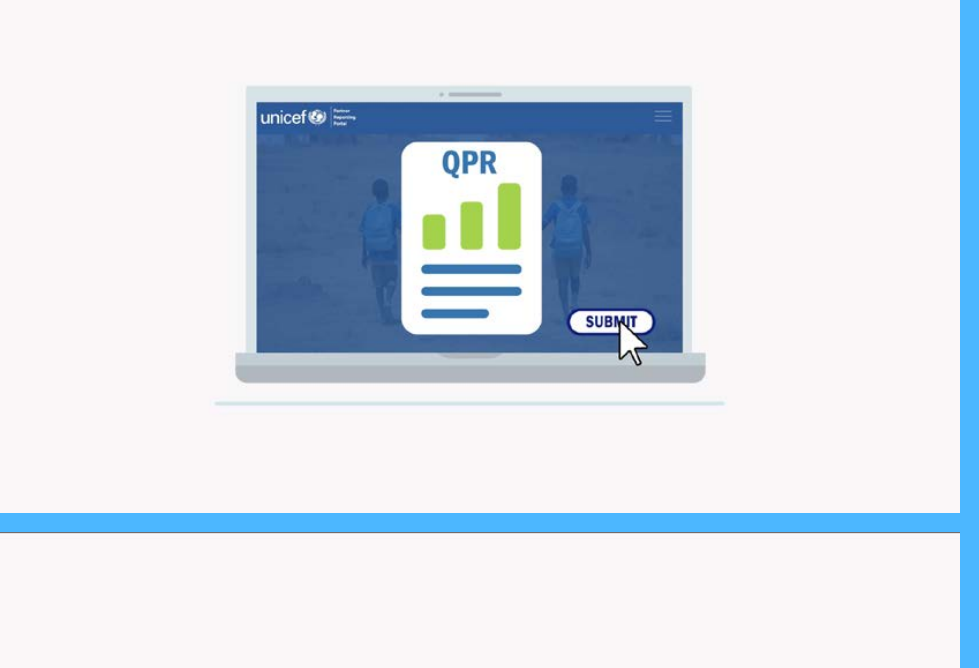
unicef Partner Reporting Portal

PRP Learning Guide:
Complete a Quarterly Progress Report

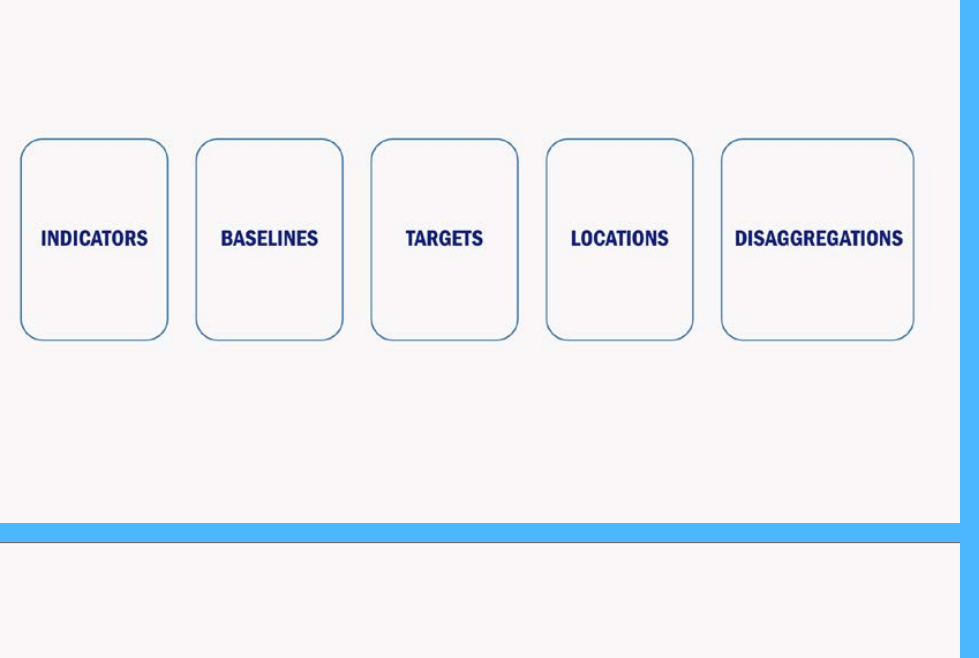
Using the Partner Reporting Portal, partners can submit their Quarterly Progress Reports in a simplified and standardized format.

COMPLETE A QUARTERLY PROGRESS REPORT
unicef Partner Reporting Portal

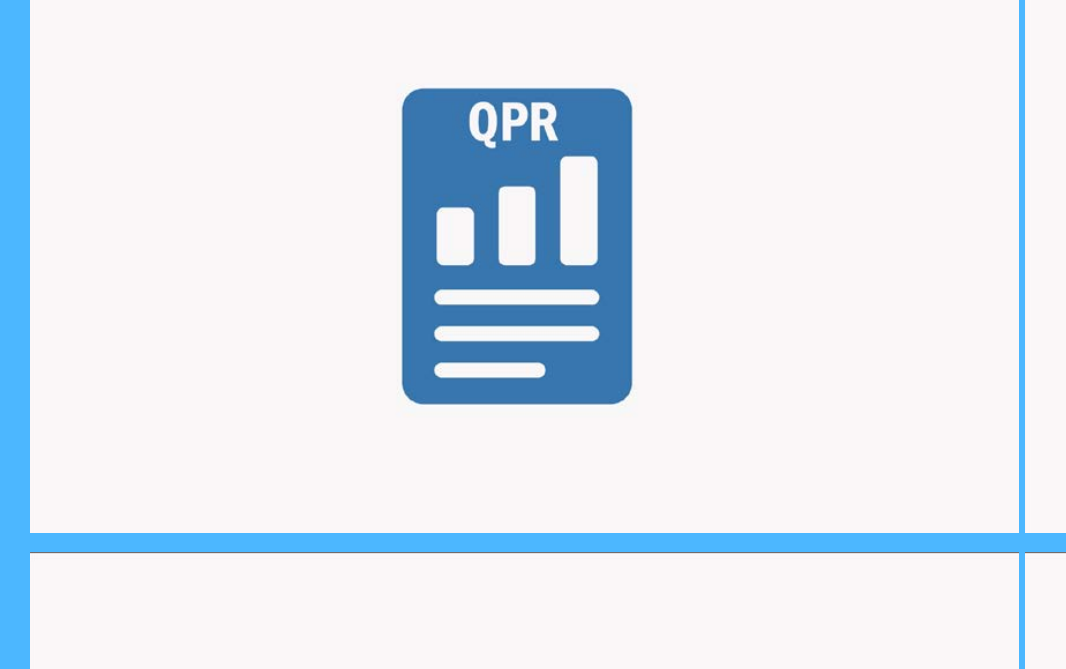


UNICEF requires partners to submit Quarterly Reports every three months from the start of the programme, in order to assess the progress towards planned results, and the adjustments required in programme implementation. The indicators, baselines, targets, locations and disaggregations found in the Quarterly Progress Reports

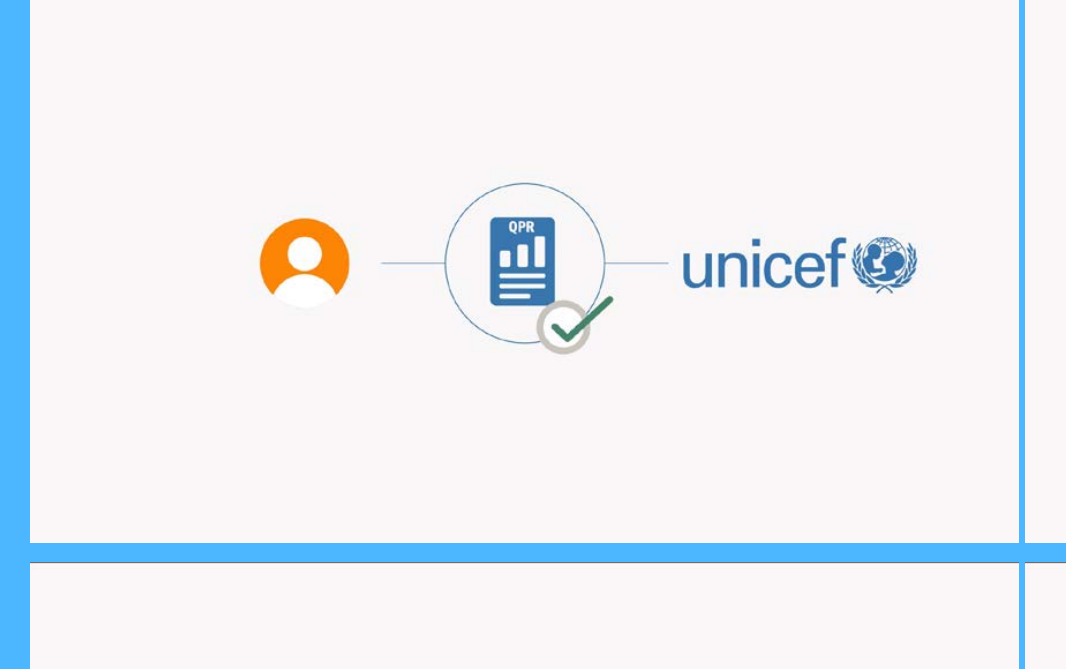
START
SUBMIT

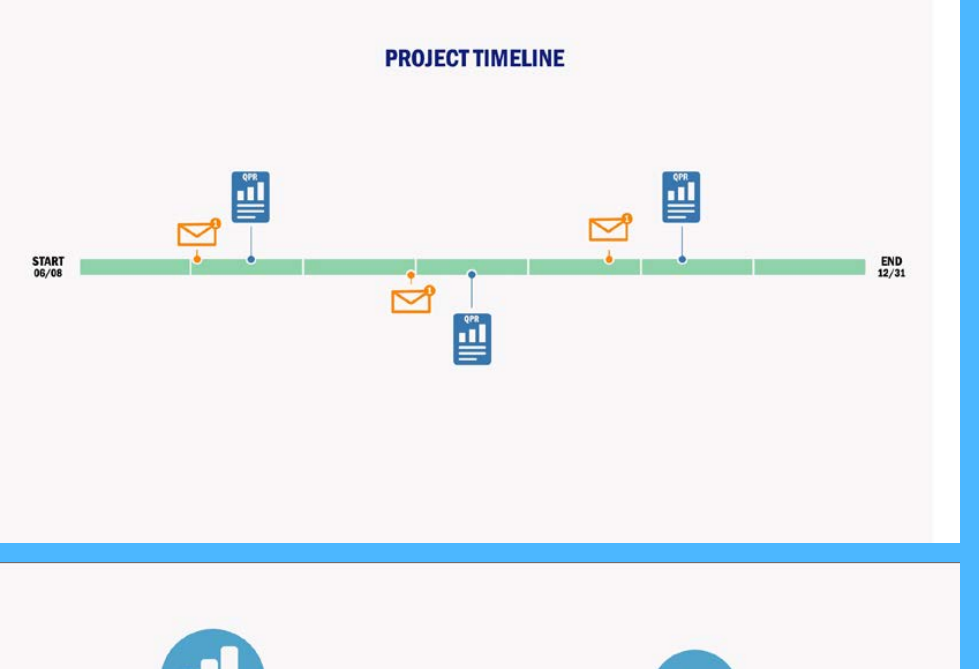

INDICATORS
BASELINES
TARGETS
LOCATIONS
DISAGGREGATIONS

are all pulled from the Results Framework -which was jointly developed and agreed upon, when the partnership with UNICEF was formalized.

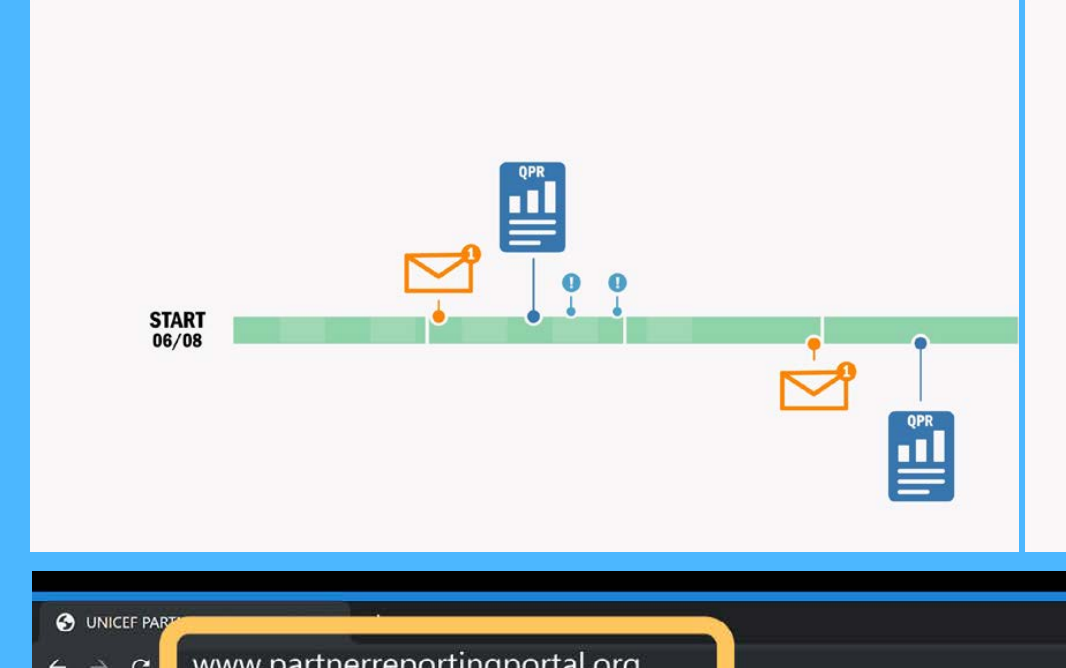


Any substantial changes to the results framework will require partners to work with UNICEF to process an amendment to the programme.
To promote timely reporting, Partners will be able to view the dates that reports are due and will receive e-mail notifications when the report is due,

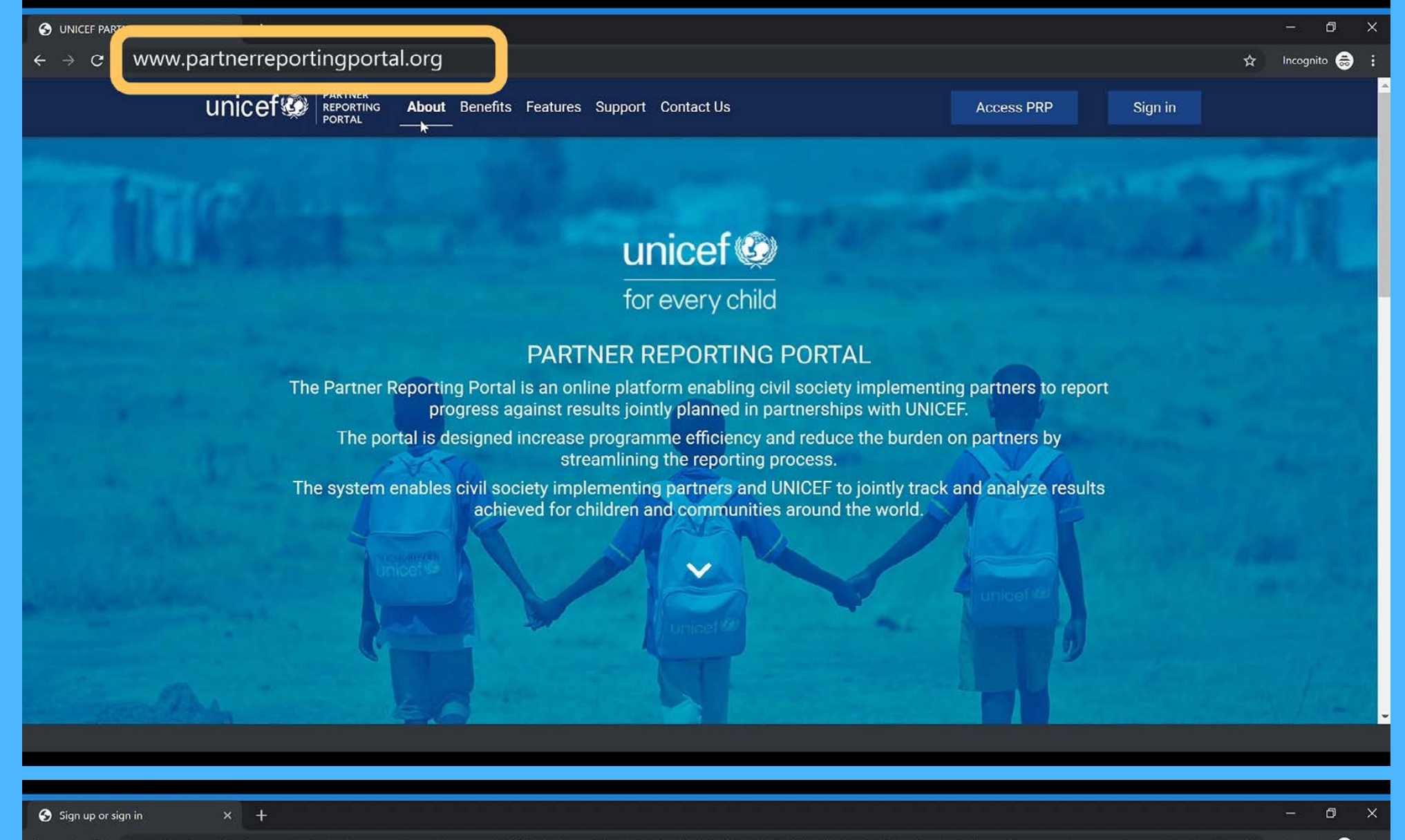



PROJECT TIMELINE

and a weekly reminder e-mail notification for each week the report is overdue.
Combined with the other monitoring and assurance activities, the reporting process helps UNICEF and our partners to assess the progress of programme partnership, and identify and jointly address any technical, contextual or external challenges that could impact the achievement of the envisioned results.


