Partner
Reporting
Portal

PRP Learning Guide:
Login and Navigation

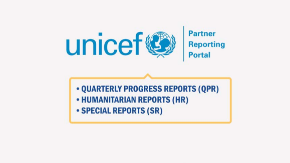
The Partner Reporting Portal allows civil society partners to submit progress reports on their programme partnerships with UNICEF.

LOGIN AND NAVIGATION
unicef
Partner
Reporting
Portal

The portal enables a more simplified, efficient, standardized and results oriented reporting process for partners working with UNICEF.
Partners will also be able to use the portal to better track the progress of their results, and manage their partnership information and reporting timelines.

On the Partner Reporting Portal, partners will be able to submit:
- Quarterly Progress Reports (QPRs)
- Humanitarian Reports (HRs), and
- Special Reports (SRs)

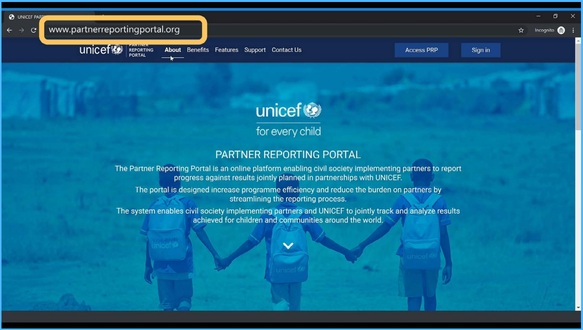
UNICEF has designed the Portal in consultation with our partners and field offices,


unicef
Partner
Reporting
Portal
• QUARTERLY PROGRESS REPORTS (QPR)
• HUMANITARIAN REPORTS (HR)
• SPECIAL REPORTS (SR)

in order to cut down on heavy paper work and inefficient manual processes, and focus our efforts and resources on achieving results - that improve the lives of children and communities around the world.

To navigate to the Portal's Landing Page, go to www.partnerreportingportal.org

The landing page of the Partner Reporting Portal is designed to orient UNICEF's implementing partners about the purpose, features and benefits of the portal.
Implementing partners can: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for every child

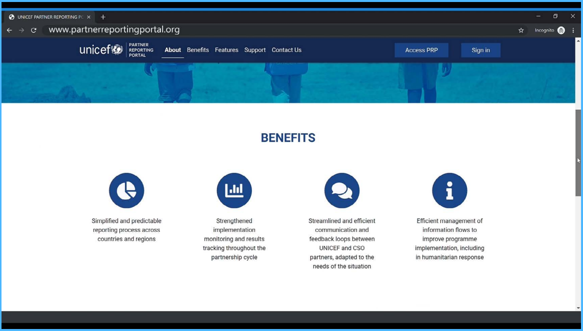
PARTNER REPORTING PORTAL

The Partner Reporting Portal is an online platform enabling civil society implementing partners to report progress against results jointly planned in partnerships with UNICEF.

The portal is designed increase programme efficiency and reduce the burden on partners by streamlining the reporting process.

The system enables civil society implementing partners and UNICEF to jointly track and analyze results achieved for children and communities around the world.

Read About the Portal, as well as the Benefits and
Features associated with using the Portal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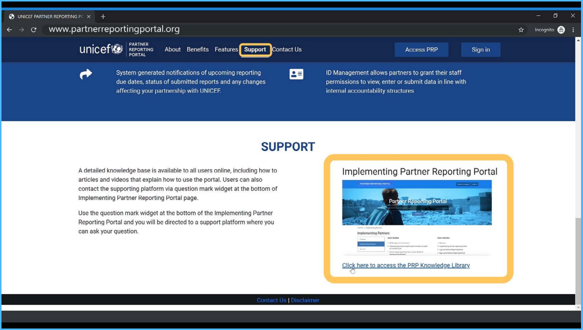
BENEFITS

- Simplified and predictable reporting process across countries and regions
- Strengthened implementation monitoring and results tracking throughout the partnership cycle
- Streamlined and efficient communication and feedback loops between UNICEF and CSO partners, adapted to the needs of the situation
- Efficient management of information flows to improve programme implementation, including in humanitarian response

Partners can also access resources for using the
Portal by clicking on the Support icon and navigating to the Knowledge Library
a. In the knowledge, library partners will be able to find a list of quick guides and video resources, and access a list of UNICEF's partnership policies
and procedures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Partner Reporting Portal

System generated notifications of upcoming reporting due dates, status of submitted reports and any changes affecting your partnership with UNICEF.

ID Management allows partners to grant their staff permissions to view, enter or submit data in line with internal accountability structures

SUPPORT

A detailed knowledge base is available to all users online, including how to articles and videos that explain how to use the portal. Users can also contact the supporting platform via question mark widget at the bottom of Implementing Partner Reporting Portal page.

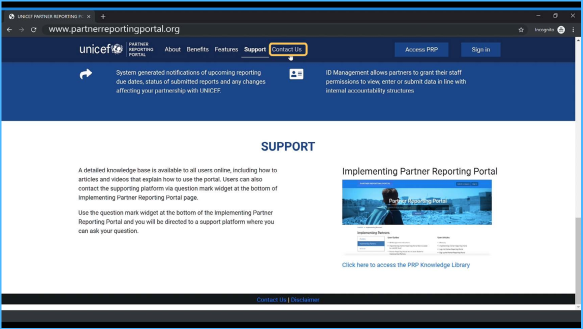
Use the question mark widget at the bottom of the Implementing Partner Reporting Portal and you will be directed to a support platform where you can ask your question.

