



UN Partner Portal



USER MANUAL

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1. Understanding the User Manual

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1.1. Objective of the user manual

This user manual has been developed to orient the members of the **UN Agencies and Civil Society Organizations** to use the UN Partner Portal.

This manual is intended for all users and roles, these being:

User Roles	Abbreviations
HQ Editor	HQE
Reader User	RU
Basic Editor	BE
Advanced Editor – UN Secretariat	AE-UN

1.2. What is needed?

To follow this user manual and use UN Partner Portal, the user will need to have the following elements:

- Access to a computer/laptop to use the UN Partner Portal
- Access to internet
- Have login access credentials.

2. Resources And Library

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Web version

The users can also access the following links to get more information on :

Partner Verification:

<https://unpartnerportalhelpcenter.zendesk.com/hc/en-us/articles/360012946334-Verify-Partner>

Adding Observations/ Risk Flags:

<https://unpartnerportalhelpcenter.zendesk.com/hc/en-us/articles/360013064373-Partner-Observations>

UN Partner Portal

Production URL: <https://www.unpartnerportal.org/login>

UAT URL: <https://uat.unpartnerportal.org/landing/>

3. Access and connect to UN Partner Portal

Accessible by:

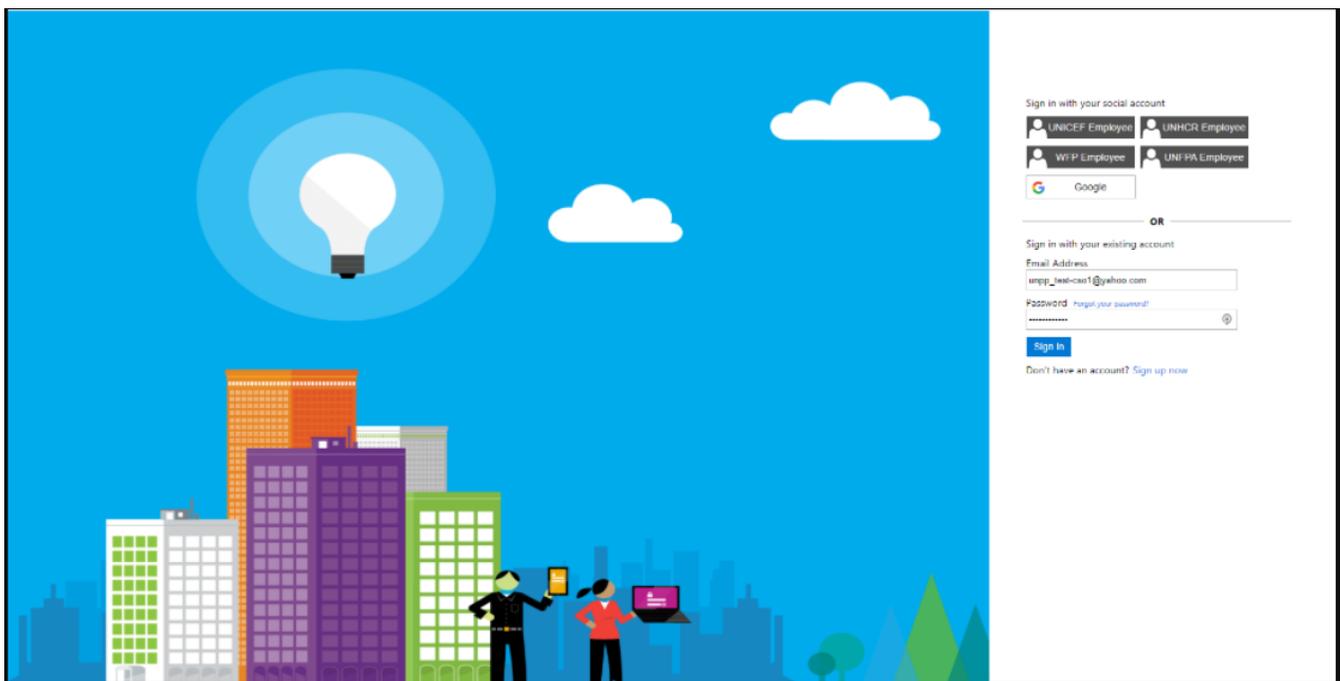
Web version

3.1. Access to UN Partner Portal

- **Step 1:** Open the computer/laptop internet navigator.
- **Step 2:** Insert the following link: <https://www.unpartnerportal.org/login>
- **Step 3:** Select “ENTER” to open the UN Partner Portal.

3.2. Login to UN Partner Portal

- **Step 1:** Open UN Partner Portal in the browser



- **Step 2:** Select “EMAIL” and type your email address used during registration.
- **Step 3:** Select “PASSWORD” and type password created during registration.
- **Step 4:** Select “SIGN IN” to access UN Partner Portal.

4. Partner Registration and Profile Completion

Accessible by:

Web version

- **Step 1:** Login to the UN Partner Portal <https://www.unpartnerportal.org/registration>
- **Step 2:** Enter the Type of the organization and other basic information like Legal Name, Legal Status

Registration Organization

1 Select type of organization

The UN Partner Portal is solely intended for use by national NGOs, international NGOs, community based organizations, academic institutes, and Red Cross/Red Crescent societies. The UN Partner Portal is NOT intended for use by private sector companies, government ministries, or Individuals. [Learn more.](#)

Type of organization ⓘ

- Academic Institution
- Community Based Organization (CBO)
- 2 International NGO (INGO)
- National NGO
- 3 Red Cross/Red Crescent Movement

Registration Organization

✓ Select type of organization

2 Enter basic identification information

1

Organization's Legal Name
Provide organization's legal name

Alias (optional)
Provide alias

Acronym (if applicable)
Provide acronym

Has the Organization had a legal name change?
 Yes No

Country of Origin ⓘ
Provide country of origin

Head of Organization's Full Name
Provide Full Name

Email of Head of Organization
Provide Email

2

CONTINUE

CANCEL

- **Step 3:** Upload the necessary documents like Registration and Governing document or Letter of reference

Is organization registered to operate in the country of origin?