START 06/08
QPR

TECHNICAL
CONTEXTUAL
EXTERNAL



www.partnerreportingportal.org

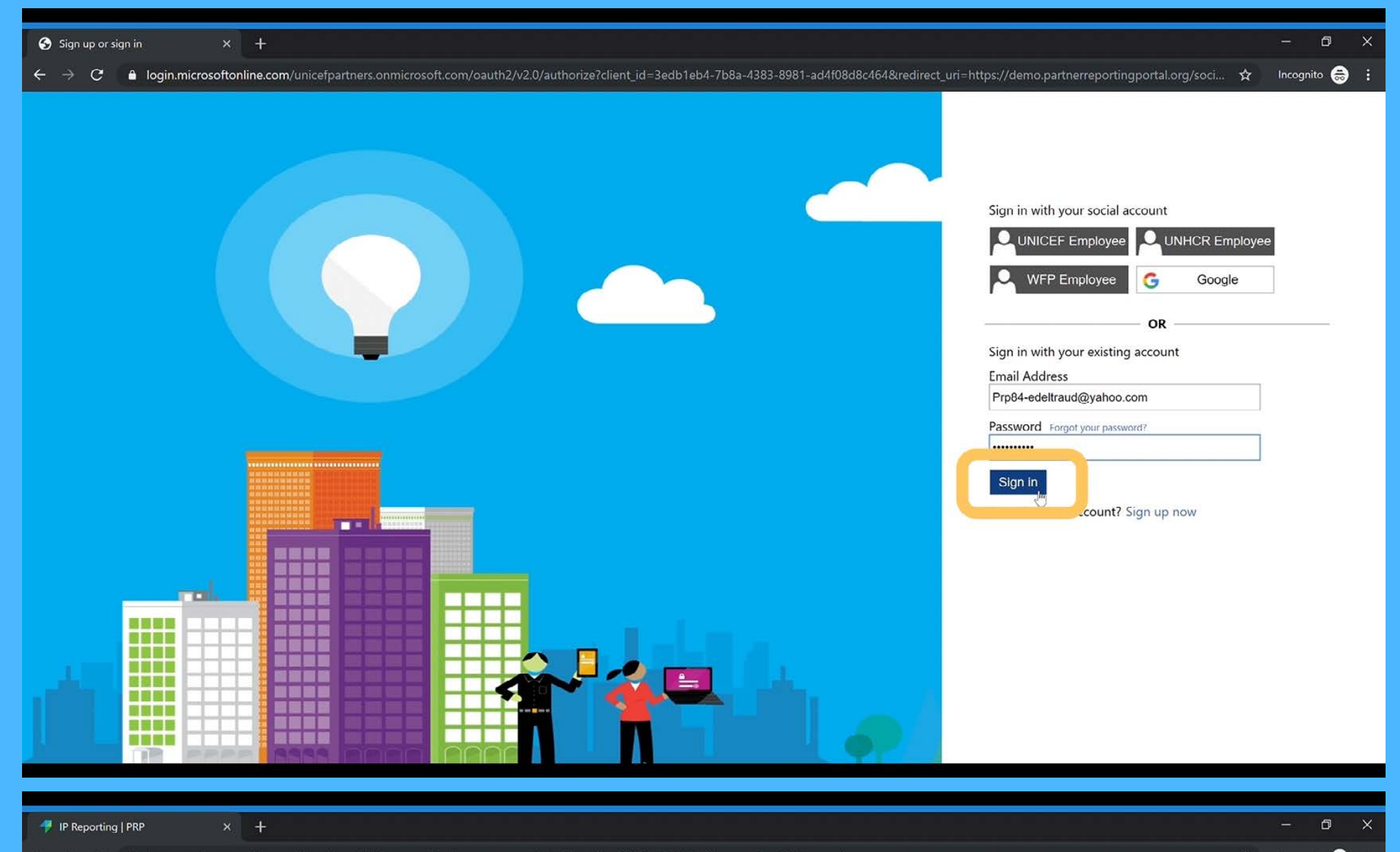
unicef for every child

PARTNER REPORTING PORTAL

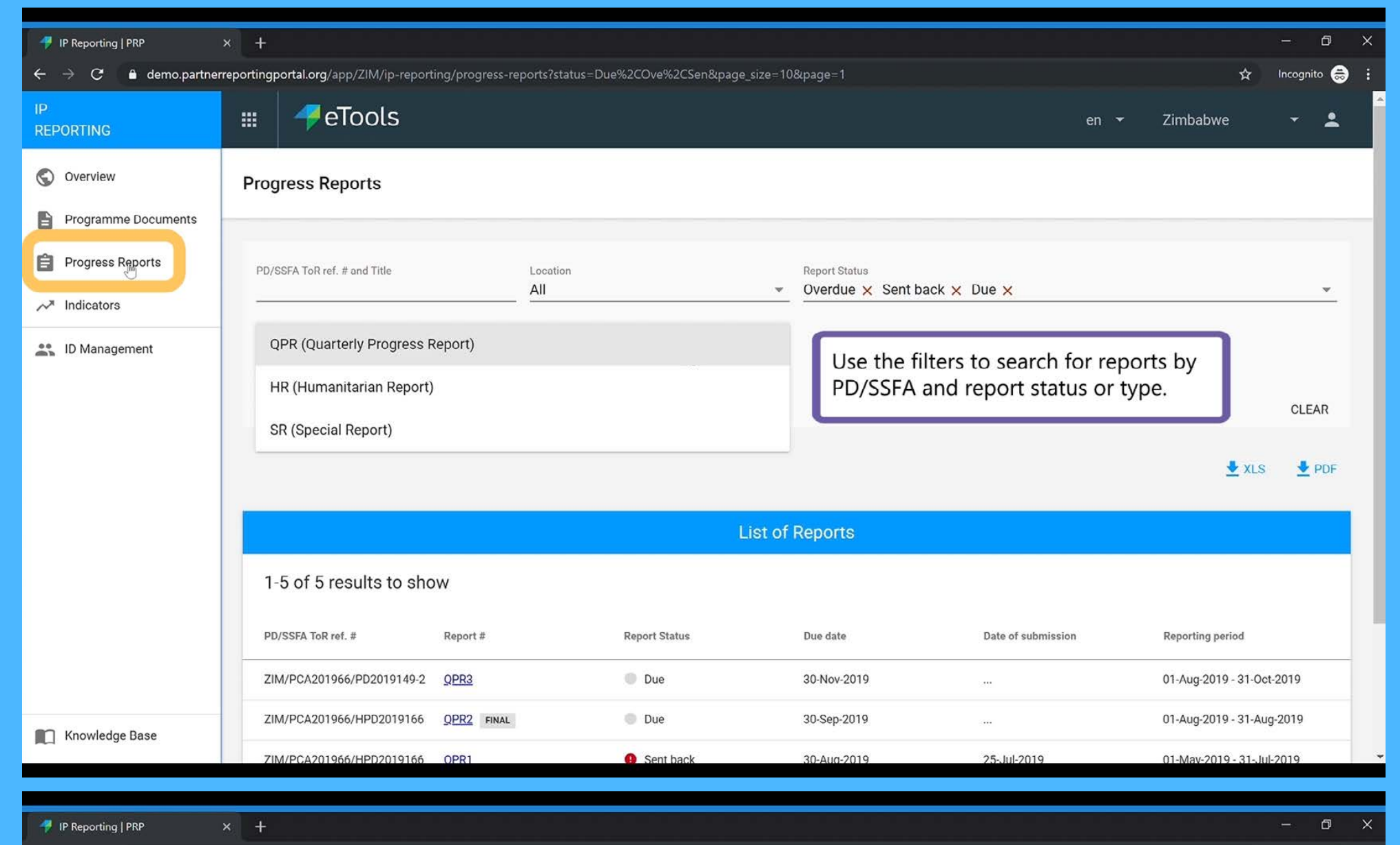
The Partner Reporting Portal is an online platform enabling civil society implementing partners to report progress against results jointly planned in partnerships with UNICEF.
The portal is designed increase programme efficiency and reduce the burden on partners by streamlining the reporting process.
The system enables civil society implementing partners and UNICEF to jointly track and analyze results achieved for children and communities around the world.

About
Benefits
Features
Support
Contact Us
Access PRP
Sign in

To draft and submit your Quarterly Progress Reports:
1. Sign In to the Partner Reporting Portal


Sign in with your social account
UNICEF Employee
UNHCR Employee
WFP Employee
Google
OR
Sign in with your existing account
Email Address
Password
Sign in

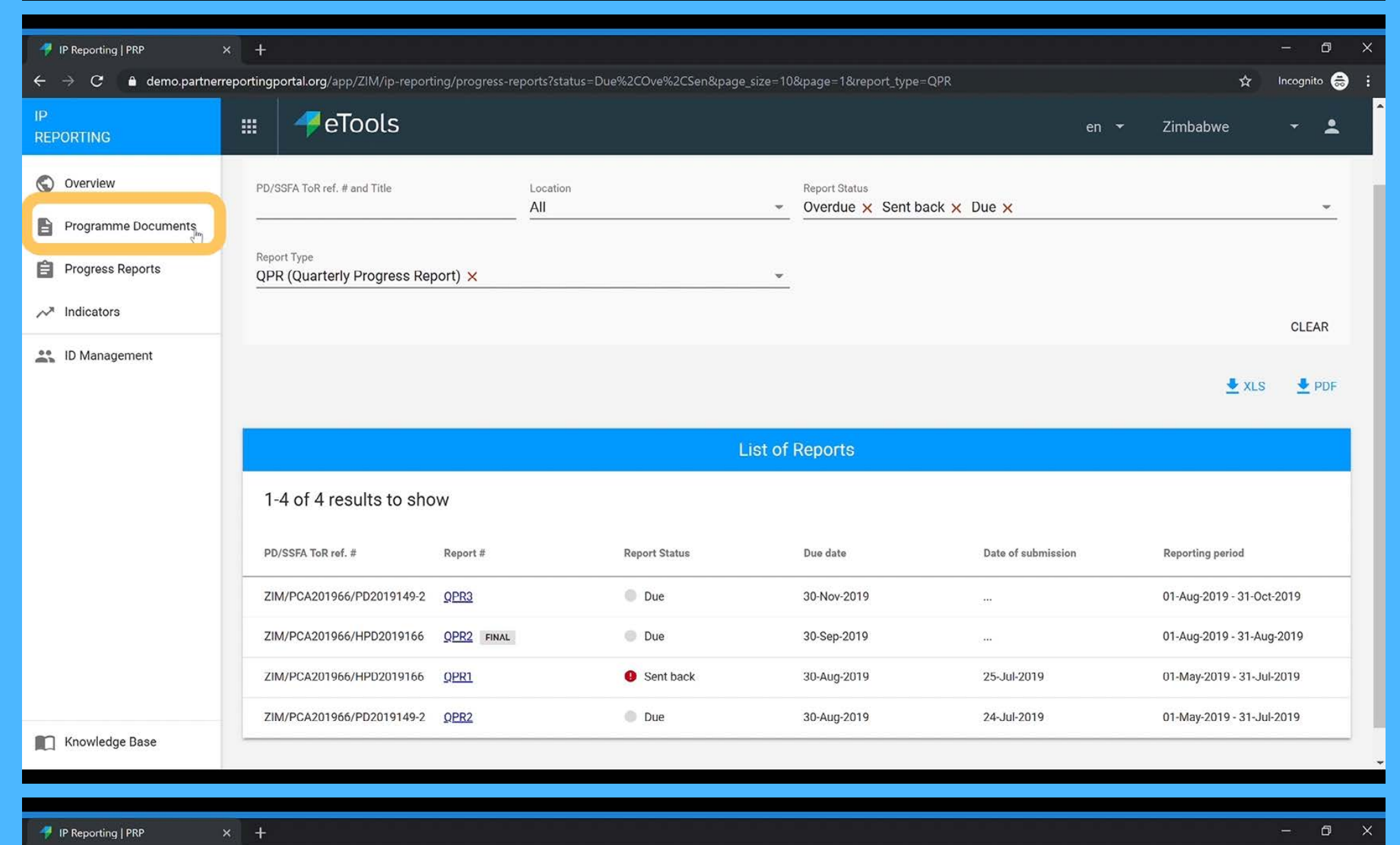
2. You can navigate to the Progress Reports page to view, search and access Reports



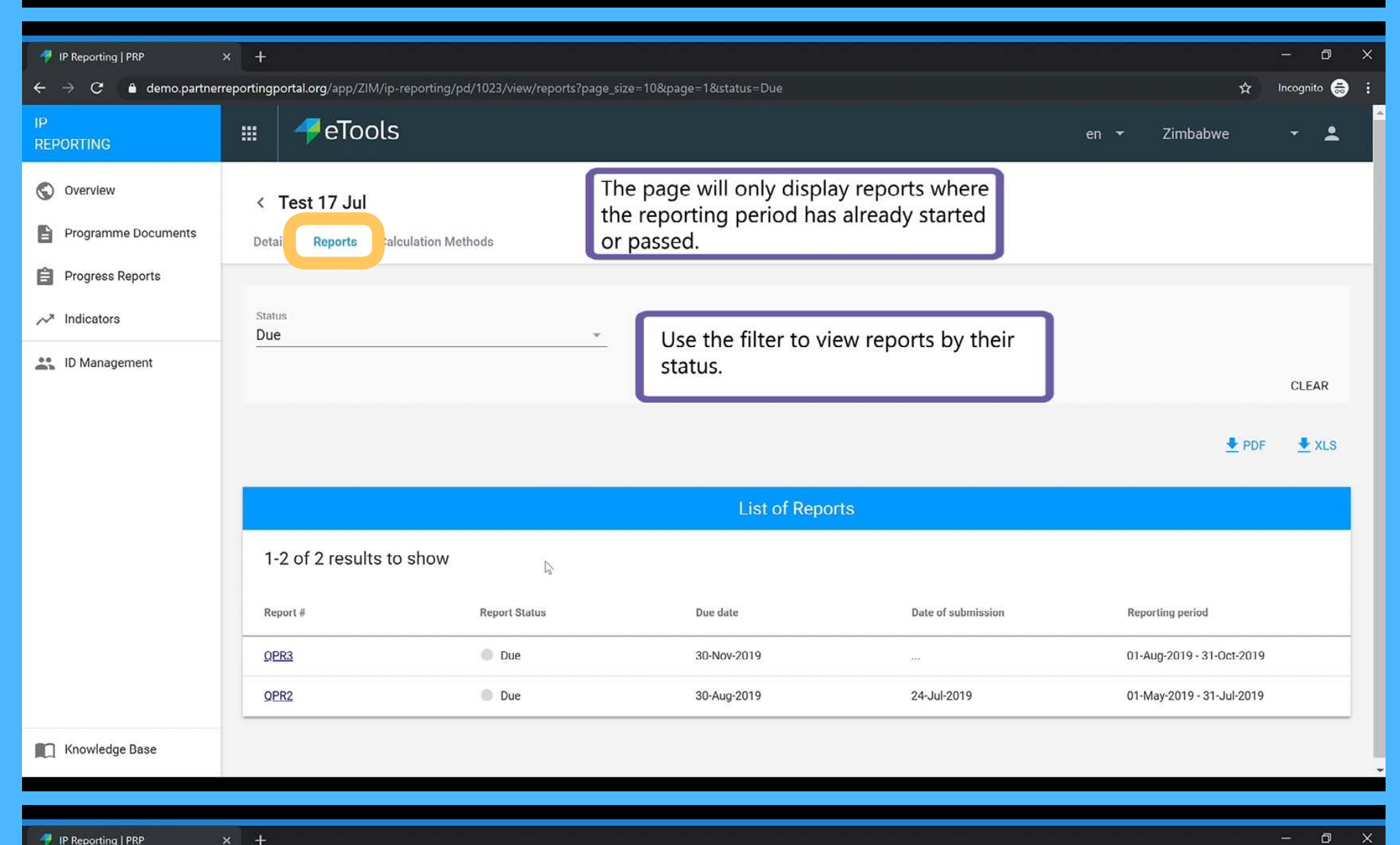
Use the filters to search for reports by PD/SSFA and report status or type.

Progress Reports
QPR (Quarterly Progress Report)
HR (Humanitarian Report)
SR (Special Report)
List of Reports

3. Alternatively, in the Programme Documents page you can click on the Programme Documents link or the programme you would like to access.



