UNPP FAQ

**1.How a partner can start creating its profile in UNPP?**

User Manual, available in resource library, has all details. Following video can also be used for details:

<https://www.youtube.com/watch?v=YgIB7Y3a5Lo>

In addition, a job aid is available for partners on the registration and profile creation process.

**2. During filling of information by a partner, which fields are mandatory and which fields are optional?**

Fields are clearly identifiable in UNPP for mandatory and optional information. Please refer to User Manual for more information.

**3. Will there be a job aid for using this site?**

UNPP User Manual has all details on features. Job aids and user manual will be in the resource library.

**4. How long is UNPP due diligence valid once approved?**

There is no expiration date for the partner’s verification status. Each UN Organization may request updated information from its partners in accordance with their own policies and procedures. This is an area for future enhancements of the UNPP solution where UN Organizations could agree on validity or renewal procedures.

**5. If I was already verified by one UN entity, do I need to repeat the process to work with another UN** **entity?**

No, once verified in UNPP, you are eligible to work with all UN entity part of UNPP.

**6. I have an approved verified status, but another UN entity is asking for additional information, is this correct?**

Yes, if there is change in information concerning a partner, either the UN entity or partner can request reopening the review process.

**7. What happens if a partner verification is not accepted by the UN Secretariat**

If a partner’s verification is not accepted, the partner cannot apply to UN Secretariat partnership opportunities. There are 4 statuses of partner verification: 1. Pending, 2. Ready to be verified, 3. Verified, 4. Failed.

**8. Can a partner apply directly from UNPP for a UN Secretariat Program of Work?**

No, applications for Secretariat partnership opportunities cannot be submitted in UNPP.

**9. Is there a threshold which partners register in UNPP?**

No, all partners receiving funds have to undergo the basic due diligence vetting process, (regardless of the funding threshold) to ensure partner is registered with relevant government authorities, poses no reputational risk, is not on the UN sanctions list, has mandate/mission aligned with the UN.

**10. Is there an option not to create a profile after registration? E.g. in cases where the organizations are: 1) small and yet they are very critical for project implementation, 2) time bound activities (eg less than six month) and 3) below a threshold of $150,000 (the policy allows for a minimum capacity assessment up to this threshold)?**

Yes, a partner can choose to only register and not complete the profile. Only partners whose profile has been successfully verified are considered eligible partners. All partners receiving funds have to undergo the basic due diligence vetting process as set up in UNPP. This is also responding to oversight recommendations requiring all partners to undergo a min due diligence screening.

**11. Please share the template of information to be filled up by the partners**

The information that has to be completed as part of the partner’s registration and profile completion is available in the job aids for UNPP registration and NGO profile creation process (see resource library). In summary, partners have to provide basic identification information, legal status, mission and mandate, funding, project implementation and collaboration with other UN Organizations.

**12. Who is going to invite potential partners to register?**

There is no process of formal invitation of partners to register on UNPP. Any partner, wanting to work with a UNPP participating UN entity can start the registration process and inform UN staff of the organization they intend to work with.