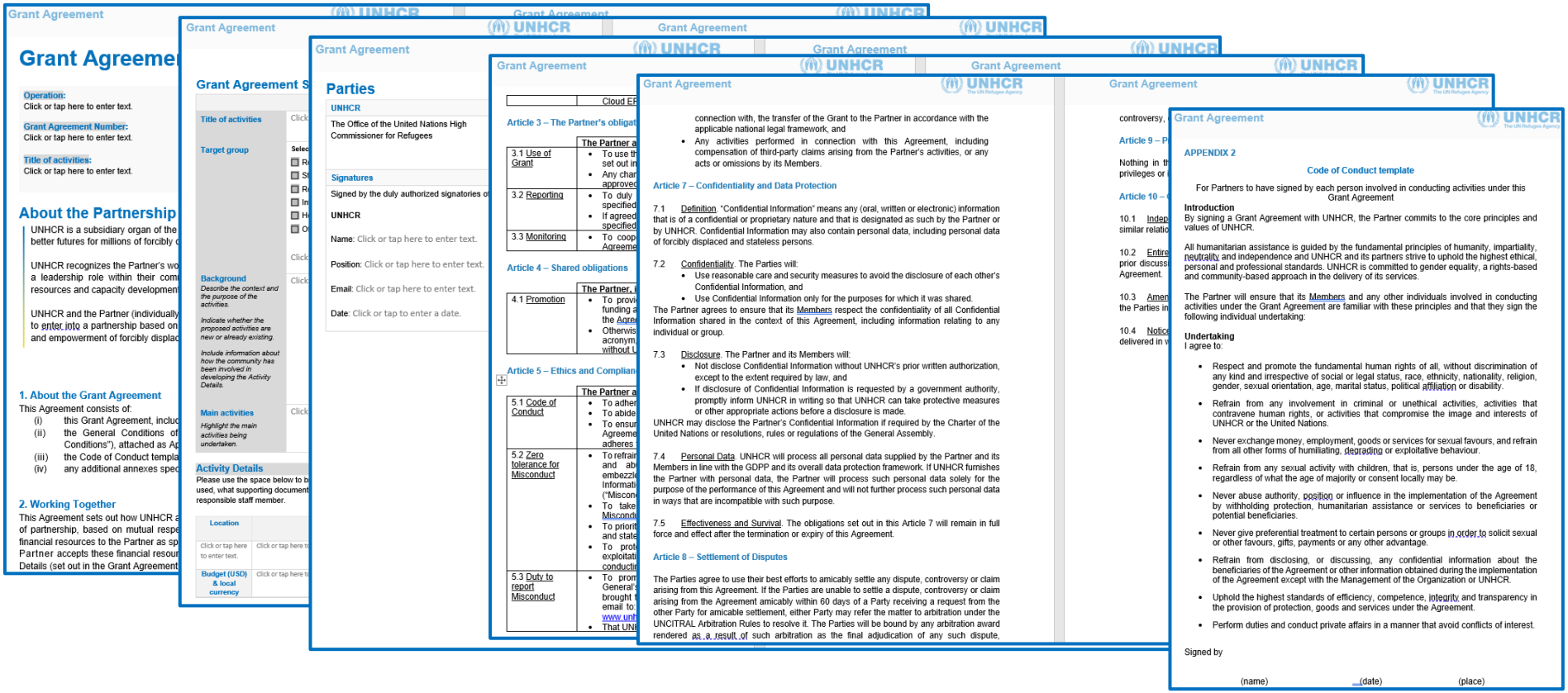
Let’s take a look at the new Grant Agreement template…

Grant Agreement Template



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Back to end-to-end process…

End-to-End Process for Grant Agreements

8. Processing payments

Budgeting

- Grant Agreements are budgeted as **Direct Implementation** under OPS OL in COMPASS using **budget account B61B**
- A budget line (max USD 12,000) must be available in COMPASS before raising the requisition.
- No partner implementer or COMPASS indicators are needed for Grant Agreements.

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Release of Payment

- Create a requisition using the "**Grant to Partner**" Type and procurement category, mapped to **General Ledger account 613030**.
- Define the **PTEO** in the requisition.
- Attach the signed Grant Agreement PDF as documentation.
- Requisition is approved and converted to a "**Quick PO**".
- Receipt is created, the invoice matched against the REQ and submitted for payment/payment cycle.