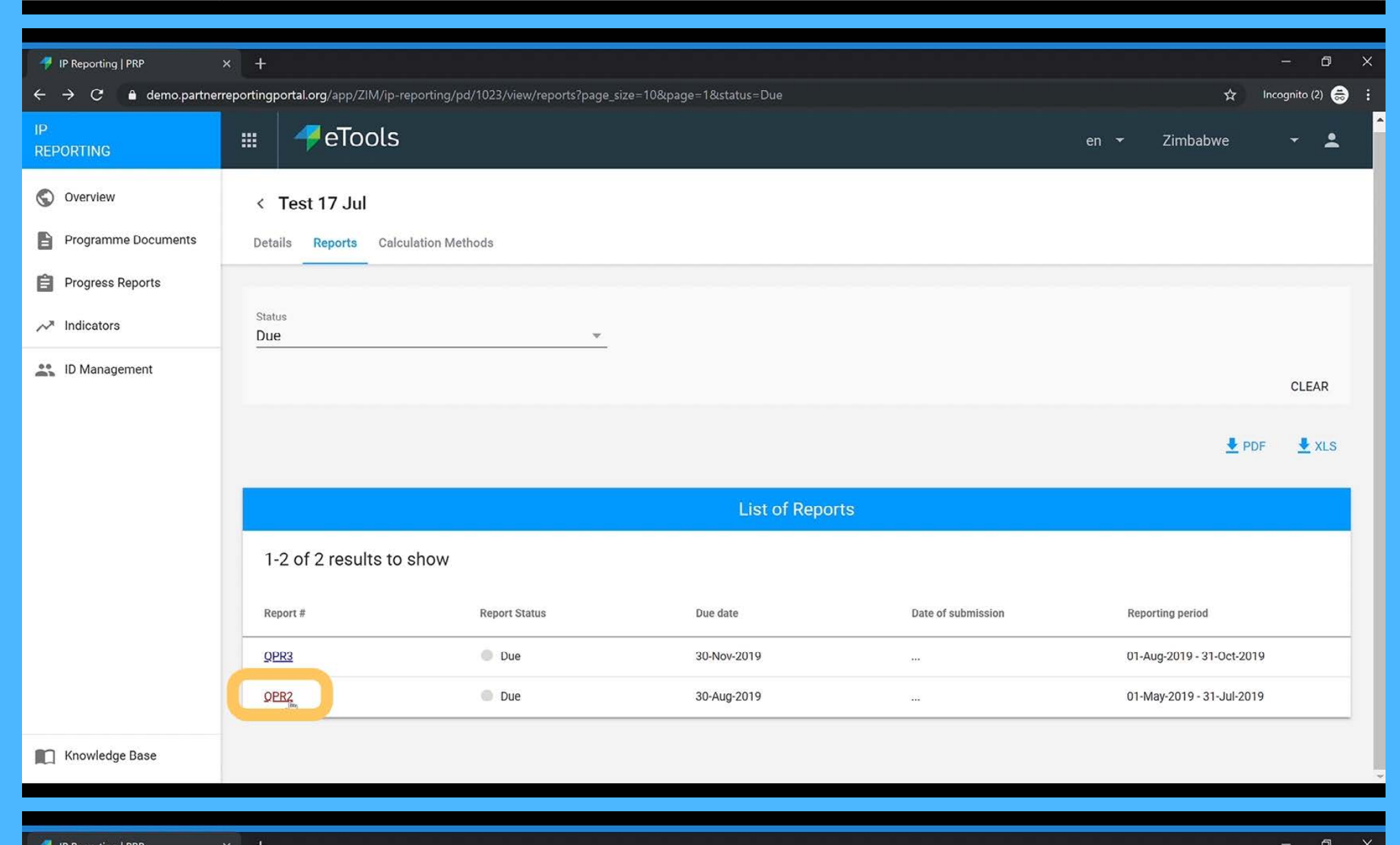
a. Click on the reports tab to view the list of reports and their status.



The page will only display reports where the reporting period has already started or passed.

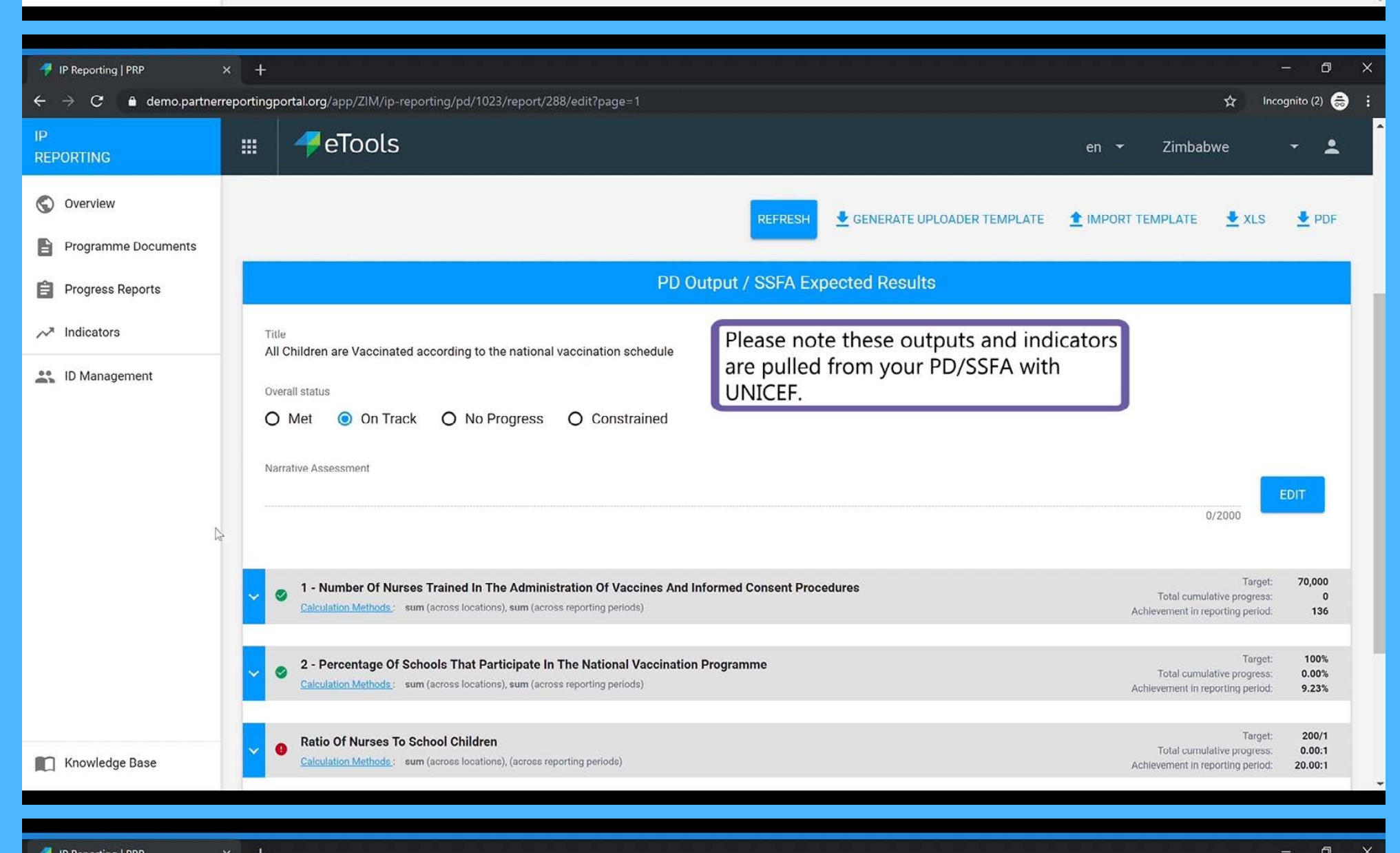
Use the filter to view reports by their status.

4. Click on the Quarterly Progress Report that is due to open the reporting page



Test 17 Jul
Details
Reports
Calculation Methods
List of Reports
QPR3
QPR2

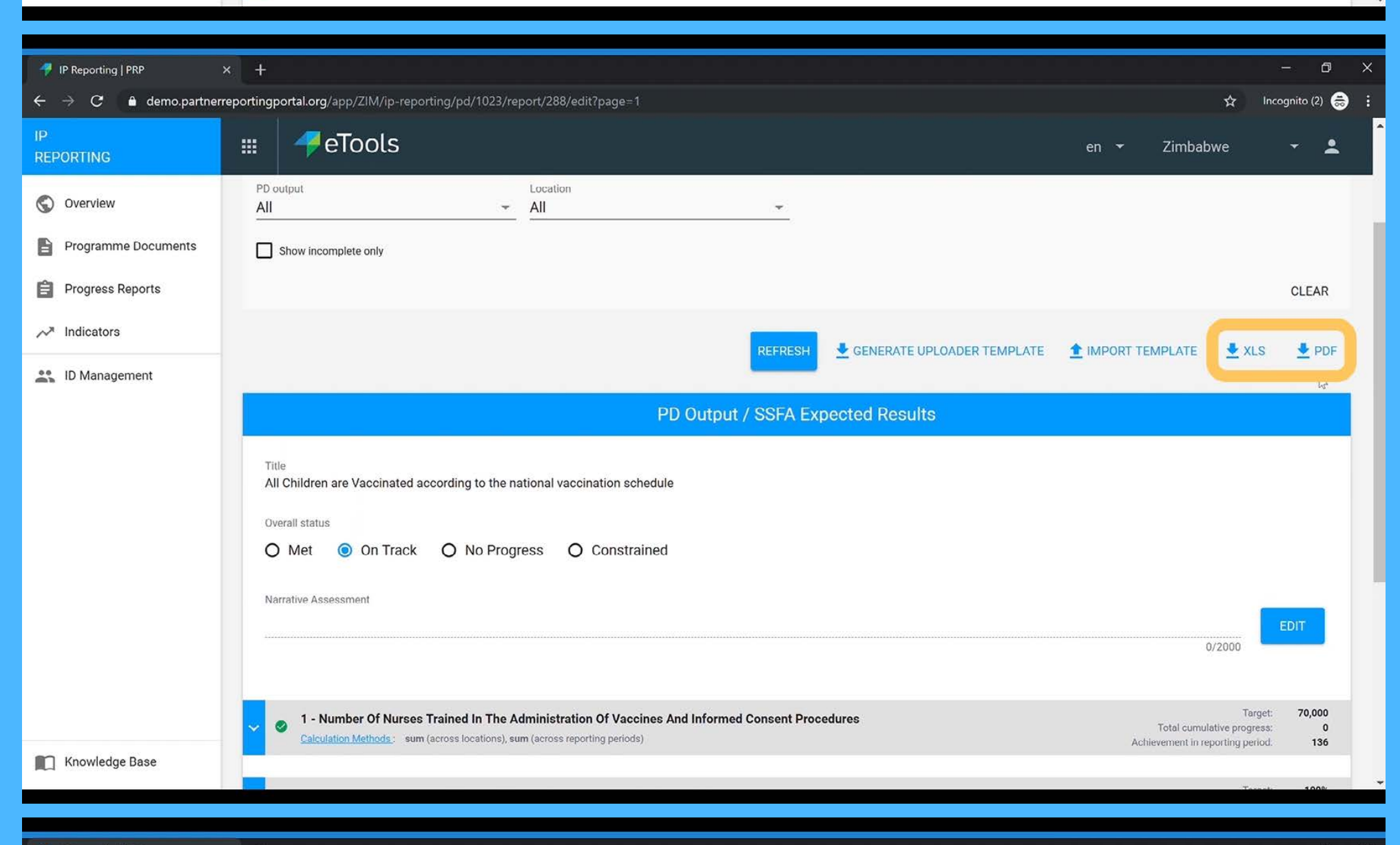
5. On the reporting page you will see the expected results of your programme.
a. Including the overall programme output and their associated indicators.



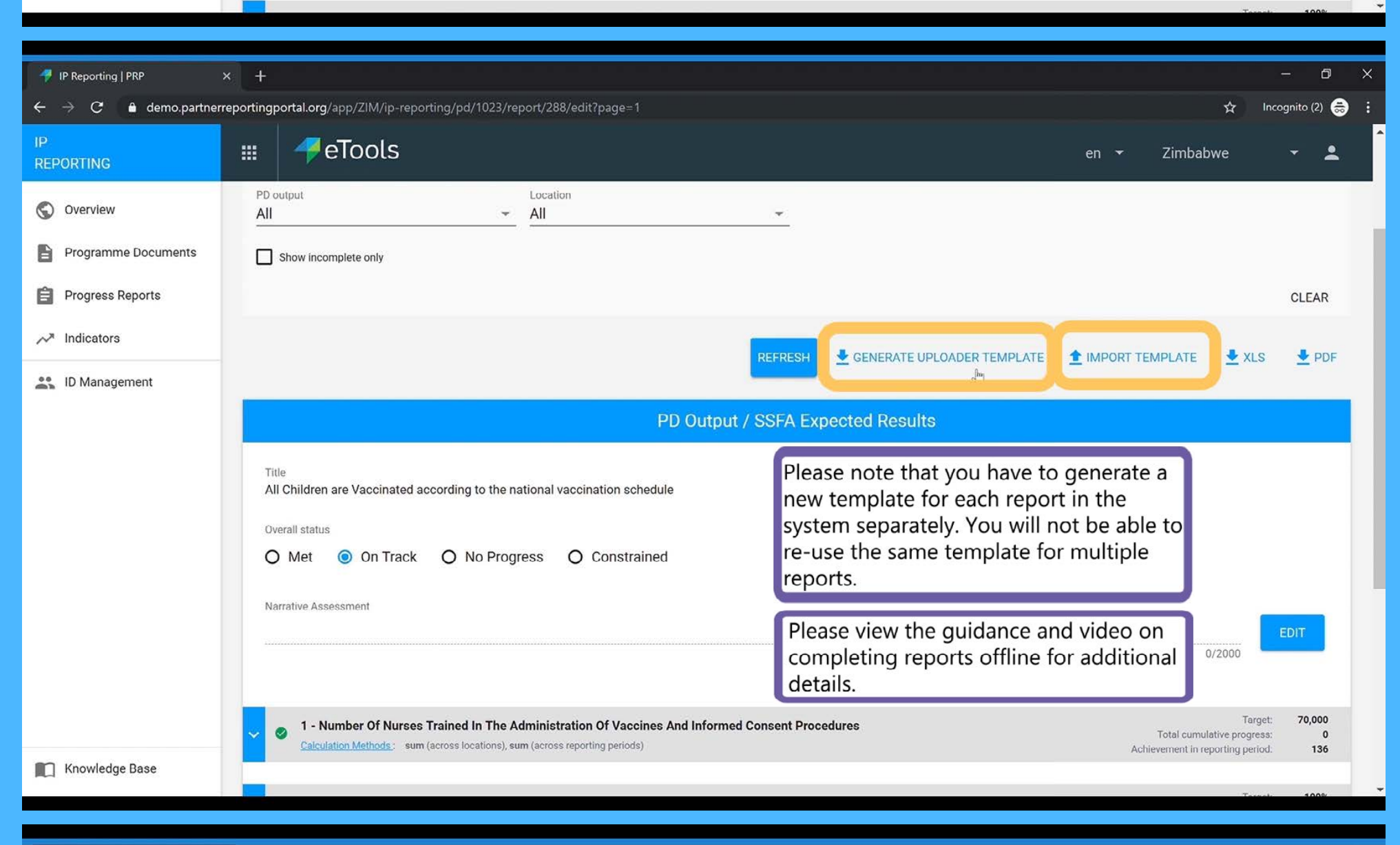
Please note these outputs and indicators are pulled from your PD/SSFA with UNICEF.