Yes No

Please upload Registration Document

 **UPLOAD FILE**

Required

Name of registering authority

Please provide _____

Required

Registration Date	Registration number (if applicable)
Please provide _____	Please provide _____

Required

Expiration Date

Please provide _____

Does the Organization have a Governing Document?

Yes No

Please upload Governing Document 

 **UPLOAD FILE**

Does the organization have a letter of reference from a donor agency, government authority or community association?

Yes No

CONTINUE

CANCEL

- **Step 4:** Fill in the Partner Declaration section

4 Partner Declaration

By answering yes, the organization confirms the following:

That it is a non-profit civil society organization.	<input checked="" type="radio"/> Yes <input type="radio"/> No
That it is committed to the core values of the UN and the Universal Declaration of Human Rights .	<input checked="" type="radio"/> Yes <input type="radio"/> No
That it abides by the Principles of Partnership as endorsed by the Global Humanitarian Platform (GHP) in July 2007. The Principles of Partnership are: a) Equality b) Transparency c) Result-orientated approach d) Responsibility e) Complementarity	<input checked="" type="radio"/> Yes <input type="radio"/> No
That it will not discriminate against any person or group on the basis of race, colour, sex, language, religion, political or other opinion, national or social origin, property, disability, birth, age or other status.	<input checked="" type="radio"/> Yes <input type="radio"/> No
That it shall ensure that all its employees, personnel and sub-contractors comply with the standards of conduct listed in Section 3 of the UN Secretary-General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse .	<input checked="" type="radio"/> Yes <input type="radio"/> No
That it has not been charged with or been complicit in fraud, or financial and non-financial corrupt activities, including money laundering, crimes against humanity and war crimes, and is not involved, nor has been involved in the past, with such activities that are incompatible with the UN mandate and values and that would render the organization unsuitable for dealing with UN agencies.	<input checked="" type="radio"/> Yes <input type="radio"/> No
That neither it nor any of its members is mentioned on the Consolidated United Nations Security Council Sanctions List . Furthermore, that it has not supported and does not support, directly or indirectly, individuals and entities sanctioned by or otherwise involved in a manner prohibited by a Security Council resolution adopted under Chapter VII of the Charter of the United Nations.	<input checked="" type="radio"/> Yes <input type="radio"/> No
That the information provided in the Partner Declaration above is accurate to the best of its knowledge, and that any misrepresentations, falsifications, or material omissions in the Partner Declaration, whenever discovered, may result in disqualification from or termination of partnership with the UN.	<input checked="" type="radio"/> Yes <input type="radio"/> No

- **Step 5:** Acknowledge the Terms of use of Privacy Policy
- **Step 6:** Click on Register button

Registration Organization

- ✓ Select type of organization
- ✓ Enter basic identification information
- ✓ Legal Status
- ✓ Partner Declaration
- 5 Terms of Use and Privacy Policy

2 I have read and agree to the [Terms of Use and Privacy Policy](#) on UN Partner Portal

3 **REGISTER** CANCEL

- **Step 7:** After successful registration of the Partner the partner profile needs to be completed
- **Step 8:** Login as the Partner in UN Partner Portal and click on Profile tab In the Left Navigation Bar

UNPP

Dashboard

Partnership Opportunities

Your Applications

Profile

Resource Library

Dashboard

New Calls for Expressions of Interest by Sector

in last 10 days

Camp Coordination & Camp Management

Education

Food Security

Health

Livelihoods

Logistics

Nutrition

Protection

Shelter

WASH and Environment

Social Policy and Advocacy

Durable Solutions

Cross Sectoral

Number Of Applications Submitted by UN Agency

Number Of Pinned Calls for Expressions of Interest with approaching application deadline

0

VIEW ALL

Number of selections to date

0

VIEW ALL

Last Profile Update

29 Oct 2018

VIEW PROFILE

Logged in as: Development & Humanitarian Aid International

United

- **Step 9:** Click on Edit button and fill in all the details under Identification, Contact Information, Mandate and Mission , Funding, Collaboration, Project Implementation and Other Information sections

The screenshot shows the UNPP interface. On the left is a navigation menu with items: Dashboard, Partnership Opportunities, Your Applications, Profile, and Resource Library. The main content area is titled 'Youth Network for the Rehabilitation of Afghanistan' and includes a sub-header 'OVERVIEW' and 'UN DATA'. A red box highlights an 'EDIT' button in the top right corner. Below the header, there is a section for 'Identification' with a sub-section for 'Basic Information'. The 'Basic Information' section contains the following fields:

- Organizations Legal Name: Youth Network for the Rehabilitation of Afghanistan
- Alias (if applicable): -
- Acronym (if applicable): -
- Organizations former Legal Name (optional): -

The screenshot shows the UNPP interface with a navigation bar at the top. The main content area is titled 'Youth Network for the Rehabilitation of Afghanistan'. Below the title, there is a horizontal menu with several tabs: IDENTIFICATION, CONTACT INFORMATION, MANDATE AND MISSION, FUNDING, COLLABORATION, PROJECT IMPLEMENTATION, and OTHER INFORMATION. The 'IDENTIFICATION' tab is highlighted with a red box. Below the tabs, there is a section for 'Basic Information' with a sub-section for 'Basic Information'. The 'Basic Information' section contains the following fields:

- Organizations Legal Name: Youth Network for the Rehabilitation of Afghanistan
- Alias (if applicable): -

➤ **Step 10** Click on Save to complete the Profile

5. Partner Management

Accessible by:

Web version

5.1 PARTNERS/INGO HQ Profiles Verification

Partner Organizations profiles should be verified by the a UN Agency member in order for the Partner application to be selected to establish a potential partnership. The partner should fulfill all the requirements for getting successfully verified. Partners that are flagged with red risk flag cannot be verified.

