

# Negotiation of Financial Plan for Partners

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# Outline



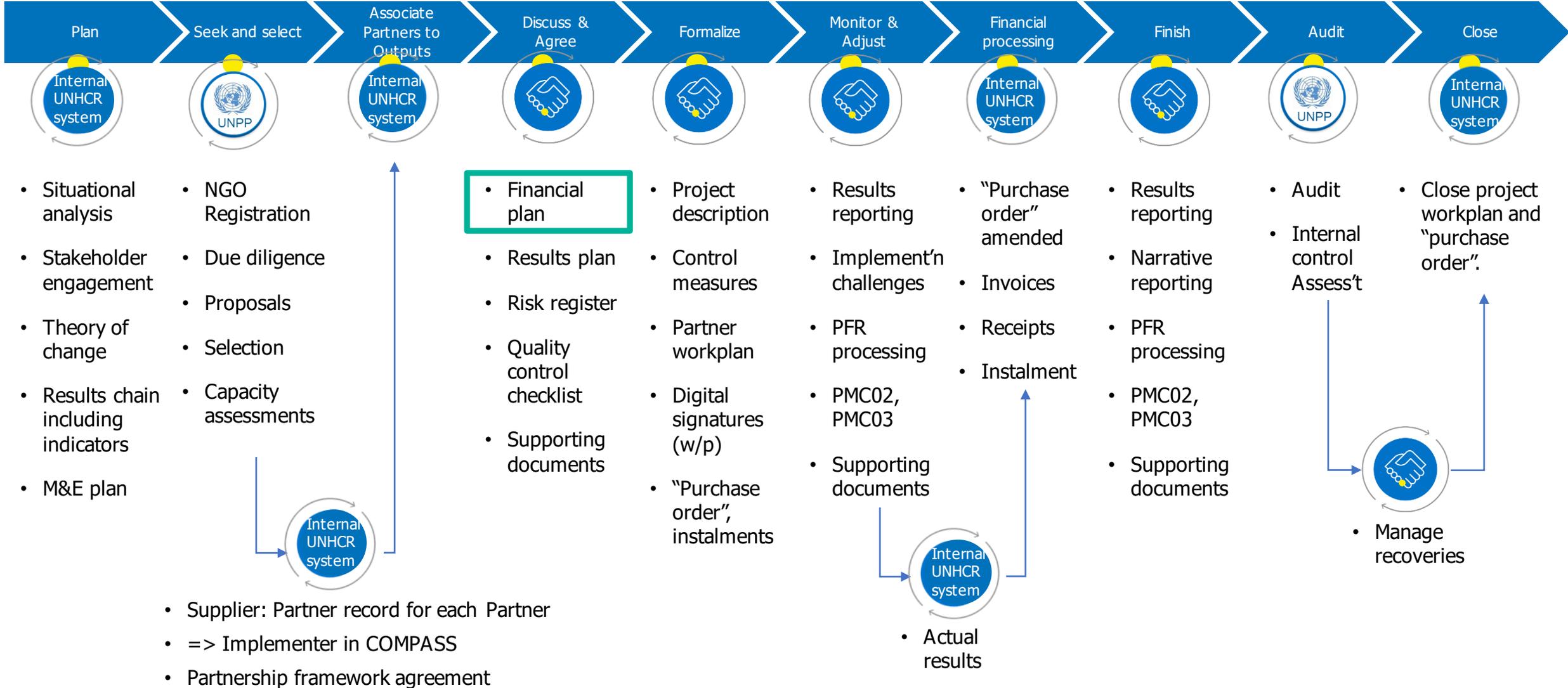
- What is a Financial Plan?
- Steps for Negotiation of Financial Plan
  - High Level Process Overview
  - Process Overview - Technical Steps
  - How to access step guides in the system
- Financial Plan Template
- Project Financial Report (PFR) Template



# What is a Financial Plan?

- The **financial plan** is one component of negotiating project workplans for the allocation of resources.
- Partner submits the financial plan outlining the resources needed to implement the project, **using 15 account codes**. This includes the assets, cost of human resources, costs of activities, interventions, etc.
- Negotiating financial plans is carried out through PROMS – Aconex (workflows).