REFRESH
GENERATE UPLOADER TEMPLATE
IMPORT TEMPLATE
XLS
PDF
PD Output / SSFA Expected Results

b. Partners will also be able to download XLS or PDF reports of the report



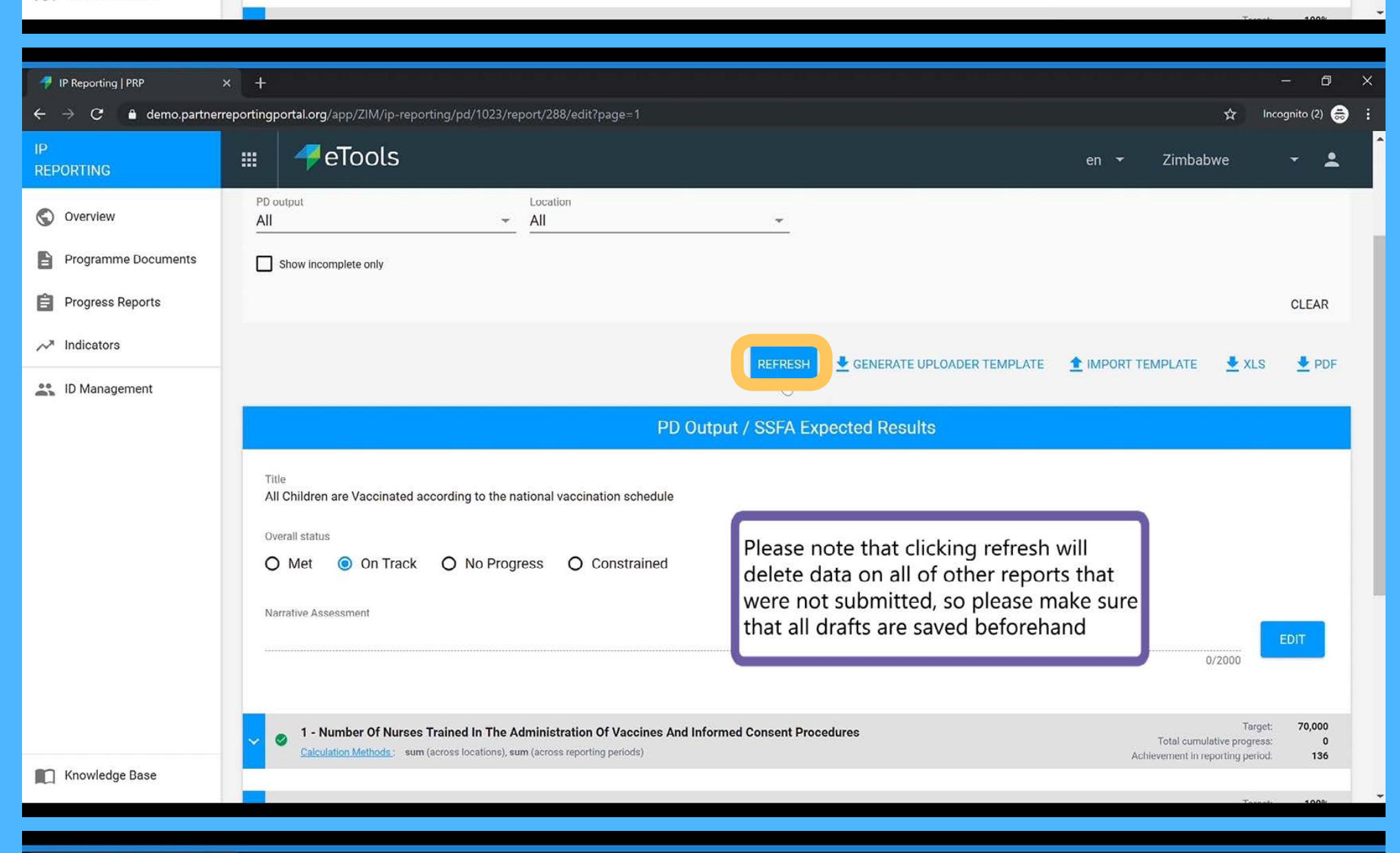
c. When working offline, partners will be able to generate an excel template of the report, and import the template back into the system when they have internet.



Please note that you have to generate a new template for each report in the system separately. You will not be able to re-use the same template for multiple reports.

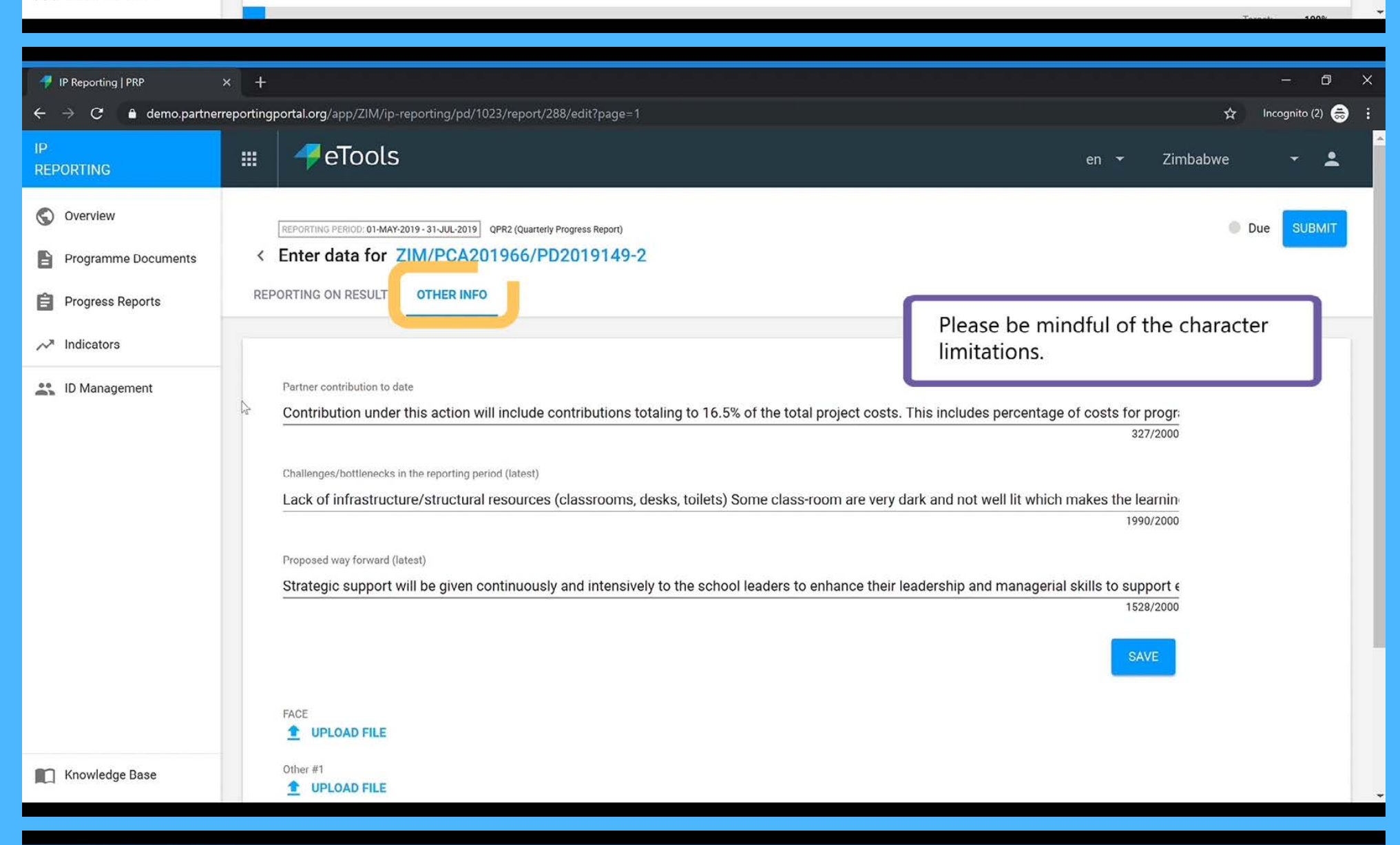
Please view the guidance and video on completing reports offline for additional details.

d. Please note that some amendments, such as the addition of new indicators or locations, may require that you Refresh your reports in the Partner Reporting Portal. To do so, please click on the Refresh button on the report and the changes will take effect.



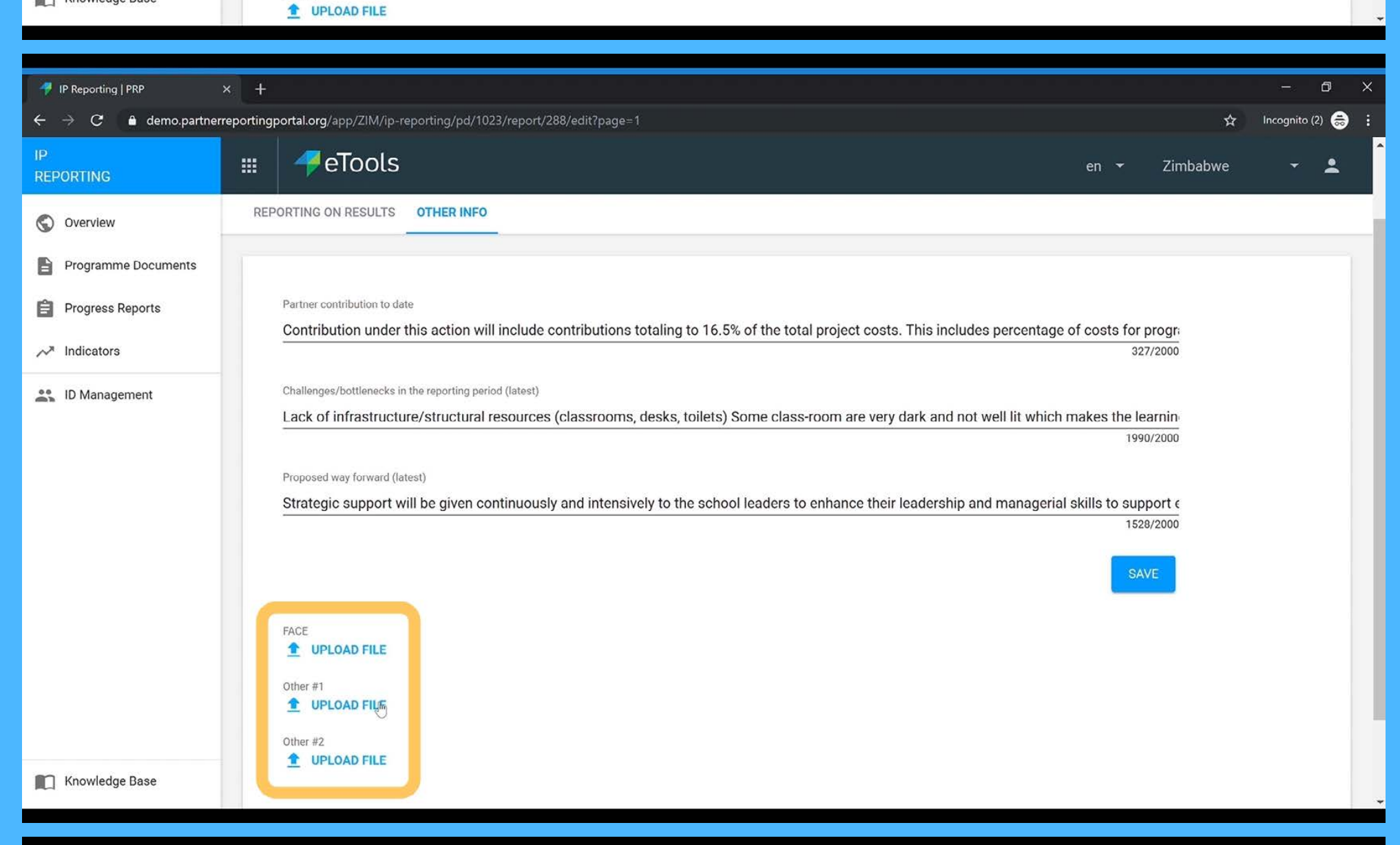
Please note that clicking refresh will delete data on all of other reports that were not submitted, so please make sure that all drafts are saved beforehand

6. In the Other Information tab, partners can enter additional narrative information about the progress of the programme during the quarter.



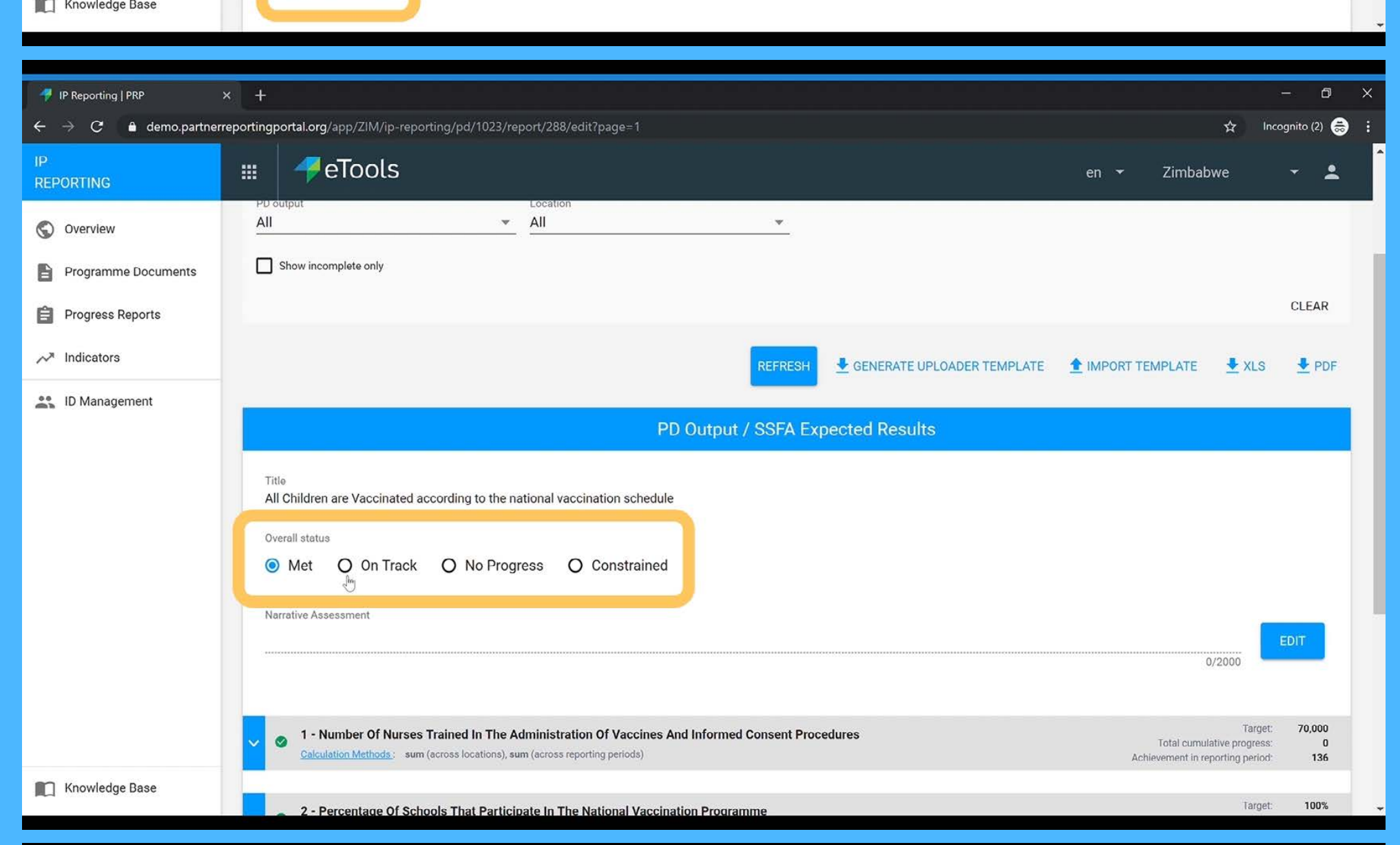
Please be mindful of the character limitations.

b. Additionally, partners can also attach any additional information to their quarterly reports including FACE forms, human interest stories, photos and supplementary information they would like to share with UNICEF.
To enter both quantitative and qualitative information on the progress of the programme for the current reporting period, partners should navigate to the reporting tab:

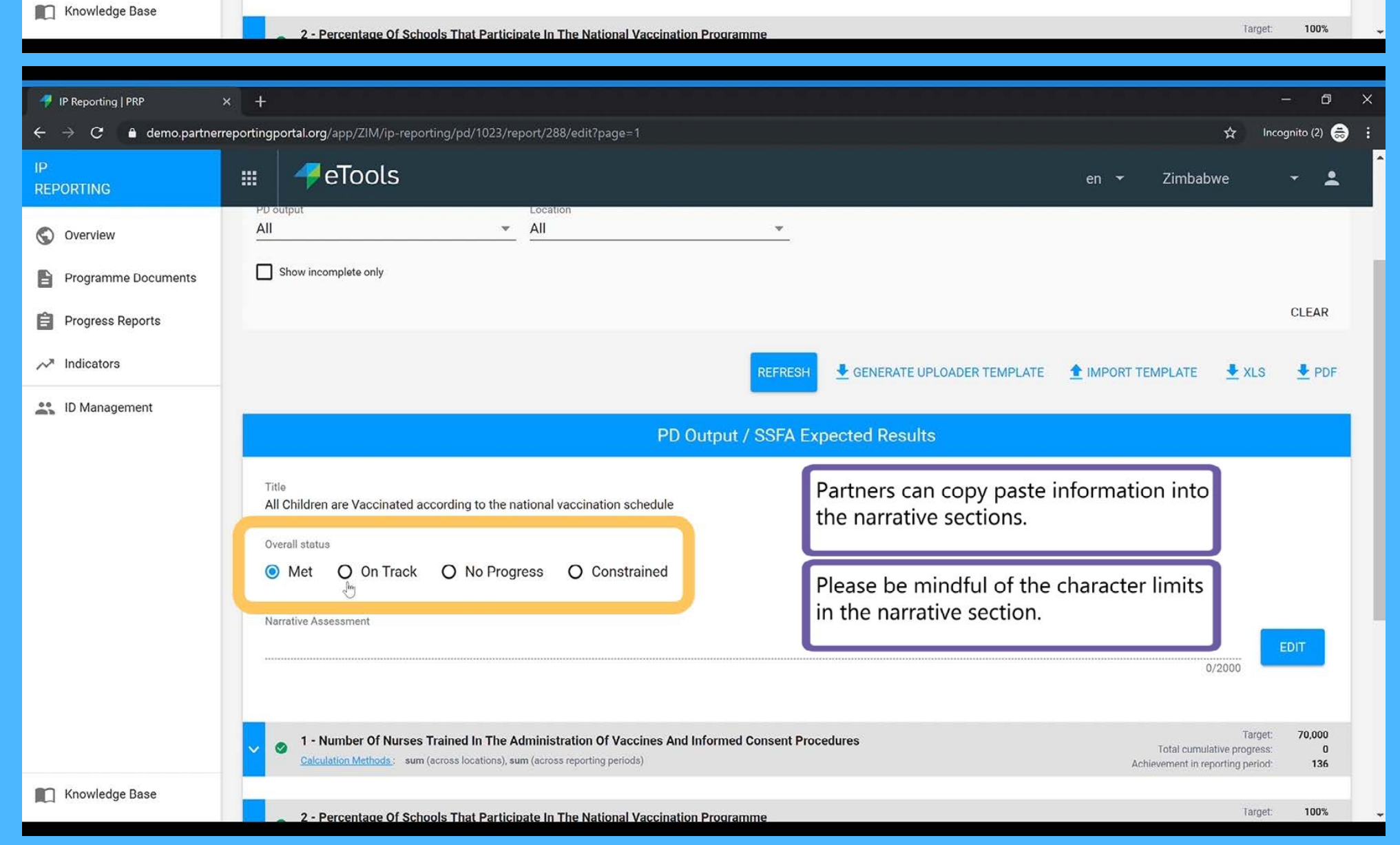


UPLOAD FILE
UPLOAD FILE
UPLOAD FILE
SAVE

1. For each of the Programme Outputs, partners should indicate the status of the overall progress of the output and associated indicators.



