

UNPP PSEA Module User Guide

UN Agency members



Welcome to the PSEA Module in the UN Partner Portal!

In line with <u>The United Nations Protocol on Allegations of Sexual Exploitation and Abuse Involving</u> <u>Implementing Partners (the United Nations IP Protocol)</u>, the United Nations system will require all of our partners be assessed for their capacity to prevent sexual exploitation and abuse (PSEA).

Because the UN system is taking a joint and harmonised approach to the IP protocol, we are able to integrate the whole process into the UN Partner Portal (UNPP). This manual will provide you step by step instructions on how to use the portal. However, please note, it is critical UN personnel understands the IP protocol before using the PSEA module in the UNPP. Guidance on the protocol itself is available in the "Operationalization of the UN Protocol on Allegations of Sexual Exploitation and Abuse involving Implementing Partners.

The PSEA module was developed with the technical support of UNICC in collaboration with participating agencies: UNFPA, UNICEF, WFP, UNHCR, WHO and the UN Secretariat.

This manual has been developed to provide step by step instructions for our partners on how to use the PSEA module of the UNPP. PSEA submission and compliance is required for any partnership opportunities in the Partner Portal.

Table of Contents

I. Introduction	4
II. Accessing the PSEA Module	4
A. Instructions for accessing the PSEA module	4
B. Description of the PSEA Module	6
III. Section 1: Introductory PSEA Questions	6
A. Overview of Section 1 - Introductory PSEA Questions	6
B. User Roles and permissions for section 1	7
C. Instructions for completing introductory PSEA questions	7
Partner Response	7
UN PSEA Confirmation	7
Question 1: "Does the partner have contact with beneficiaries?" (Q1)	7
Question 2: "Has the partner been assessed on PSEA by another UN organisation in the p five years?" (Q2)	oast 8
Discrepancy between UN and partner rating	10
Uploading a document	10
Submitting section 1	12
Justification for engaging/continuing partnership	12
IV. Section 2: Preliminary Self-Assessment and Rating	14
A. User Roles and permissions for section 2	14
B. Overview of Section 2 - Preliminary Self-Assessment and Rating	14
C. Instructions for completing the self-assessment	15
Scoring the self-assessment	16
Justification for engaging/continuing partnership	18
Unlocking the self-assessment and rating	19
Overview of unlocking feature	19
Instructions for unlocking the rating	20
Instructions for unlocking the self-assessment	21
V. Section 3: Capacity Strengthening Implementation Plan (CSIP)	23
A. User Roles and permissions for section 3	23
B. CSIP Background	23
C. Overview of Section 3 - CSIP	23
Instructions for completing a CSIP	23
Adding activities in the CSIP	25
Submitting the CSIP	28
D. Monitoring the CSIP	28
Changing the status of an activity	28

Uploading supporting documents	29
Adding monitoring comments	30
Extending the CSIP	
Completing activities in the CSIP	32
E. Reassessing the partner	32
VI. Section 4: PSEA Rating	32
A. Overview of PSEA rating	32
Preliminary assessment	
B. Final determination	
C. Rating history	34
D. Optional capacity rating	
E. Assessment expiration	35
F. Validity of the assessment	35
VII. PSEA Observations	35
Annex I: User Roles and Permissions	

I. Introduction

The PSEA module is an integrated tool that allows the participating agencies to operationalize the IP Protocol in a harmonised and transparent manner. It will allow UN agencies and Civil Society Organisations (CSOs) to work together to assess and build the CSO's capacity to protect against sexual exploitation and abuse. UN and partner-facing screens are nearly identical and almost all information is visible to all UN and partner user roles. Any exceptions are outlined in this manual.

The module will help prevent duplication of requests to undertake the assessment and will also facilitate the joint development and monitoring of the capacity strengthening implementation plan. It is not meant to replace discussions that take place between the UN and our partners on PSEA; but it will facilitate the process.

The PSEA module relies on user roles to determine what actions a user can do. The chart below summarises these roles. See <u>Annex I</u> for more detailed roles.

