In humanitarian or emergency situations, UNICEF may work with partners to identify specific humanitarian indicators for more frequent reporting, to respond to	PRP Learni Complete a Huma	
Changing dynamics in an emergency situation. UNICEF may request partners to submit Humanitarian Reports on a monthly basis, or more frequently, to report on the status of high	unicef	
frequency humanitarian indicators. Humanitarian Reports are simplified and do not require narrative reporting. To submit a humanitarian report: 1. Sign In to the Partner Reporting Portal	UNICEF PARTNER REPORTING PC × + ← → C ① Not secure etools-portal.cimplet.com PARTNER REPORTING PC × + C ② Not secure etools-portal.cimplet.com PARTNER REPORTING PORTAL About Benefits Features Support Contact to the portable	Access PRP Sign in
	The Partner Reporting Portal is an online platform enal progress against results jointly plann. The portal is designed increase programme efficient streamlining the reporting partner achieved for children and comments.	TING PORTAL bling civil society implementing partners to report ed in partnerships with UNICEF. iency and reduce the burden on partners by orting process. rs and UNICEF to jointly track and analyze results
	Sign up or sign in x + ← → C login.microsoftonline.com/unicefpartners.onmicrosoft.com/oauth2/v2.0/authorize?client_id=3edb1eb4-	— A X
		Sign in with your social account UNICEF Employee WFP Employee Google OR Sign in with your existing account Email Address Prp84-edeltraud@yahoo.com Password Forgot your password? I Sign in account? Sign up now
You can navigate to the Progress Reports page to view, search and access Reports	IP Reporting PRP × + ← → C	lncognito ⊕ : en ▼ Zimbabwe ▼ ♣
	Progress Reports Progress Reports Progress Reports PD/SSFA TOR ref. # and Title Location All QPR (Quarterly Progress Report) HR (Humanitarian Report) SR (Special Report)	PD/SSFA and report status or type. Report Status Overdue × Sent back × Due × Use the filters to search for reports by PD/SSFA and report status or type. CLEAR L XLS PDF
Alternatively, in the Programme Documents page, you can click on the Reports link or the programme	1-4 of 4 results to show PD/SSFA Tor ref. # Report # Report Status ZIM/PCA201966/PD2019149-2 QPR3 Due ZIM/PCA201966/HPD2019166 QPR2 FINAL Due ZIM/PCA201966/HPD2019166 QPR1 Sent back ✓ User details × + ← → ♂ www.partnerreportingportal.org	Due date Date of submission Reporting period 30 Nov-2019 01-Aug-2019 - 31-Oct-2019 30-Sep-2019 01-Aug-2019 - 31-Aug-2019 30-Aug-2019 25-Jul-2019 01-May-2019 - 31-Jul-2019 Incognito ➡ en Zimbabwe
you would like to access.	Programme Documents Progress Reports Indicators PD/SSFA ToR ref. # and Title PD/SSFA status Signed × Active × Suspended × 1-2 of 2 results to show	Location CLEAR List of PDs List of PDs
Click on the reports tab to view the list of reports and their status.	ZIM/PCA201966 Active 01-May-2019 31-Aug-2019 0 Z ZIM/PCA201966 Active 16-Jan-2019 31-Dec-2019 0 Z Reporting PRP × + C a demo.partnerreportingportal.org/app/ZIM/ip-reporting/pd/1023/view/reports?page_size=108tpage=18	WL 150,000 ZWL 0 ZWL 150,000 ZWL 0 ZWL (0%) REPORTS — ① ×
	Overview The page with the reporting or passed. Progress Reports Indicators The page with the reporting or passed.	Il only display reports where g period has already started ne filter to view reports by their
Click on the Humanitarian Report that is due to open the reporting page.	QPR2 Due 30-A QPR2 Due 30-A W User details × + ← → ♥ www.partnerreportingportal.org	date Date of submission Reporting period Nov-2019 01-Aug-2019 - 31-Oct-2019 Aug-2019 24-Jul-2019 01-May-2019 - 31-Jul-2019 — □ × Incognito :
	Overview Programme Documents Progress Reports Indicators ID Management Petails Reports Calculation Methods Status Overdue	en ▼ Zimbabwe ▼ ♣ CLEAR ♣ PDF ♣ XLS List of Reports
On the reporting page you will see the expected results of your programme, including the overall	HR4 FINAL ● Overdue 01- Continue of the state of the st	e date Date of submission Reporting period Jul-2019 01-Jun-2019 - 30-Jun-2019 — □ × Incognito :
programme output and the associated indicators that were identified as high frequency humanitarian indicators.	Coverview	CLEAR
b. Partners will also be able to download XLS or PDFs of the report.	Title All Children are Vaccinated according to the national vaccination schedule Number Of Measels Vaccine Doses Available In The District Warehouse Calculation Methods: sum (across locations), sum (across reporting periods)	Please note these outputs and indicators are pulled from your PD/SSFA with UNICEF. Please note that not all your PD/SSFA indicators may have been identified as high frequency humanitarian indicators. Target: 10,500 3,770 Achievement in reporting period: 0