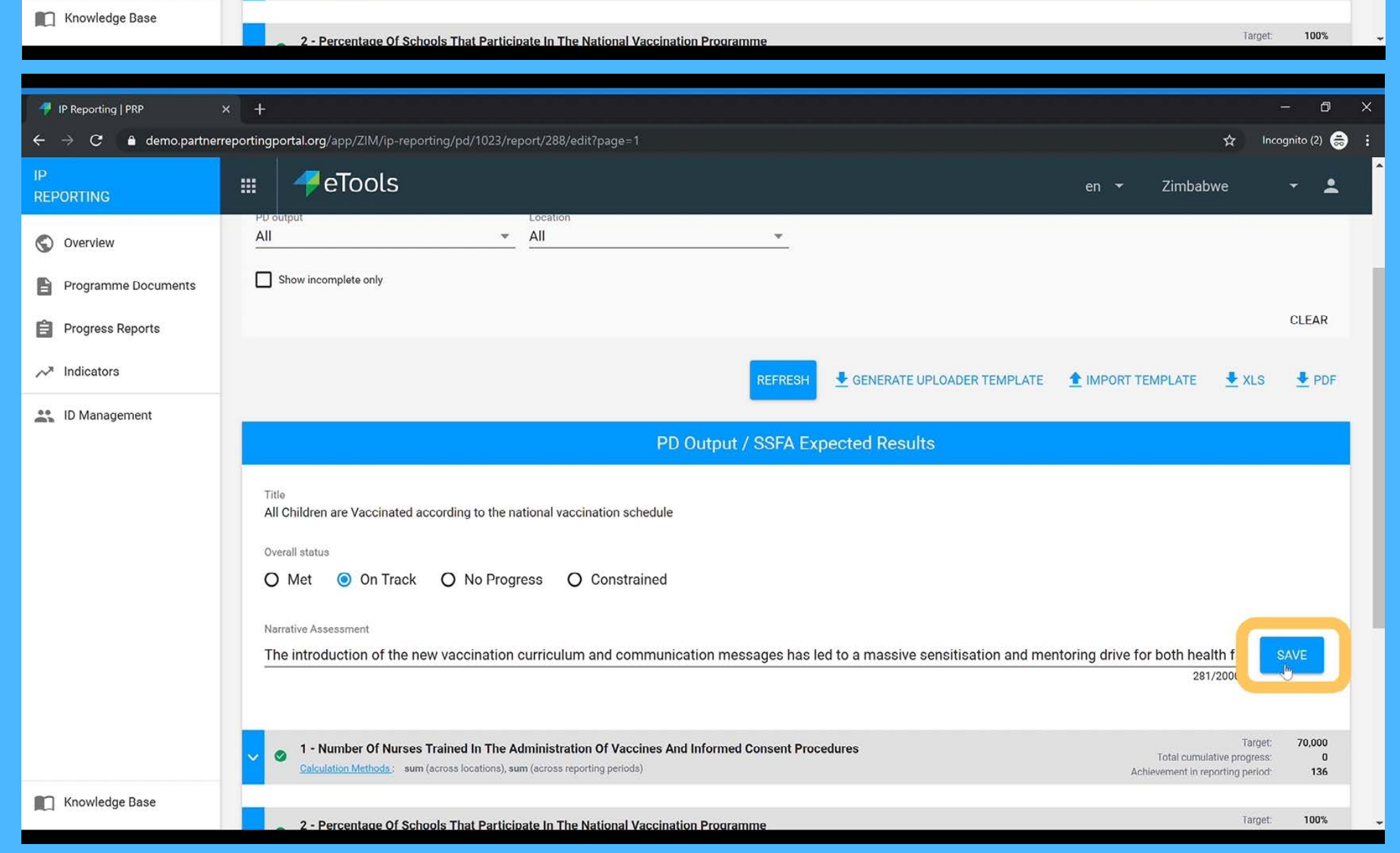
2.Partners should click on Edit to enter a brief narrative assessment of the progress on the Programme Output



Partners can copy paste information into the narrative sections.

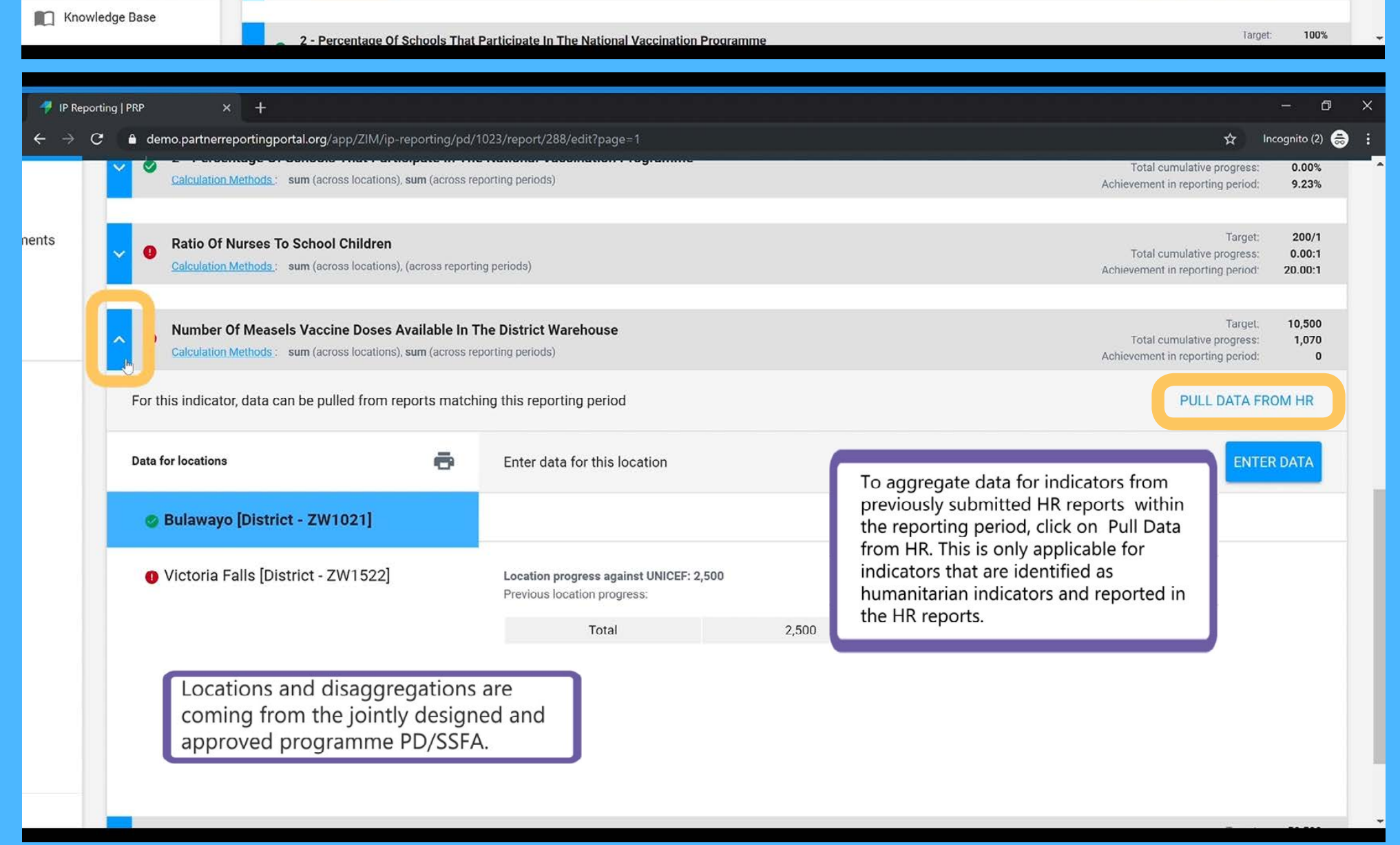
Please be mindful of the character limits in the narrative section.

c. Click Save once your narrative information has been entered



3. In the Other Information tab, partners will also enter additional narrative information and relevant attachments that reflect the progress of the programme during the quarter.
In the Partner Reporting Portal, partners will be able to report on different types of indicators under each of their Programme Outputs. These indicators were developed jointly by the UNICEF and partner focal points during the design of the programme. Please note that any changes to these indicators will require an amendment to the programme.

To report on a quantity based indicator that measures the programme's progress on specific results:
1. Scroll down to view the indicator and click on the drop down icon
2. You will see the different locations where your organization will report progress for this indicator, as well as any disaggregations for the indicator

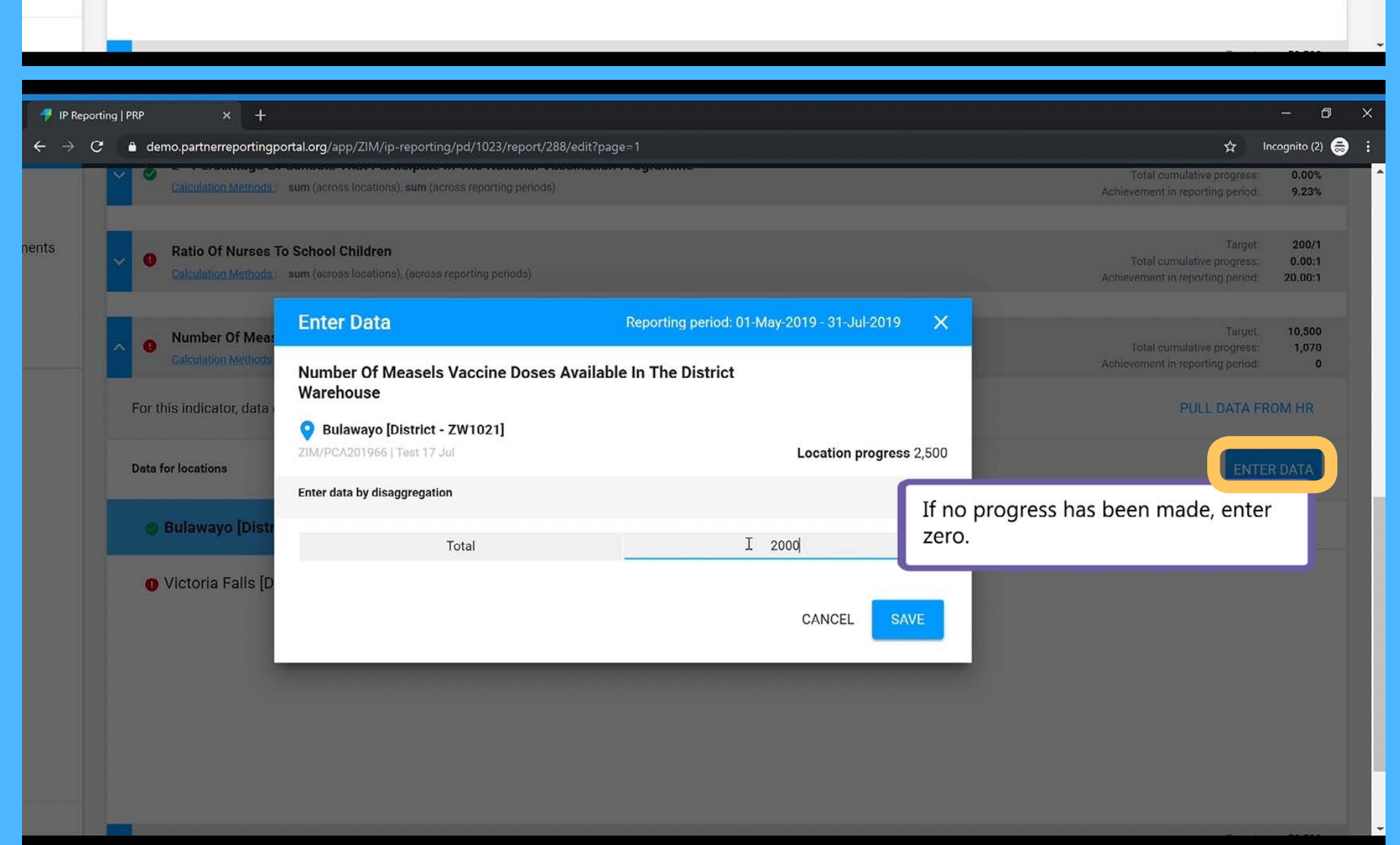


To aggregate data for indicators from previously submitted HR reports within the reporting period, click on Pull Data from HR. This is only applicable for indicators that are identified as humanitarian indicators and reported in the HR reports.

Locations and disaggregations are coming from the jointly designed and approved programme PD/SSFA.

PULL DATA FROM HR
ENTER DATA

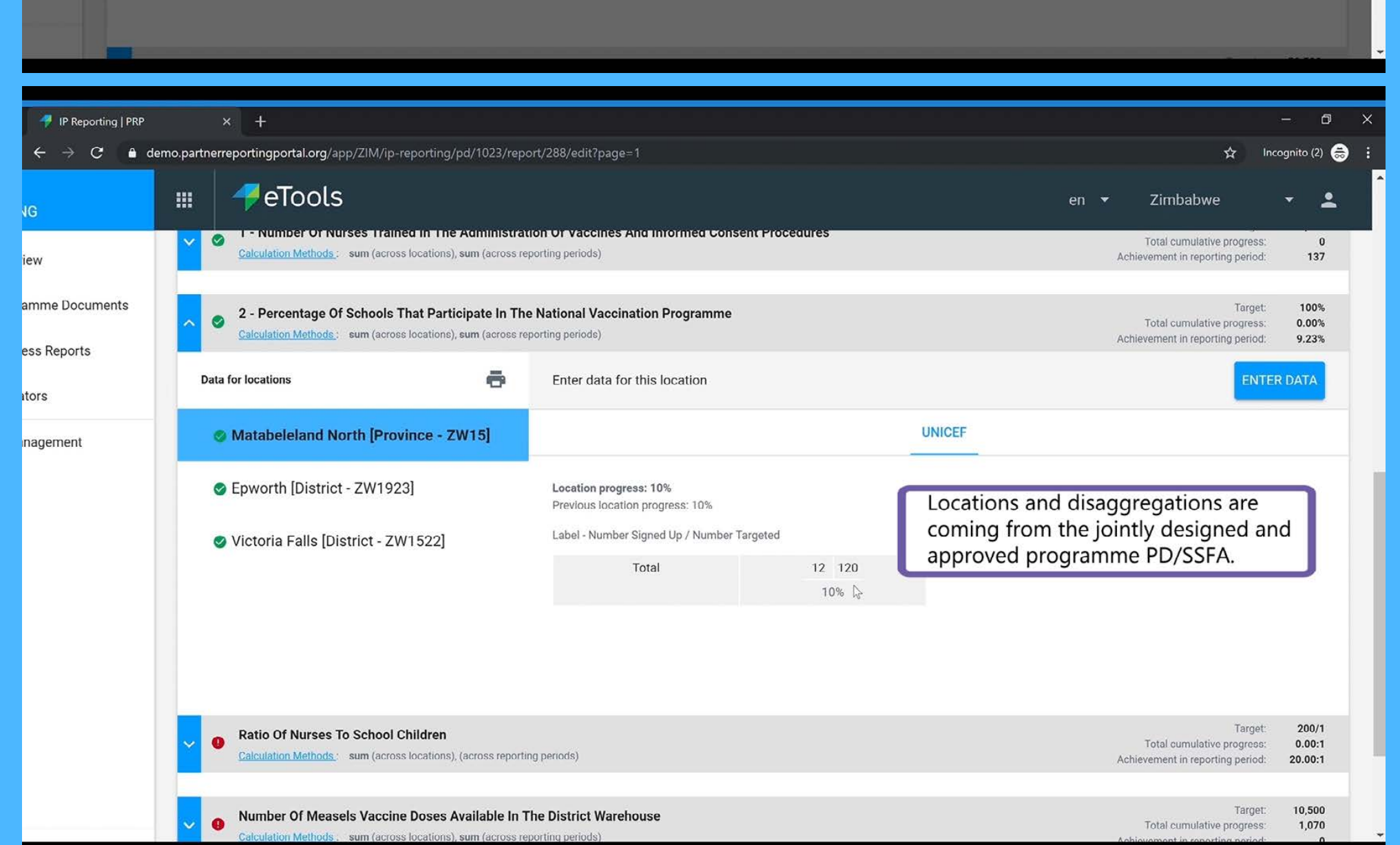
3. To enter data for each of the locations, click on Enter Data
a. Enter your progress according to the defined disaggregations
b. Click Save once completed
c. Continue to each of the locations and enter your data. If no progress has been made, please ensure you enter '0'



If no progress has been made, enter zero.

