Negotiation of Results Plan for Partners
Outline

▪ What is a Results Plan?
▪ Steps for Negotiation of Results Plan
▪ High Level Process Overview
▪ Process Overview - Technical Steps
▪ Results Plan Template
What is a Results Plan?

- The **results plan** is one component of negotiating project workplans for the delivery of expected results.
- Partner submits the results plan indicating the targets for indicators of results statements, and adding other indicators, if necessary.
- Negotiating the results plan is carried out through PROMS – Aconex (workflows).
Results Plan within the Overall Partnership Management Process

- Plan
- Seek and select
- Associate Partners to Outputs
- Discuss & Agree
- Formalize
- Monitor & Adjust
- Financial processing
- Finish
- Audit
- Close

- Situational analysis
- Stakeholder engagement
- Theory of change
- Results chain including indicators
- M&E plan
- NGO Registration
- Due diligence
- Proposals
- Selection
- Capacity assessments
- Financial plan
  - Results plan
    - Risk register
    - Quality control checklist
    - Supporting documents
- Project description
- Control measures
- Partner workplan
- Digital signatures (w/p)
- “Purchase order”, instalments
- Results reporting
- Implement’n challenges
- PFR processing
- PMC02, PMC03
- Supporting documents
- “Purchase order” amended
- Invoices
- Receipts
- Instalment
- Results reporting
- Narrative reporting
- PFR processing
- PMC02, PMC03
- Supporting documents
- Audit
- Close project workplan and “purchase order”
- Manage recoveries

- Supplier: Partner record for each Partner
- => Implementer in COMPASS
- Partnership framework agreement

Internal UNHCR system
1. **UNHCR** shares the results plan with the partner via PROMS through the Workflow (negotiation of indicators template), which defines the project’s indicators and data disaggregation according to age, gender and disability.

2. **Partner** receives an email notification of the workflow transmittal, and downloads results plan.

3. **Partner** completes the plan in the following columns: “Partner Proposed Numerator”, “Partner Proposed Denominator”, then adds “Partner Comments” and “Data Source”, as relevant, and might wish to add other indicators under the “Additional Indicators” tab in the plan file.

4. **Partner** uploads the proposed results plan and sends it back to UNHCR via the workflow.

5. **UNHCR** receives an email notification, reviews, completes “UNHCR Proposed Numerator”, and “UNHCR Proposed Denominator”, and adds “UNHCR Comments” as relevant.

6. **The results plan is completed.**
**High-Level Process Overview**

**START**
- **UNHCR**
  - Shares the results plan with partner.
- **Partner**
  - Fills the results plan with figures representing the targets of output statements, adds comments and shares back.
  - Reviews, adds figures and comments, then agreed indicative targets are populated.
  - ✓ **UNHCR proceeds with the next steps for the finalization of the agreement** OR

**CONTINUATION**
- **UNHCR**
  - Shares the results plan back with the partner.
- **Partner**
  - Reviews figures and comments and changes and/or adds comments and shares back.
  - Reviews figures and comments and amends as needed to populate the agreed indicative targets.
  - ✓ **UNHCR proceeds with the next steps for the finalization of the agreement**
BUSINESS IMPACT

- Document management functionality to enable version control and clear audit trails
- Workflow functionality to facilitate partner collaboration and electronic Output Indicator approval process

UNHCR initiates a workflow in PROMS using the “negotiation of indicators” workflow template and transmits the integrated results plan to the partner.

The Partner receives an email notification of the workflow transmittal, opens workflow and downloads the results plan and enters the information (including proposed numerators & denominators), and adds any new indicators (in the additional indicators tab) and comments, if necessary, uploads the replacement file, and completes their workflow step with “agreed” status.

UNHCR receives an email notification of the workflow transmittal. UNHCR opens the workflow, downloads the proposed results plan and reviews the content, adds any comments and adds the confirmed figures.
If a revision is required, UNHCR revises the indicators and/or targets and starts a sub-workflow (this process continues until UNHCR and partner agree on the indicators and targets).