Implementing Partner Reporting Portal

Click here to access the PRP Knowledge Library

Contact Us | Disclaimer

Partners can click on the Contact Us icon to reach out to the Portal's support desk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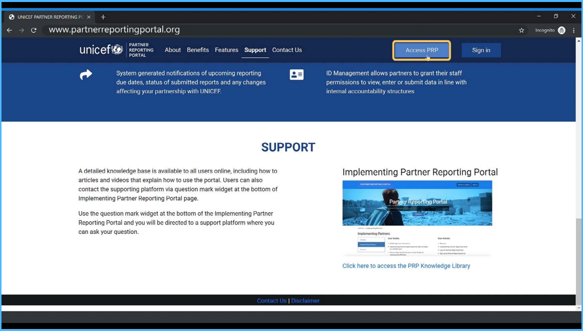
Implementing Partner Reporting Portal

Click here to access the PRP Knowledge Library

Contact Us | Disclaimer

By clicking on the Access PRP icon, partners can learn about how their organization can access the Portal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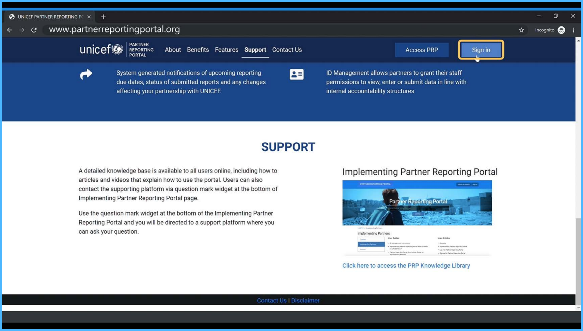
Implementing Partner Reporting Portal

Click here to access the PRP Knowledge Library

To enter the Partner Reporting Portal, partners can click on the Signin icon.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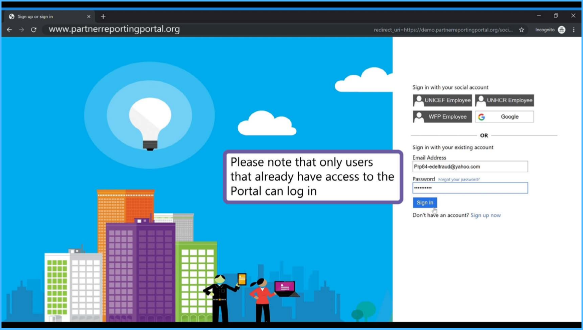
Implementing Partner Reporting Portal

Click here to access the PRP Knowledge Library

Enter your login e-mail and password and click Sign In


Sign up or sign in
www.partnerreportingportal.org
redirect_uri=https://demo.partnerreportingportal.org/soci...
Incognito
UNICEF Employee
UNHCR Employee
WFP Employee
Google
OR
Forgot your password?
Sign in

Sign in with your social account

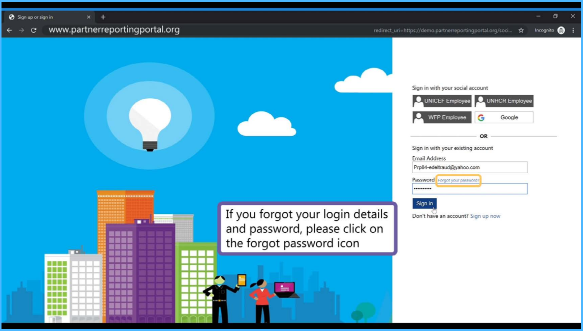
Sign in with your existing account

Email Address: Prp84-edeltraud@yahoo.com

Password: ••••••••••

Don't have an account? Sign up now

Please note that only users that already have access to the Portal can log in


Sign up or sign in
www.partnerreportingportal.org
Incognito
UNICEF Employee
UNHCR Employee
WFP Employee
Google

Sign in with your social account

OR

Sign in with your existing account

Email Address
Prp84-edeltraud@yahoo.com

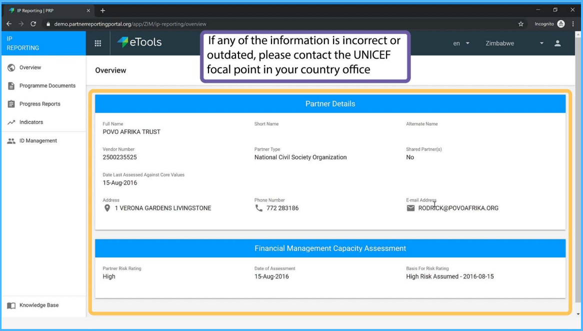
Password Forgot your password?
••••••••••

Sign in

Don't have an account? Sign up now

If you forgot your login details and password, please click on the forgot password icon

Once you have logged in, you will be directed to the overview page, where you can see the latest UNICEF data on your organization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If any of the information is incorrect or outdated, please contact the UNICEF focal point in your country office

Overview

Partner Details

Full Name
POVO AFRIKA TRUST

Short Name

Alternate Name

Vendor Number
2500235525

Partner Type
National Civil Society Organization

Shared Partner(s)
No

Date Last Assessed Against Core Values
15-Aug-2016

Address
1 VERONA GARDENS LIVINGSTONE

Phone Number
772 283186

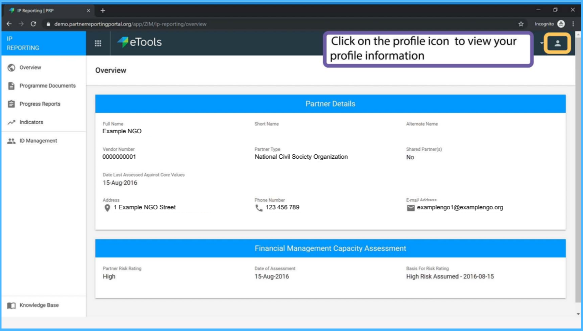
E-mail Address
RODRICK@POVOAFRIKA.ORG

Financial Management Capacity Assessment

Partner Risk Rating
High

Date of Assessment
15-Aug-2016

Basis For Risk Rating
High Risk Assumed - 2016-08-15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Click on the profile icon to view your profile information