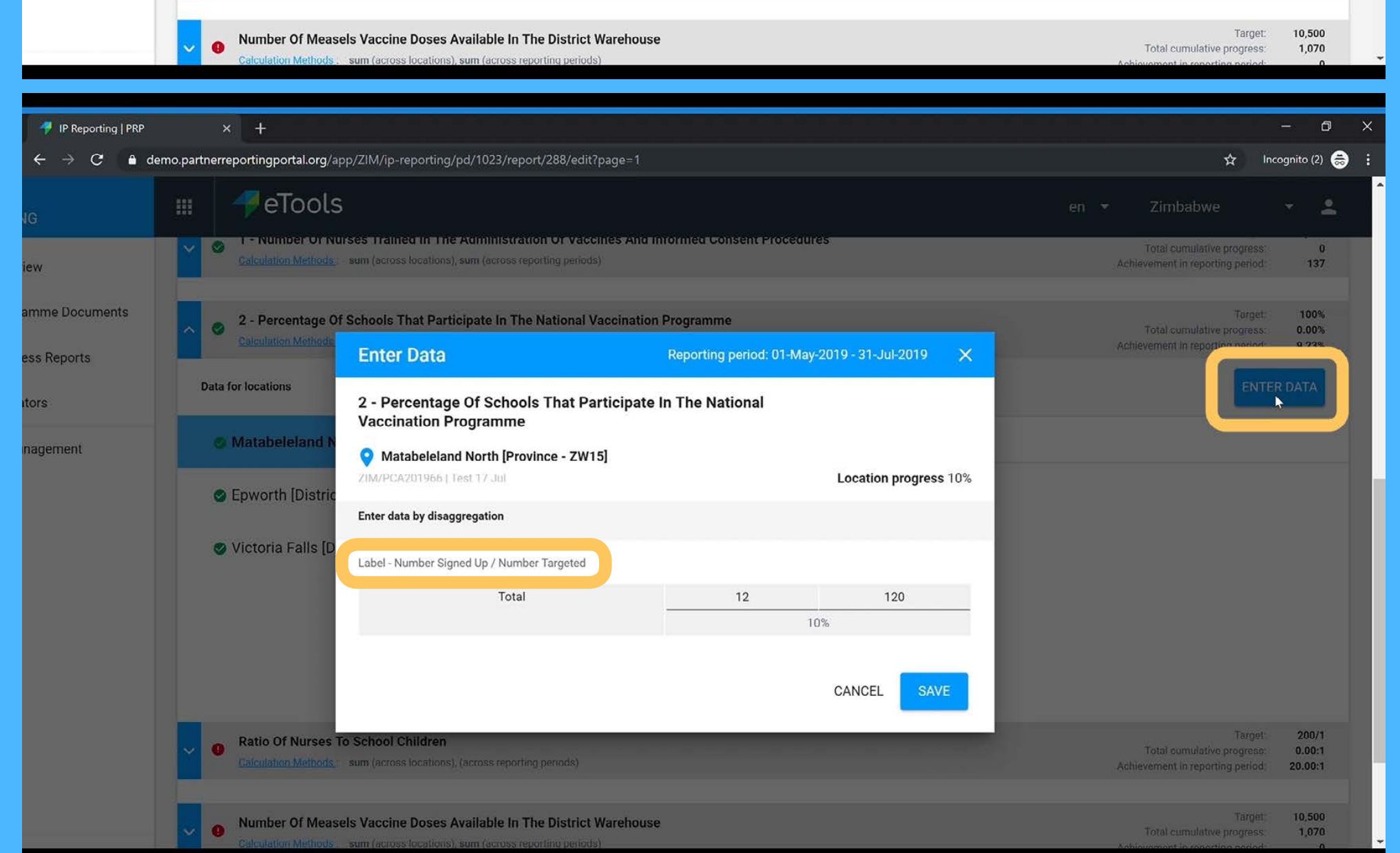
Enter Data
Reporting period: 01-May-2019 - 31-Jul-2019
CANCEL
SAVE

To report on a percentage based indicator that measures the programme's progress on specific results:
1. Scroll down to view the indicator and click on the drop down icon.
2. You will see the different locations where your organization will report progress for this indicator as well as any disaggregations for the indicator.



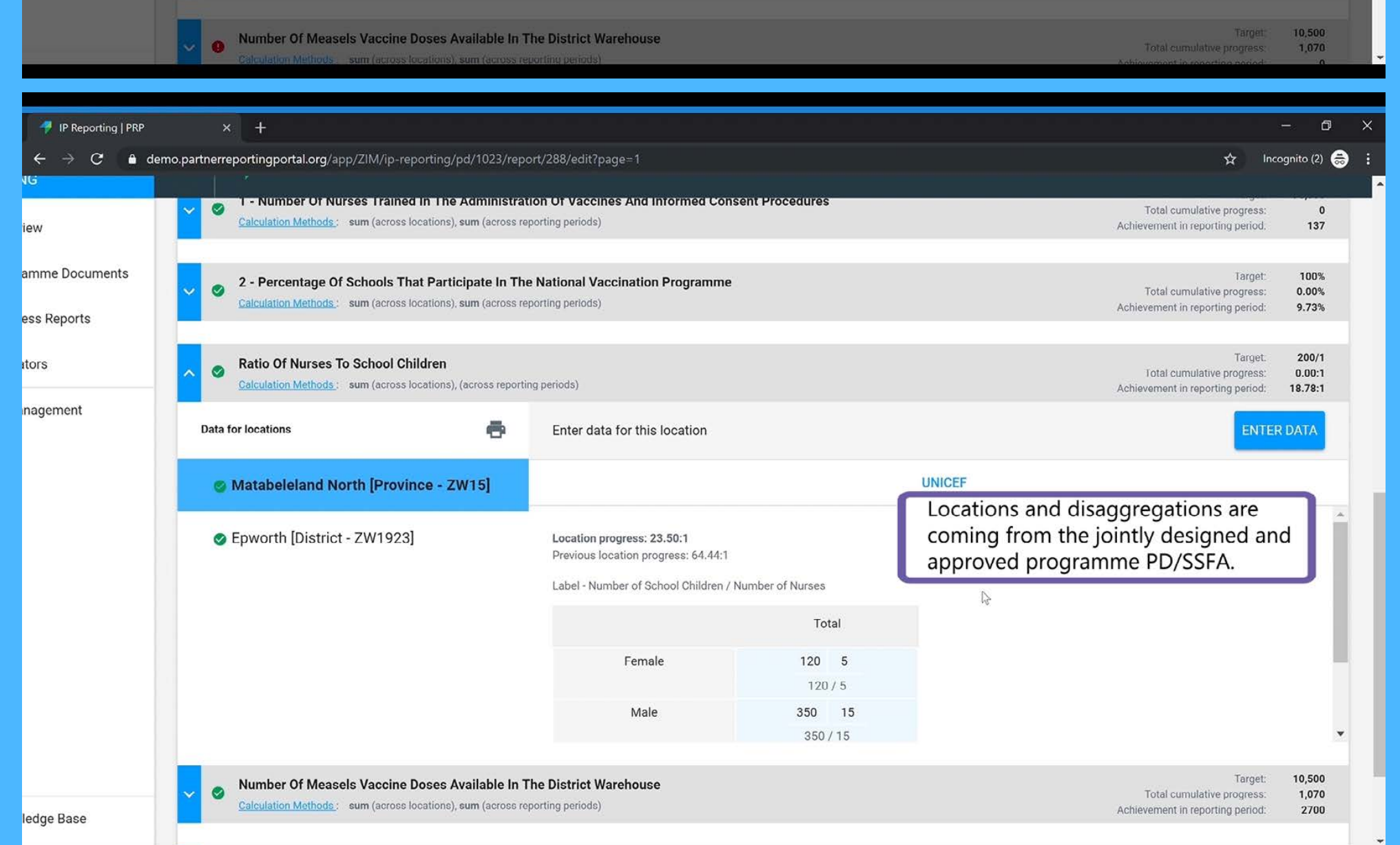
Locations and disaggregations are coming from the jointly designed and approved programme PD/SSFA.

3. To enter data for each of the locations, click on Enter Data.
a. You will see the label of the numerator and the label of the denominator, which identifies the information that needs to be entered in each of the relevant sections.
b. Once this information is entered, the system will automatically calculate the percentage progress for the reporting period.
c. Click Save once completed
d. Continue to each of the locations and enter your data.
If no progress has been made, please ensure you enter '0'



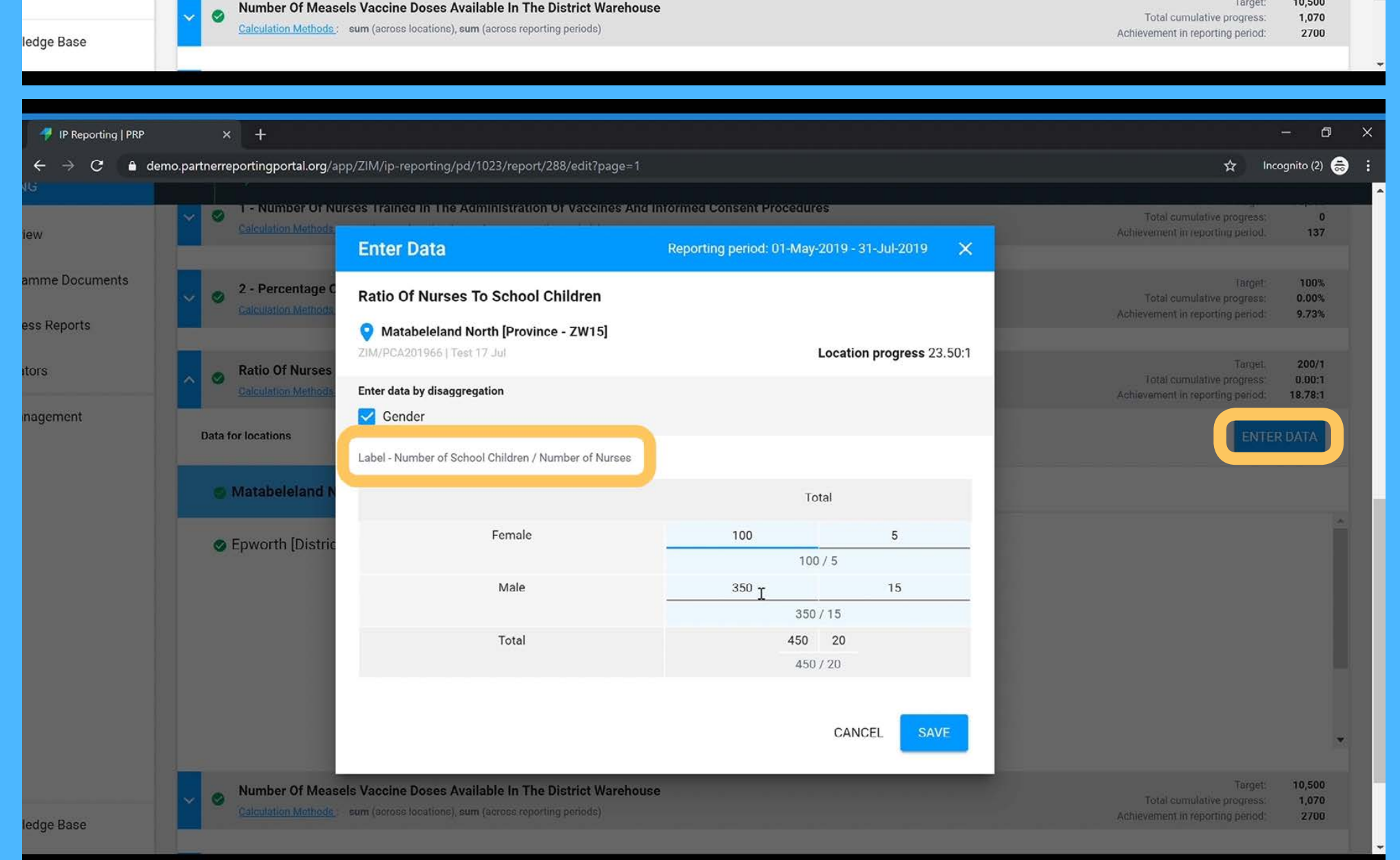
Enter Data
2 - Percentage Of Schools That Participate In The National Vaccination Programme
Label - Number Signed Up / Number Targeted
CANCEL
SAVE
ENTER DATA

To report on a ratio based indicator that measures the programme's progress on specific results:
1. Scroll down to view the indicator and click on the drop down icon
2. You will see the different locations where your organization will report progress for this indicator as well as any disaggregations for the indicator



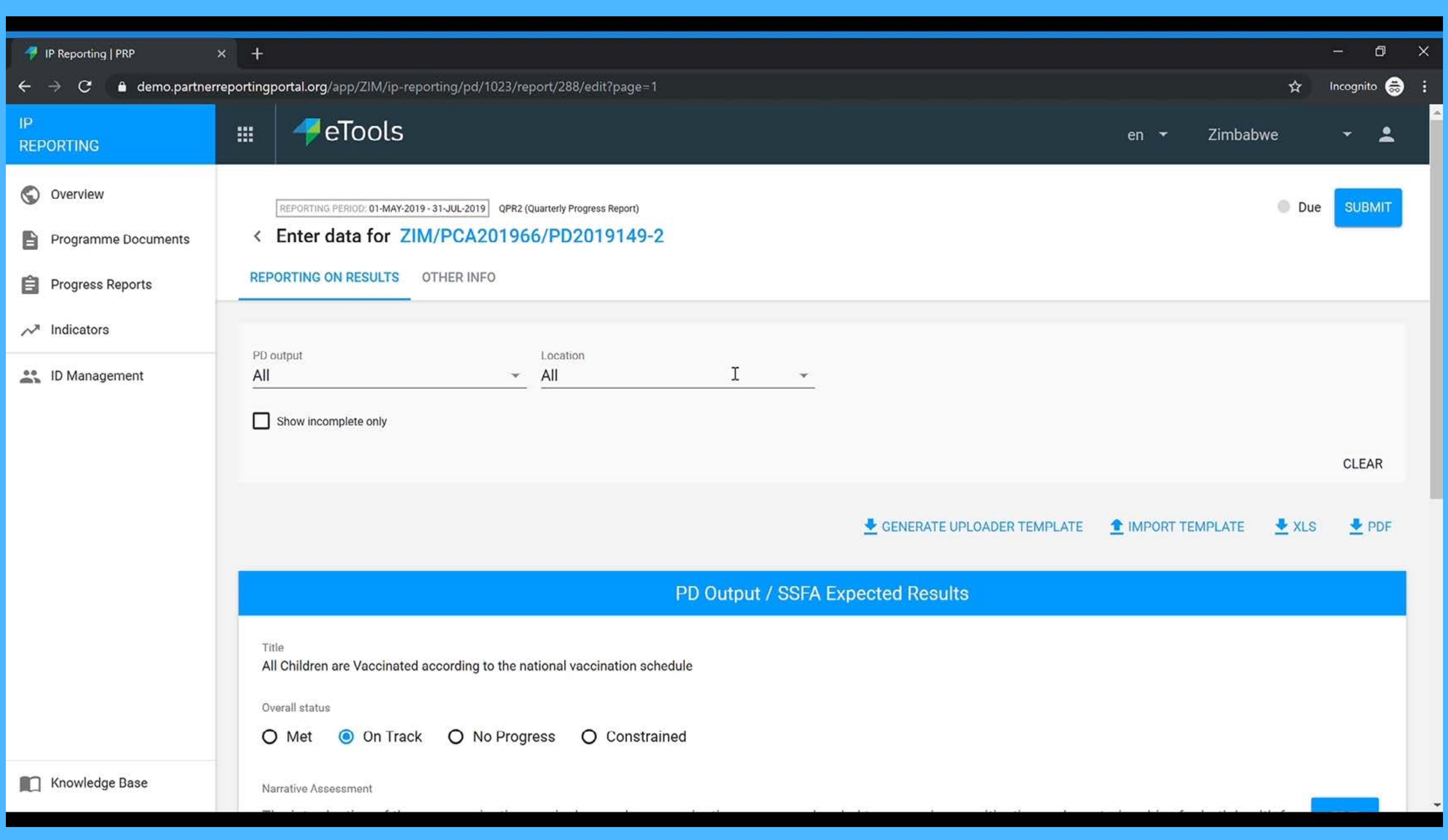
Locations and disaggregations are coming from the jointly designed and approved programme PD/SSFA.

3. To enter data for each of the locations, click on Enter Data
a. You will see the label of the numerator and the label of the denominator, which identifies the information that needs to be entered in each of the relevant sections
b. Once this information is entered, the system will automatically calculate the ratio progress for the reporting period.
c. Click Save once completed
d. Continue to each of the locations and enter your data. If no progress has been made, please ensure you enter '0'



Enter Data
Ratio Of Nurses To School Children
Label - Number of School Children / Number of Nurses
CANCEL
SAVE
ENTER DATA

Once you have completed entering data for the indicators across locations, the status of the indicator will show if all the necessary information has been completed.


