

# ✔ Project Workplan

**Version :** Choose an item.

**Operation:**

Click or tap here to enter text.

**Partnership Framework Agreement Number:**

Click or tap here to enter text.

**Partner Reference Number (optional):**

Click or tap here to enter text.

**Cloud ERP Contract ID Number:**

Click or tap here to enter text.

**Cloud ERP Partner Number:**

Click or tap here to enter text.

## Summary

The Partner wishes to deliver, and UNHCR wishes to support the delivery of, the Project defined below. This Project Workplan sets out the details of the Project and terms and conditions on which the Partner and UNHCR agree to collaborate.

This Project Workplan is subject to and incorporated by reference into the Partnership Framework Agreement (PFA) Cover Sheet entered into between the parties on [Click or tap to enter a date](#).

## Parties

UNHCR	The Partner
The Office of the United Nations High Commissioner for Refugees	Click or tap here to enter text.  <b>UN Partner Portal Reference Number:</b> Click or tap here to enter text.

### Signatures

Signed by the duly authorized signatories of the parties:

**UNHCR**

Name: Click or tap here to enter text.

Position: Click or tap here to enter text.

Email: Click or tap here to enter text.

Date: Click or tap to enter a date.

**The Partner**

Name: Click or tap here to enter text.

Position: Click or tap here to enter text.

Email: Click or tap here to enter text.

Date: Click or tap to enter a date.

## Project scope

The Project on which UNHCR and the Partner agree to collaborate and deliver is described below.

**Project title**

Click or tap here to enter text.

**Areas of Specialization**

**Select applicable area(s).**

- Cash and voucher assistance
- Livelihoods and economic inclusion
- Financial inclusion
- Shelter construction and reconstruction
- Housing, land and property
- Food assistance
- Distribution of supplies, including basic and domestic items
- Warehouse and inventory management
- Health – general
- Water, sanitation and hygiene (WASH) in emergencies
- Gender based violence (GBV)
- Child protection
- Education
- Energy
- Natural resources, environmental pollution and climate action
- Fuel management
- Maintenance/repair of UNHCR vehicles
- Right of use of UNHCR Assets

The Project will be implemented in accordance with the applicable standards for each [Area of Specialization](#) [English v1.1 Apr 2024] selected as outlined in the UN Partner Portal at <https://supportcso.unpartnerportal.org/hc/en-us/articles/19272970373527-Areas-of-Specialization>.

Standard operating procedures (SOPs) may be required under the applicable sectors and Areas of Specialization selected above, which must be followed by the Partner for all relevant activities. If they are not already established, these SOPs will be developed by the Partner and approved by UNHCR.

**Population**

Select all applicable population types expected for this project.

- Refugees and asylum-seekers
- Stateless persons
- Returnees
- Internally displaced persons
- Host communities
- Others of concern

Click or tap here to enter text.

**Accountability to affected people**

*Describe how affected people have participated in the project design, and will continue to be involved throughout implementation, taking into consideration age, gender and other diversity characteristics. Describe how the project will utilize a two-way feedback and response mechanism, applicable to the project.*

Click or tap here to enter text.

**Coordination**

*Describe coordination and consultation mechanisms between UNHCR and the Partner as well as with all relevant stakeholders (ex. government, UN agencies, NGOs), other relevant organizations and the broader humanitarian system, including the alignment to RRP/HRP/other relevant UN-led appeals/coordinated responses (where applicable), including involving the project's target population.*

*Where applicable, you may use this space to indicate other contributions from the partner, such as in-kind or*

Click or tap here to enter text.

*financial contributions anticipated.*

**Downstream partnerships and sub-contractors**

*List all known sub-contractors and further partners involved, detailing their role and expected contributions.*

**Select applicable option.**

- Not applicable
- Applicable based on the information below

Click or tap here to enter text.

## Project details

Please use the space below to describe the activities that will be implemented under each applicable Outcome area and to specify the location(s) where these activities will be carried out.

