unicef Partner Reporting Portal

Guide d'apprentissage sur le PRP
Connexion et navigation

Le Portail de reporting du partenaire permet aux partenaires de la société civile de soumettre des rapports d'étape sur leurs partenariats de programme avec l'UNICEF.

Le portail permet un processus de rapport plus simplifié, efficace, standardisé et axé sur les résultats pour les partenaires qui travaillent avec l'UNICEF.
Les partenaires peuvent également utiliser le portail pour mieux suivre les progrès de leurs résultats et gérer leurs informations de partenariat et les délais de déclaration.

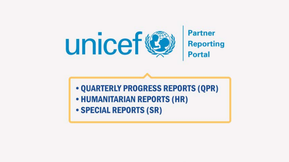
Sur le Portail de reporting du partenaire les partenaires peuvent soumettre :

•Rapport d'étape trimestriel (QPR)
•Rapports humanitaires (RH, et
•Rapports spéciaux (RS)

L'UNICEF a conçu le portail en consultation avec nos partenaires et bureaux extérieurs,Afin de réduire la paperasserie et les processus manuels inefficaces, et de concentrer efforts et nos ressources sur l'obtention de résultats - qui améliorent la vie des enfants et des communautés à travers le monde.

Pour accéder à la page d'accueil du portail, accédez à www.partnerreportingportal.org
La page d'accueil du Portail de reporting du partenaire est conçue pour orienter les partenaires d'exécution de l'UNICEF sur le but, les fonctionnalités et les avantages du portail

LOGIN AND NAVIGATION
unicef Partner Reporting Portal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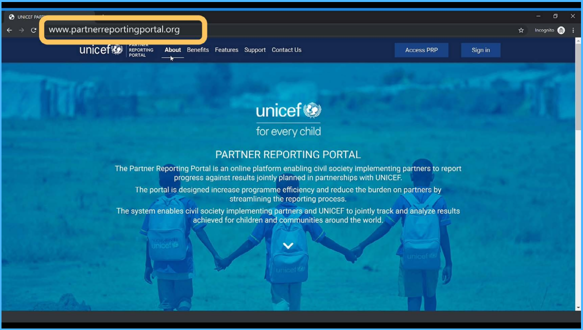
• QUARTERLY PROGRESS REPORTS (QPR)
• HUMANITARIAN REPORTS (HR)
• SPECIAL REPORTS (SR)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unicef
for every child

PARTNER REPORTING PORTAL

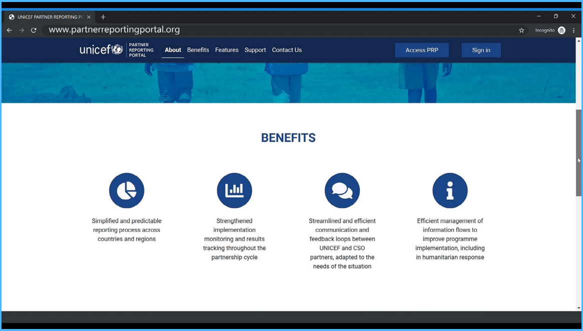
The Partner Reporting Portal is an online platform enabling civil society implementing partners to report progress against results jointly planned in partnerships with UNICEF.

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.

Les partenaires d'exécution peuvent :

Lisez à propos du portail, ainsi que les avantages et les fonctionnalités associées à l'utilisation du portail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BENEFITS

Simplified and predictable reporting process across countries and regions

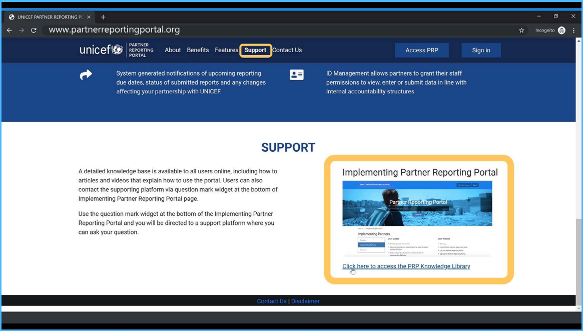
Strengthened implementation monitoring and results tracking throughout the partnership cycle

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

Les partenaires peuvent également accéder aux ressources pour utiliser le

Portail en cliquant sur l'icône Assistance et en accédant à la bibliothèque de connaissances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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.