	Programme Documents Progress Reports Indicators ID Management Title All Children are Vaccinated according to the national vaccination schedule Number Of Measels Vaccine Doses Available in The District Warehouse Calculation Methods: sum (across reporting periods)	CLEAR CLEAR SEPRESH SENERATE UPLOADER TEMPLATE IMPORT TEMPLATE Target: 10,500 Total cumulative progress: 3,770 Achievement in reporting period: 0
When working offline, partners will be able to generate an excel template of the report, and import	Data for locations ■ Victoria Falls [District - ZW1522] Location progress agains Previous location progress Total ■ Knowledge Base ■ User details × + ← → C ■ www.partnerreportingportal.org	UNICEF: 0
the template back into the system when they have internet.	Overview Programme Documents Progress Reports Indicators	view the guidance and video on eting reports offline for additional REFRESH GENERATE UPLOADER TEMPLATE IMPORT TEMPLATE XLS PDF Put / SSFA Expected 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 note that some amendments, such as the addition of new indicators or	Data for locations ■ Enter data for this location progress again Previous location progress again Previous location progres ■ Knowledge Base ■ Www.partnerreportingportal.org	eation UNICEF st UNICEF: 0
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.	Programme Documents Progress Reports Indicators PD Out Title All Children are Vaccinated according to the national vaccination schedule Number Of Measels Vaccine Doses Available In The District Warehouse Calculation Methods: sum (across locations), sum (across reporting periods)	CLEAR A CLEAR
In the Partner Reporting Portal, partners will be able to report on different types of indicators under	Data for locations ■ Victoria Falls [District - ZW1522] Location progress agains Previous location progress Total ■ Knowledge Base ■ User details	UNICEF st UNICEF: 0
each of their Programme Outputs. These indicators were developed jointly by UNICEF and the partner focal points during the design of the programme. Please note that any changes to these indicators will require an amendment to the programme.	Programme Documents Progress Reports Indicators PD Outs All Children are Vaccinated according to the national vaccination schedule Number Of Measels Vaccine Doses Available In The District Warehouse Calculation Methods: sum (across locations), sum (across reporting periods)	CLEAR REFRESH GENERATE UPLOADER TEMPLATE IMPORT TEMPLATE XLS PDF Dut / SSFA Expected Results Target: 10,500 Total cumulative progress: 3,770 Achievement in reporting period: 0
To report on a quantity based indicator that measures the programme's progress on specific results:	Data for locations ■ Enter data for this loc ■ Victoria Falls [District - ZW1522] Location progress agains Previous location progress Total ■ Knowledge Base ■ User details	UNICEF: 0
Scroll down to view the indicator and click on the drop down icon You will see the different locations where your organization will report progress for this indicator as well as any disaggregations for the indicator	Ratio Of Nurses To School Children Calculation Methods: sum (across locations), (across reporting periods) Number Of Measels Vaccine Doses Available In The District Warehouse Calculation Methods: sum (across locations), sum (across reporting periods) For this indicator, data can be pulled from reports matching this reporting period Data for locations Enter data for this location Bulawayo [District - ZW1021] Victoria Falls [District - ZW1522] Location progress against UNICEF: 2,50	Target: 200/1 Total cumulative progress: 0.00:1 Achievement in reporting period: 20.00:1 Target: 10,500 Total cumulative progress: 1,070 Achievement in reporting period: 0 ENTER DATA UNICEF
To enter data for each of the locations, click on Enter Data a. Enter your progress according to the defined disaggregations	Locations and disaggregations are coming from the jointly designed and approved programme PD/SSFA. Substitution of the pointly designed and approved programme PD/SSFA. Calculation Methods sum (across locations), sum (across reporting periods)	2,500 - □ × Incognito : Total cumulative progress: 0.00% Achievement in reporting period: 9,23%