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Back to: end-to-end process…

End-to-End Process for Grant Agreements

9. Monitoring and Reporting

- The **protection/community-based protection** focal point, or **other technical** focal point, **monitors** the Grant Agreement partner's performance and activities, with follow-up as needed.
- **Additional support** may be provided by project control and MFT members, offering advice on implementation, financial management, and internal controls (e.g., cash disbursements, payroll, taxes).
- A single **final narrative report** is required at the end of the activity for a Grant Agreement, with the due date specified in the agreement.
- The operation **completes** the relevant UNHCR sections, and the partner **reviews** and **completes** their sections.
- The final report is uploaded to PROMS' Document Register by the programme function.

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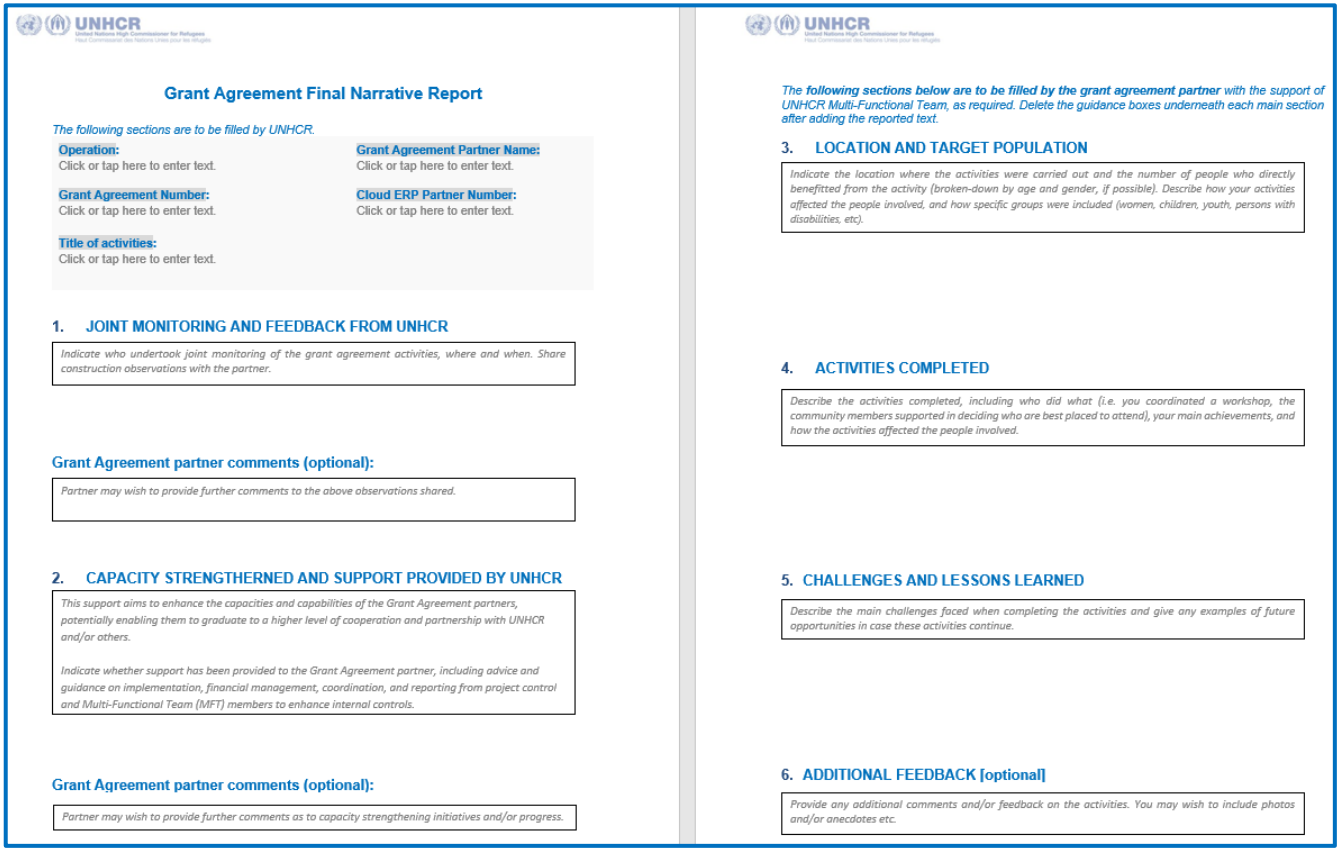
Let’s take a look at the new Grant Agreement Final Narrative Report…

Grant Agreement Final Narrative Report



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Grant Agreement Final Narrative Report

The following sections are to be filled by UNHCR.

Operation:
Click or tap here to enter text.

Grant Agreement Partner Name:
Click or tap here to enter text.

Grant Agreement Number:
Click or tap here to enter text.