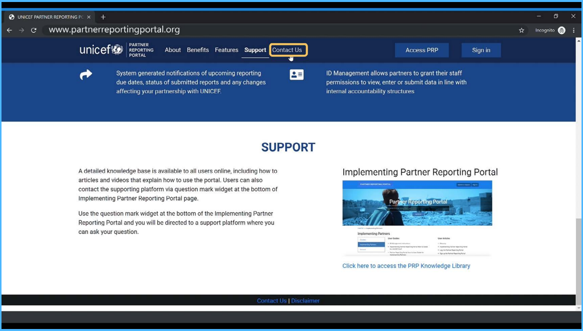
Implementing Partner Reporting Portal

Click here to access the PRP Knowledge Library

Contact Us | Disclaimer

a. Dans la bibliothèque de connaissances, les partenaires peuvent trouver une liste de guides rapides et de ressources vidéo, et accéder à une liste des politiques et procédures de partenariat de l'UNICEF

Les partenaires peuvent cliquer sur l'icône Contactez-nous pour contacter le service d'assistance du portail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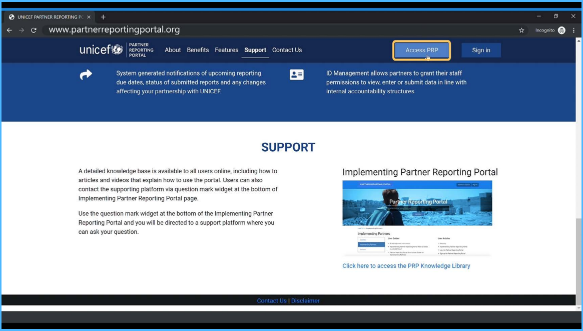
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Implementing Partner Reporting Portal

Partner Reporting Portal
Implementing Partners

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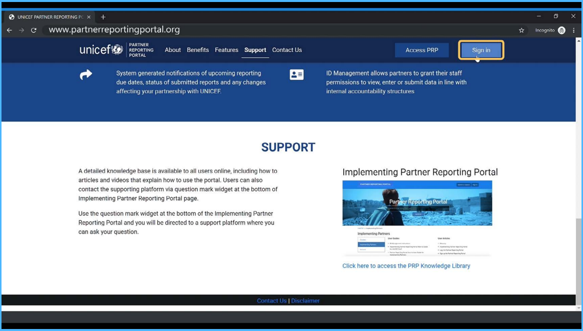
En cliquant sur l'icône Accéder au PRP, les partenaires peuvent découvrir comment leur organisation peut accéder au portail.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Implementing Partner Reporting Portal

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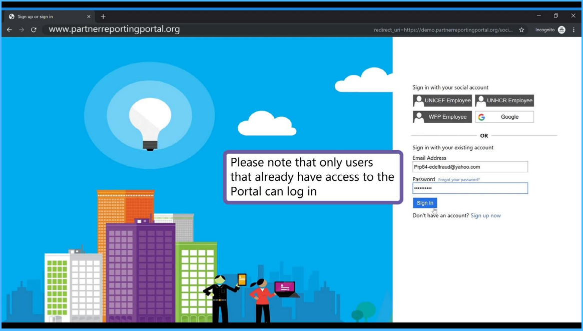
Saisissez votre e-mail de connexion et votre mot de passe et cliquez sur Connexion


Sign up or sign in
www.partnerreportingportal.org
redirect_uri=https://demo.partnerreportingportal.org/soci...
Incognito

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

Sign in with your social account

UNICEF Employee
UNHCR Employee
WFP Employee
Google

OR

Sign in with your existing account

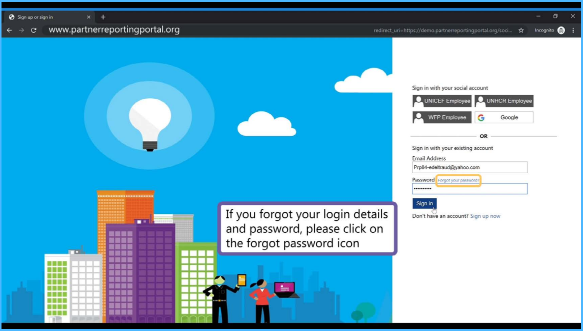
Email Address: Prp84-edeltraud@yahoo.com