- **Step 1:** Click on Partners icon to access Partners Page
- **Step 2:** Click on Partner Organization Name to be verified

The screenshot shows the UNPP interface. On the left is a navigation menu with 'Partners' highlighted. The main area is titled 'Partners' and contains search filters for Legal Name, Verification Status, Type of Organization, Country, Sector & Area of Specialization, and Populations of concern. Below the filters is a table of search results. The table has columns for Organization's Legal Name, Acronym, Type of Organization, Country, and Experience working with UN. Three results are shown, with the third one, 'Save the Children International', highlighted with an orange box. This entry includes a blue 'HQ' badge and a red risk flag icon.

Organization's Legal Name	Acronym	Type of Organization	Country	Experience working with UN
> Stiftelsen Flyktningshjelpen #2		International NGO (INGO)	Norway	UNHCR
> Stiftelsen Flyktningshjelpen		International NGO (INGO)	Central African Republic	UNHCR
> Save the Children International		International NGO (INGO)	United Kingdom	UNHCR

- **Step 3:** In the Partner Page view the summary of the Partner's organization in Overview tab
- **Step 4:** Click on the three vertical dots displayed in the summary page and click on Verify Profile

The screenshot shows the profile page for 'Save the Children International'. The navigation tabs include OVERVIEW, PROFILE DETAILS, UN DATA, VERIFICATION, OBSERVATIONS, APPLICATIONS, and USERS. The 'Verification status' section shows 'Verification Pending' with a red '2' notification icon. The 'Observations' section shows a notification icon with a red '5'.

Profile summary	
Partner name	Save the Children International
Partner ID	259
Type of organization	International NGO (INGO)
Country	United Kingdom
Location of office	Afghanistan, Armenia, Myanmar, Colombia, Congo, Dem. Rep., Ecuador, El Salvador, Ethiopia, Iraq, Jordan, Kenya, Lebanon, Liberia, Malawi, Nepal, Rwanda, Somalia, Sudan, South Sudan, Syrian Arab Republic, Thailand, Turkey, Uganda, Ukraine, Egypt, Tanzania, United Republic of, Burkina Faso, Yemen, Zambia, Bangladesh, Spain
Head of organization	
Full Name	
Job Title/Position	
Telephone	
Mobile	
Fax	
Email	
Contact info	SCI: St Vincent House, 30 Orange Street, London, WC2H 7HH, UK SCUS: 809 N. Capitol Street NE, Suite 900, Washington, DC 20002.

The screenshot shows the same profile page as above, but with a warning dialog box overlaid. The dialog box has a blue header with a red '5' notification icon and contains the text: 'Warning: This profile cannot be verified as the partner has not completed their profile.' There is an 'OK' button at the bottom right of the dialog.

- **Step 5:** Complete the verification questions by answering Yes or No and entering comments in the appropriate section

Verify partner's profile ×

You are verifying Organization Profile of: Development & Humanitarian Aid International 1

Has the CSO/partner uploaded its valid, non-expired registration certificate issued by the correct government body, or otherwise indicated eligibility to operate in the country? Yes No

Comment
Provide comment

Are the mandate and mission of the CSO/partner consistent with that of the UN? Yes No

Comment
Provide comment

Does the CSO/partner have mechanisms to combat fraud and corruption, prevent sexual exploitation and abuse, and protect and safeguard beneficiaries? Yes No

Comment
Provide comment

- **Step 6:** Review risks flags that have been raised by different people in regards to this partner profile. Please Answer the question whether the listed risk poses unacceptable risk to the UN by yes or no, and add comments if necessary. Raise, if necessary, additional unacceptable risks this profile might have, by answering the last question.

Verify partner's profile



You are verifying Organization Profile of: Development & Humanitarian Aid International

The box below contains the risk-related observations (if any) associated with the CSO/partner and captured in UN Partner Portal.

This CSO/partner has: 0 1 0 0

Risk flag

Created

01 Nov 2018

Comment

Poor record keeping at the country office level

Contact person (optional)

Allison Hinds

Telephone (optional)

E-mail

unpp_test-
unicefhqeditor@yahoo.com

Attachment

-

Items per page: 1

1-1 of 2



Do these observations pose unacceptable risk to the UN?