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 'O'.	Number Of Measels Vaccine Doses Available In The District - Total Number Of Measels Vaccine Doses Available In The District - Warehouse Sulawayo District - ZW1021	Location progress 2,500 ENTER DATA
To report on a percentage based indicator that measures the programme's progress on specific results:	If no progress has been made, enter zero. ✓ User details × + ← → ♂ • www.partnerreportingportal.org ✓ eTools	CANCEL SAVE CANCEL SAVE -
Scroll down to view the indicator and click on the drop down icon You will see the different loca-tions where your organization will report progress for this indicator as well as any disaggregations for the indicator	iew amme Documents ess Reports Data for locations Matabeleland North [Province - ZW15] Epworth [District - ZW1923] Location progress: 10% Previous location progress: 10% Victoria Falls [District - ZW1522] I - Number Of Nurses Trained in The Administration Of Vaccines And Informed Colorada (across reporting periods) 2 - Percentage Of Schools That Participate In The National Vaccination Programs Calculation Methods: sum (across locations), sum (across reporting periods) Enter data for this location Location progress: 10% Previous location progress: 10% Total	Achievement in reporting period: 137 Target: 100% Total cumulative progress: 0.00% Achievement in reporting period: 9.23% ENTER DATA UNICEF
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	Locations and disaggregations are coming from the jointly designed and approved programme PD/SSFA. Ratio Of Nurses To School Children Calculation Methods: sum (across locations), (across reporting periods) Number Of Measels Vaccine Doses Available In The District Warehouse Calculation Methods: sum (across locations), sum (across reporting periods) User details +	Please be mindful of the character limits in the narrative section. Target: 200/1 Total cumulative progress: 0.00:1 Achievement in reporting period: 20.00:1 Target: 10,500 1,070 Achievement in coording period: 0.00:1
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	iew 1 - Number Of Nurses Trained in The Administration of Vaccines And Informed Concentration Methods Sum (across locations), sum (across reporting periods) 2 - Percentage Of Schools That Participate In The National Vaccination Programs Calculation Methods	Total cumulative progress: 0 Achievement in reporting period: 137 Target: 100% Total cumulative progress: 0.00% Achievement in reporting period: 9.23% ENTER DATA
To report on a ratio based indicator that measures the programme's progress on specific results:	Ratio Of Nurses To School Children Calculation Methods: sum (across locations), (across reporting periods) Number Of Measels Vaccine Doses Available In The District Warehouse Calculation Methods: sum (across locations), sum (across reporting periods) User details + - > C • www.partnerreportingportal.org I - Number Of Nurses Trained in The Administration of Vaccines And Informed Conceptions (across locations), sum (across reporting periods)	Target: 200/1 Total cumulative progress: 0.00:1 Adhievement in reporting period: 20.00:1 Target: 10,500 Total cumulative progress: 1,070 Achievement in reporting period: 0
Scroll down to view the indicator and click on the drop down icon You will see the different locations where your organization will report progress for this indicator as well as any disaggregations for the indicator 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	amme Documents ess Reports Itors Ratio Of Nurses To School Children Calculation Methods: sum (across locations), sum (across reporting periods) Ratio Of Nurses To School Children Calculation Methods: sum (across locations), (across reporting periods) Data for locations Enter data for this location Matabeleland North [Province - ZW15] Epworth [District - ZW1923] Location progress: 23.50:1 Previous location progress: 64.44 Label - Number of School Children	Target: 100% Total cumulative progress: 0.00% Achievement in reporting period: 9.73% Target: 200/1 Total cumulative progress: 0.00:1 Achievement in reporting period: 19.79:1 ENTER DATA UNICEF Total UNICEF
b. Once this information is entered, the system will automatically calculate the ratio progress for the reporting period.	Locations and disaggregations are coming from the jointly designed and approved programme PD/SSFA. Ledge Base Calculation Methods: sum (across locations), sum (across reporting periods) Www.partnerreportingportal.org Www.partnerreportingportal.org 1 - Number of Nurses Trained in The Administration of Vaccines and Informed Calculation Methods	rer of Nurses 120 120 / 5 350 15 350 / 15 Target: 10,500 Total cumulative progress: 1,070 Achievement in reporting period: 2700 Incognito Incognito Incognito Incognito Incognito Achievement in reporting period. 137