If there is agreement on the indicators and indicative targets, UNHCR will modify fields, and upload the replacement file and the document will have the status of “agreed”.

**BUSINESS IMPACT**

- Document management functionality to enable version control and clear audit trails
- Workflow functionality to facilitate partner collaboration and electronic Output indicator 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. Access OGL from the 'My Tasks' pages then click on the three dots.

2. Select "Launch Guide" to view the interactive guide for the relevant process.
   - 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.
### Negotiation of Indicators

<table>
<thead>
<tr>
<th>Output Statement</th>
<th>Output Indicator Code</th>
<th>Output Indicator Name</th>
<th>Pop Type</th>
<th>Show as</th>
<th>Reference Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPA Number</td>
<td>33022Y23M119567</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Partner Name</td>
<td>Human Resources Development Agency</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Budget Year</td>
<td>2023</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Partner ERP Site</td>
<td>P-AFKANDAHAR01</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operation</td>
<td>AFG</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>These sections are automatically populated from UNHCR system (COMPASS).</td>
<td></td>
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</tr>
</tbody>
</table>
# Results Plan Template

**Legend**
- **Filled in by the Partner**
- **Filled in by UNHCR**
- **Approved Value automatically filled when verified**
- **System Defined / Locked Cells**

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**Partner** fills in these sections.

**UNHCR** fills in these sections.

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These sections are automatically filled.
# Results Plan Template (Additional Indicators)

Partner fills in these sections.

### Negotiation of Additional Indicators

<table>
<thead>
<tr>
<th>Output Statement</th>
<th>Output Indicator Name</th>
<th>Pop Type</th>
<th>Show as</th>
<th>Reference Values</th>
<th>Agreed % = Numerator ÷ Denominator</th>
<th>Agreed % = Numerator ÷ Denominator</th>
<th>Partner Proposed % = Numerator ÷ Denominator</th>
<th>Partner Proposed % = Numerator ÷ Denominator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistance to Persons with Specific Needs</td>
<td># of PoC with specific needs receiving assistive devices</td>
<td>Refugees</td>
<td>Number</td>
<td>Entries Number</td>
<td>270</td>
<td>1</td>
<td>270</td>
<td>1</td>
</tr>
<tr>
<td>Assistance to Persons with Specific Needs</td>
<td># of PoC with specific needs requiring rehabilitation</td>
<td>IDP3</td>
<td>Number</td>
<td>Entries Number</td>
<td>430</td>
<td>1</td>
<td>430</td>
<td>1</td>
</tr>
<tr>
<td>Situation of persons of concern monitored</td>
<td># of PoC referred to legal services</td>
<td>UIP3</td>
<td>Number</td>
<td>Entries Number</td>
<td>160</td>
<td>1</td>
<td>160</td>
<td>1</td>
</tr>
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</tr>
</tbody>
</table>

These sections are automatically filled.
### Results Plan Template (Additional Indicators)

<table>
<thead>
<tr>
<th>UNHCR Proposed % = Numerator</th>
<th>UNHCR Proposed % = Denominator</th>
<th>UNHCR Comments</th>
<th>Partner Comments</th>
<th>Data Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>270</td>
<td>1</td>
<td></td>
<td>This is proposed based on needs requested by the Needs assessment report.</td>
<td></td>
</tr>
<tr>
<td>430</td>
<td>1</td>
<td>We can keep this for now, but we may look at local service providers at a later stage.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>150</td>
<td>1</td>
<td>The actual legal services will be provided by another actor specialized in legal services.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Legend**
- **Filled in by the Partner**
- **Filled in by UNHCR**
- **Approved Value automatically filled when**
- **System Defined / Locked Cells**
- **System Defined / Locked Cells**

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UNHCR fills in these sections.

Partner fills in these sections.
THANK YOU