# Financial Plan within the Overall Partnership Management Process



# Steps for Negotiation of Financial Plan

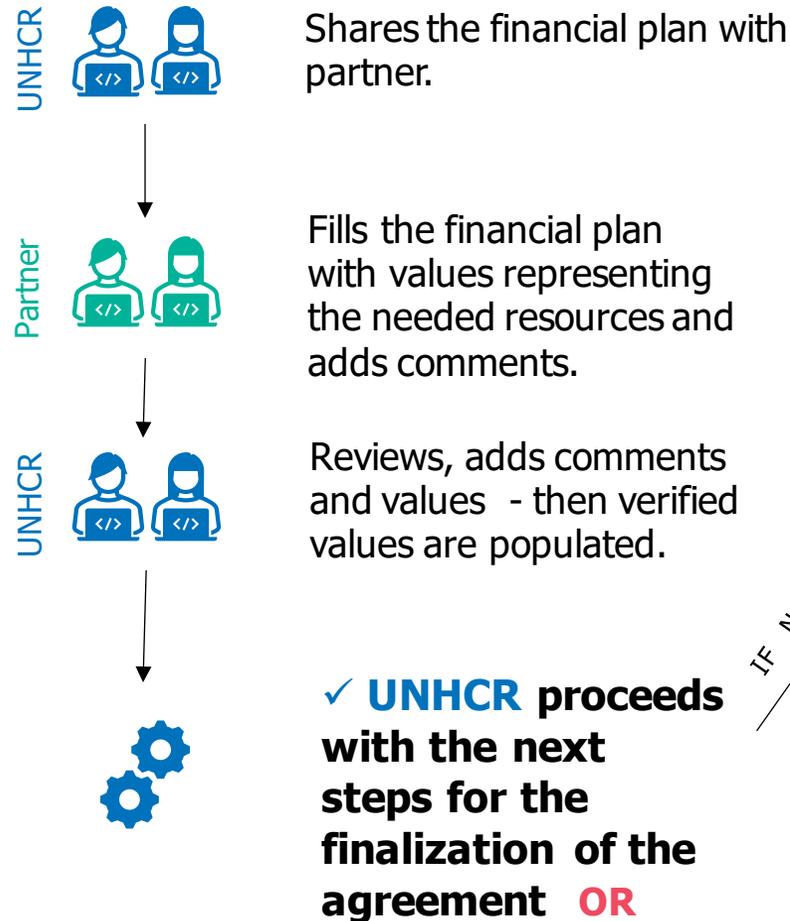


- 1. UNHCR** shares the financial plan with the partner via PROMS through the Workflow (negotiation of financial Plan template).
- 2. Partner** receives an email notification of the workflow transmittal, and downloads financial plan.
- 3. Partner** completes the plan in "Partner Proposed Value", adds reference codes (if necessary) in "Partner Reference Code", comments, first instalment, and attaches supporting documents (if necessary).
- 4. Partner** uploads the proposed financial plan and sends it back to UNHCR via the workflow.
- 5. UNHCR** receives an email notification, reviews, completes "UNHCR Proposed Value", "General Agreement Comments" (if necessary), adds "Approved" Prepayment.
- 6. The financial plan is completed.**