Overview

Partner Details

Full Name
Example NGO

Short Name

Alternate Name

Vendor Number
0000000001

Partner Type
National Civil Society Organization

Shared Partner(s)
No

Date Last Assessed Against Core Values
15-Aug-2016

Address
1 Example NGO Street

Phone Number
123 456 789

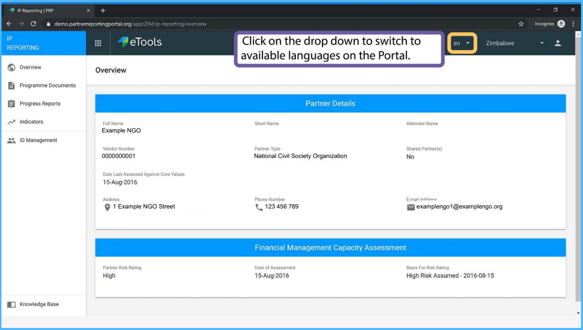
E-mail Address
examplengo1@examplengo.org

Financial Management Capacity Assessment

Partner Risk Rating
High

Date of Assessment
15-Aug-2016

Basis For Risk Rating
High Risk Assumed - 2016-08-15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Click on the drop down to switch to available languages on the Portal.

Overview

Partner Details

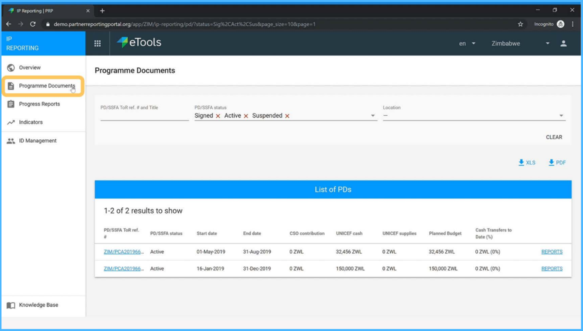
Full Name Example NGO	Short Name	Alternate Name
Vendor Number 0000000001	Partner Type National Civil Society Organization	Shared Partner(s) No
Date Last Assessed Against Core Values 15-Aug-2016		
Address 1 Example NGO Street	Phone Number 123 456 789	E-mail Address examplengo1@examplengo.org

Financial Management Capacity Assessment

Partner Risk Rating	Date of Assessment	Basis For Risk Rating
High	15-Aug-2016	High Risk Assumed - 2016-08-15

In the left navigation panel, click on the Programme Documents icon to navigate to the Programme Documents page.

a. On this page, you will see a list of the programme partnerships your organization has with UNICEF, with an overview of information on each partnership.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Programme Documents

PD/SSFA ToR ref. # and Title

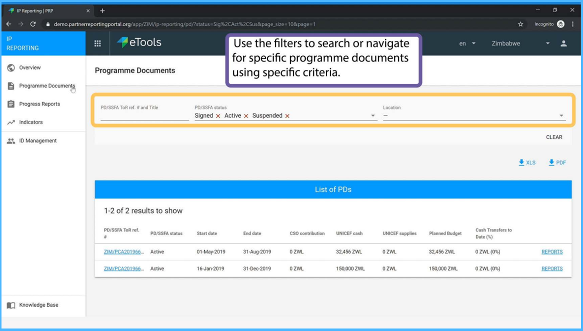
PD/SSFA status: Signed ✕ Active ✕ Suspended ✕

Location: –

List of PDs

1-2 of 2 results to show

PD/SSFA ToR ref. #	PD/SSFA status	Start date	End date	CSO contribution	UNICEF cash	UNICEF supplies	Planned Budget	Cash Transfers to Date (%)	
ZIM/PCA201966...	Active	01-May-2019	31-Aug-2019	0 ZWL	32,456 ZWL	0 ZWL	32,456 ZWL	0 ZWL (0%)	REPORTS
ZIM/PCA201966...	Active	16-Jan-2019	31-Dec-2019	0 ZWL	150,000 ZWL	0 ZWL	150,000 ZWL	0 ZWL (0%)	REPORTS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Use the filters to search or navigate for specific programme documents using specific criteria.

Programme Documents

PD/SSFA ToR ref. # and Title

PD/SSFA status: Signed ✕ Active ✕ Suspended ✕

Location: –

List of PDs

1-2 of 2 results to show

PD/SSFA ToR ref. #	PD/SSFA status	Start date	End date	CSO contribution	UNICEF cash	UNICEF supplies	Planned Budget	Cash Transfers to Date (%)	
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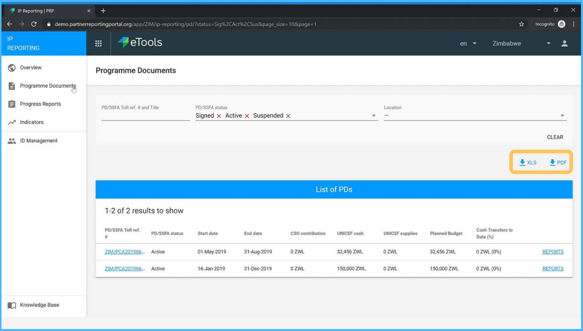
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Programme Documents

PD/SSFA ToR ref. # and Title

PD/SSFA status: Signed × Active × Suspended ×

Location: –

List of PDs

1-2 of 2 results to show

PD/SSFA ToR ref. #	PD/SSFA status	Start date	End date	CSO contribution	UNICEF cash	UNICEF supplies	Planned Budget	Cash Transfers to Date (%)	
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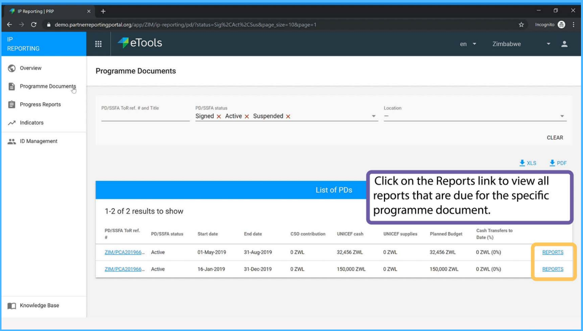
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Programme Documents

PD/SSFA ToR ref. # and Title

PD/SSFA status: Signed × Active × Suspended ×

Location: –

Click on the Reports link to view all reports that are due for the specific programme document.