Password: ••••••••••

Forgot your password?
Sign in

Don't have an account? Sign up now

Une fois connecté, vous serez dirigé vers la page d'aperçu, où vous pourrez voir les dernières données de l'UNICEF sur votre organisation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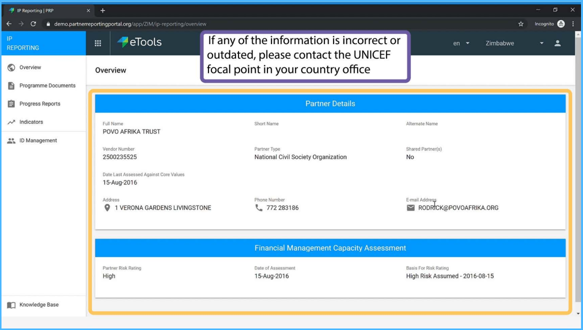
redirect_uri=https://demo.partnerreportingportal.org/soci...
Incognito
Sign in with your social account
UNICEF Employee
UNHCR Employee
WFP Employee
Google
OR
Sign in with your existing account
Forgot your password?
Sign in
Don't have an account? Sign up now

Email Address: Prp84-edeltraud@yahoo.com

Password: ••••••••••

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

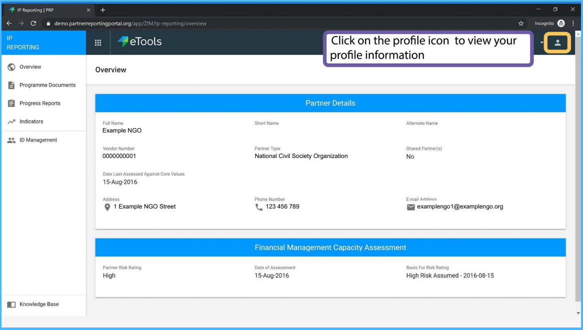
E-mail Address: RODRICK@POVOAFRIKA.ORG

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

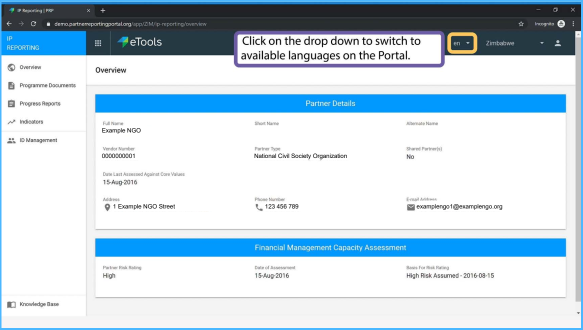
Financial Management Capacity Assessment

Partner Risk Rating: High

Date of Assessment: 15-Aug-2016

Basis For Risk Rating: High Risk Assumed - 2016-08-15

Dans le panneau de navigation de gauche, cliquez sur l'icône Documents de programme pour accéder à la page Documents du programme.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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
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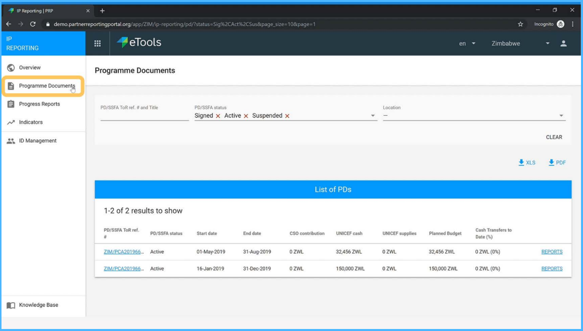
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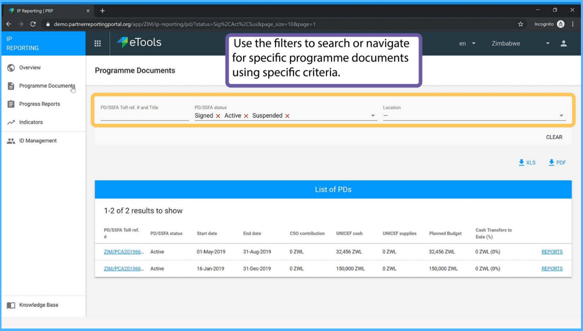
Programme Documents

