

## Guidance on How to Complete a Humanitarian Report on the Partner Reporting Portal

UNICEF requires partners to submit Humanitarian Report on monthly basis or as agreed from the start of the programme.

Humanitarian Report is simplified report with no narrative to inform the status of high frequency indicators in an emergency.

The Partner Reporting Portal simplifies the reporting process by streamlining and standardizing the submission of progress reports. This guide informs partners how each section of the humanitarian reporting template is consolidated in PRP. Additionally, this document provides guidance on the type of information that implementing partners will need to enter/develop when submitting humanitarian reports.

Section 1. Humanitarian response overview			
1.1 Humanitarian action reference	UNICEF Office	-Auto populated in PRP-	
	Programme Title	-Auto populated in PRP-	
	PD Ref. #	-Auto populated in PRP-	
1.2 Organization information	Organization	-Auto populated in PRP-	
	Prgr. Focal point	-Auto populated in PRP-	
	Title	-Auto populated in PRP-	
	Email	-Auto populated in PRP-	
	Telephone	-Auto populated in PRP-	
1.3 Budget information	Programme budget	-Auto populated in PRP-	
	UNICEF cash contribution	-Auto populated in PRP-	-Auto populated in PRP-
	Funds received to date	-Auto populated in PRP-	Auto populated in PRP-
1.4 Reporting information	Programme start date	-Auto populated in PRP-	
	Reporting period	-Auto populated in PRP-	
	Next report submission	-Not applicable to fill in PRP-	
1.5 Signature of CSO Authorized Officer	<b>-Digital name captured by the system and signature is not required-</b>		<b>Date: Auto time stamped in the system-</b>
Performance indicator*	Targets	Achievement in reporting period	Cumulative progress to date
		<b>Guidance:</b> On PRP, Partners will be requested to enter progress for the reporting period. Partners should disaggregate data when required, and enter data for each of locations identified in the signed programme document.	-Auto summed in PRP-
Comments, if any**	-Not applicable to fill in PRP-		