List of PDs

1-2 of 2 results to show

PD/SSFA ToR ref. #	PD/SSFA status	Start date	End date	CSO contribution	UNICEF cash	UNICEF supplies	Planned Budget	Cash Transfers to Date (%)	
ZIM/PCA201966...	Active	01-May-2019	31-Aug-2019	0 ZWL	32,456 ZWL	0 ZWL	32,456 ZWL	0 ZWL (0%)	REPORTS
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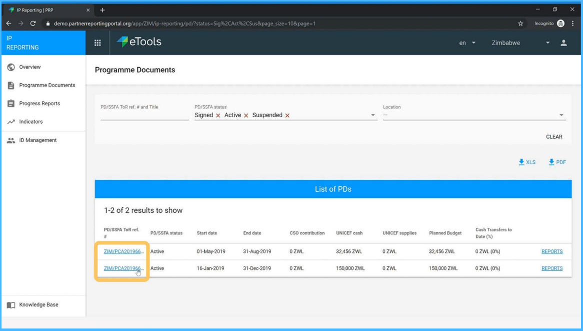
Click on the PD/SSFA reference number to view the details on the specific programme partnership.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PD/SSFA ToR ref. # and Title

PD/SSFA status: Signed × Active × Suspended ×

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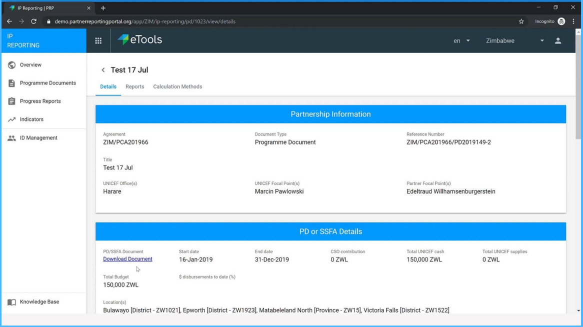
Please note that only results that UNICEF has entered from the

PD/SSFA will be displayed.
You will be directed to the Details of the partnership document. This includes: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Partnership Information

Agreement	Document Type	Reference Number
ZIM/PCA201966	Programme Document	ZIM/PCA201966/PD2019149-2

Title
Test 17 Jul

UNICEF Office(s)	UNICEF Focal Point(s)	Partner Focal Point(s)
Harare	Marcin Pawlowski	Edeltraud Willhamsenburgerstein

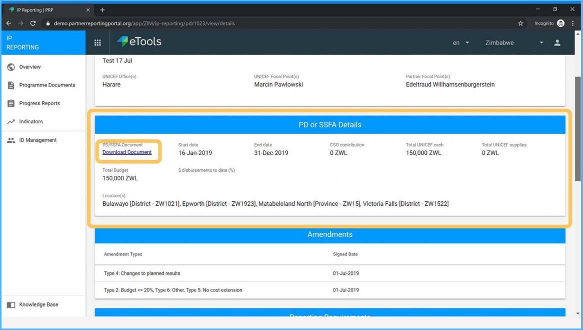
PD or SSFA Details

PD/SSFA Document	Start date	End date	CSO contribution	Total UNICEF cash	Total UNICEF supplies
Download Document	16-Jan-2019	31-Dec-2019	0 ZWL	150,000 ZWL	0 ZWL

Total Budget	$ disbursements to date (%)
150,000 ZWL	

Location(s)
Bulawayo [District - ZW1021], Epworth [District - ZW1923], Matabeleland North [Province - ZW15], Victoria Falls [District - ZW1522]

i. Partnership Information
ii. Details of the PD and SSFA, where you will also be able to download the final version of your programme document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Test 17 Jul

UNICEF Office(s)	UNICEF Focal Point(s)	Partner Focal Point(s)
Harare	Marcin Pawlowski	Edeltraud Willhamsenburgerstein

PD or SSFA Details

PD/SSFA Document	Start date	End date	CSO contribution	Total UNICEF cash	Total UNICEF supplies
Download Document	16-Jan-2019	31-Dec-2019	0 ZWL	150,000 ZWL	0 ZWL

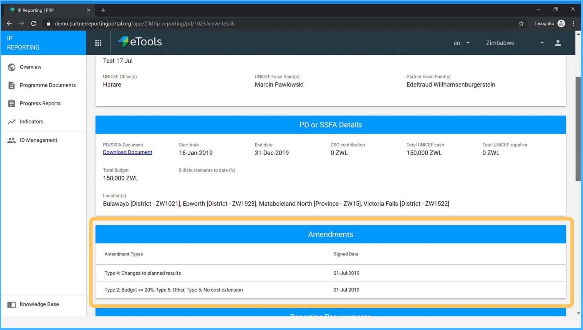
Total Budget	$ disbursements to date (%)
150,000 ZWL	

Location(s)
Bulawayo [District - ZW1021], Epworth [District - ZW1923], Matabeleland North [Province - ZW15], Victoria Falls [District - ZW1522]

Amendments

Amendment Types	Signed Date
Type 4: Changes to planned results	01-Jul-2019
Type 2: Budget <= 20%, Type 6: Other, Type 5: No cost extension	01-Jul-2019

iii. Amendments, if any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Test 17 Jul

UNICEF Office(s)	UNICEF Focal Point(s)	Partner Focal Point(s)
Harare	Marcin Pawlowski	Edeltraud Willhamsenburgerstein

PD or SSFA Details

PD/SSFA Document	Start date	End date	CSO contribution	Total UNICEF cash	Total UNICEF supplies
Download Document	16-Jan-2019	31-Dec-2019	0 ZWL	150,000 ZWL	0 ZWL