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 (%)	
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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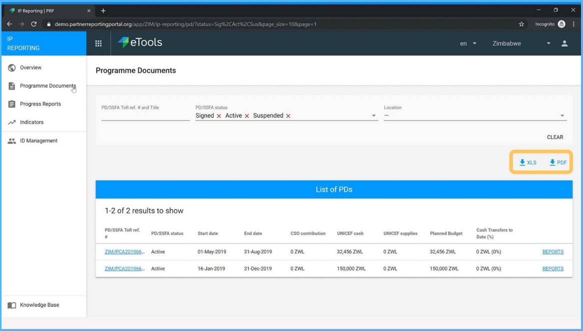
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PD/SSFA ToR ref. #	PD/SSFA status	Start date	End date	CSO contribution	UNICEF cash	UNICEF supplies	Planned Budget	Cash Transfers to Date (%)	
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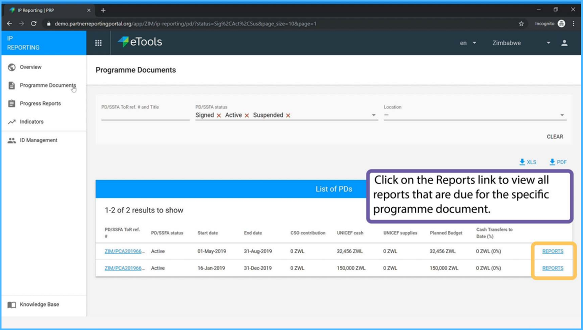
ZIM/PCA201966...	Active	16-Jan-2019	31-Dec-2019	0 ZWL	150,000 ZWL	0 ZWL	150,000 ZWL	0 ZWL (0%)	REPORTS

a. Sur cette page, vous verrez une liste des partenariats de programme que votre organisation a établi avec l'UNICEF, avec un aperçu des informations sur chaque partenariat.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Click on the Reports link to view all reports that are due for the specific programme document.

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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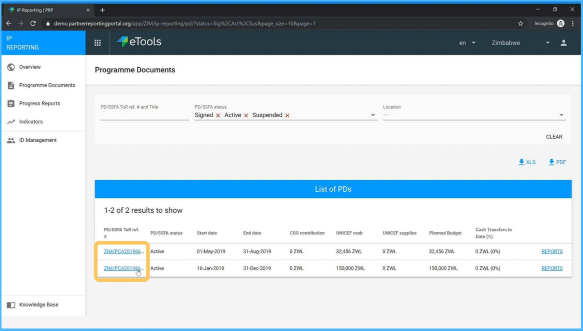
ZIM/PCA201966...	Active	16-Jan-2019	31-Dec-2019	0 ZWL	150,000 ZWL	0 ZWL	150,000 ZWL	0 ZWL (0%)	REPORTS

Cliquez sur le numéro de référence de DP/SSFA pour afficher les détails du partenariat de programme spécifique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PD/SSFA status: Signed × Active × Suspended ×

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1-2 of 2 results to show

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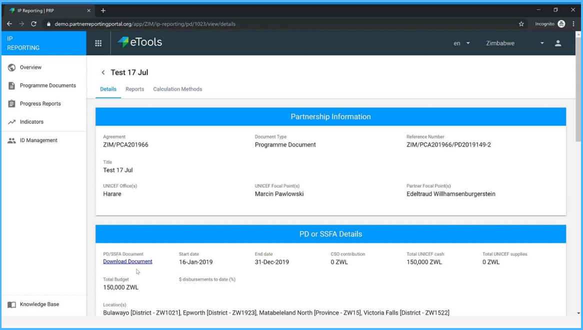
ZIM/PCA201966...	Active	16-Jan-2019	31-Dec-2019	0 ZWL	150,000 ZWL	0 ZWL	150,000 ZWL	0 ZWL (0%)	REPORTS

Veuillez noter que seuls les résultats que l'UNICEF a saisis à partir du DP/SSFA seront affichés.
Vous serez dirigé vers les Détails du document de partenariat. Cela comprend:

i. Les informations du partenariat
ii. Détails du DP et du SSFA, où vous pourrez également télécharger la version finale de votre document de programme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Test 17 Jul