IP Reporting | PRP
demo.partnerreportingportal.org/app/ZIM/ip-reporting/pd/1023/report/288/edit?page=1
Incognito
IP REPORTING
eTools
en
Zimbabwe
Overview
Programme Documents
Progress Reports
Indicators
ID Management
Knowledge Base
SUBMIT
REPORTING ON RESULTS
OTHER INFO
CLEAR
GENERATE UPLOADER TEMPLATE
IMPORT TEMPLATE
XLS
PDF
PD Output / SSFA Expected Results

REPORTING PERIOD: 01-MAY-2019 - 31-JUL-2019 QPR2 (Quarterly Progress Report)

Due

Enter data for ZIM/PCA201966/PD2019149-2

PD output: All

Location: All

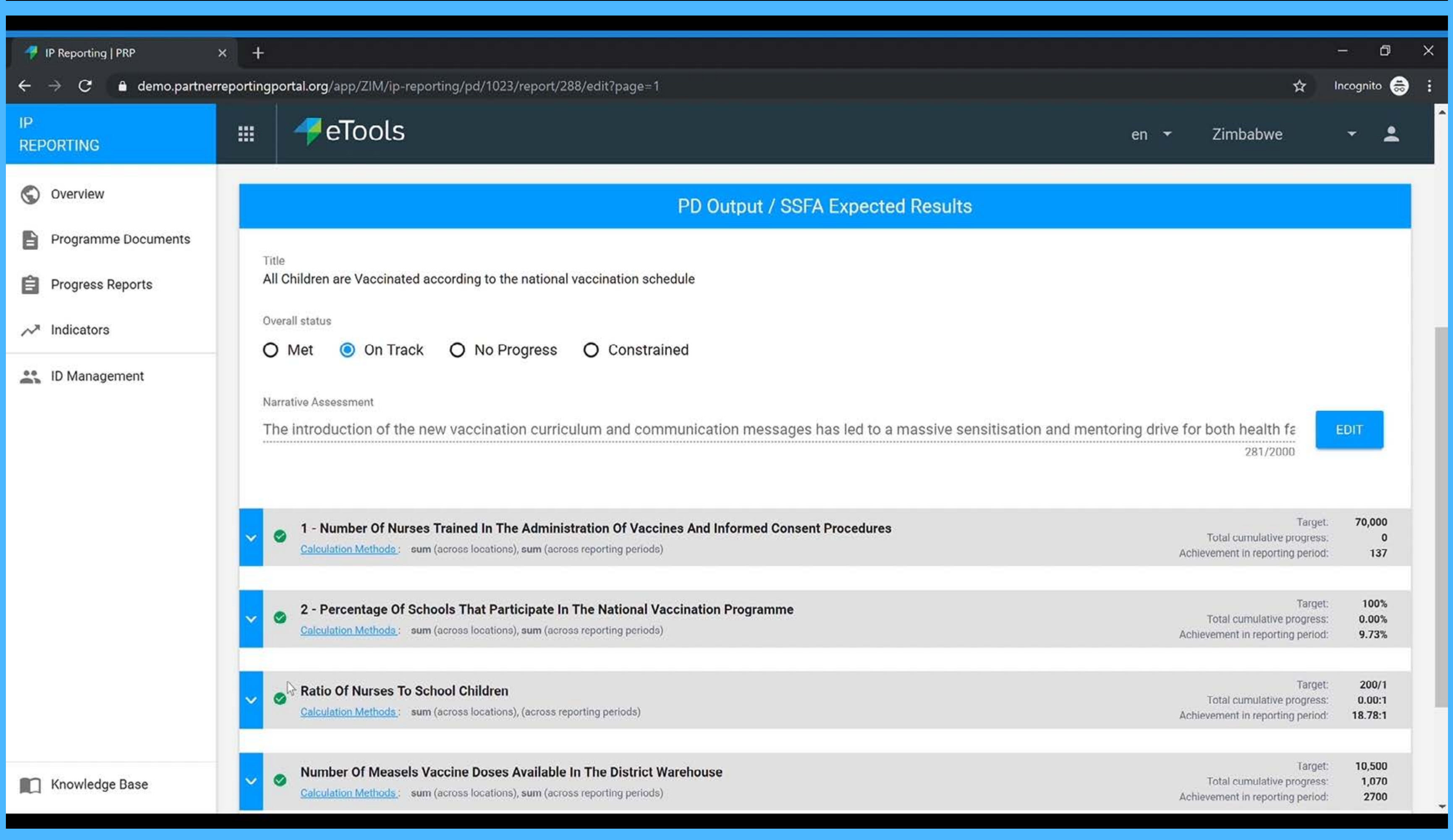
☐ Show incomplete only

Title: All Children are Vaccinated according to the national vaccination schedule

Overall status: ○ Met ● On Track ○ No Progress ○ Constrained

Narrative Assessment

Please ensure you have also entered the necessary information in the overall status and narrative assessment of each programme output.


IP Reporting | PRP
demo.partnerreportingportal.org/app/ZIM/ip-reporting/pd/1023/report/288/edit?page=1
Incognito
IP REPORTING
eTools
en
Zimbabwe
Overview
Programme Documents
Progress Reports
Indicators
ID Management
Knowledge Base
PD Output / SSFA Expected Results
EDIT

Title: All Children are Vaccinated according to the national vaccination schedule

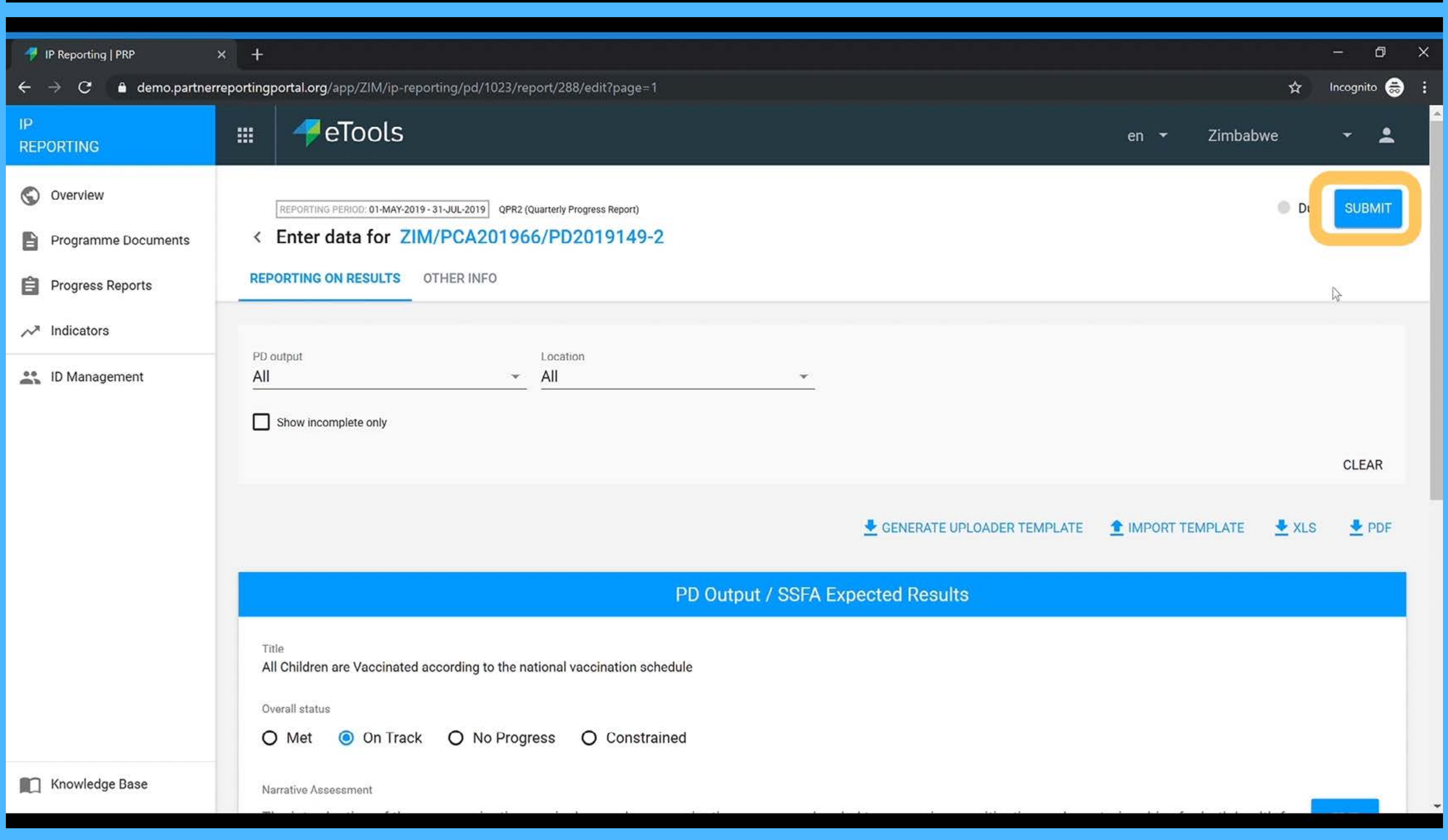
Overall status: ○ Met ● On Track ○ No Progress ○ Constrained

Narrative Assessment: The introduction of the new vaccination curriculum and communication messages has led to a massive sensitisation and mentoring drive for both health fa

281/2000

Indicator	Target	Total cumulative progress	Achievement in reporting period
1 - Number Of Nurses Trained In The Administration Of Vaccines And Informed Consent Procedures Calculation Methods: sum (across locations), sum (across reporting periods)	70,000	0	137
2 - Percentage Of Schools That Participate In The National Vaccination Programme Calculation Methods: sum (across locations), sum (across reporting periods)	100%	0.00%	9.73%
Ratio Of Nurses To School Children Calculation Methods: sum (across locations), (across reporting periods)	200/1	0.00:1	18.78:1
Number Of Measels Vaccine Doses Available In The District Warehouse Calculation Methods: sum (across locations), sum (across reporting periods)	10,500	1,070	2700

Additionally, partners should also make sure they have completed the necessary information in the "Other Information" section.
Click on the Submit icon to submit the report.
- If you are a registered Authorized Officer for the organization the report will be submitted automatically to UNICEF
- However, if you are not an authorized officer, a dialogue box will open requesting that you select your organization's authorized officer


IP Reporting | PRP
demo.partnerreportingportal.org/app/ZIM/ip-reporting/pd/1023/report/288/edit?page=1
Incognito
IP REPORTING
eTools
en
Zimbabwe
Overview
Programme Documents
Progress Reports
Indicators
ID Management
Knowledge Base
SUBMIT
REPORTING ON RESULTS
OTHER INFO
CLEAR
GENERATE UPLOADER TEMPLATE
IMPORT TEMPLATE
XLS
PDF
PD Output / SSFA Expected Results

REPORTING PERIOD: 01-MAY-2019 - 31-JUL-2019 QPR2 (Quarterly Progress Report)

Enter data for ZIM/PCA201966/PD2019149-2

PD output: All

Location: All

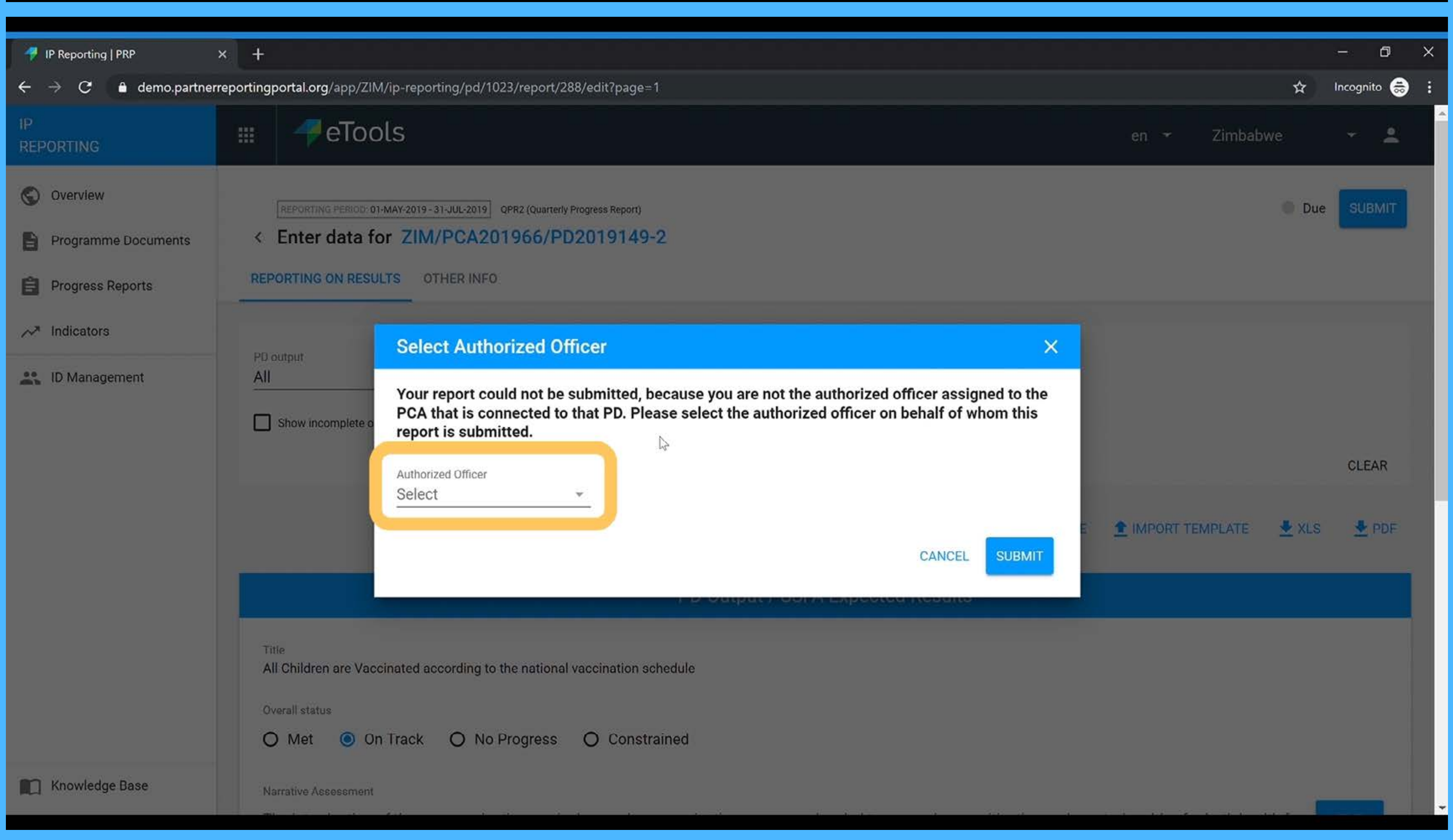
☐ Show incomplete only

Title: All Children are Vaccinated according to the national vaccination schedule

Overall status: ○ Met ● On Track ○ No Progress ○ Constrained

Narrative Assessment

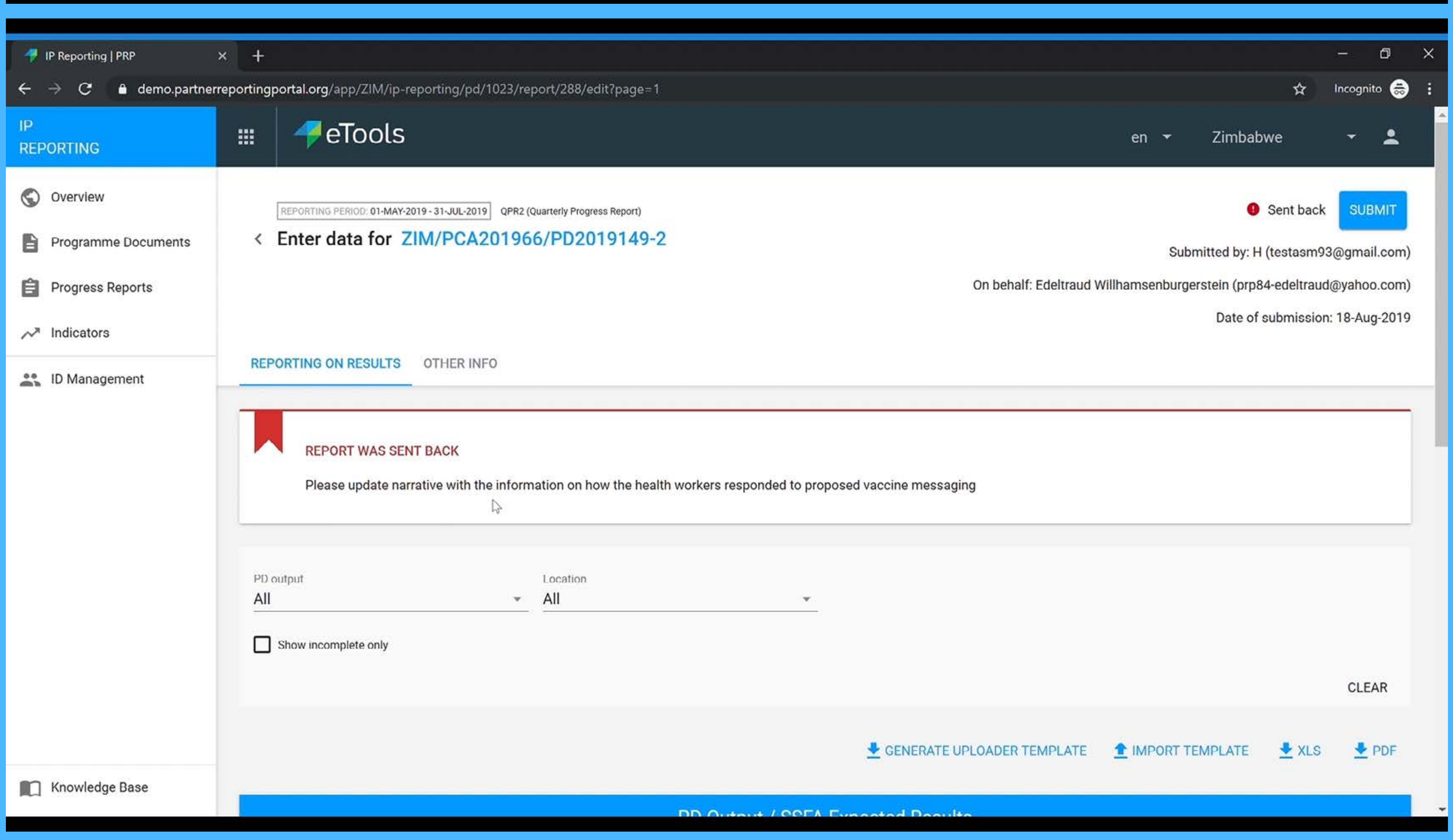
Select an Authorized Officer from the drop down list and click submit. The Authorized Officer will receive an e-mail notification that you have submitted a quarterly report to UNICEF on their behalf. The UNICEF focal point will also receive an e-mail informing them that your organization has submitted their report for review. The report status will change to "Submitted".