Yes No

Comment

Provide comment

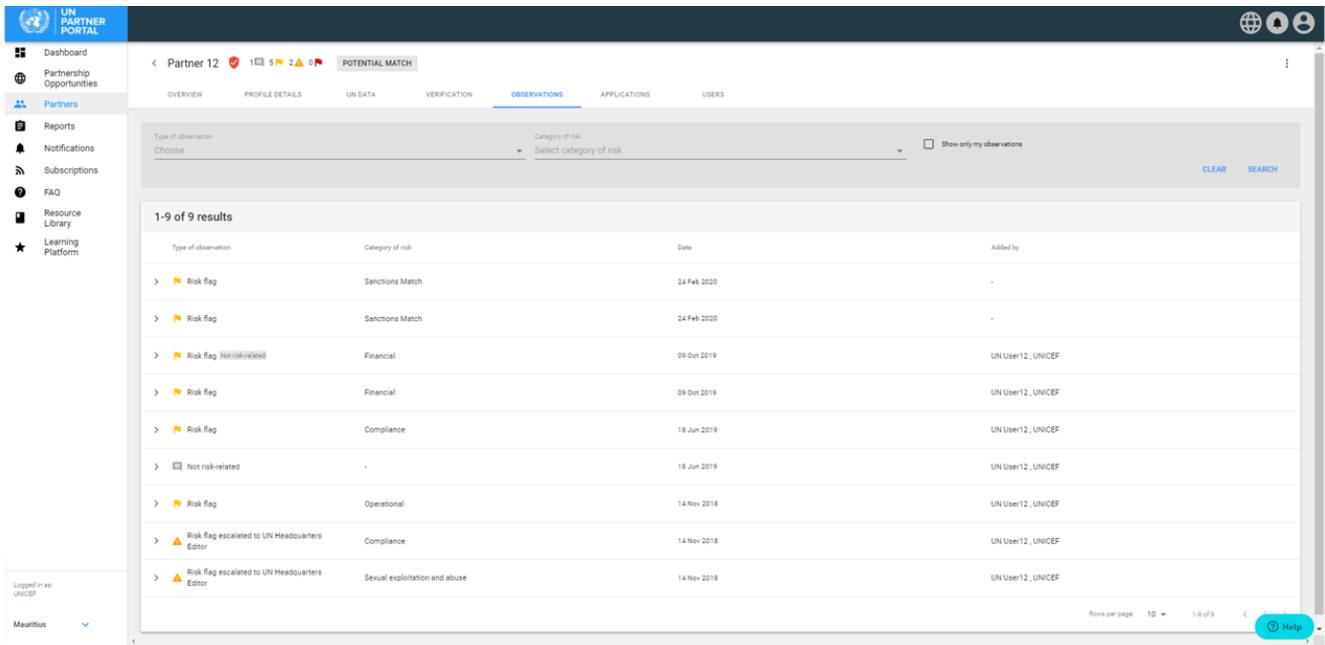
Are there any other risk-related observations associated with the CSO/partner that are not captured in UN Partner Portal, but which pose unacceptable risk to the UN?

Yes No

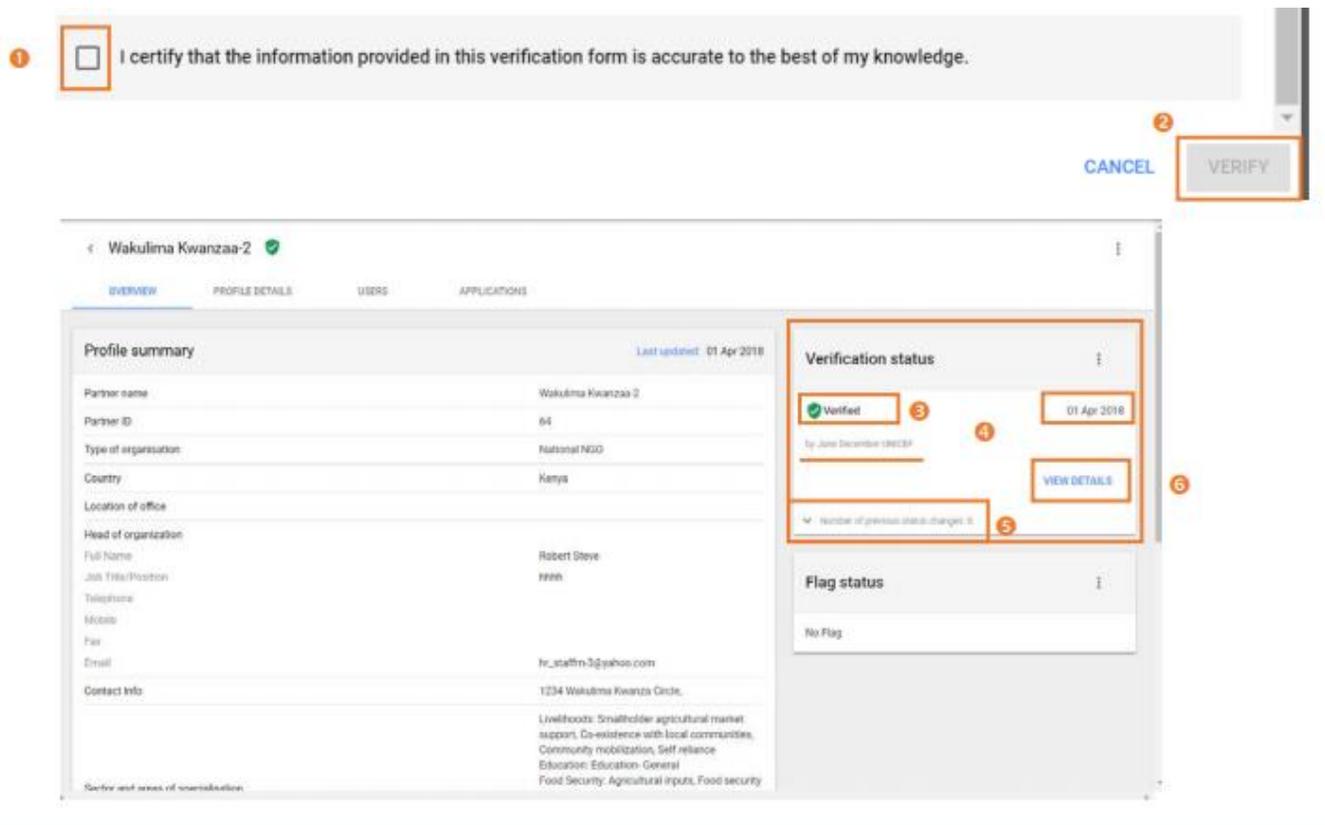
Comment

Provide comment

- **Step 7:** Review the flag raised when the partner's profile is present in the sanctions list and the partner profile is flagged as a 'Potential Match'



➤ **Step 8:** Certify the information provided by checking the checkbox and click on Verify button



5.2 Add Observations and Risks Flags to All Profiles

Add Observation: UN Agency members having permissions can add an Observation against a Partner Profile. The count of observations can be viewed by all agency members.