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

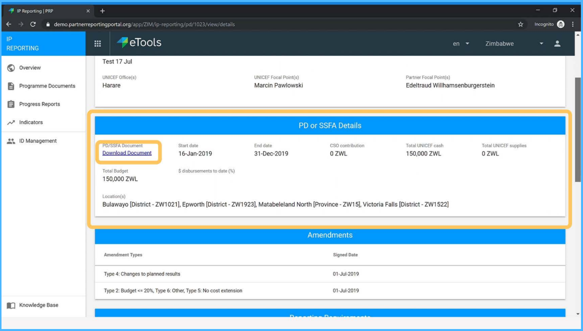
PD or SSFA Details

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]

iii. Modifications, le cas échéant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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	

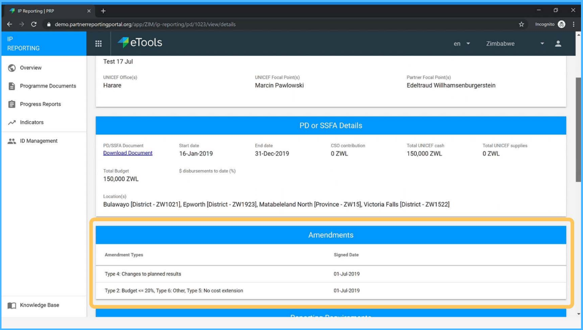
Location(s)
Bulawayo [District - ZW1021], Epworth [District - ZW1923], Matabeleland North [Province - ZW15], Victoria Falls [District - ZW1522]

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

Reporting Requirements

iv.Exigences de déclaration, comme convenu avec l'UNICEF La section Exigences de déclaration comprend différents types de rapports, périodes de rapport et dates d'échéance des rapports à soumettre par le partenaire.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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)
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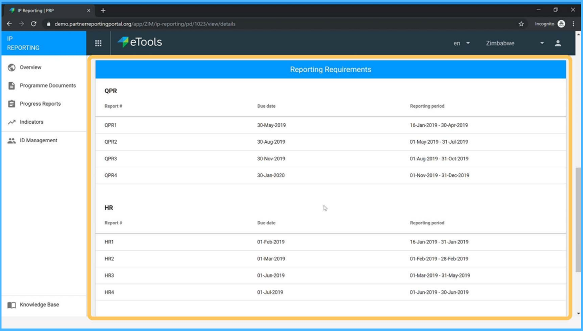
Amendments

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

Reporting Requirements

Cliquez sur l'onglet Rapports pour voir les rapports qui sont attendus, soumis et acceptés par l'UNICEF pour le document de programme spécifique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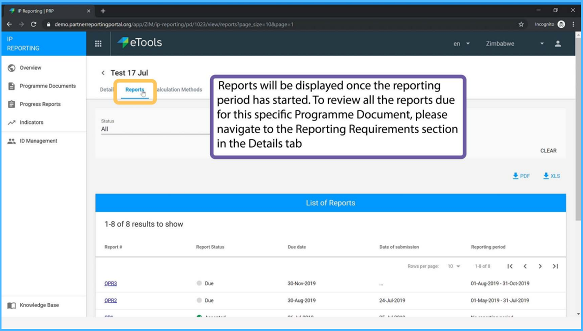
Reporting Requirements

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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Rows per page: 10
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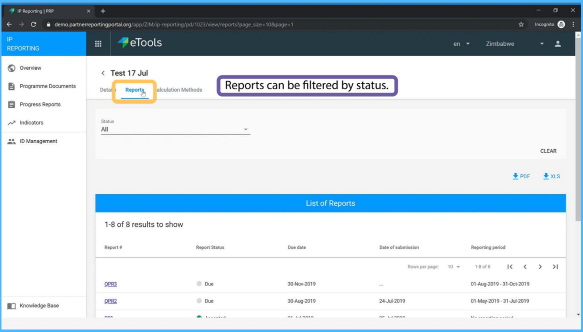
Reports will be displayed once the reporting period has started. To review all the reports due for this specific Programme Document, please navigate to the Reporting Requirements section in the Details tab

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

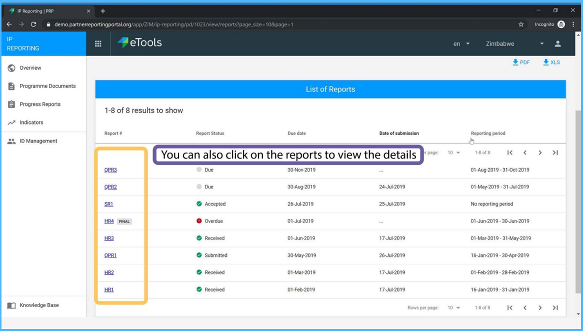
Reports can be filtered by status.