UNPP Role	UNPP Role Summary
HQ and UN Advanced Editor/ MFT	UN Advanced editors can do all UN-related functions in the module for partners in their country. Functions that require decision making authority, such as justification to continue partnership, scoring PSEA assessment, etc. can only be done by an advanced editor
UN Basic Editor/ PAM	Basic editors have more limited rights than the Advanced Editor. However basic editors can do most data entry in the PSEA module and can view all information in the PSEA module.
UN Reader	Reader is a UN user with only viewing/reading permissions on the portal. All information in the PSEA module is visible to a reader.

When using this manual, please note the relevant screenshots (and labels) are available immediately after the explanatory text.

II. Accessing the PSEA Module

A. Instructions for accessing the PSEA module

To access the PSEA module in the UN Partner Portal (UNPP), login to https://www.unpartnerportal.org/login. The "Ask Rafiki" chat bot is available in the lower right corner of the screen and can be used to get help at any time in the process.

Step 1. Once logged in to the UNPP as a UN user, click on the Partners tab in the left navigation bar.

_	UN PARTNER PORTAL					#	٠	Editor HQ 14 H0 Coller	G•
Deal	ahboard rinership Opportunities	Dashboard							
AL Part	rited NGD Partners	Number Of New Partners from past 15 days		3	All Partners vs Completed Partners by type				
A Not	ports tifications	4 5							
ih sub Ø FAQ	0	2-			(3596/64			
™∰ IPA ∰ Res	Agreement source Library	D 02/14	82/21	62/23		5	/		

Step 2. Search for your CSO partner by name, partner code, type of organisation, country of operation, etc.

		🗰 🌲 💿 Editor HQ 14 🕞 E+
Dashboard	Partners	NEW GOV/UN PARTNER
2. Partners	Partners	T A
Invited NGO Partners Reports	Lenal Name or Alian Name or Arm. Type of Omanization - Country	* Sector & Area of Spacialization *
A Notifications	Populations of concern • Partner Code Profile Status	Show International CSD HQ only
 Subscriptions FAQ 	Women-led organization Vouth-led organization	
10 Agreement		Emerience working with
* Learning Platform	Organization's Legal Name Other Names Type of Organization	Country UN

Step 3. Click on the PSEA tab in the partner's profile.

		÷	٠	Editor HQ 14 HQ Editor) G	
Dashboard Partnership Opportunities A. Partners	Save the Dugong OVERVIEW PROFILE DETAILS UN DATA PSEA VERIFICATION CAPACITY AND RISK PROFILE USERS				I	I
Invited NGO Partners Reports Notifications	Introductory PSEA Questions				×	
 Subscriptions FAQ 	Preliminary Self-Assessment and Rating				×	
 P Agreement Resource Library 	Capacity Strengthening Implementation Plan (CSIP)				ř	
* Learning Platform 🛛	PSEA Rating Not available yet					

B. Description of the PSEA Module

The PSEA module consists of 4 separate sections:

Section 1	Section 2
Introductory PSEA Questions	Preliminary Self-Assessment and Rating
Section 3	Section 4
Capacity Strengthening Implementation Plan	PSEA Rating

The module is sequential so you cannot begin a section until the previous section has been completed. Similarly, some sections require the partner (or the UN) to complete their information before the UN (or the partner) can continue entering data. The module is built so that multiple UN organisations can edit, update and add monitoring comments of shared partners. Section 4 updates automatically.

III. Section 1: Introductory PSEA Questions

A. Overview of Section 1 - Introductory PSEA Questions

The introductory section begins with the UN confirming whether or not a partner has contact with beneficiaries and if an assessment has been conducted in the past five years.

In most cases, the partner completes these questions while creating or editing their profile and the UN organisation confirms the response provided by the partner during the selection process.

Although it is expected the partner will complete their section first, the module allows the UN HQ or Advanced Editor (or equivalent) to answer the introductory questions *on behalf of* the CSO partner. This function is useful for partners who may not be able to access the portal due to connectivity issues, etc¹.