# High-Level Process Overview

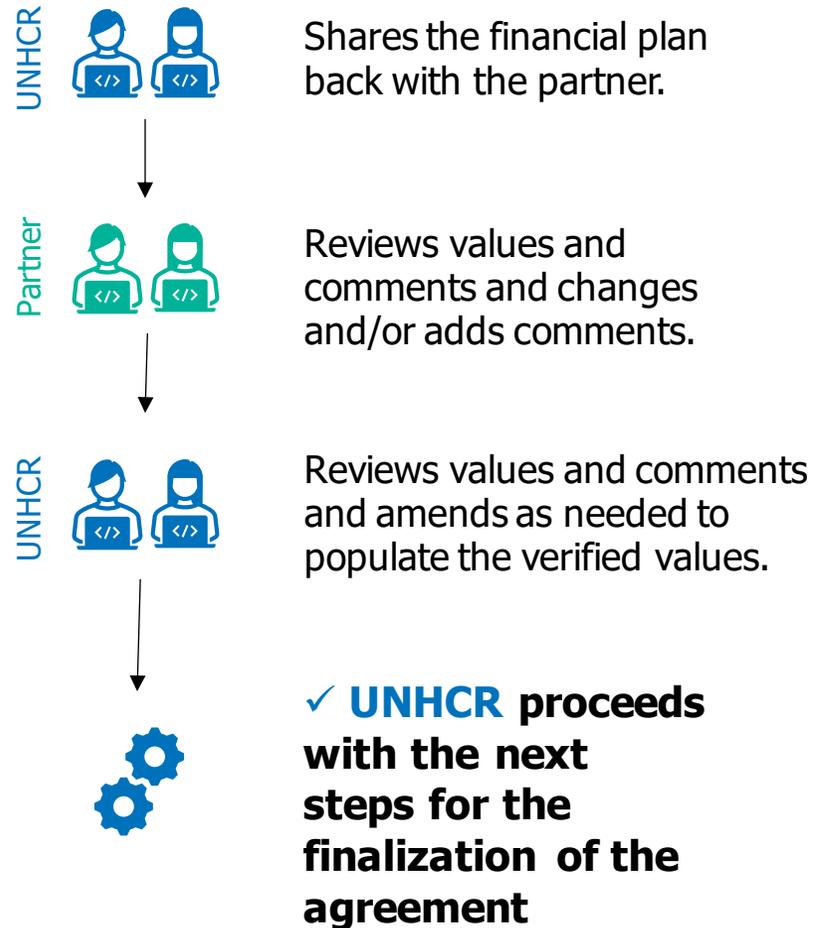


## START

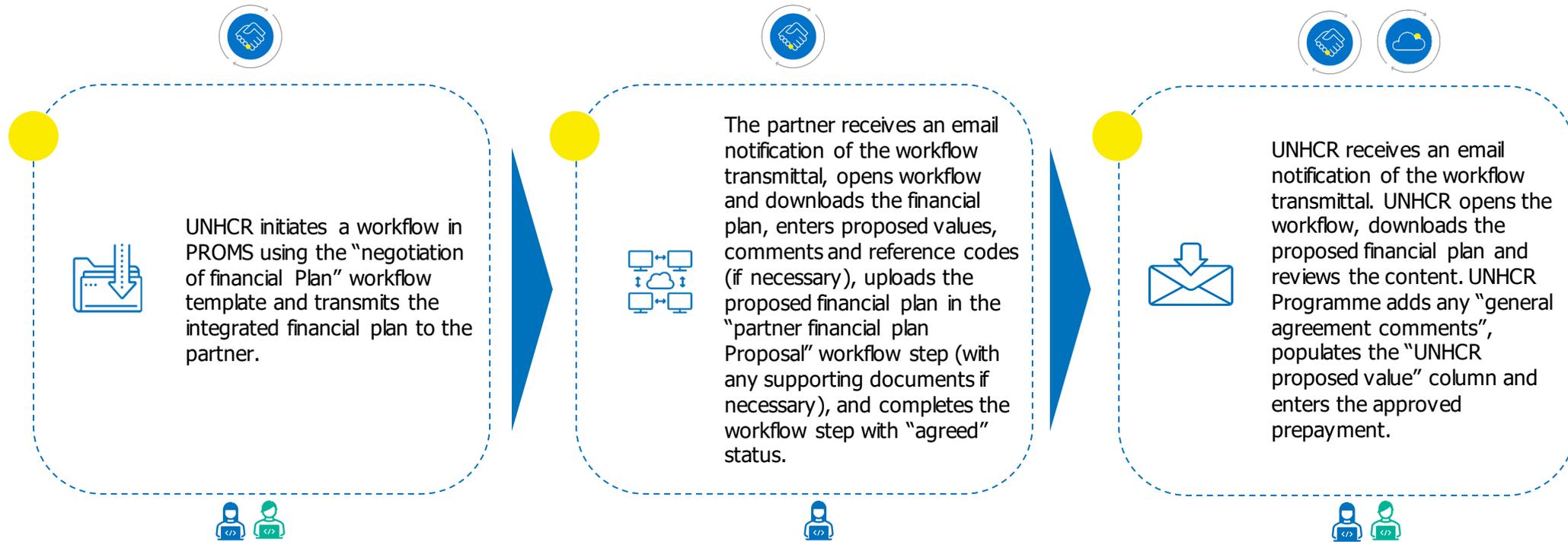


IF NEEDED (IN CASE OF DIFFERENT VALUES)

## CONTINUATION



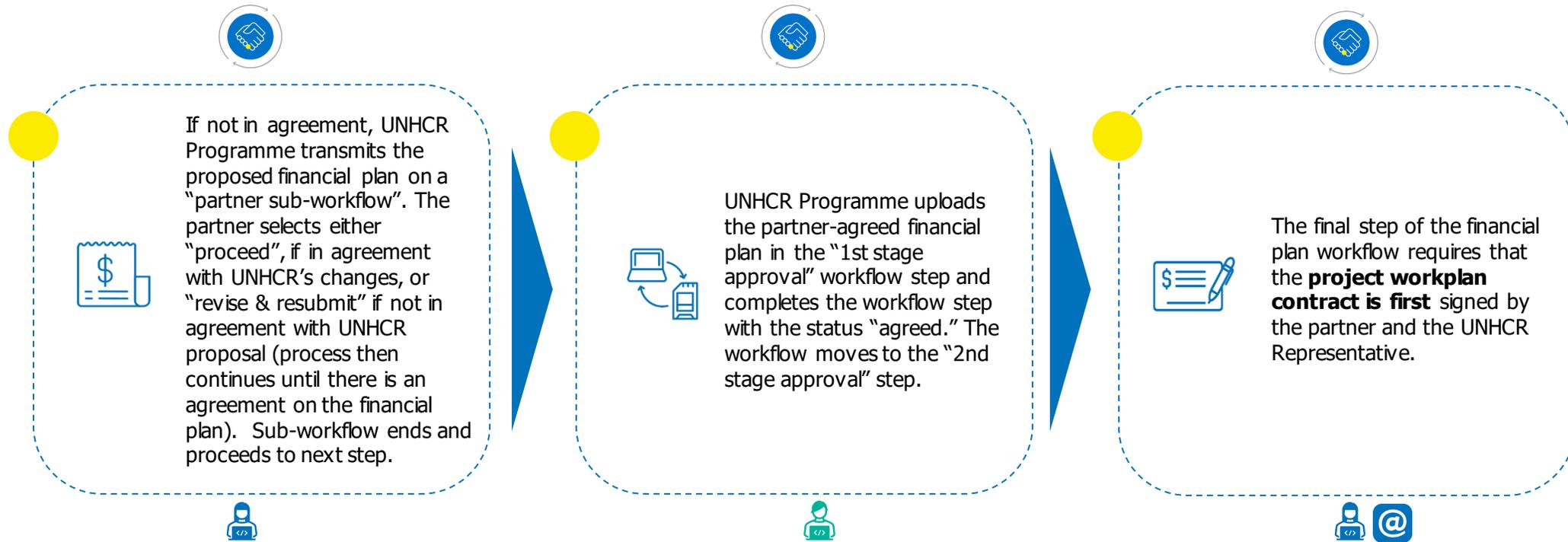
# Process Overview - Technical Steps



## BUSINESS IMPACT

- Partner agreements with tailored terms and conditions, simpler project descriptions, and simpler financial plans
- Document management functionality to enable version control and clear audit trails
- Workflow functionality to facilitate partner collaboration and electronic budget approval process

