Negotiation of Financial Plan for Partners
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

- Plan
  - Situational analysis
  - Stakeholder engagement
  - Theory of change
  - Results chain including indicators
  - M&E plan
  - NGO Registration
  - Due diligence
  - Proposals
  - Selection
  - Capacity assessments
- Seek and select
  - Supplier: Partner record for each Partner
  - => Implementer in COMPASS
  - Partnership framework agreement
- Associate Partners to Outputs
- Discuss & Agree
  - Financial plan
  - Results plan
  - Control measures
  - Partner workplan
  - Digital signatures (w/p)
  - "Purchase order", instalments
- Formalize
  - Project description
  - Implement'n challenges
  - PFR processing
  - PMC02, PMC03
  - Supporting documents
- Monitor & Adjust
  - Results reporting
  - Invoices
  - Receipts
  - Instalment
- Financial processing
  - "Purchase order” amended
  - Supporting documents
- Finish
  - Actual results
  - Results reporting
  - Narrative reporting
  - PFR processing
  - PMC02, PMC03
  - Supporting documents
- Audit
  - Audit
  - Internal control Assess't
- Close
  - Close project workplan and "purchase order”.
  - Manage recoveries
- Internal UNHCR system
- UNPP
- Internal UNHCR system
- Internal UNHCR system
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- Internal UNHCR system
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**

UNHCR  
Shares the financial plan with partner.

Partner  
Fills the financial plan with values representing the needed resources and adds comments.

UNHCR  
Reviews, adds comments and values - then verified values are populated.

- **UNHCR proceeds with the next steps for the finalization of the agreement** OR

**CONTINUATION**

UNHCR  
Shares the financial plan back with the partner.

Partner  
Reviews values and comments and changes and/or adds comments.

UNHCR  
Reviews values and comments and amends as needed to populate the verified values.

- **UNHCR proceeds with the next steps for the finalization of the agreement**
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
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:

UNHCR Programme uploads the partner-agreed financial plan in the "1st stage approval" workflow step and completes the workflow step with the status "agreed." The workflow moves to the "2nd stage approval" step.

If not in agreement, UNHCR Programme transmits the proposed financial plan on a "partner sub-workflow". The partner selects either "proceed", if in agreement with UNHCR's changes, or "revise & resubmit" if not in agreement with UNHCR proposal (process then continues until there is an agreement on the financial plan). Sub-workflow ends and proceeds to next step.

The final step of the financial plan workflow requires that the project workplan contract is first signed by the partner and the UNHCR Representative.
How to access Oracle Guided Learning

1. Select Task/"My Tasks" to view the OGL icon
   
   Note: If the OGL icon does not appear refresh your screen.

2. Click on the OGL icon
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

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.
Financial Plan Template

Partner fills in these sections in yellow
UNHCR fills in these sections in orange.

These sections are automatically filled.
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.
### UNHCR Project Financial Report

#### Direct Shared

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>502110</td>
<td>Staff and Other Personnel Costs - Partner Direct Shared</td>
</tr>
<tr>
<td>500000</td>
<td>Equipment, Vehicles and Furniture, Including OPERATION - Partner Direct Shared</td>
</tr>
<tr>
<td>602110</td>
<td>General Expense - Partner Direct Shared</td>
</tr>
</tbody>
</table>

#### Indirect Support

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>503110</td>
<td>Programme Support Costs - Partner Indirect Support - International NGO</td>
</tr>
</tbody>
</table>

### Partner Reference Close Out

<table>
<thead>
<tr>
<th>Financial Plan</th>
<th>Amendments</th>
<th>Reallocations</th>
<th>Current Financial Plan</th>
<th>Accumulated Expenditure YTD</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Direct Shared Value</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Indirect Support</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Including PRC</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

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**Note:** The table continues with detailed financial information for various accounts and expenditures.
THANK YOU