If the partner has not yet completed the introductory section, both the **Partner Response** and **UN PSEA Confirmation** will be blank.

		#	to Editor Advanced 0 E+
5 Dashboard	Introductory PSEA Questions		^
Partnership Opportunities	Partner Response		
#1. Partners	Do you have contact with beneficiaries?	Partner has not	○ Yes ○ No
Reports Retifications	Have you been assessed on PSEA by another UN agency in the past five years?	completed the first section yet	• THE O ING
 5. Subscriptions 6 FAQ 	UN PSEA Confirmation	in st section yet	
Resource Library (2)	Does the partner have contact with beneficiaries?		O Yes O No
🖈 Learning Platform 🔅	Beneficiaries of association are individuals also are denot or indirect sequence of a partner's or the UNIs action. In other work with and/or arrows or saeks to assist and are typically in situations of subweaking and dependence vis a via the partner's or	s, this refers to people who a partner or a ON age IN agency's personnel.	ncy webs
	Select "Vec" # AHF part of the arganization works with and/or nerves or seeis to assist beneficiaries of assistance, repartler to the work the partner will undertake on behalf of the UK organization conducting the assessment (and the answer may diff	is of the funding source. This question is not real in fram how the CSD partner answered for thems	ricted only school).
	Select 'No' if the organisation does NOT have contact with beneficiantee as ANY part of its operations.		
	Has the partner been assessed on PSEA by another UN Organization in the past five years?		O 765 O 100
	If yes plasse confirm the partner's response by reviewing the partner's splassled documentation, organing their documents as assessment, upload the previous assessment and any supporting documentation (including the capacity strengthening impla	d confirming the rating OR, if the partner has not ementation plan, if completed).	added their past
	If the partner scored less than full expects, please enter the rating for each core standard under the "UN Preliminary Score an available in the capacity strengthening implementation plan.	d Rating" in the next section in order to make the	e information
	If so, please review and score the partner's self-assessment in the next section after the partner completes it.		
Logged in ex	Please ensure the submitted answers are accurate. This section cannot be changed once submitted.		Auk Rafad
ITALY V			

¹ If the UN completes the section first, the partner will no longer be able to provide their responses to the questions in the introductory section.

If the partner has already completed this introductory section, their responses will be visible to (but not editable by) the UN organisation.



As part of the rollout of this module, some past assessments will be migrated into the UNPP. When a past assessment has been migrated, neither the UN organisation nor the CSO partner will be able to edit the introductory section.

After the UN completes this section, if there was a past assessment, the partner rating will be reflected in section 4: PSEA rating section and in the Overview tab. This will be further elaborated later in this manual.

B. User Roles and permissions for section 1

Permission	HQ Editor	Advanced Editor/	Basic Editor/ PAM
		MFT User	User
Answer Q1 and Q2 on behalf of the partner	Yes	Yes	No
Confirm partner's past assessment information	Yes	Yes	No
Add justification for continuing partnership	Yes	Yes	No

C. Instructions for completing introductory PSEA questions

Partner Response

This section is not editable by the UN.

UN PSEA Confirmation

The UN is required to answer the two questions in this section:

Question 1: "Does the partner have contact with beneficiaries?" (Q1)

Select "**Yes**" if ANY part of the organisation works with and/or serves or seeks to assist beneficiaries of assistance, regardless of the funding source. This question is not restricted only

to the work the partner will undertake on behalf of the UN organisation conducting the assessment (and the answer may differ from how the CSO partner answered for themselves).

Select "**No**" if the organisation does NOT have contact with beneficiaries in ANY part of its operations.

Note: the UN answer to these questions may differ from that of the partner. It is the responsibility of the person from the UN reviewing the assessment to confirm the partner's contact with beneficiary status. If different, the UN response will replace the one by the CSO partner.



can choose to optionally complete the self-assessment if it would like to build its capacity and/or if a UN organisation requires a self-assessment even if there is no contact with beneficiaries. In this case, the partner's rating will be "No contact with beneficiaries (xx capacity)". This will be further elaborated in the next sections.