# Process Overview - Technical Steps



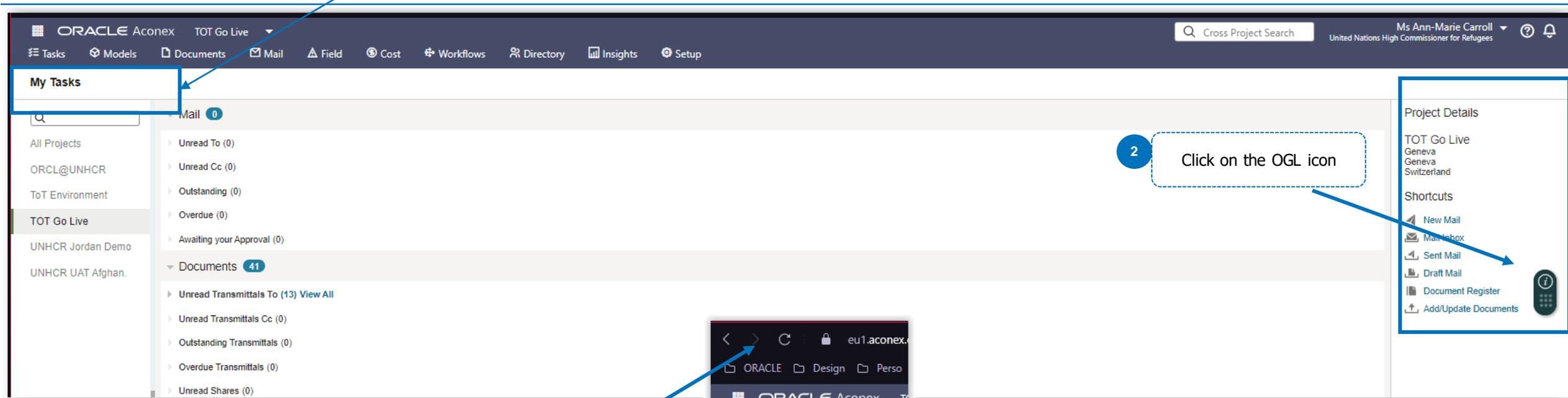
## BUSINESS IMPACT

- Partner agreements with tailored terms and conditions, simpler project descriptions, and simpler financial plans
- Document management functionality to enable version control and clear audit trails
- Workflow functionality to facilitate partner collaboration and electronic budget approval process

# How to access Oracle Guided Learning

1

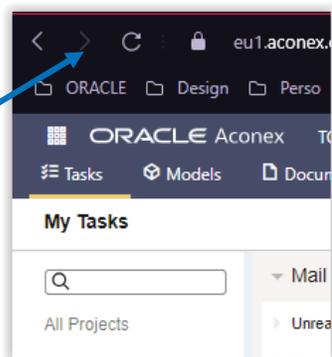
Select Task "My Tasks" to view the OGL icon



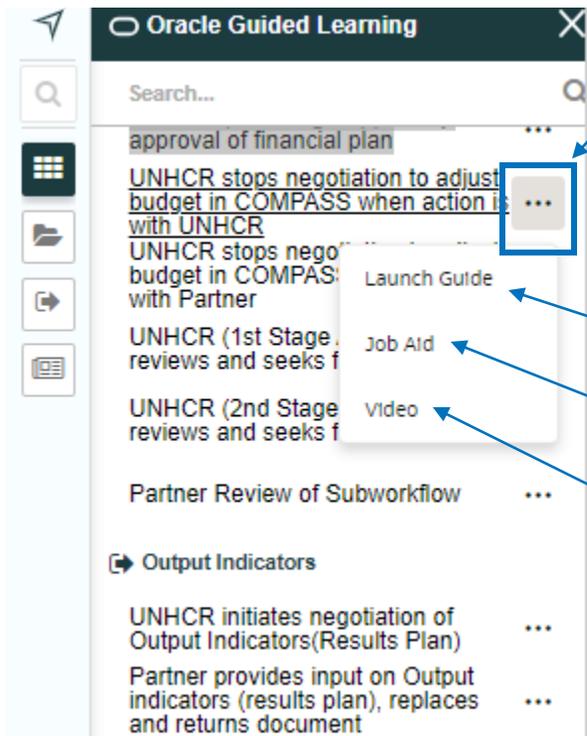
2

Click on the OGL icon

Note: If the OGL icon does not appear refresh your screen.