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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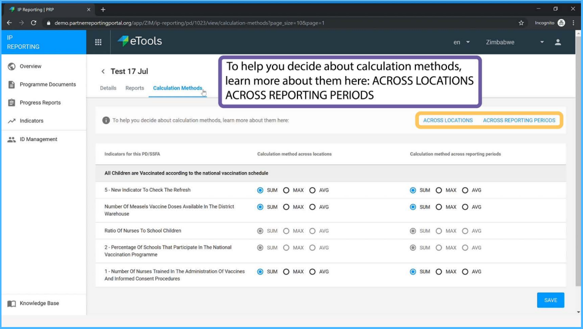
List of Reports

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

Cliquez sur l'onglet Méthodes de calcul pour voir comment vous pouvez ajuster la méthode que vous utilisez pour calculer vos indicateurs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Calculation Methods
ACROSS LOCATIONS
ACROSS REPORTING PERIODS
SAVE

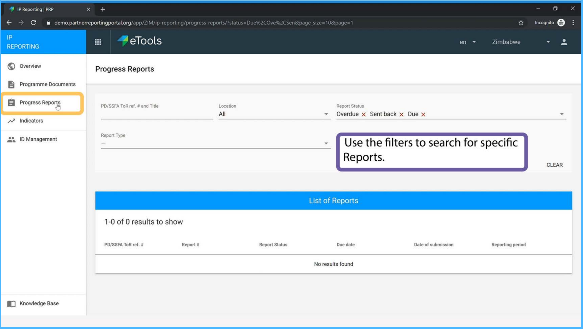
Test 17 Jul

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

Dans le panneau de navigation de gauche, cliquez sur l'icône Rapports d'étape pour accéder à la page Rapports d'étape a. Ici, vous pouvez rechercher et afficher des rapports pour vos différents documents de programme avec l'UNICEF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CLEAR

Progress Reports

PD/SSFA ToR ref. # and Title:

Location: All

Report Status: Overdue ✕ Sent back ✕ Due ✕

Report Type: —

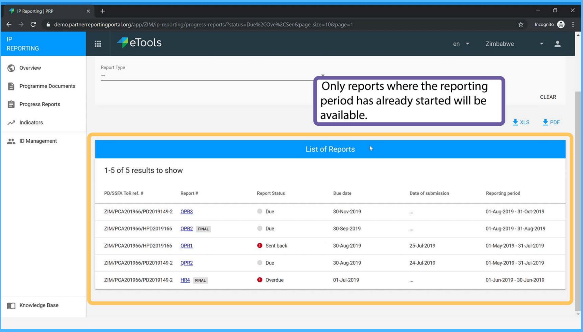
Use the filters to search for specific Reports.

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					

Cliquez sur l'un des rapports ci-dessous pour consulter les détails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Report Type
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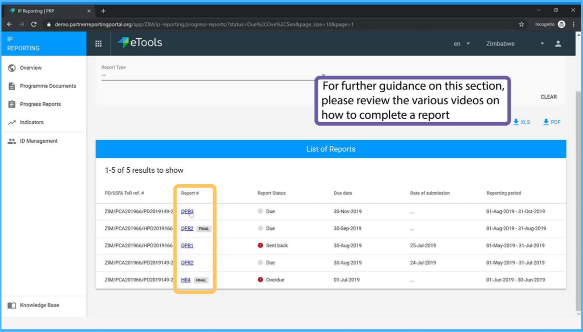
Only reports where the reporting period has already started will be available.