<b>Outcome area</b>	Click or tap here to enter text.
<b>Location</b>	<b>Activities</b>
Click or tap here to enter text.	Click or tap here to enter text.

<b>Outcome area</b>	Click or tap here to enter text.
<b>Location</b>	<b>Activities</b>
Click or tap here to enter text.	Click or tap here to enter text.

## Timelines

	<b>Start date</b>	<b>End date</b>
<b>Implementation Period</b>	Click or tap to enter a date.	Click or tap to enter a date.
<b>Liquidation Period</b>	Click or tap to enter a date.	Click or tap to enter a date.
<b>Duration (including Project Closure)</b>	Click or tap to enter a date.	Click or tap to enter a date.

## Results and resourcing

Further details have been agreed between the parties in a Financial Plan and a Results Plan, which are summarized in the table below. The Financial Plan and Results Plan are incorporated by reference in this Project Workplan.

Output		Key activities per indicator	Total budget by Output [indicate currency]
[code]	[output statement]		[output level]
	[indicator COMPASS]	Click or tap here to enter text.	
	[indicator COMPASS]	Click or tap here to enter text.	
	[indicator COMPASS]	Click or tap here to enter text.	
[code]	[output statement]		[output level]
	[indicator COMPASS]	Click or tap here to enter text.	
	[indicator COMPASS]	Click or tap here to enter text.	
	[indicator non-COMPASS]	Click or tap here to enter text.	
<b>GRAND TOTAL</b>			[Insert]

## Support

Right of use clauses in the Areas of Specialization are mandatory when UNHCR loans a partner a UNHCR Asset period. At the end of the period, the for a defined UNHCR Asset must be returned to UNHCR or itemized within the next year’s project workplan.

UNHCR Assets on loan		
UNHCR Asset ID	UNHCR Asset description	Start date of loan
[Insert]	Click or tap here to enter text.	Click or tap to enter a date.
[Insert]	Click or tap here to enter text.	Click or tap to enter a date.
[Insert]	Click or tap here to enter text.	Click or tap to enter a date.
[Insert]	Click or tap here to enter text.	Click or tap to enter a date.
[Insert]	Click or tap here to enter text.	Click or tap to enter a date.

## Determining essential controls

### Risk assessment

<b>UN internal control questionnaire (ICQ) or UNHCR internal control assessment (ICA)</b>	<b>Risk rating</b>
<b>Project audit results</b> <i>This refers to the partner’s most recent UN project audit results and ICQ (in the last 3</i>	Choose an item.

years). Where there is no ICQ available from the last 3 years, refer to UNHCR's most recent ICA.	
<b>Additional factors</b> Include additional factors that UNHCR considered when deciding essential controls, where relevant.	Choose an item.
<b>If other, please provide details</b>	Click or tap here to enter text.

### Essential controls

<b>Expected number of instalments</b> <i>This number is aligned with the agreed Financial Plan</i>	Choose an item.
<b>Value of the first instalment</b> <i>As a percentage of the total value of the project when determined. This % is aligned with the agreed Financial Plan</i>	[Insert %]
<b>Breakdown of partner personnel expenditure</b> <i>Mark whether it will be mandatory for the Partner to submit a breakdown of personnel costs charged to the project with each Project Financial Report.</i>	Choose an item.
<b>Budget flexibility</b> <i>High/significant risk rating ALWAYS = 30% budget flexibility.</i>	Choose an item.

Further [DSPR/IMAS guidance](#) is available for recommended calculations to determine essential controls.

### Reporting

Whilst the Project Financial Reports (PFRs) must be submitted in the format provided by UNHCR, the partner and UNHCR jointly determine the format of other reports. Where partners already carry out other relevant monitoring and reporting activities (including interagency and/or sectoral reporting), UNHCR may approve the use of the corresponding tools and formats to satisfy some of the reporting requirements below.