Question 2: "Has the partner been assessed on PSEA by another UN organisation in the past five years?" (Q2).

Select "Yes" if:

- the partner response (A) was "Yes", it was previously assessed; or
- the UN is completing the section on behalf of the partner and has a copy of a past valid assessment; or
- the partner response (A) was "No" but the UN is aware of a past assessment.

If a partner has been previously assessed and its past rating was "**No contact with beneficiaries**" please make sure to select "**No**" for **Question 1** (Does the partner have contact with beneficiaries?).

Select "No" if:

- the partner response (A) was "No" it does not have a past assessment; or
- if the UN is completing the section on behalf of the partner and the partner does not have a past assessment.



	# 👍 🙂 🕬	Idwanced O d Editor	E+
E Dashboard	Introductory PSEA Questions		^
Partnership Opportunities	Partner Response		
21. Partners	Do you have contact with beneficiaries?	0.785	0.00
Reports Notifications	Have you been assessed on PSEA by another UN agency in the past five years?	0.996	1.10
 Subscriptions FAQ 	UN PSEA Confirmation		
🖬 Resource Library 🛛 🖄	Does the partner have contact with beneficiaries?	O Yes	O No
* Learning Platform	Develociaries of assistance are individuals who are direct or indirect excipants of a partner's or the UNs antion. In other words, this refers to people who a partner or a UN agency works with and/or serves ar awks to assist and are typically in situations of valuentability and dependence via k via the partner's or UN agency's paraonel.		
	Entent "Yes" & ANY part of the organisation works with anxior curves or weeks to assist beneficiaries of assistance, regardless of the funding accurat. This question is net restricted only to the work the partner will undertake on behalf of the UN organisation conducting the assessment Land the answer may differ from how the CSD partner assessed for themselves).		
	Select No/ 8 the organization does NOT have contact with beneficiaries as ARY part of its sporations.		
	Q2 Has the partner been assessed on PSEA by another UN Organization in the past five years?	0 114	0.140
	If yets please confirm the partner's response by reviewing the partner's uplicaded assumentation, suppling their discurrents, and confirming the rating GR, if the partner has not added theorement assessment, upload the previous assessment and any supporting documentation (including the capacity strengthening implementation plan, if completed).		
	If the partner scored less than full capacity, please enter the rating for each some standard under the "UN Preliminury Score and Rating" in the next section in order to make the information available in the capacity strengthening implementation plan.		
	If no please review and scare the partner's self-assessment in the next section after the partner sampletes it.		
Logged to as: UNITS.	Please ensure the submitted answers are accurate. This section cannot be changed once submitted.	90 Ant Dat	
ITALY +		risk has	۳

Question 2 (cont'd). Confirm the previous assessment information and rating:

If the partner's response was "**Yes**" and they've uploaded an assessment, the UN is required to confirm the rating.

To confirm the assessment information, the UN organisation can either use the "**Click here to copy partner response**" button (A) or, they can enter the information manually (B, C, D) and upload (E) a verified assessment and any other relevant documentation (such as a capacity strengthening implementation plan).

When the information is copied, the information will be reflected on the screen (B, C, D, F). The UN organisation must thoroughly review the assessment and supporting documentation (F) uploaded (or shared offline) by the partner and confirm the accuracy of the following information:

- UN Agency (B). This should reflect the name of the organisation who signed the assessment, NOT the organisation who is completing this section
- date of previous *assessment* (C) (NOT date completing the section)

 rating (D). The table below outlines the six PSEA capacity ratings the UN organisation can select (G)

Note: When the UN is completing this section on behalf of the partner, they are required to enter this information manually. See below for instructions on <u>how to</u> <u>upload a document</u>

Rating	Description
Low capacity	5 or fewer core standards met
Medium capacity	6-7 core standards met
Full capacity	8 core standards met
Not eligible	Core standard 8 was "No"
No contact with beneficiaries	Partner has no contact with beneficiaries
Assessment not valid	Assessment is older than 5 years, does not meet
	requirements, etc.