Cloud ERP Partner Number:
Click or tap here to enter text.

Title of activities:
Click or tap here to enter text.

1. JOINT MONITORING AND FEEDBACK FROM UNHCR

Indicate who undertook joint monitoring of the grant agreement activities, where and when. Share construction observations with the partner.

Grant Agreement partner comments (optional):

Partner may wish to provide further comments to the above observations shared.

2. CAPACITY STRENGTHERNED AND SUPPORT PROVIDED BY UNHCR

This support aims to enhance the capacities and capabilities of the Grant Agreement partners, potentially enabling them to graduate to a higher level of cooperation and partnership with UNHCR and/or others.

Indicate whether support has been provided to the Grant Agreement partner, including advice and guidance on implementation, financial management, coordination, and reporting from project control and Multi-Functional Team (MFT) members to enhance internal controls.

Grant Agreement partner comments (optional):

Partner may wish to provide further comments as to capacity strengthening initiatives and/or progress.

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*The **following sections below are to be filled by the grant agreement partner** with the support of UNHCR Multi-Functional Team, as required. Delete the guidance boxes underneath each main section after adding the reported text.*

3. LOCATION AND TARGET POPULATION

Indicate the location where the activities were carried out and the number of people who directly benefitted from the activity (broken-down by age and gender, if possible). Describe how your activities affected the people involved, and how specific groups were included (women, children, youth, persons with disabilities, etc).

4. ACTIVITIES COMPLETED

Describe the activities completed, including who did what (i.e. you coordinated a workshop, the community members supported in deciding who are best placed to attend), your main achievements, and how the activities affected the people involved.

5. CHALLENGES AND LESSONS LEARNED

Describe the main challenges faced when completing the activities and give any examples of future opportunities in case these activities continue.

6. ADDITIONAL FEEDBACK [optional]

Provide any additional comments and/or feedback on the activities. You may wish to include photos and/or anecdotes etc.

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Roles and Responsibilities

Roles and Responsibilities of the Multi-Functional Team (MFT)

MFT Key Roles in Grant Agreement Management:

Protection/Community-Based Protection/Results Managers:

- Identify community gaps & protection needs via assessments and feedback.
- Draft project/activity details for the CfEoI.
- Share CfEoI information with the community.
- Review concept notes & eligibility criteria; recommend partner.
- Facilitate partner registration & joint completion of the Grant Agreement.
- Upload signed Codes of Conduct for partner personnel.
- Monitor activities; provide capacity-building support.
- Share final narrative report with partner, collect feedback, and finalize.

Roles and Responsibilities of the Multi-Functional Team (MFT)

MFT Key Roles in Grant Agreement Management:

Programme

- Analyze budget availability.
- Launch CfEoI on UNPP & Concept Note template.
- Lead concept note review & recommendation process.
- Recommend partner(s) for approval.
- Facilitate Grant Agreement completion & ensure supporting documentation.
- Create requisition/Quick PO & attach signed Grant Agreement.
- Upload signed Grant Agreement to Aconex Document Register.

Project Control

- Review concept notes & partner documents.
- Finalize Agreement review.
- Complete & sign eligibility checklist

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Where to Find Resources?

Resources for UNHCR

- UNHCR/AI/2023/05/Rev.1 Administrative Instruction on Procedures on Partnership Management
- The Programme Handbook: Programme Cycle (unhcr.org) (GET 2).
- Repository items:
  - Standard Operating Procedures for Grant Agreements
  - Grant Agreement Partner Eligibility Checklist
  - Grant Agreement Partner Registration Form for Cloud ERP
  - Grant Agreement Template
  - Grant Agreement Concept Note Template
  - Grant Agreement Final Narrative Report

Resources for Grant Agreement Partners

The following are list of recourses available for Grant Agreement partners on the UNPP:

- eLearning module [GET 2 content], including Grant Agreements
- Grant Agreement Concept Note Template
- Code of Conduct Template
- Grant Agreement Template (watermarked with DRAFT)
- Grant Agreement Final Narrative Report

UNHCR MENA AAP Grant challenge

Press on the below link or scan the QR code and challenge your knowledge.