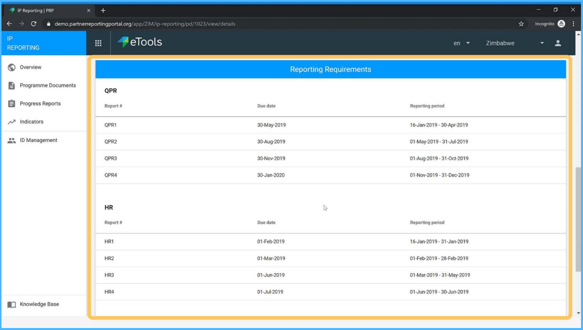
Total Budget	$ disbursements to date (%)
150,000 ZWL	

Location(s)
Bulawayo [District - ZW1021], Epworth [District - ZW1923], Matabeleland North [Province - ZW15], Victoria Falls [District - ZW1522]

Amendments

Amendment Types	Signed Date
Type 4: Changes to planned results	01-Jul-2019
Type 2: Budget <= 20%, Type 6: Other, Type 5: No cost extension	01-Jul-2019

iv. Reporting Requirements, as agreed upon with UNICEF
The Reporting Requirements section includes different type of reports, reporting periods and due dates of the reports to be submitted by the partner.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Reporting Requirements

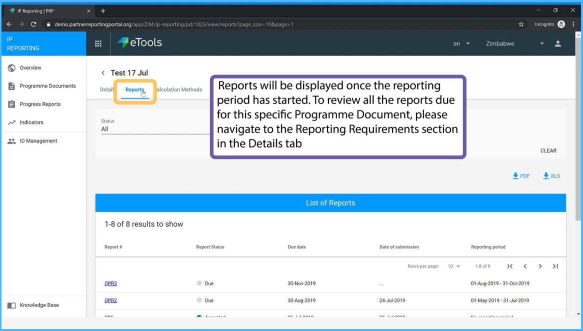
QPR

Report #	Due date	Reporting period
QPR1	30-May-2019	16-Jan-2019 - 30-Apr-2019
QPR2	30-Aug-2019	01-May-2019 - 31-Jul-2019
QPR3	30-Nov-2019	01-Aug-2019 - 31-Oct-2019
QPR4	30-Jan-2020	01-Nov-2019 - 31-Dec-2019

HR

Report #	Due date	Reporting period
HR1	01-Feb-2019	16-Jan-2019 - 31-Jan-2019
HR2	01-Mar-2019	01-Feb-2019 - 28-Feb-2019
HR3	01-Jun-2019	01-Mar-2019 - 31-May-2019
HR4	01-Jul-2019	01-Jun-2019 - 30-Jun-2019

Click on the Reports tab to view the reports that are due, submitted and accepted by UNICEF for the specific programme document


IP Reporting | PRP
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Reports will be displayed once the reporting period has started. To review all the reports due for this specific Programme Document, please navigate to the Reporting Requirements section in the Details tab

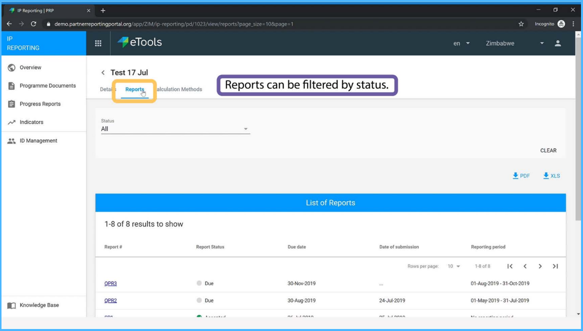
Status: All

List of Reports

1-8 of 8 results to show

Report #	Report Status	Due date	Date of submission	Reporting period
QPR3	Due	30-Nov-2019	...	01-Aug-2019 - 31-Oct-2019
QPR2	Due	30-Aug-2019	24-Jul-2019	01-May-2019 - 31-Jul-2019

Rows per page: 10 1-8 of 8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Reports can be filtered by status.

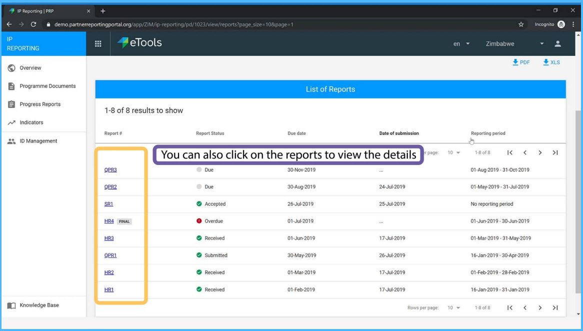
Status: All

List of Reports

1-8 of 8 results to show

Report #	Report Status	Due date	Date of submission	Reporting period
QPR3	Due	30-Nov-2019	...	01-Aug-2019 - 31-Oct-2019
QPR2	Due	30-Aug-2019	24-Jul-2019	01-May-2019 - 31-Jul-2019

Rows per page: 10 1-8 of 8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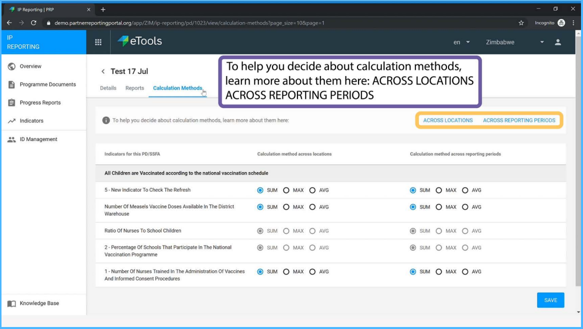
List of Reports

1-8 of 8 results to show

You can also click on the reports to view the details

Report #	Report Status	Due date	Date of submission	Reporting period
QPR3	Due	30-Nov-2019	...	01-Aug-2019 - 31-Oct-2019
QPR2	Due	30-Aug-2019	24-Jul-2019	01-May-2019 - 31-Jul-2019
SR1	✓ Accepted	26-Jul-2019	25-Jul-2019	No reporting period
HR4 FINAL	! Overdue	01-Jul-2019	...	01-Jun-2019 - 30-Jun-2019
HR3	✓ Received	01-Jun-2019	17-Jul-2019	01-Mar-2019 - 31-May-2019
QPR1	✓ Submitted	30-May-2019	26-Jul-2019	16-Jan-2019 - 30-Apr-2019
HR2	✓ Received	01-Mar-2019	17-Jul-2019	01-Feb-2019 - 28-Feb-2019
HR1	✓ Received	01-Feb-2019	17-Jul-2019	16-Jan-2019 - 31-Jan-2019