Add yellow flag: UN Agency members having permissions can add a Yellow Risk flag against a Partner Profile. The count of yellow flags can be viewed by all agency members.

Escalate yellow to Red flag: UN Agency members having permissions can escalate a Yellow Risk flag to Red Flag against a Partner Profile. The count of red flags can be viewed by all agency members.

Invalidate the Yellow Flag: UN Agency members having permissions can invalidate a Flag.

5.2.1 Add Observation on PARTNERS /INGO HQ Profiles

- **Step 1:** Click on Partners icon to access the partners' page
- **Step 2:** Click on the partner organization's name that you want to flag

The screenshot shows the UNPP interface. On the left, a sidebar contains navigation options: Dashboard, Partnership Opportunities, Partners (highlighted with an orange box), Reports, and Resource Library. The main content area is titled 'Partners' and features a search form with fields for Legal Name, Verification Status, Type of Organization, Country, and Sector & Area of Specialization. Below the form is a table with 1-1 of 1 results. The table has columns for Organization's Legal Name, Acronym, Type of Organization, Country, and Experience working with UN. The first row is for 'Development & Humanitarian Aid International' (DHA), an International NGO (INGO) from the United Kingdom, with experience at UNHCR, UNICEF, and WFP. The organization name in the table is highlighted with an orange box.

- **Step 3:** View a summary of the partner organization in the 'Overview' tab and click on vertical bullets to 'Add Observation'

The screenshot shows the UNPP interface for a partner profile. The left sidebar contains navigation options: Dashboard, Partnership Opportunities, Partners, Reports, and Resource Library. The main content area is titled 'Development & Humanitarian Aid International' and includes a navigation bar with 'OVERVIEW' (highlighted), PROFILE DETAILS, UN DATA, VERIFICATION, OBSERVATIONS, APPLICATIONS, and USERS. A 'Download as PDF' button and a 'Verify Profile' button are visible in the top right. Below the navigation bar is a 'Profile summary' table with the following details:

Partner name	Development & Humanitarian Aid International
Partner ID	239
Type of organization	International NGO (INGO)
Country	United Kingdom
Location of office	Afghanistan, Jordan, Turkey, Malawi, Malaysia, Kenya
Head of organization	Dhillin Collins

To the right of the profile summary is a 'Verification status' section showing 'Verification Passed' on 01 Nov 2018 by Eric James UNICEF. Below that is an 'Observations' section with a small icon set.

- **Step 5:** In response to the question- Does this observation relate to fraud, corruption, ethical concern or other reputational risk? Select 'No, not risk-related'
- **Step 6:** In the comments section enter the details of the observation You can also choose to enter the details of the individual raising the flag (name, telephone, email). (This information will be auto populated from the user profile).
- **Step 7:** The user can upload a file that relates to the observation and click on Save

This screenshot shows the same partner profile page as above, but with a modal dialog box open. The dialog is titled 'Are you sure you want to add an observation to this Profile?' and contains the following content:

An observation can be added to record brief notes on past collaboration, risk or other key issues.

Does this observation relate to fraud, corruption, ethical concern or other reputational risk?

1 No, not risk-related
 Yes, add risk flag
 Yes, add risk flag and escalate to UN Headquarters Editor

Comments 2
 Enter additional details...

Contact person (optional) 3
 UN User30

Telephone (optional) Email
 Enter telephone... unpp_test-unuser30@yahoo.com

Attachment (optional) 4
 UPLOAD FILE

CANCEL SAVE 5

The background shows the partner profile for 'Partner 16' with a 'Verification status' of 'Verification Passed' on 14 Nov 2018.

5.2.2 Edit Observation on PARTNERS/INGO HQ Profiles

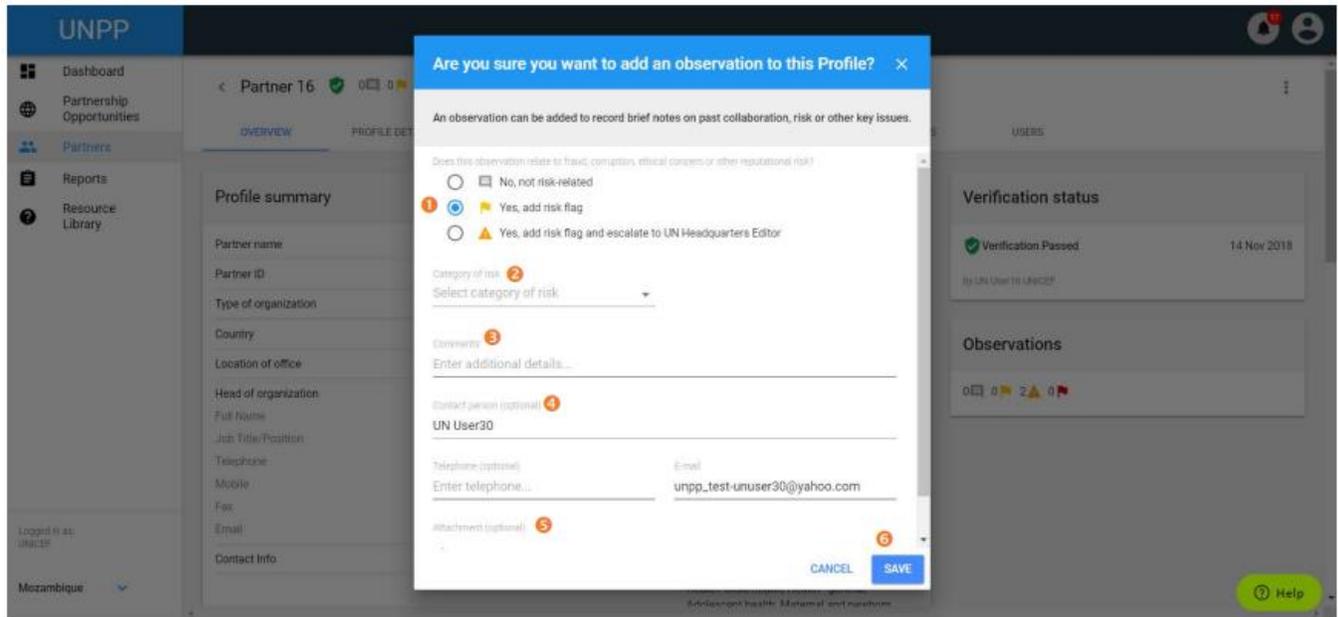
- **Step 1:** In the partner's page click on the 'Observations' tab to view the details of the observations and flags posted on the organization's profile.
- **Step 2:** Click on the > arrows to view the details of the observation/flag
- **Step 3:** In the flag details screen click on the Pencil icon to edit the observation/flag.