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 'O'	Enter Data Reporting Ratio Of Nurses To School Children Matabeleland North [Province - ZW15] ZIM/PCA201966 Test 17 Jul Ratio Of Nurses Calculation Method Data for locations Enter data by disaggregation Gender Label - Number of School Children / Number of Nurses Matabeleland North [Distric Female Male	Total
Once you have completed entering data for the indicators across locations, the status of the indicator will show if all the	Number Of Measels Vaccine Doses Available In The District Warehouse Calculation Methods: sum (across locations), sum (across reporting periods) User details	CANCI SAVE CANCI SAVE Target: 10,500 Total cumulative progress: 1,070 Achievement in reporting period: 2700 Part of the control of the con
necessary information has been completed.	Overview Programme Documents Progress Reports Indicators All All Show incomplete only	CLEAR GENERATE UPLOADER TEMPLATE IMPORT TEMPLATE XLS PDF Dut / SSFA Expected Results Target: Target: 10,500 Total cumulative progress: 3,770 Achievement in reporting period: 0
Click on the Submit icon to submit the report. • If you are a registered Authorized Officer for the organization, the	Data for locations Enter data for this loc Victoria Falls [District - ZW1522] Location progress agains Previous location progress Total Knowledge Base User details ★ Www.partnerreportingportal.org IP REPORTING	Achievement in reporting period: 0 ENTER DATA UNICEF st UNICEF: 500
Officer for the organization, the report will be submitted automatically to UNICEF	Overview REPORTING PERIOD: 01-JUN-2019 - 30-JUN-2019 HR4 (Humanitarian Report) FINAL Programme Documents Center data for ZIM/PCA201966/PD2019149-2 REPORTING ON INDICATORS Progress Reports Progress Reports Progress Reports Indicators ID Management Show incomplete only Show incomplete only Programme Documents REPORTING PERIOD: 01-JUN-2019 HR4 (Humanitarian Report) FINAL Center data for ZIM/PCA201966/PD2019149-2 REPORTING ON INDICATORS Programme Documents REPORTING PERIOD: 01-JUN-2019 HR4 (Humanitarian Report) FINAL Center data for ZIM/PCA201966/PD2019149-2 REPORTING ON INDICATORS Programme Documents REPORTING PERIOD: 01-JUN-2019 HR4 (Humanitarian Report) FINAL Center data for ZIM/PCA201966/PD2019149-2 REPORTING PERIOD: 01-JUN-2019 HR4 (Humanitarian Report) REPORTING PERIOD: 01-JUN-2019 HR4 (Humanitarian Report) FINAL Center data for ZIM/PCA201966/PD2019149-2 REPORTING PERIOD: 01-JUN-2019 HR4 (Humanitarian Report) Second Period: 01-JUN-2019 HR4 (Humanitarian Report) REPORTING PERIOD: 01-JUN-2019 HR4 (Humanitari	CLEAR GENERATE UPLOADER TEMPLATE
However, if you are not an authorized officer, a dialogue box will open requesting that you select your organization's authorized	Title All Children are Vaccinated according to the national vaccination schedule Number Of Measels Vaccine Doses Available in The District Warehouse Calculation Methods: sum (across locations), sum (across reporting periods) Data for locations Enter data for this loc User details Www.partnerreportingportal.org	Target: 10,500 Total cumulative progress: 3,770 Achievement in reporting period: 0 ENTERDATA Incognito Incognito In
	Overview REPORTING PERIOD 01-JUN-2019 - 30-JUN-2019 HR4 (Humanitorian Report) Programme Documents Enter data for ZIM/PCA201966/PD2019149-2 REPORTING ON INDICATORS PD output All Show incomplete o Show incomplete o Show incomplete o	Overdue SUBMIT X are not the authorized officer assigned to the
Once submitted the Authorized Officer will receive an e-mail notification that you have submitted a quarterly report to	Title All Children are Vaccinated according to the national vaccination schedule Number Of Measels Vaccine Doses Available in The District Warehouse Calculation Methods: sum (across locations), sum (across reporting periods) Pata for locations Enter data for this locations	Target: 10,500 Total cumulative progress: 3,770 Achievement in reporting period: 0
UNICEF on their behalf. The UNICEF focal point will also receive an e-mail informing them that your organization has submitted their report. Once the report has been submitted, the report status will change to "Received".	PENDING	RECEIVED