Click on the Calculation Methods tab to view how you can adjust the method you use to calculate your indicators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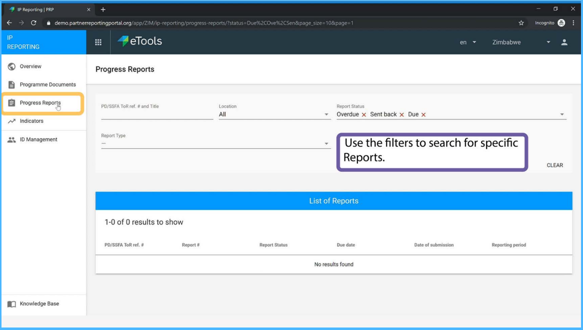
ACROSS REPORTING PERIODS
SAVE

To help you decide about calculation methods, learn more about them here: ACROSS LOCATIONS ACROSS REPORTING PERIODS

To help you decide about calculation methods, learn more about them here:

Indicators for this PD/SSFA	Calculation method across locations	Calculation method across reporting periods
All Children are Vaccinated according to the national vaccination schedule		
5 - New Indicator To Check The Refresh	● SUM ○ MAX ○ AVG	● SUM ○ MAX ○ AVG
Number Of Measels Vaccine Doses Available In The District Warehouse	● SUM ○ MAX ○ AVG	● SUM ○ MAX ○ AVG
Ratio Of Nurses To School Children	● SUM ○ MAX ○ AVG	● SUM ○ MAX ○ AVG
2 - Percentage Of Schools That Participate In The National Vaccination Programme	● SUM ○ MAX ○ AVG	● SUM ○ MAX ○ AVG
1 - Number Of Nurses Trained In The Administration Of Vaccines And Informed Consent Procedures	● SUM ○ MAX ○ AVG	● SUM ○ MAX ○ AVG

In the left navigation panel, click on the Progress Reports icon to navigate to the Progress Reports page
a. Here you can search and view reports for your various programme documents with UNICEF


IP Reporting | PRP
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Progress Reports

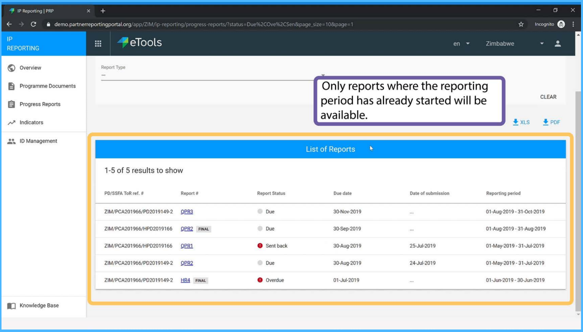
PD/SSFA ToR ref. # and Title:
Location: All
Report Status: Overdue × Sent back × Due ×
Report Type: —

Use the filters to search for specific Reports.

List of Reports

1-0 of 0 results to show

PD/SSFA ToR ref. #	Report #	Report Status	Due date	Date of submission	Reporting period
No results found					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Report Type
—

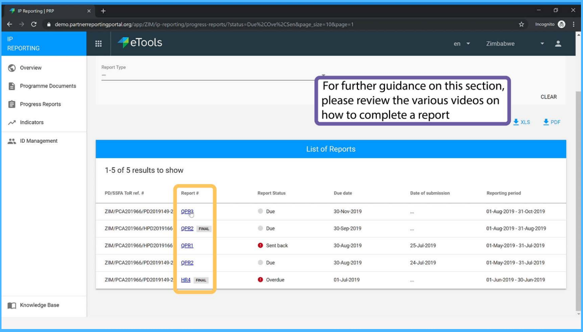
Only reports where the reporting period has already started will be available.

List of Reports

1-5 of 5 results to show

PD/SSFA ToR ref. #	Report #	Report Status	Due date	Date of submission	Reporting period
ZIM/PCA201966/PD2019149-2	QPR3	● Due	30-Nov-2019	...	01-Aug-2019 - 31-Oct-2019
ZIM/PCA201966/HPD2019166	QPR2 FINAL	● Due	30-Sep-2019	...	01-Aug-2019 - 31-Aug-2019
ZIM/PCA201966/HPD2019166	QPR1	● Sent back	30-Aug-2019	25-Jul-2019	01-May-2019 - 31-Jul-2019
ZIM/PCA201966/PD2019149-2	QPR2	● Due	30-Aug-2019	24-Jul-2019	01-May-2019 - 31-Jul-2019
ZIM/PCA201966/PD2019149-2	HR4 FINAL	● Overdue	01-Jul-2019	...	01-Jun-2019 - 30-Jun-2019

Click on any of the reports to view details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Report Type
—

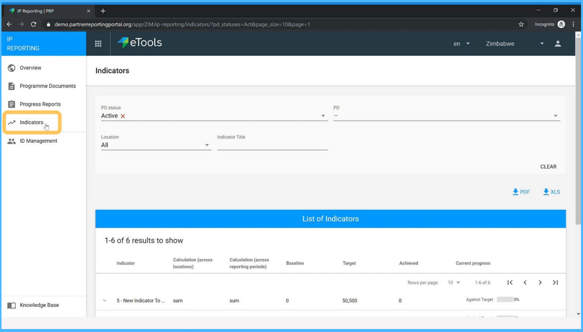
For further guidance on this section, please review the various videos on how to complete a report