# How to launch OGL guide and view the PDF and video

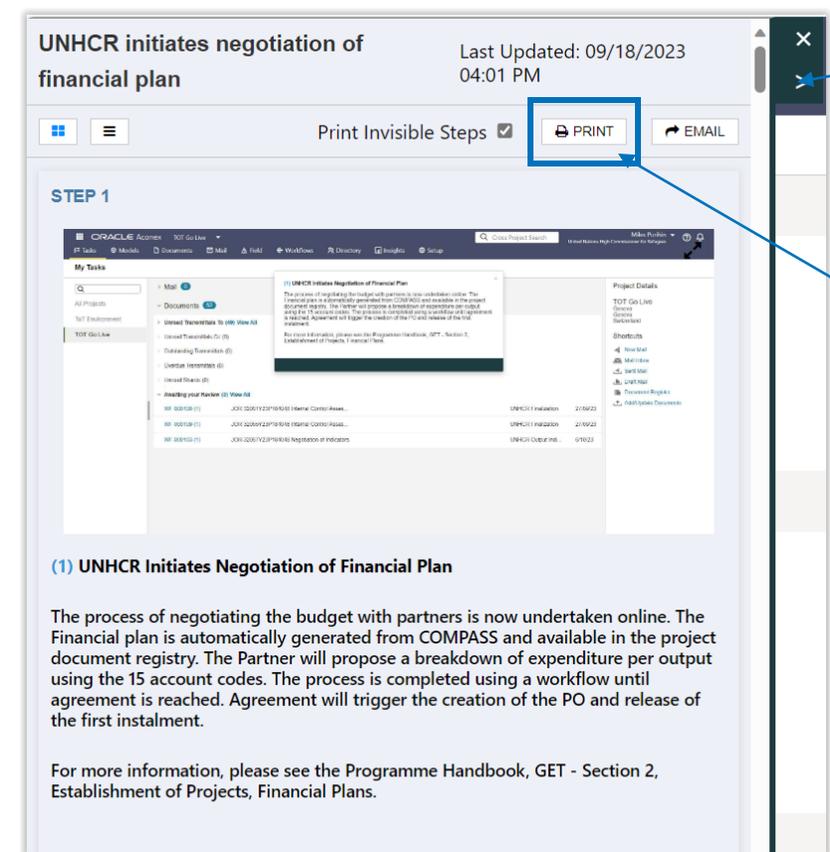


1 Click on the three dots.

2

- Select "Launch Guide" to view the interactive guide.
- Select "Job Aid" to view the PDF
- Select "Video" to view the video version of the PDF

The screenshot shows the Oracle Guided Learning interface. A search bar is at the top. Below it, a list of tasks is displayed. The first task is "approval of financial plan" with a sub-task "UNHCR stops negotiation to adjust budget in COMPASS when action is taken with UNHCR". A context menu is open over this task, showing options: "Launch Guide", "Job Aid", and "Video".



3 The PDF guide will appear as below

4 Click on the arrow to expand the guide

5 You also have the option to print or email the guide.

The screenshot shows a document viewer for "UNHCR initiates negotiation of financial plan". The document is titled "STEP 1" and contains a detailed description of the negotiation process. At the top right, there are options for "Print Invisible Steps", "PRINT", and "EMAIL". A blue box highlights the "PRINT" button. A blue arrow points to the expand/collapse arrow in the top right corner. A blue box highlights the "PRINT" button. A blue box highlights the "EMAIL" button.

# Financial Plan Template



Partner fills in these sections in yellow

UNHCR fills in these sections in orange.

