

2020 PPA preparation Introductory meeting

UNHCR Uganda
21 to 28 October 2019

What does this quote tell you?

“If we always do what we’ve
always done, we’ll always
get what we’ve always
gotten”

Expected outcomes of this meeting:

1. Go through the required process for concluding the PPA and establish with the partner a time-line for the preparation of the PPA and the deadline for signature.
2. Ensure that the partner understand and agrees to abide with the terms governing the PPA
3. Define and clearly articulate the project: beneficiaries, objectives, expected deliverables and associated indicators **(By Sector Lead)**
4. Discuss and agree on the partner's contribution in cash or in-kind and related complementary project activities
5. Discuss and agree on UNHCR's contribution

What does it mean to be an Implementing Partner?



- The partner will receive funds from UNHCR for implementing a particular project.
- **The partner is responsible only for implementing the activities agreed in the PPA**
- The partner is NOT the sector coordinator for this particular location.
- The partner is NOT responsible for any gaps that are not part of the scope of the UNHCR- funded project (PPA).

2. PPA NEGOTIATIONS AND ESTABLISHMENT

Strategy and result chain of the operation for 2020 for each (sub)sector developed and shared	By 30 September
Resources allocated to each project partnership	By 30 September
Official Communication to Selected Partners	By 30 September
initial introductory meeting Partner – UNHCR	From 1 to 15 October
PPA preparation Toolkit shared with the partner	By 15 October
Partnership negotiation at field level concluded	(2 weeks) by 1 November
Partner submission of the Toolkit to UNHCR Country office	(3 weeks) By the end of the third week of November
UNHCR submission reviewed and cleared	(1 week) by 30 November
Risk Monitoring plan and partners reporting requirement established	By 30 November
Preparation of the PPA in MSRP	(2 week) by 15 December
PPA signed by all relevant parties (at least UNHCR and the partner)	By 31 December
Release of the 1 st Instalment	By 10 January the latest

Understanding UNHCR Partnership

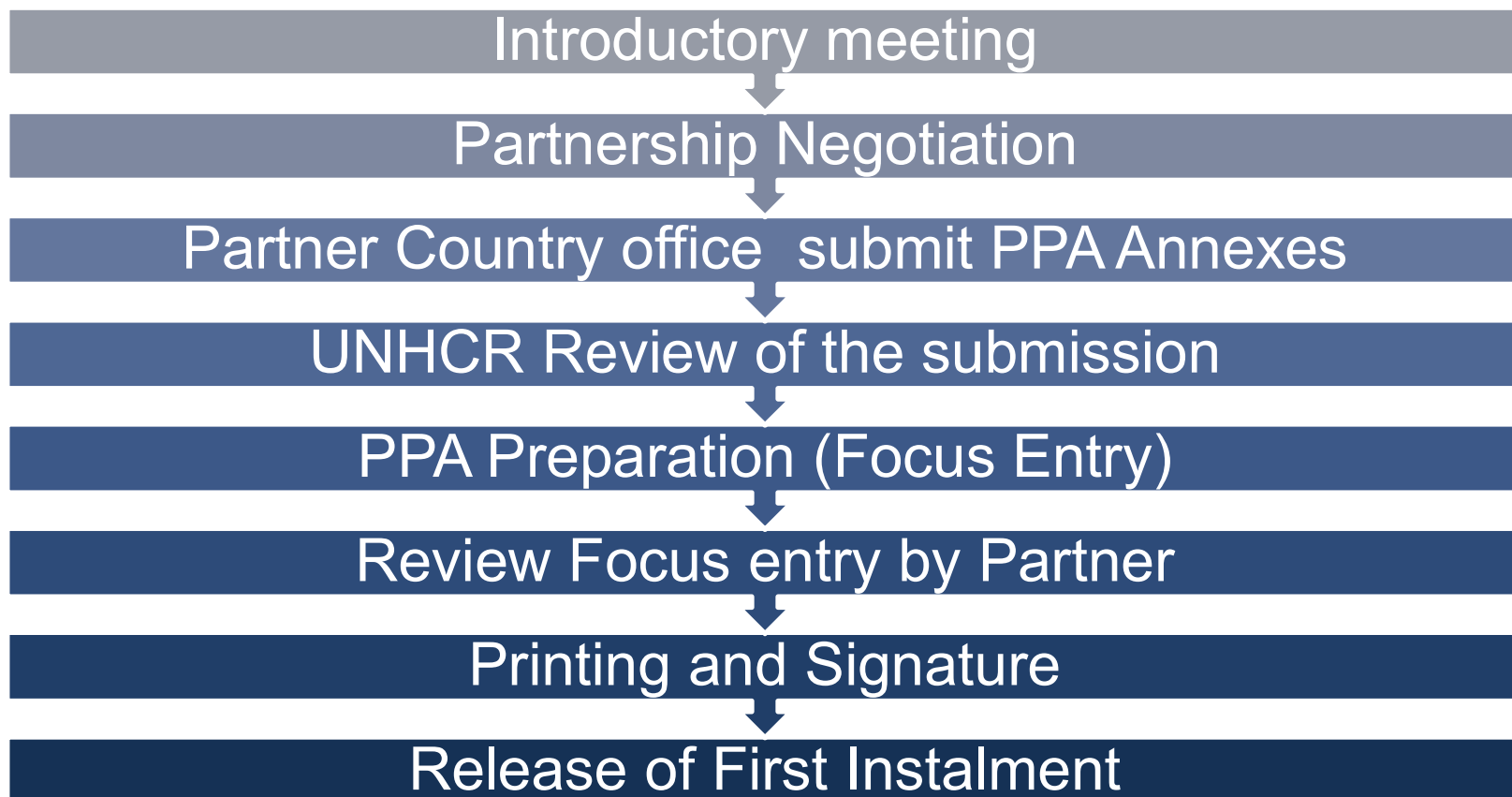
- Partnership Handbook:
<https://unpartnerportalcs zendesk.com/hc/en-us/articles/360026072433-UNHCR-Partnership-Handbook-May-2019>
- UNHCR Guidance on partnerships:
<https://unpartnerportalcs zendesk.com/hc/en-us/categories/360000359113-UNHCR->
- Tripartite PPA