List of Reports

1-5 of 5 results to show

PD/SSFA ToR ref. #	Report #	Report Status	Due date	Date of submission	Reporting period
ZIM/PCA201966/PD2019149-2	QPR3	● Due	30-Nov-2019	...	01-Aug-2019 - 31-Oct-2019
ZIM/PCA201966/HPD2019166	QPR2 FINAL	● Due	30-Sep-2019	...	01-Aug-2019 - 31-Aug-2019
ZIM/PCA201966/HPD2019166	QPR1	● Sent back	30-Aug-2019	25-Jul-2019	01-May-2019 - 31-Jul-2019
ZIM/PCA201966/PD2019149-2	QPR2	● Due	30-Aug-2019	24-Jul-2019	01-May-2019 - 31-Jul-2019
ZIM/PCA201966/PD2019149-2	HR4 FINAL	● Overdue	01-Jul-2019	...	01-Jun-2019 - 30-Jun-2019

In the left navigation panel, click on the Indicators icon to navigate to the Indicators page.
On this page you can view the progress of various indicators that measure the results achieved through your partnerships with UNICEF.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Indicators

PD status: Active ✕

PD: —

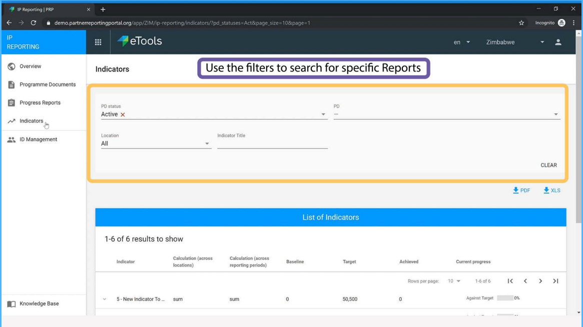
Location: All

Indicator Title

List of Indicators

1-6 of 6 results to show

Indicator	Calculation (across locations)	Calculation (across reporting periods)	Baseline	Target	Achieved	Current progress
5 - New Indicator To ...	sum	sum	0	50,500	0	Against Target 0%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Use the filters to search for specific Reports

Indicators

PD status: Active ✕

PD: —

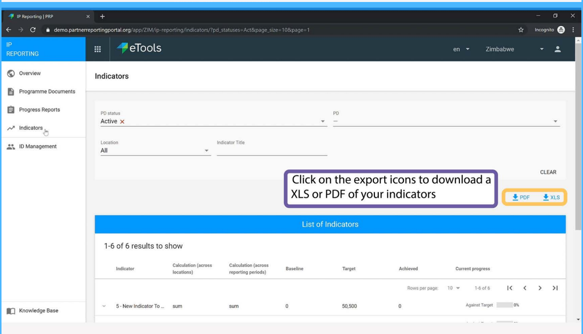
Location: All

Indicator Title:

List of Indicators

1-6 of 6 results to show

Indicator	Calculation (across locations)	Calculation (across reporting periods)	Baseline	Target	Achieved	Current progress
5 - New Indicator To ...	sum	sum	0	50,500	0	Against Target 0%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Click on the export icons to download a XLS or PDF of your indicators

Indicators

PD status: Active ✕

PD: —

Location: All

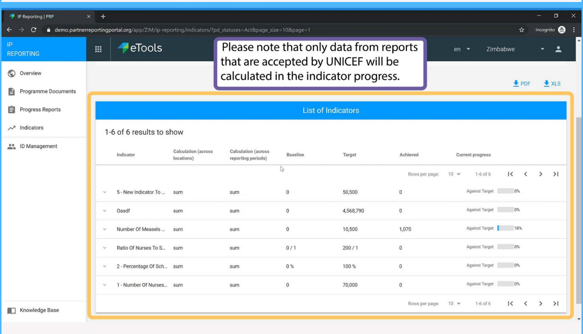
Indicator Title:

List of Indicators

1-6 of 6 results to show

Indicator	Calculation (across locations)	Calculation (across reporting periods)	Baseline	Target	Achieved	Current progress
5 - New Indicator To ...	sum	sum	0	50,500	0	Against Target 0%

These indicators are automatically calculated and aggregated from the various reports that your organization has submitted to UNICEF for a specific programme document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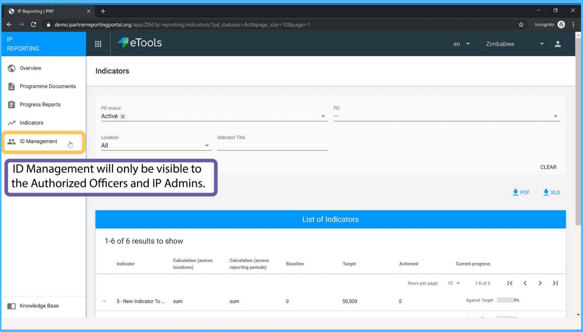
Please note that only data from reports that are accepted by UNICEF will be calculated in the indicator progress.

List of Indicators

1-6 of 6 results to show

Indicator	Calculation (across locations)	Calculation (across reporting periods)	Baseline	Target	Achieved	Current progress
5 - New Indicator To ...	sum	sum	0	50,500	0	Against Target 0%
Oasdf	sum	sum	0	4,568,790	0	Against Target 0%
Number Of Measels ...	sum	sum	0	10,500	1,070	Against Target 10%
Ratio Of Nurses To S...	sum	sum	0 / 1	200 / 1	0	Against Target 0%
2 - Percentage Of Sch...	sum	sum	0 %	100 %	0	Against Target 0%
1 - Number Of Nurses...	sum	sum	0	70,000	0	Against Target 0%

In the left navigation panel, you can click on the ID Management icon to manage the users in your organization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List of Indicators

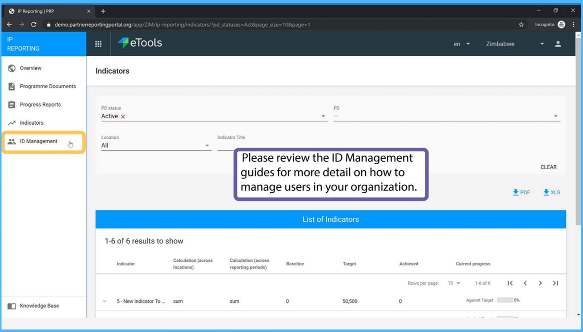
PD status: Active
PD: –
Location: All
Indicator Title:

1-6 of 6 results to show

	Indicator	Calculation (across locations)	Calculation (across reporting periods)	Baseline	Target	Achieved	Current progress
	5 - New Indicator To ...	sum	sum	0	50,500	0	Against Target 0%

Rows per page: 10 1-6 of 6

ID Management will only be visible to the Authorized Officers and IP Admins.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PD status: Active
PD: –
Location: All
Indicator Title:

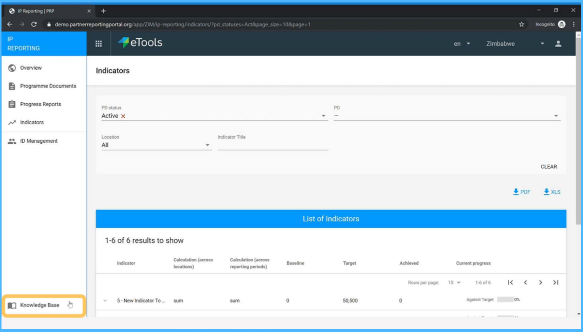
1-6 of 6 results to show

	Indicator	Calculation (across locations)	Calculation (across reporting periods)	Baseline	Target	Achieved	Current progress
	5 - New Indicator To ...	sum	sum	0	50,500	0	Against Target 0%

Rows per page: 10 1-6 of 6

Please review the ID Management guides for more detail on how to manage users in your organization.

Click on the Knowledge Base icon to access user guides and videos on how to use the Partner Reporting Portal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PD status: Active
PD: –
Location: All
Indicator Title:

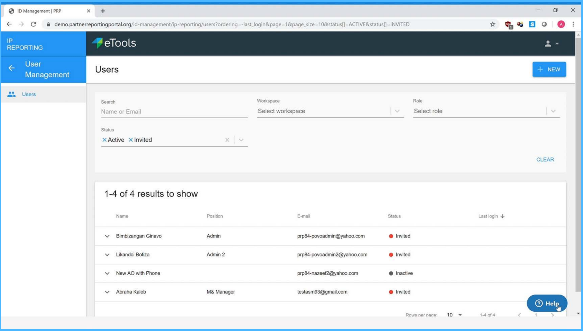
1-6 of 6 results to show

	Indicator	Calculation (across locations)	Calculation (across reporting periods)	Baseline	Target	Achieved	Current progress
	5 - New Indicator To ...	sum	sum	0	50,500	0	Against Target 0%

Rows per page: 10 1-6 of 6

On any page on the portal, you can request assistance from the virtual help desk by accessing the User Support function. To do this:

- Click on the help icon and enter the required contact details


ID Management | PRP
demo.partnerreportingportal.org/id-management/ip-reporting/users?ordering=-last_login&page=1&page_size=10&status[]=ACTIVE&status[]=INVITED
IP REPORTING
eTools
User Management
Users
Users
+ NEW
Search
Name or Email
Workspace
Select workspace
Role
Select role
Status
Active
Invited
CLEAR
Help
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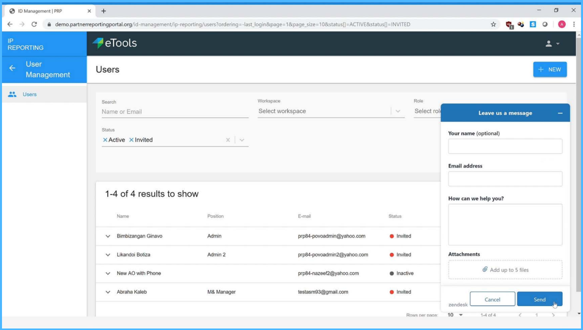
1-4 of 4 results to show

Name	Position	E-mail	Status	Last login
Bimbizangan Ginavo	Admin	prp84-povoadmin@yahoo.com	● Invited	
Likandoi Botiza	Admin 2	prp84-povoadmin2@yahoo.com	● Invited	
New AO with Phone		prp84-nazeef2@yahoo.com	● Inactive	
Abraha Kaleb	M& Manager	testasm93@gmail.com	● Invited	

- Describe your request
- Please include any screenshots relating to your query in the attachments section, so we can best assist you by identifying the specific area of the request
- The help desk will respond to your request in 24-48 hours.


ID Management | PRP
demo.partnerreportingportal.org/id-management/ip-reporting/users?ordering=-last_login&page=1&page_size=10&status[]=ACTIVE&status[]=INVITED
IP REPORTING
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+ NEW
Search
Name or Email
Workspace
Select workspace
Role
Select rol
Status
Active
Invited
Leave us a message
Your name (optional)
Email address
How can we help you?
Attachments
Add up to 5 files
zendesk
Cancel
Send
Rows per page: 10
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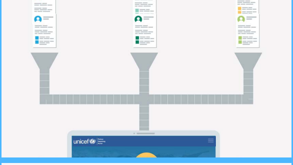
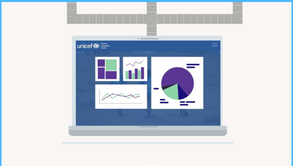
1-4 of 4 results to show

Name	Position	E-mail	Status
Bimbizangan Ginavo	Admin	prp84-povoadmin@yahoo.com	● Invited
Likandoi Botiza	Admin 2	prp84-povoadmin2@yahoo.com	● Invited
New AO with Phone		prp84-nazeef2@yahoo.com	● Inactive
Abraha Kaleb	M& Manager	testasm93@gmail.com	● Invited

The Partner Reporting Portal is helping to centralize all partnership information and promote a simplified, more efficient and results-focused reporting process. The Protal will help UNICEF and our implementing partners





to better track and achieve improved outcomes for children and communities around the world together.

unicef Partner Reporting Portal