https://www.menti.com/al86a4yw6t9u

Use the following code to access the link: 3773 8801

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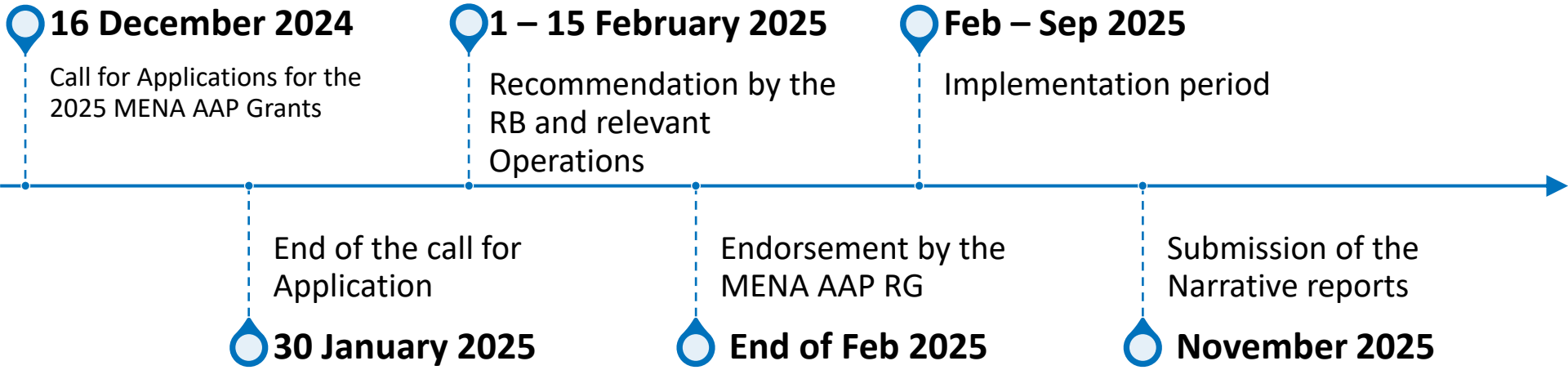
MENA AAP Grant 2025 timeframe



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Updates

AAP Focus Area Strategic Plan

Interagency AAP Coordination

MENA AAP Toolkit Rollout Plan

Rollout main highlights

Total participants (400)

UNHCR participation across various countries across the world

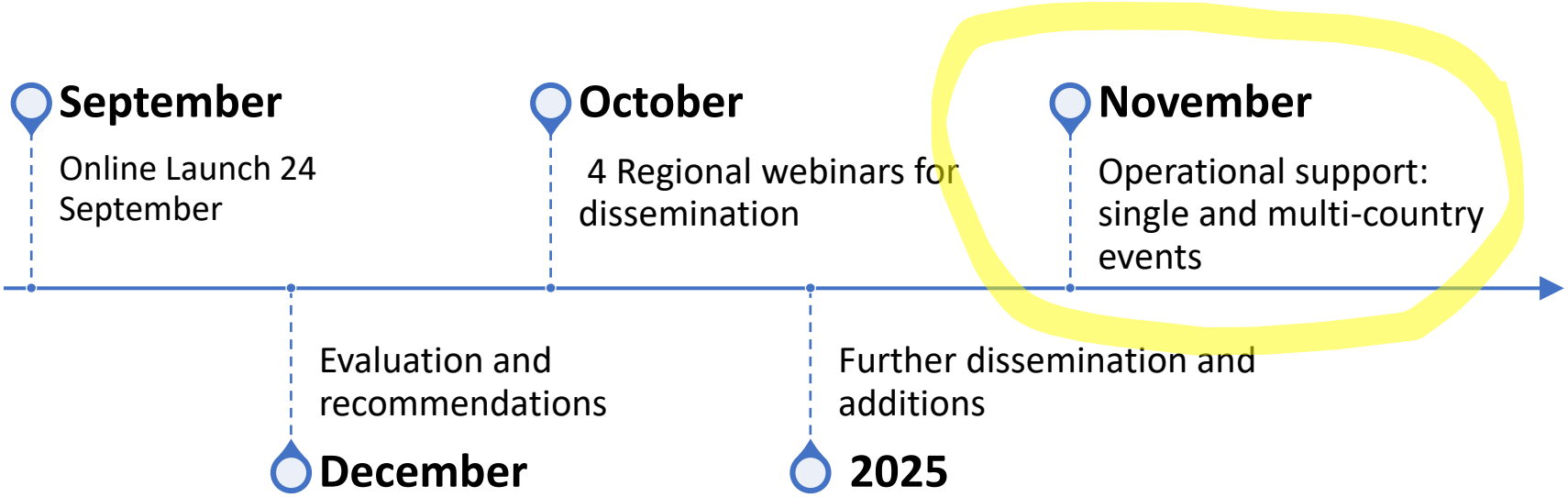
Participation from other UN agencies

International organizations

NGO presence and MENA Community Protection Network members

Co-facilitators from 8 countries.

Rollout of the MENA AAP Toolkit



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Wrap up
Next Steps
Questions

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