PPA Annexes (Revised template. No more toolkit)

- 1. Annex A: Project Description (word doc)**
- 2. Annex B: Budget (Excel doc. Align with Focus)**
3. Annex C: Indicative Instalment Plan (created from the budget. At Output level only).
4. Annex D: Reporting Formats
- 5. Annex E: Partner Personnel list (Excel doc).**
6. Annex F: Procession and Protection of Personal Data of PoC
7. PQP status and Capacity to Procure (Internal)
- 8. Risk Assessment Form (Internal)**
9. PMC-01: Monitoring Plan
- 10. Vehicles Request Form**

STEPS

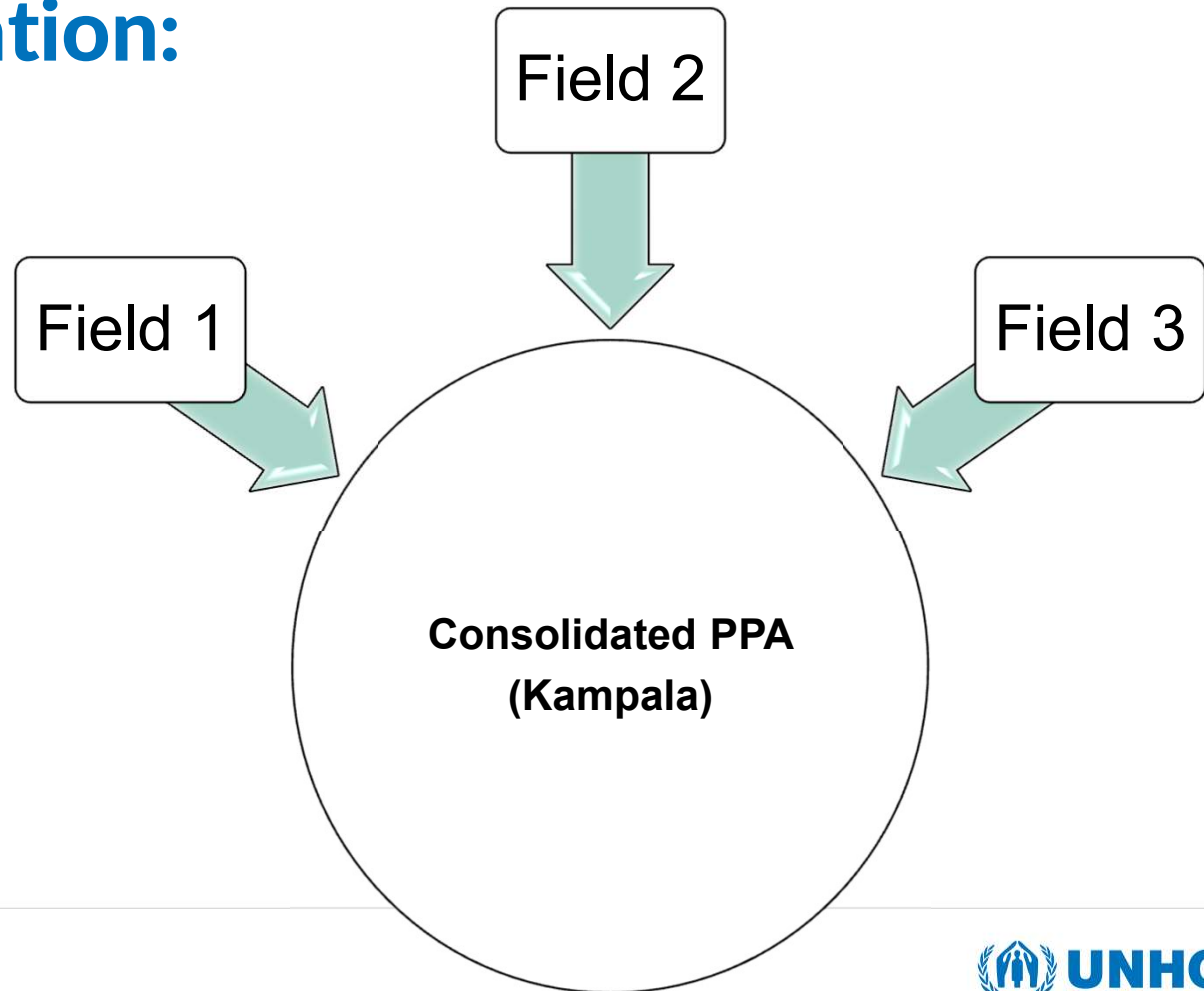


1- PPA Negotiation:

**Operational
Activities and
Inputs**



**Administrative/
Support Activities
and Inputs**



Key issues to consider

1. Negotiation of **operational activities** and inputs needed in order to achieve the desired results commonly agreed by UNHCR and the partner will take place at field level in coordination with sector leads
2. Agree First on the operational activities and inputs needed for this project within the resource allocated for this intervention (Acts vs Inputs)
3. critical activities are covered for the entire budget year (1 January to 31 December) unless explicitly authorized by the Assistant representative (Programme)
4. The Ping Pong Game vs jointly developed by UNHCR with partner
5. Budgeting for Supporting cost during – “Shared Cost” – PICSC-
6. Keep the budget simple but in line with the Project Description

Vehicle allocation to Partners for 2020: Right-sizing of Fleet

- Parameters:
 - size of settlement,
 - Number of zones in the settlements
 - Scattering of settlement (distance to settlements, need to travel to reporting office, number of missions) quality/availability of the road,
 - number of staff,
 - activities,
 - type of activities,
 - security situation
 - ...

“Fleet sizing is far from scientific, those who shout the loudest will get the most.”



UNHCR Contribution to Partner Personnel Costs

National Personnel Category (NPC)	Positions
A	Support (Guards, Helper, Driver, casual labour etc.)
B	Junior Assistants (Clerks, Data Entry, Secretaries, etc.)