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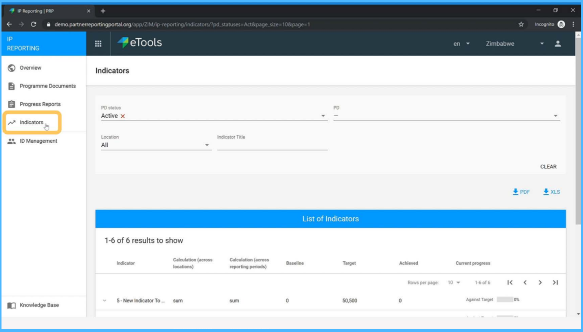
For further guidance on this section, please review the various videos on how to complete a report

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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Rows per page: 10
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Indicators

PD status: Active

PD: –

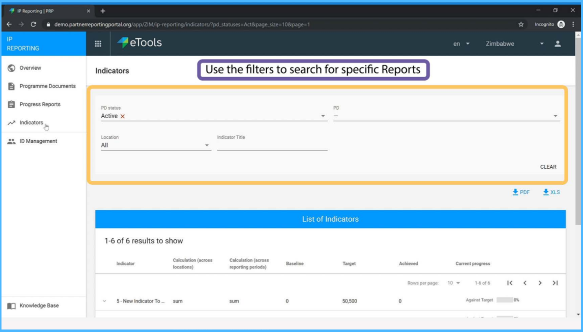
Location: All

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

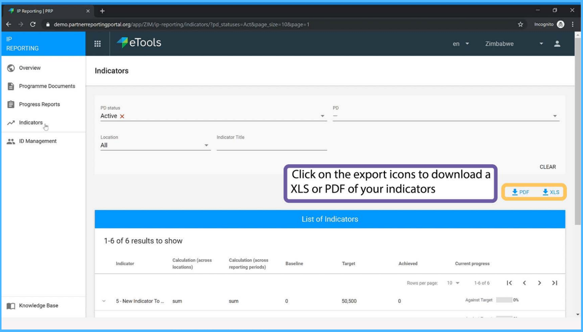
Indicator Title:

List of Indicators

1-6 of 6 results to show

Rows per page: 10 · 1-6 of 6

	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

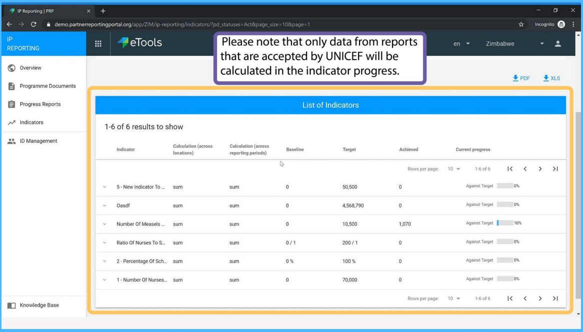
Indicator Title:

List of Indicators

1-6 of 6 results to show

Rows per page: 10 · 1-6 of 6

	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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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

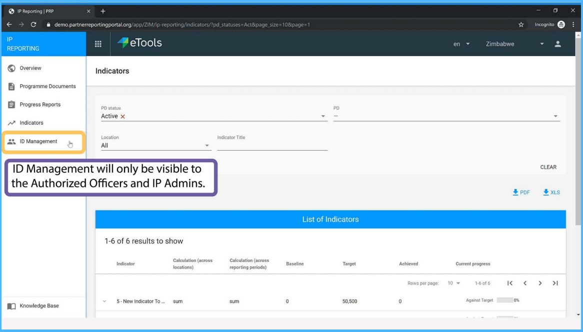
Rows per page: 10 · 1-6 of 6

	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%

Rows per page: 10 · 1-6 of 6

Ces indicateurs sont automatiquement calculés et ventilés à partir des différents rapports que votre organisation a soumis à l'UNICEF pour un document de programme spécifique

Dans le panneau de navigation de gauche, vous pouvez cliquer sur l'icône Gestion des ID pour gérer les utilisateurs de votre organisation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List of Indicators

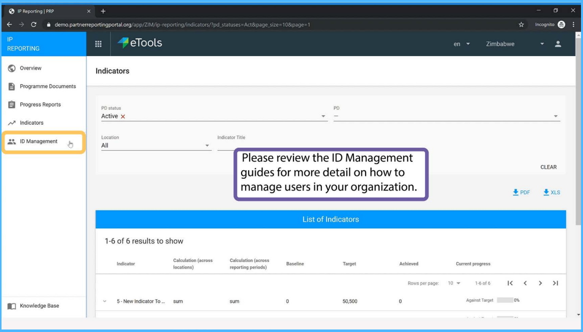
ID Management will only be visible to the Authorized Officers and IP Admins.