IP Reporting | PRP
demo.partnerreportingportal.org/app/ZIM/ip-reporting/pd/1023/report/288/edit?page=1
Incognito
IP REPORTING
eTools
Select Authorized Officer
CANCEL
SUBMIT

Your report could not be submitted, because you are not the authorized officer assigned to the PCA that is connected to that PD. Please select the authorized officer on behalf of whom this report is submitted.

Authorized Officer: Select

Following UNICEF's review of the report, the UNICEF programme focal point may request additional information and clarification and send back the report with their feedback. The partner will be notified of the feedback via e-mail and through the system. A "Sent Back" report can be re-opened for editing.


IP Reporting | PRP
demo.partnerreportingportal.org/app/ZIM/ip-reporting/pd/1023/report/288/edit?page=1
Incognito
IP REPORTING
eTools
en
Zimbabwe
Overview
Programme Documents
Progress Reports
Indicators
ID Management
Knowledge Base
SUBMIT
REPORTING ON RESULTS
OTHER INFO
CLEAR
GENERATE UPLOADER TEMPLATE
IMPORT TEMPLATE
XLS
PDF

REPORTING PERIOD: 01-MAY-2019 - 31-JUL-2019 QPR2 (Quarterly Progress Report)

Enter data for ZIM/PCA201966/PD2019149-2

Sent back

Submitted by: H (testasm93@gmail.com)

On behalf: Edeltraud Willhamsenburgerstein (prp84-edeltraud@yahoo.com)

Date of submission: 18-Aug-2019

REPORT WAS SENT BACK

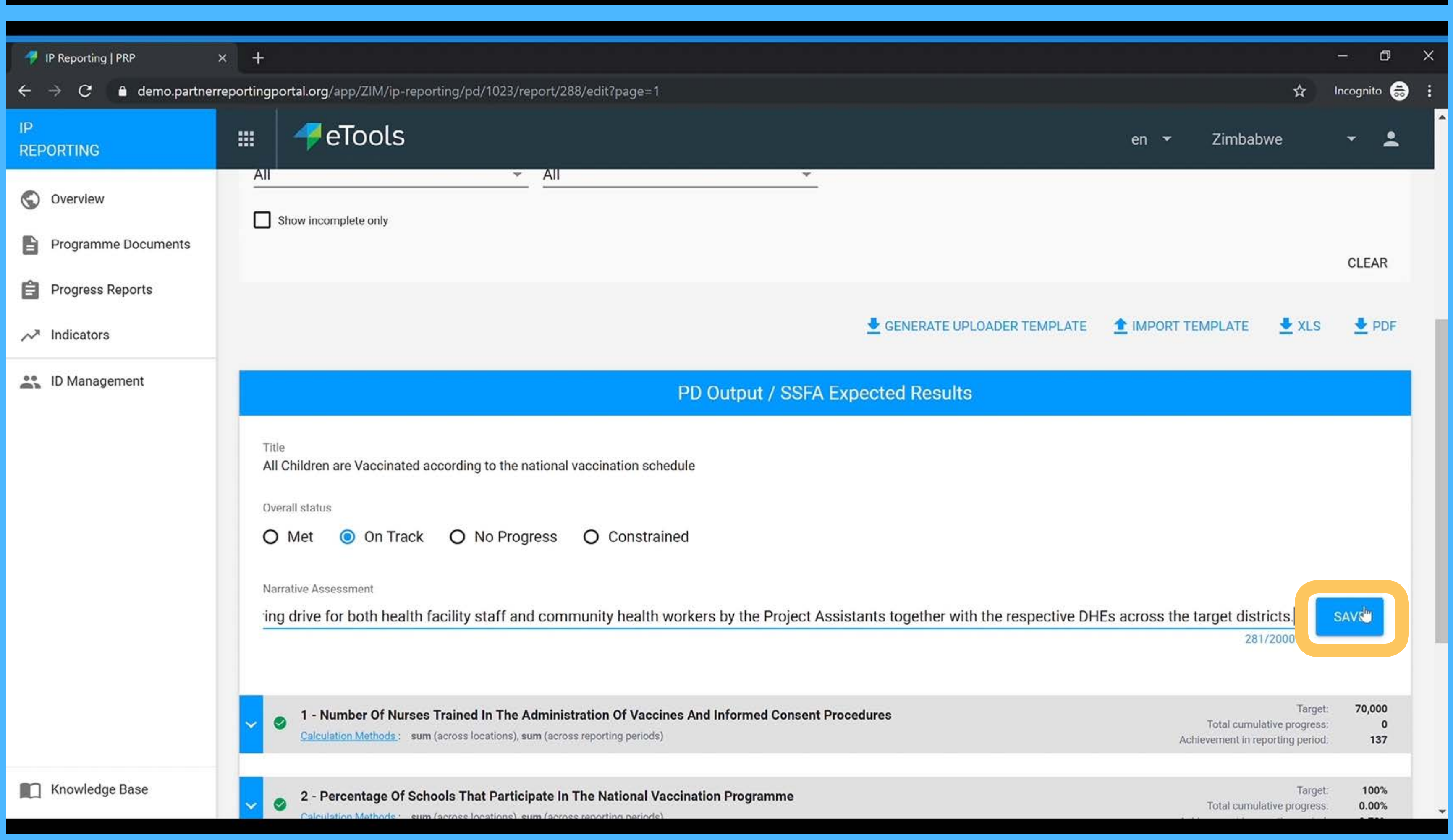
Please update narrative with the information on how the health workers responded to proposed vaccine messaging

PD output: All

Location: All

☐ Show incomplete only

To review and edit a sent back report:
1. Navigate to the sent back report and click on the report to review comments
2. In the top banner of the report, partners will be able to see the comments from the UNICEF focal points


IP Reporting | PRP
demo.partnerreportingportal.org/app/ZIM/ip-reporting/pd/1023/report/288/edit?page=1
Incognito
IP REPORTING
eTools
en
Zimbabwe
Overview
Programme Documents
Progress Reports
Indicators
ID Management
Knowledge Base
CLEAR
GENERATE UPLOADER TEMPLATE
IMPORT TEMPLATE
XLS
PDF
PD Output / SSFA Expected Results
SAVE

☐ Show incomplete only

Title: All Children are Vaccinated according to the national vaccination schedule

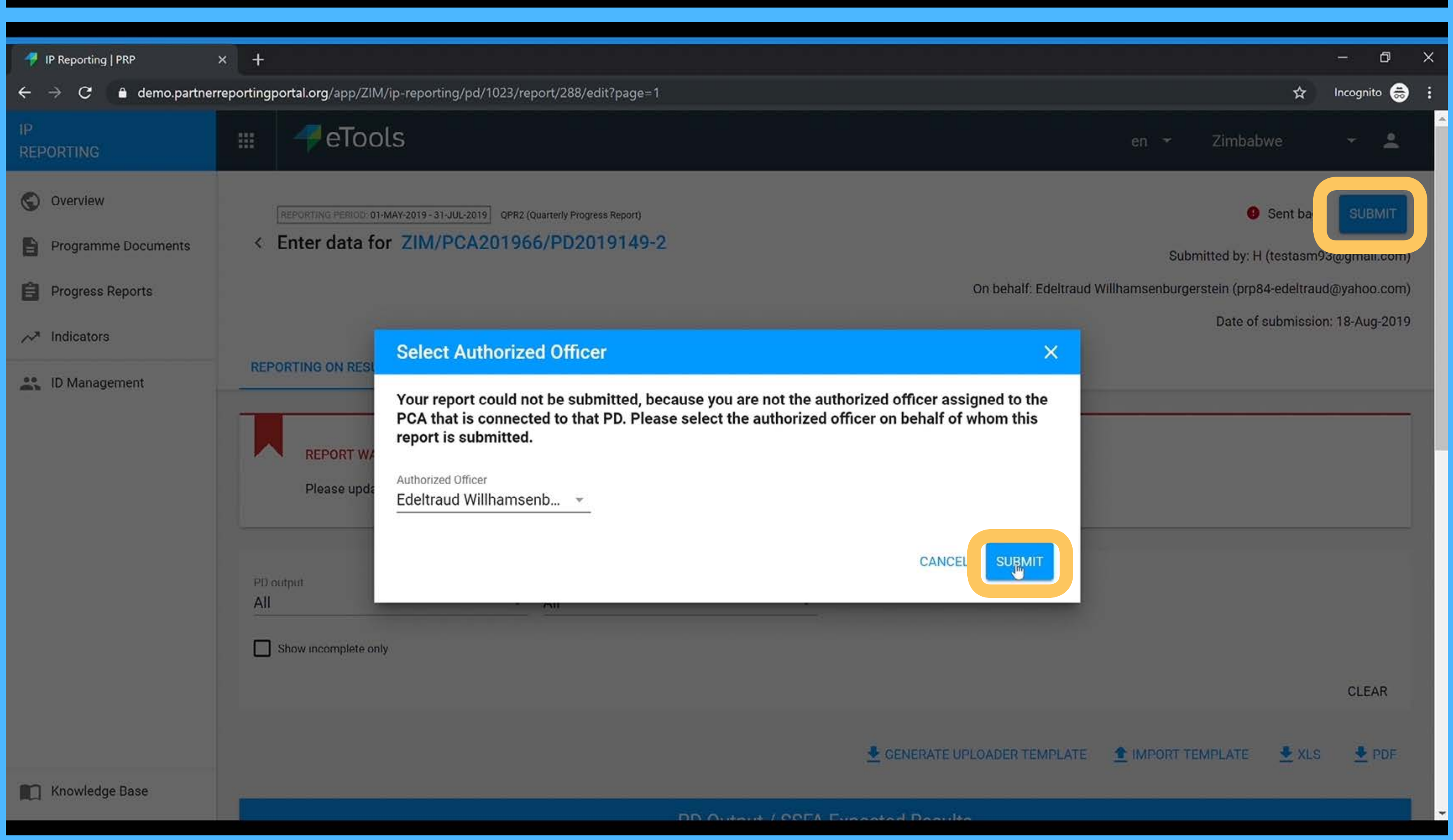
Overall status: ○ Met ● On Track ○ No Progress ○ Constrained

Narrative Assessment: ing drive for both health facility staff and community health workers by the Project Assistants together with the respective DHEs across the target districts.

281/2000

Indicator	Target	Total cumulative progress	Achievement in reporting period
1 - Number Of Nurses Trained In The Administration Of Vaccines And Informed Consent Procedures Calculation Methods: sum (across locations), sum (across reporting periods)	70,000	0	137
2 - Percentage Of Schools That Participate In The National Vaccination Programme	100%	0.00%	

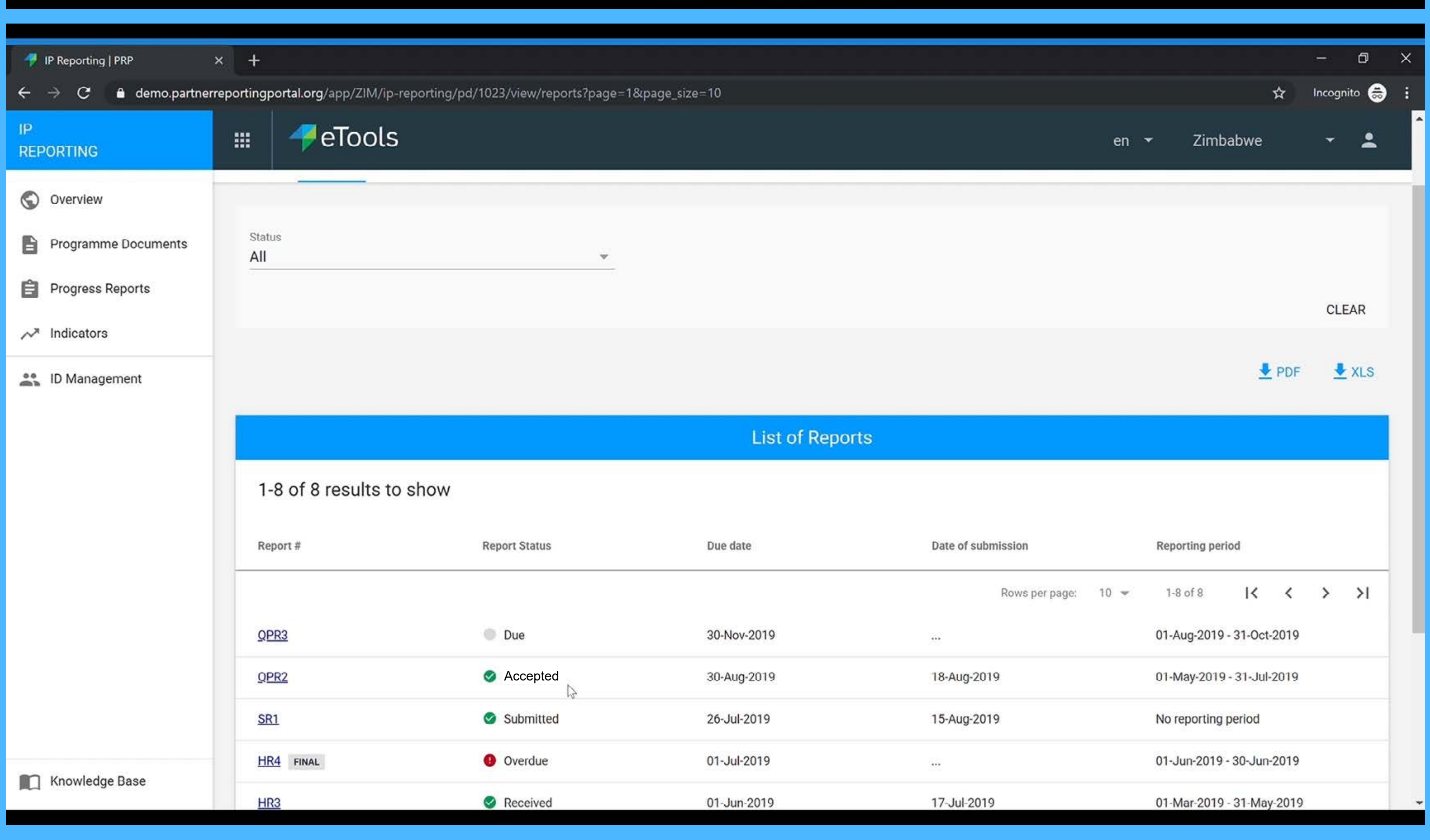
3. Partners should edit the report based on the feedback, and click on the Submit icon to re-submit.


IP Reporting | PRP
demo.partnerreportingportal.org/app/ZIM/ip-reporting/pd/1023/report/288/edit?page=1
Incognito
IP REPORTING
eTools
SUBMIT
Select Authorized Officer
CANCEL
SUBMIT

Your report could not be submitted, because you are not the authorized officer assigned to the PCA that is connected to that PD. Please select the authorized officer on behalf of whom this report is submitted.

Authorized Officer: Edeltraud Willhamsenb...

Once the edited report is reviewed and accepted by UNICEF, the status of the report will change to Accepted.


IP Reporting | PRP
demo.partnerreportingportal.org/app/ZIM/ip-reporting/pd/1023/view/reports?page=1&page_size=10
Incognito
IP REPORTING
eTools
en
Zimbabwe
Overview
Programme Documents
Progress Reports
Indicators
ID Management
Knowledge Base
CLEAR
PDF
XLS
List of Reports
Rows per page: 10
1-8 of 8

Status: All

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	Accepted	30-Aug-2019	18-Aug-2019	01-May-2019 - 31-Jul-2019
SR1	Submitted	26-Jul-2019	15-Aug-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