C	Senior Assistants (Senior Finance Assistants, Programme Officers, Nurse, Social Workers, etc.)
D	Senior Officer (Senior Programme Officers, Doctors, Engineers, etc.)
E	Managers (Team Leaders, Senior Managers, Deputy Directors, Directors, Presidents, etc.)

National Staff Contribution Scale

* Drivers can be consider as category B

UNHCR Salary Category	Recommended Contribution Scale Ceilings/Category (UGX)
A Max	1,000,000
B Max	2,000,000
C Max	4,000,000
D Max	7,000,000
E Max	11,000,000

Instalments release for Consolidated PPAs

- 4 Instalments:
 - 1 Jan to 30 April (3 months +1 lead time months)
 - 1 May to 30 July (2+1)
 - 1 August to 31 October (2+1)
 - 1 Nov to 31 Dec (2 months)



UNHCR CANNOT TRANSFER AN INSTALMENT (EXCEPT THE 1ST ONE) WITHOUT A FINANCIAL REPORT AND FINANCIAL VERIFICATION

Minimum Reporting requirement for Consolidated PPAs

- 5 Financial Reports (every quarter + Interim on 10 December)
- 4 Performance Reports (every quarter)
- 2 Partner Personnel reports and 2 Goods and Property Report (Mid year and Year End)

*Define and clearly articulate the project:
beneficiaries, objectives, expected
deliverables and associated indicators*

(By Sector Lead)



4. *Discuss and agree on the partner's contribution in cash or in-kind and related complementary project activities*

5. *Discuss and agree on UNHCR's contribution*

1. Agree on a Timeline to finalize the PPA (Today)

1. UNHCR to share templates and relevant documentation to the project (This week)



Timeline:

1	initial introductory meeting Partner – UNHCR	TODAY
2	PPA Documentation and templates shared with partner	
3	Partnership negotiation at field level concluded	
4	Partner submission of the Key PPA Annexes to UNHCR Country office	
5	UNHCR submission reviewed and cleared (field and Kampala)	
6	PPA Budget from focus shared with Partner for review	
7	Confirmation from Partner on Focus budget and submission of Instalment plan (by Partner's Country Office)	
8	Preparation of the PPA in MSRP	
9	PPA signed by all relevant parties	
10	Release of the 1 st Instalment	BY 1 JANUARY 2019
11	Submission of second batch of PPA Annexes and Monitoring Plan	By 31 January 2019

Handover Process