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

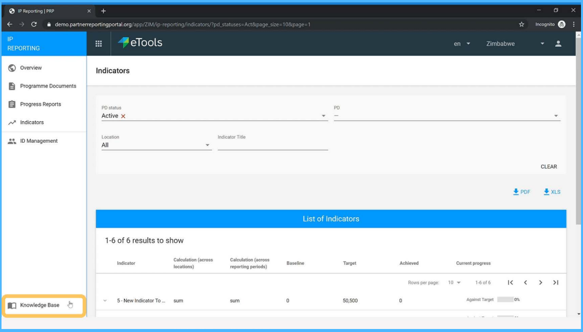
PD status: Active
PD: –
Location: All
Indicator Title:

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

Cliquez sur l'icône Base de connaissances pour accéder aux guides d'utilisateur et aux vidéos sur l'utilisation du Portail de reporting du partenaire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PD status: Active
PD: –
Location: All
Indicator Title:

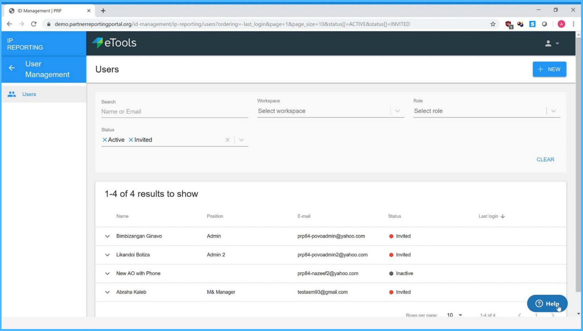
1-6 of 6 results to show

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

Sur n'importe quelle page du portail, vous pouvez demander de l'aide au service d'assistance virtuel en accédant à la fonction Assistance aux utilisateurs. Pour ce faire :

- Cliquez sur l'icône d'aide et saisissez-les coordonnées requises
- Décrivez votre demande
- Veuillez inclure toutes les captures d'écran relatives à votre requête dans la section des pièces jointes, afin que nous puissions vous aider au mieux en identifiant la zone spécifique de la demande
- Le service d'assistance répondra à votre demande dans les 24 à 48 heures suivantes.


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
+ NEW
CLEAR
Help

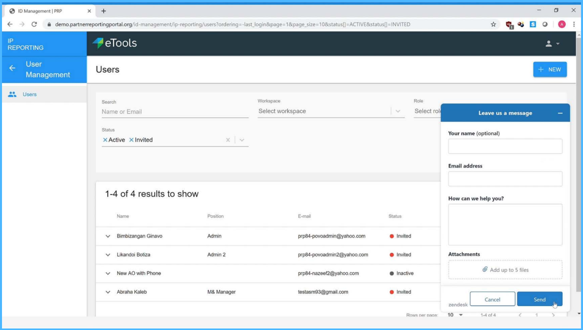
Users

Search: Name or Email
Workspace: Select workspace
Role: Select role
Status: ✕Active ✕Invited

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	

Rows per page: 10 1-4 of 4


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
+ NEW
Cancel
Send
zendesk

Leave us a message

Your name (optional)

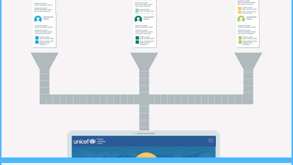
Email address

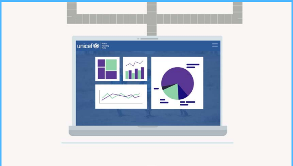
How can we help you?

Attachments

Add up to 5 files

Le Portail de reporting du partenaire contribue à centraliser toutes les informations sur les partenariats et à promouvoir un processus de déclaration simplifié, plus efficace et axé sur les résultats. Le portail aidera l'UNICEF et ses partenaires d'exécution à mieux suivre et à améliorer les résultats pour les enfants et les communautés du monde entier





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