PPA Number	12137Y23M208412
Partner Name	Ministry of Health & Social Development
Budget Year	2023
Partner ERP Site	P-SDELFULA01
Operation	SDN
Currency	SDG
Total Original Budget	47,000,000.00
Total Negotiated Budget	44,806,032.00

	Requested	Approved	Execution Date [DD/MM/YYYY]
Prepayment 1	10,000,000.00	10,000,000.00	01/01/2024
Prepayment 2			
Prepayment 3			
Prepayment 4			
Prepayment 5			
Prepayment 6			

Legend	
<span style="background-color: yellow; border: 1px solid black;"> </span>	Filled in by the Partner
<span style="background-color: orange; border: 1px solid black;"> </span>	Filled in by UNHCR
<span style="background-color: green; border: 1px solid black;"> </span>	Approved Value automatically filled when verified
<span style="background-color: grey; border: 1px solid black;"> </span>	System Defined / Locked Cell
<span style="background-color: black; border: 1px solid black;"> </span>	System Defined / Locked Cell

## UNHCR Financial Plan

Account	Account Description	Partner Reference Cost Code	Verified Financial Plan	Partner Proposed Value	UNHCR Proposed Value	UNHCR General Agreement Comments	Partner General Agreement Comments	
<b>Total Output Values</b>			30,939,181.00	30,939,181.00	30,939,181.00	UNHCR Comments	Partner Comments	
Direct Shared	611111	PTR-Partner - Staff - DS	1,844,564.00	1,844,564.00	1,844,564.00	Adding budget for one staff.	Based on the position, more budget might be needed.	
	611113	PTR-Partner - Equipment - DS	1,000,443.00	1,000,443.00	1,000,443.00	Adding equipment for the new transit center.	Items agreed on.	
	611115	PTR-Partner - Contracts with Individuals - DS	2,065,765.00	2,065,765.00	2,065,765.00	Reducing the contracts budget and increasing the staffing.		
	611116	PTR-Partner - Contracts with nonindividuals - DS	3,335,666.00	3,335,666.00	3,335,666.00			
	611117	PTR-Partner - Travel - DS	2,065,757.00	2,065,757.00	2,065,757.00	More field missions would be needed.		
	611119	PTR-Partner - Operating Direct - DS	3,554,656.00	3,554,656.00	3,554,656.00			
<b>Total Direct Shared Values</b>			13,866,851.00	13,866,851.00	13,866,851.00			
Indirect Support	611120	PTR-Partner - Indirect Support - IS						
<b>Total</b>			44,806,032.00	44,806,032.00	44,806,032.00			
<b>Total including PSC</b>			44,806,032.00	44,806,032.00	44,806,032.00			
<b>10A Output Title - Expenditure Organization / Location</b>								
	611120	PTR-Partner - Indirect Support - IS						
<b>Original "Compass" Budget</b>			47,000,000.00	100.00%				
<b>Verified Financial Plan</b>			44,806,032.00	100.00%				
<b>Partner Proposed Value</b>			44,806,032.00	100.00%				
<b>UNHCR Proposed Value</b>			44,806,032.00	100.00%				
<b>Expenditure Organization / Location</b>			SDN-WKFRXXX-LAM-01					
Direct Shared	611111	PTR-Partner - Staff - DS	1844564	1,844,564.00	1,844,564.00			
	611113	PTR-Partner - Equipment - DS	1000443	1,000,443.00	1,000,443.00			
	611115	PTR-Partner - Contracts with Individuals - DS	2065765	2,065,765.00	2,065,765.00			
	611116	PTR-Partner - Contracts with nonindividuals - DS	3335666	3,335,666.00	3,335,666.00			
	611117	PTR-Partner - Travel - DS	2065757	2,065,757.00	2,065,757.00			
	611119	PTR-Partner - Operating Direct - DS	3554656	3,554,656.00	3,554,656.00			
	<b>Total Direct Shared Values</b>			13,866,851.00	13,866,851.00	13,866,851.00		
	611101	PTR-Partner - Staff - DP		7,456,456.00	7,456,456.00		Adding supplies to the camp.	
	611102	PTR-Partner - Supplies for distribution - DP		6,000,000.00	6,000,000.00			
	611103	PTR-Partner - Equipment - DP		3,457,647.00	3,457,647.00		Reducing one contact.	Contact is required for workshops.
	611104	PTR-Partner - Grants to downstream partners - DP		3,035,666.00	3,035,666.00			
611105	PTR-Partner - Contracts with individuals - DP		1,465,757.00	1,465,757.00				
611106	PTR-Partner - Contracts with nonindividuals - DP		5,465,656.00	5,465,656.00		More missions to the field would be required.	Beneficiary lists based on criteria, therefore, reducing the amount.	
611107	PTR-Partner - Travel - DP		-	-				
611108	PTR-Partner - Cash Transfers to vulnerable persons - DP		4,057,999.00	4,057,999.00	4,057,999.00			
<b>Total Output Value</b>			30,939,181.00	30,939,181.00	30,939,181.00			
<b>Total including PSC</b>			44,806,032.00	44,806,032.00	44,806,032.00			

These sections are automatically filled.

