

# Guidance Note on Project Partnership Agreement Amendments for 2019

## 1. When an Amendment of a PPA is needed?

An amendment to a Partnership Agreement will be needed if any of the following situations arise:

- the scope of the project changes (e.g., PPG, goal, rights groups, objectives, sites or situations change);
- there is a significant increase/decrease in the number of beneficiaries;
- there is significant modification of the budget within the Partnership Agreement value (e.g., certain budget lines increase or decrease substantially);
- the budget is increased beyond the Partnership Agreement value; and/or
- the project implementation period requires adjustment.

In such cases, a Partnership Agreement amendment must be issued by UNHCR to formally recognize and record the agreed modifications, using the standard Partnership Agreement Amendment template. All parts of the original agreement that are unchanged remain valid. Amendments must be signed by the duly authorized personnel of UNHCR and the Partner organization.

The UNHCR budget period ends on 31 December. Therefore, no expenditure or commitments can be made beyond this date. Note that the project implementation period will NOT be extended into the following year, as a result any foreseen saving in the PPA should be immediately notified in order to initiate the PPA amendment. Such amendment should be concluded no later than 1 December 2019.

## 1. When shall the PPA amendment be done?

Taking into consideration the lengthy process of amending PPAs, UNHCR and partners should limit the number of amendments conducted for a particular PPA. It is recommended that PPAs are amended no more than two times each year, unless there is a significant change in the operational context or OL increases/decreases are given to the operation.

The first amendment of the PPA, should take place right after the Mid-Year Review (July/August), taking into account the findings of the MYR, the joint monitoring missions and the performance and financial verifications carried out throughout the year for a particular PPA. The second amendment should take place in November, prior the submission of the

partner's interim financial report (due by 10 December), with the purpose of aligning the PPA to the current situation. Such amendment should be signed and concluded by 1 December 2019 the latest.

## 2. Who initiate the PPA Amendments?

PPA amendment should be initiated either by UNHCR or the Partner Country Office. UNHCR will normally initiate the amendment when additional funds are allocated to a respective partner, based on austerity measures, and/or change on the scope of the project.

The partner should initiate the PPA amendment especially when there is a need for a budget realignment, or the partner foresee that not all the activities will be implemented as per current PPA and there may be potential savings in the intervention.

Note that an amendment of the PPA can be done for the entire PPA and not just a part of it. It is therefore imperative that Partner's country offices coordinate with their respective offices when an amendment is needed. This is key especially for those PPA working in different regions (UNHCR Sub offices area of responsibility).

While discussion will be held at field level, it is the responsibility of the Partner's Country Office to formally submit the PPA amendment to UNHCR Country office and informing relevant UNHCR sub-offices. Such amendment request should be in line with the discussions done at field level.

## 3. What is a Letter of Authorization and who authorise such changes?

Recognising that amendments of PPAs is a tedious process that cannot be performed regularly, as a **temporary measure**, UNHCR may provide, upon request from the Partner, an authorization letter approving a change in the current PPA. Please note that this authorization letter is not legally binding and therefore it is just a transition measure until the PPA is amended.

Please refer to Article 13.7 of the current Partnership agreement:

***“13.7 Any direction given to the Partner by anyone to incur costs related to this Agreement shall be considered unauthorized and such costs shall be borne entirely by the Partner unless the cost is authorized in Project Budget (Annex B).”***

It is therefore, partner's responsibility to ensure that any approval made by UNHCR is included in the PPA when an amendment is made and no later than 1 December 2019.

UNHCR Representative is the only person with the authority to approve anything that it is not part of the current signed PPA. This letter is just a temporary measure to allow for continued implementation of critical activities and not legally binding until the amendment is finalised. This authorization should come in the form of a letter indicating the cost implications that it may have to UNHCR, which later must be included in amendment of the PPA.

#### **4. References**

4.1 This guidance note should be read in conjunction with specific guidance on UNHCR's Enhanced Framework for Implementing with Partners. Please refer to the Partnership Handbook (May 2019 edition).

#### **5. Contact**

5.1 Matters relating to the application of this Guidance should be addressed to the Senior Programme Officer(s) at UNHCR's Representation Office in Uganda.