The screenshot shows the UNPP interface for the 'Development & Humanitarian Aid International' profile. The 'OBSERVATIONS' tab is selected and highlighted with a red box. Below the navigation tabs, there are filters for 'Type of observation' and 'Category of risk', along with a 'Show only my observations' checkbox. The results section shows '1-2 of 2 results'. The first result is a 'Risk flag' of 'Financial' category, dated '01 Nov 2018', added by 'Allison Hinds (me), UNICEF'. This row is highlighted with a red circle (2) and has a pencil icon (3) for editing. The second result is a 'Risk flag' of 'Financial' category, dated '01 Nov 2018', added by 'Eric James, UNICEF'. The interface also shows a 'CLEAR' and 'SEARCH' button, and a 'Rows per page' dropdown set to 10.

5.2.3 Add Yellow Risk Flag on PARTNERS /INGO HQ Profiles

- **Step 1:** Click on the 'Partners' icon to access the partners page
- **Step 2:** Click on the partner organization's name (2) that you want to flag
- **Step 3:** View a summary of the partner organization in the 'Overview' tab Click on vertical bullets to 'Add Observation'

- **Step 4:** In response to the question- Does this observation relate to fraud, corruption, ethical concern or other reputational risk? Select the yellow flag- 'Yes, add risk flag'
- **Step 5:** Select the 'Category of risk' and In the 'Comments' box enter the details of your observation. You can also choose to enter the details of the individual raising the flag (name, telephone, email). (This information will be auto populated from the user profile).
- **Step 6:** If needed you can also upload a file that is related or supports the observation and Click Save



5.2.4 Edit /Invalidate the Yellow Risk Flag for Profiles

- **Step 1:** In the partner's page click on the 'Observations' tab to view the details of the observations and flags posted on the organization's profile.
- **Step 2:** Click on the > arrows to view the details of the observation/flag
- **Step 3:** In the flag details screen click on the Pencil icon to edit the observation/flag.

UNPP

Development & Humanitarian Aid International

OVERVIEW PROFILE DETAILS UN DATA VERIFICATION **OBSERVATIONS** APPLICATIONS USERS

Type of observation: Select type of observation
 Category of risk: Select category of risk
 Show only my observations

CLEAR SEARCH

1-2 of 2 results

Type of observation	Category of risk	Date	Added by
2 > Risk flag	Financial	01 Nov 2018	Allison Hinds (me), UNICEF
> Risk flag NO LONGER VALID	Financial	01 Nov 2018	Eric James, UNICEF

Rows per page: 10 1-2 of 2 < 1 >

Logged in as: UNICEF
 United States of America
 User Management

Help

- **Step 4:** Click on 'This flag is no longer valid', enter the reason for decision (Only the person created can edit the flag)
- **Step 5:** Click Save

UNPP

Development & Humanitarian Aid International

OVERVIEW PROFILE DETAILS UN DATA VERIFICATION OBSERVATIONS APPLICATIONS USERS

Type of observation: Select type of observations
 Category of risk: Select category of risk
 Show only my observations

CLEAR SEARCH

1-2 of 2 results

Type of observation	Category of risk	Date	Added by
> Risk flag	Financial	01 Nov 2018	Allison Hinds (me), UNICEF
> Risk flag NO LONGER VALID	Financial	01 Nov 2018	Eric James, UNICEF

Rows per page: 10 1-2 of 2 < 1 >

Logged in as: UNICEF
 United States of America
 User Management

Help

Update observation

Risk flag

Category of risk: Financial

Comments: Poor record keeping at the country office level

Contact person (optional): Allison Hinds

Telephone (optional):
 E-mail: unpp_test-unicefhqeditor@yahoo.com

Attachment (optional)

Reason for decision:

This flag is no longer valid **1**

Escalate to UN Headquarters Editor **2**

3

CANCEL **SAVE** **4**

5.2.5 Escalate Yellow Risk Flag to HQ

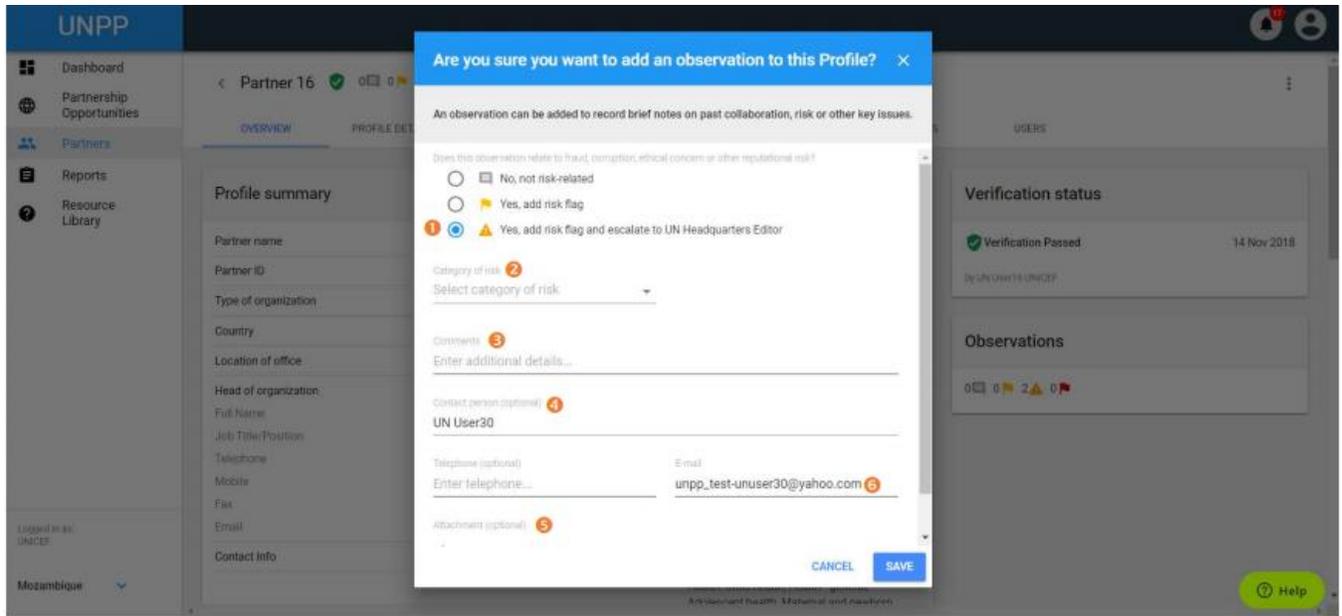
- **Step 1:** In the partner's page click on the 'Observations' tab to view the details of the observations and flags posted on the organization's profile.
- **Step 2:** Click on the > arrows to view the details of the observation/flag
- **Step 3:** In the flag details screen click on the Pencil icon to edit the observation/flag.

The screenshot displays the UNPP Observations page for 'Development & Humanitarian Aid International'. The page features a navigation menu on the left with options like Dashboard, Partnership Opportunities, Partners, Reports, and Resource Library. The main content area shows a list of observations with the following columns: Type of observation, Category of risk, Date, and Added by. Two results are visible:

Type of observation	Category of risk	Date	Added by
Risk flag	Financial	01 Nov 2018	Allison Hinds (me), UNICEF
Risk flag NO LONGER VALID	Financial	01 Nov 2018	Eric James, UNICEF

The page also includes search filters for 'Type of observation' and 'Category of risk', a 'Show only my observations' checkbox, and a 'Help' button in the bottom right corner.

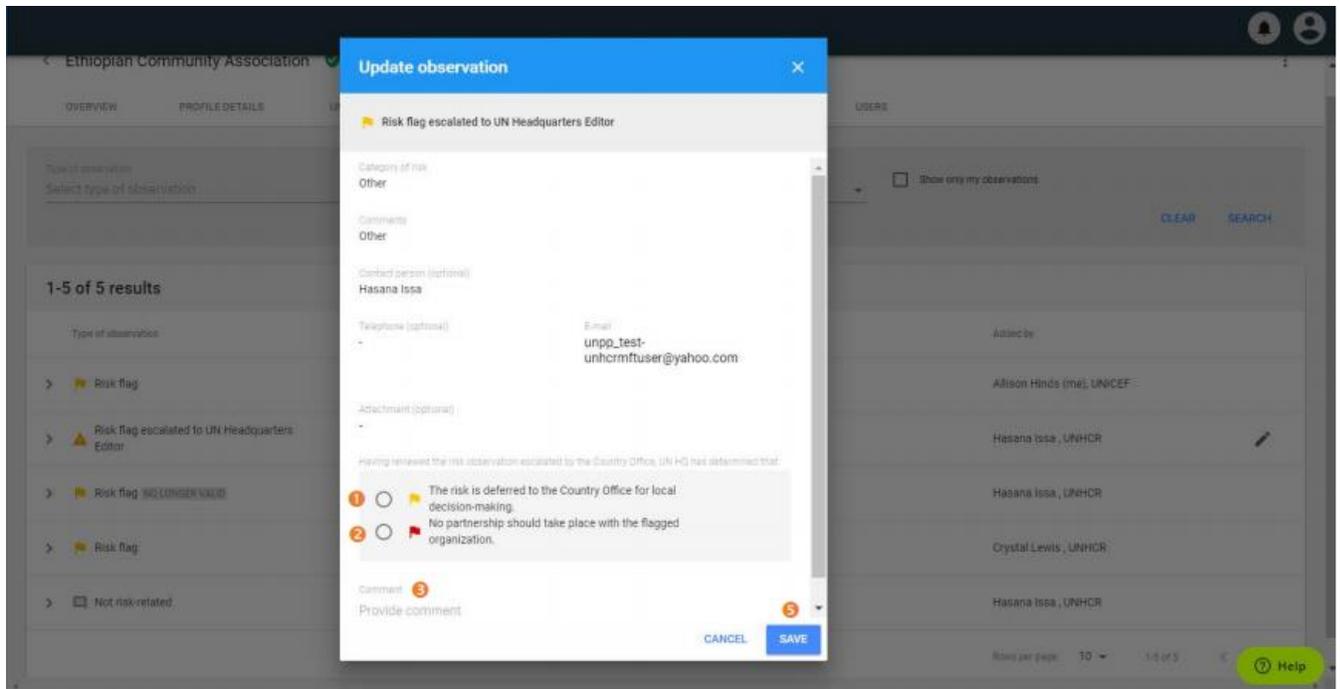
- **Step 4:** Click on select 'Escalate to UN Headquarters Editor' enter the reason for decision (Only the person created can edit the flag)
- **Step 5:** Click Save
- OR
- **Step 6:** Click on Add Observation button in the Overview of a Partner and select the 'Yes Add risk flag and escalate to UN Headquarters Editor
- **Step 7:** Fill in other mandatory and applicable fields and Click SAVE