# Project Financial Report (PFR) Template



- Partners are required to report periodically on the project expenditures using the project financial report (PFR).
- The PFR shows the total funds received by the partner and variances in expenditure against the financial plan versus disbursed funds.
- A PFR must be reported in the same currency as the financial plan.
- Partners submit the PFR for UNHCR verification.
- The PFR is shared by the partner via PROMS.

# PFR Template 1/2



PPA Number	
Partner Name	
Budget Year	
Partner ERP Site	
Operation	
Currency	
Total Negotiated Budget	-
Total Current Amount	-
Total Paid Year To Date (YTD)	-
Remaining Balance After PFR	-
Current Budget (Incl Reallocation)	-

Equal or Below Budget

	Requested	Approved	Execution Date (DD/MM/YYYY)
Prepayment 1			
Prepayment 2			
Prepayment 3			
Prepayment 4			
Prepayment 5			
Prepayment 6			
Final PFR	No		

	Requested	Approved	Execution Date (DD/MM/YYYY)
Prepayment 7			
Prepayment 8			
Prepayment 9			
Prepayment 10			
Prepayment 11			
Prepayment 12			

## UNHCR Project Financial Report

Account	Account Description
Direct Shared	
602172	Staff and Other Personnel Costs - Partner Direct Shared
603012	Equipment, Vehicles and Furniture, including Depreciation - Partner Direct Shared
605102	Contractual Services performed by individual - Partner Direct Shared
605032	Contractual Services performed by non-individuals - Partner Direct Shared
608012	Travel - Partner Direct Shared
606032	General Operating and Other Direct Costs - Partner Direct Shared
Indirect Support	
601013	Programme Support Costs - Partner Indirect Support
601013	Programme Support Costs - Partner Indirect Support
602172	Staff and Other Personnel Costs - Partner Direct Shared
603012	Equipment, Vehicles and Furniture, including Depreciation - Partner Direct Shared
605102	Contractual Services performed by individual - Partner Direct Shared
605032	Contractual Services performed by non-individuals - Partner Direct Shared
608012	Travel - Partner Direct Shared
606032	General Operating and Other Direct Costs - Partner Direct Shared
602171	Staff and Other Personnel Costs - Partner Direct Programme
603031	Supplies, Commodities and Materials to POCs - Partner Direct Programme
609011	Equipment, Vehicles and Furniture, including Depreciation - Partner Direct Programme
604071	Contractual Services for POCs - Partner Direct Programme
605101	Contractual Services performed by individual - Partner Direct Programme
605031	Contractual Services performed by non-individuals - Partner Direct Programme
606011	Travel - Partner Direct Programme
601011	Transfers and Grants (downstream or cash) - Partner Direct Programme

	Amount	%
Financial Plan	-	#DIV/0!
Previous Amendments	-	-
Previous Reallocation	-	-
Current Financial Plan	-	#DIV/0!
Current Financial Plan (Including Reallocation)	-	#DIV/0!
Paid Indirect Shared	-	-
Paid Direct Shared	-	-
Paid Outputs	-	-
Accumulated Expenses YTD	-	-
Expenditure Organization / Location	-	-

Partner Reference Cost Code	Financial Plan	Amendments	Reallocation	Current Financial Plan	Accumulated Expenses YTD	Remaining Balance
Total Output Values				-	-	-
Total Direct Shared Values				-	-	-
Total				-	-	-
Total including PSC				-	-	-
Total Direct Shared Values				-	-	-
Total Output Value				-	-	-
Total including PSC				-	-	-





**THANK YOU**

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