Report	Due dates and requirements	
<b>PFR</b>	A minimum of three PFRs are required for a 12-month project workplan. In case more PFRs are required, please detail within 'other' below.	
	<b>Reporting period end date:</b>	[DD/MM/YYYY]
	<b>PFR due date:</b>	[DD/MM/YYYY]
	<b>Reporting period end date:</b>	[DD/MM/YYYY]
	Please specify any supporting documentation to be provided by the Partner with each financial report (optional).	
	Click or tap here to enter text.	

	<p><b>PFR due date:</b> [DD/MM/YYYY]</p> <p><b>Interim reporting period end date:</b> [DD/MM/YYYY]</p> <p><b>Interim PFR due date:</b> [DD/MM/YYYY] <i>(Please choose a date before 10 Dec)</i></p> <p><b>Year-end reporting period end date:</b> [DD/MM/YYYY]</p> <p><b>Year-end PFR due date:</b> [DD/MM/YYYY] <i>(Please choose a date before 15 Feb)</i></p>
<b>Results Reports</b>	<p><b>Reporting period end date:</b> [DD/MM/YYYY] <b>Agreed due date:</b> [DD/MM/YYYY]</p> <p><b>Reporting period end date:</b> [DD/MM/YYYY] <b>Agreed due date:</b> [DD/MM/YYYY]</p> <p><b>Reporting period end date:</b> [DD/MM/YYYY] <b>Agreed due date:</b> [DD/MM/YYYY]</p> <p><b>End-results report period end date:</b> [DD/MM/YYYY] <b>Agreed due date:</b> [DD/MM/YYYY]</p>
<b>Narrative Reports</b>	<p><b>Reporting period end date:</b> [DD/MM/YYYY] <b>Agreed due date:</b> [DD/MM/YYYY]</p> <p><b>End-narrative report period end date:</b> [DD/MM/YYYY] <b>Agreed due date:</b> [DD/MM/YYYY]</p> <p><input type="checkbox"/> Not applicable (in final year of PFA)</p>
<b>Final Partnership Report (PFA report)</b>	<p><b>Agreed due date:</b> [DD/MM/YYYY]</p> <p><input type="checkbox"/> Not applicable (in other years)</p>
<b>Other:</b>	Click or tap here to enter text.

## Additional appendices

<b>Appendix</b>	Click or tap here to enter text.
<b>Appendix</b>	Click or tap here to enter text.

## Data protection

This project entails the processing of Personal Data: Choose an item.

If yes, Data Processing is:

- governed by the Data Protection Agreement (template a); or
- governed by the Data Protection Agreement (template b), in which case the following provisions apply:

<b>Data processing particulars</b>		
<b>Roles of the parties</b>	<b>Select applicable option.</b> <input type="checkbox"/> Controller-to-Processor (C2P) relationship - where UNHCR is the Controller and the Partner is the Processor <input type="checkbox"/> Controller-to-Controller (C2C) relationship - where the Partner and UNHCR both act as Controllers	
<b>Please complete the following sections, depending on whether the relationship is Controller-to-Controller, or Controller-to-Processor:</b>		
<b>Controller-to-Controller (C2C)</b>	<b>Onward Sharing</b>  <i>Please note: UNHCR's authorization for contracted third parties is required</i>	Choose an item.  <b>If yes, specify contracted third parties here:</b> Click or tap here to enter text.
	<b>Sub-processors</b>	<b>Select applicable option.</b> <input type="checkbox"/> Not applicable <input type="checkbox"/> UNHCR authorizes the Partner engaging the following Sub Processors to process Personal Data: Click or tap here to enter text.
	<b>Retention</b>	<b>Reasons for retention after the end of the project</b> <input type="checkbox"/> Not applicable <input type="checkbox"/> Click or tap here to enter text.