5.2.6 Edit the Escalated Yellow Risk Flag to HQ

- **Step 1:** In the partner's page click on the 'Observations' tab to view the details of the observations and flags posted on the organization's profile.
 - **Step 2:** Click on the > arrows to view the details of the observation/flag
 - **Step 3:** In the flag details screen click on the Pencil icon to edit the observation/flag escalated to HQ.
 - **Step 4:** Click on 'This risk is deferred to the country office for local decision making' provide a comment (To Inform UNPP users that the risk should be managed at the country level)
 - **Step 5:** Click Save
- OR
- **Step 6:** Select 'No partnership should take place with the flagged organization', provide a comment (to inform UNPP users that no partnership should take place with the organization)
 - **Step 7:** Click save.

PS: Red flagging an organization means that all agencies using the UNPP will not be able to partner with this organization using the portal.



6. Reports

Accessible by:

Web version

6.1 Generate Partner Reports

- **Step 1:** Click on Reports link in the left navigation bar

The screenshot shows the UNPP (United Nations Partnership Portal) interface. On the left, a navigation bar contains links for Dashboard, Partnership Opportunities, Partners, Reports, and Resource Library. The 'Reports' link is highlighted with an orange box. The main content area is titled 'Reports' and has three tabs: PARTNERS, PARTNERSHIP OPPORTUNITIES, and VERIFICATION & OBSERVATIONS. The 'PARTNERS' tab is active. Below the tabs, there is a filter section with the following options:

- Country: Provide country
- Location: Select location
- Type of organization: Select type
- Sector & Area of Specialization: Select sector & area of specialization
- Registered in country: Yes No All
- UN Experience: Yes No All
- Show INGO HQ only

At the bottom right of the filter section are 'CLEAR' and 'SUBMIT' buttons. The bottom left of the page shows 'Logged in as: UNICEF' and 'Tanzania'. A 'Help' button is located in the bottom right corner.

- **Step 2:** Use the filters to define the parameters of the partners report and click on Submit.

UNPP

Dashboard
Partnership Opportunities
Partners
Reports
Resource Library

Reports

PARTNERS PARTNERSHIP OPPORTUNITIES VERIFICATION & OBSERVATIONS

Select filters to generate reports on partners and partner contact information, or a map of partner presence

Country: Provide (country)
 Location: Select Location
 Registered in country: Yes No All
 Type of organization: International NGO (INGO)
 Sector & Area of Specialization: Education-General
 UN Experience: Yes No All
 Show NGO HQ only

CLEAR SUBMIT

EXPORT PARTNER PROFILE REPORT EXPORT CONTACT INFORMATION REPORT

Map of Partners

8 Items selected

Organization's Legal Name	Type of Organization	Country	# of Offices	UN experience
<input checked="" type="checkbox"/> International Action for Humanitarian Assistance- Ethiopia	International NGO (INGO)	Ethiopia	3	UNHCR/UNICEF
<input checked="" type="checkbox"/> International Action for Humanitarian Assistance-Tanzania	International NGO (INGO)	Tanzania, United Republic of	2	UNICEF
<input checked="" type="checkbox"/> International Action for Humanitarian Assistance	International NGO (INGO)	United Kingdom	0	
<input checked="" type="checkbox"/> Pastoralist Initiative for Development & Advocacy Kenya	International NGO (INGO)	Kenya	0	UNHCR/UNICEF/OTHER

- **Step 3:** Click on Export Partner Profile Report to view the information on the filtered Partners Profile
- **Step 4:** Click on Export Contact Information Report to view the contact information on the filtered Partners Profile
- **Step 5:** Click Clear to clear the filters

6.2 Generate Verification and Observation Reports

- **Step 1:** Click on Reports link in the left navigation bar and select Verifications and Observations link

UNPP

Dashboard
Partnership Opportunities
Partners
Reports
Resource Library

Reports

PARTNERS PARTNERSHIP OPPORTUNITIES VERIFICATION & OBSERVATIONS

Select filters to generate a report on partner verification and observations.

Country: Provide country
Type of organization: Select type of organization
Verification Status: Select verification status
Verification Year: Select verification year
Observation Type: Select observation type
Category of risk: Select category of risk

Show INGO HQ only

CLEAR SUBMIT

- **Step 2:** Use the filters to define the parameters of the report and click on Submit
- **Step 3:** Click on Export Report to download the excel file that has details about the Verification and Observation

UNPP

Dashboard
Partnership Opportunities
Partners
Reports
Resource Library

Reports

PARTNERS PARTNERSHIP OPPORTUNITIES VERIFICATION & OBSERVATIONS

Select filters to generate a report on partner verification and observations.

Country: Provide country
Type of organization: National NGO
Verification Status: Select verification status
Verification Year: Select verification year
Observation Type: Select observation type
Category of risk: Select category of risk

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EXPORT REPORT

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Organizations Legal Name	Acronym	Type of Organization	Country	Verification Year
Ethiopian Community Association		National NGO	Ethiopia	
Afghan Foundation for Safe Communities	AFSC	National NGO	Afghanistan	
Afghan Women's Network		National NGO	Afghanistan	2018
AL RASHID TRUST		National NGO	Pakistan	
AGRICULTURAL NATIONAL ESTABLISHMENT IN ABU-GREIB		National NGO	Iraq	

Logged in as: UNICEF
Tanzania

Help

- **Step 4:** Click on Clear button to reset the filters