		<p><b>At the end of the Project, the Partner will:</b></p> <p><input type="checkbox"/> delete all Personal Data processed in relation to the Project.</p> <p><input type="checkbox"/> return all Personal Data processed in relation to the Project.</p> <p><input type="checkbox"/> not applicable – [to be determined by UNHCR in the course of the Project]</p>
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**For all Relationships (C2C and C2P), please complete the following entries:**

<p><b>Data Processing particulars</b></p>	<p><b>Select all applicable options.</b></p> <p><b>Nature and purpose of processing:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Gender based violence (GBV)</li> <li><input type="checkbox"/> Child protection</li> <li><input type="checkbox"/> Protection Monitoring</li> <li><input type="checkbox"/> Protection Case Management</li> <li><input type="checkbox"/> Durable Solutions</li> <li><input type="checkbox"/> Cash and voucher assistance</li> <li><input type="checkbox"/> Livelihoods and economic inclusion</li> <li><input type="checkbox"/> Financial inclusion</li> <li><input type="checkbox"/> Shelter construction and reconstruction</li> <li><input type="checkbox"/> Housing, land and property</li> <li><input type="checkbox"/> Food assistance</li> <li><input type="checkbox"/> Distribution of supplies, including basic and domestic items</li> <li><input type="checkbox"/> Warehouse and inventory management</li> <li><input type="checkbox"/> Health – general</li> <li><input type="checkbox"/> Water, sanitation and hygiene (WASH) in emergencies</li> <li><input type="checkbox"/> Education</li> <li><input type="checkbox"/> Energy</li> <li><input type="checkbox"/> Natural resources, environmental pollution and climate action</li> <li><input type="checkbox"/> Fuel management</li> <li><input type="checkbox"/> Maintenance/repair of UNHCR vehicles</li> <li><input type="checkbox"/> Right of Use of UNHCR Assets</li> </ul> <p><b>Other:</b></p> <p>Click or tap here to enter text.</p>
	<p><input type="checkbox"/> Access and user control measures:</p> <p>Click or tap here to enter text.</p>

	<input type="checkbox"/> Personal Data elements: Click or tap here to enter text.
	<input type="checkbox"/> Storage and transfer of Personal data: Click or tap here to enter text.
<p><b>Data Protection Laws</b></p>	<p>Click or tap here to enter text.</p>
<p><b>Transfer Method</b></p>	<p><b>Select applicable option.</b></p> <p><input type="checkbox"/> Not applicable</p> <p><input type="checkbox"/> Click or tap here to enter text.</p>
<p><b>Additional Information Security Measures, if any</b></p>	<p>Click or tap here to enter text.</p>

FOR INFO ONLY

## 1. Working together

Signatories and communications. The signatories to this Project Workplan are authorized to act on UNHCR's and the Partner's behalf in relation to this Project Workplan. Official correspondence relating to this Project Workplan will be addressed to each party's signatory, unless otherwise delegated by the signatory.

Notices. Any formal notices which must be given under this Project Workplan (for example, to terminate) must be delivered in writing to a party's signatory.

## 2. Additional obligations for the Project

Scope. The Partner agrees to deliver the Project in the Location and for the Population, all as set out in this Project Workplan. The Partner and UNHCR will work together to achieve any agreed results.

Appendices. The Partner will comply with the Financial Plan and the Results Plan, as well as with the terms of any additional appendices attached to this Project Workplan.

## 3. Timelines

Duration of this Project Workplan. This Project Workplan will continue for the Duration defined above, unless terminated earlier by a party as allowed under the Agreement.

Implementation. The Partner must implement the Project within the Implementation Period.

Reporting. The Partner must deliver the reports identified above within the prescribed timeframe. The due date represents the latest possible date the Partner can submit the report.

Liquidation. During the Liquidation Period, the Partner must settle all existing financial commitments the Partner agreed to for the Project, and not agree to any new financial or other commitments.

Extensions. UNHCR will generally not agree to extend the Implementation Period or the Liquidation Period unless there are exceptional circumstances and at UNHCR's discretion. If UNHCR agrees to extend either timeline, this will be agreed with the Partner in a separate agreement in writing. Any extension request must be submitted to UNHCR's signatory before the end of November of the implementation year, for due consideration, and include a detailed explanation as to why the request should be accepted.

## 4. Data protection

Data protection and information security capacity assessment. This assessment is only required if the Project entails the processing of Personal Data. The Partner agrees to implement the risk mitigation measures identified through this assessment.