Discrepancy between UN and partner rating

It is possible the UN organisation selects a PSEA capacity rating that is different from the rating provided by the CSO partner when they completed the introductory section. In these cases *the UN rating will override the rating submitted by the partner*. In the near future, the UN organisation will be able to provide a comment as to why their rating differs from the partner's responses in this section of the PSEA module.

(2) Repair		* 6	Sidiur Advanced t
15 Decisional	UN PSEA Confirmation		
Antennio Insertenties	bees the partner have contact with beneficiaries?		10 C He
AL Patres	Beneficiaries of assistance are individuals who are direct to indirect recipients of a partner's or the UNs action. In other words, this reflect to people who is partner or a UN agency w dependencer via it is the partner's or UN agency's personnel.	who with and/or serves or assist to easist and are typically in situations of ruberability and	
B North	Televil Yes? 6 XM part of the separation ends with analysis serves or order to assist investigations of socializeon, regardless of the funding source. This gammar is not restricted assessment (and the arrays) may offer from how the USE partner provend for thermal-sol.	only to the work the partner will anderiable on behalf of the UK organization conducting the	
A hubballons	Rebut No/ Film separitation dam hill? have contact with introducion as AHF part of its operations.		
 Bubecrythers (P) (m) 	Has the partner less assessed on PEEA by another UH Enganization in the part free point?		*** O Hi
a terrentitere il	Fires phene confirm the parties's requires by receiving the partner's optimated documentation, copying that documents and conferring the units DF, F the partner has not adden capacity strangthening implementation plus, F complexed;	i the pail assessment, splast the previous assessment and any augporting documentation (including	
a montering .	If the partner accord less than full reparits, please areas the sating for each core mander/ under the "With delivitives force and Rating" in the next section is only to index the infer	mation analiable in the capacity energineering implementation plan.	
# Learning Pathons ()	Fina please review and access the partner's self-assessment in the end anchiev also the partner completes 4.		
	D UNITY TO DESCRIPTION OF	Maker search .	
	Plase ensure the submitted answers are accurate. This sectors cannot be changed ance submitted.	Select an element. Line experity Website capacity	[10047]
	Prolinicary Solf-Assessment and Rating	Not separate Securited with beneficiaries	×
	Capacity Strengthening Implementation Plan (CSIP)	Assessment net salid	Ŷ

Uploading a document

When the UN is completing this section on behalf of the partner (or otherwise needs to upload a document to this section), click on the "**Upload a document**" button (E in the screenshot above) and a window will pop up.

From the pop up window:

- 1. Select the document "type" from the dropdown list. Options include:
 - Verified assessment (completed and signed past assessment)
 - Capacity Strengthening Implementation Plan (CSIP) (can be uploaded even if it is in draft form)
 - Other

Note: You can upload multiple documents. However, if you are completing this on behalf of the partner, you must identify at least one of the documents as a "**Verified assessment**" before the **"SUBMIT"** button for this section is activated.

D PATTNER PORTAL		÷ •	Collect HQ 14 E+
55 Dashboard © Partnership Opportunities	UN PSEA Confirmation		
25. Partners El Invited MGD Partners	Initial Assessment Document Upload	×	
C Paparts			() Yes () No
h Subscriptions	detect an element . Verfied assessment Select document type		
1 PAparent	Copacity Strengthening Inglammerfation (Flam (CSIP) Other		
* Learning Platform		5.900	
Lappel is as: 1967A		CANCE. SAIT	E JOINT .

- 2. Click "SELECT A FILE" (A) to upload a document from your computer
- 3. Add description (B) (mandatory if file type is "**Other**", optional if file type is verified assessment or capacity strengthening implementation plan)
- 4. Click on the "SAVE" (C) button to upload the document.

Type Other	
Document Document_spload pdf_ O	A SELECT A FILE
Description	

Submitting section 1

After answering both questions in this section, the UN organisation checks the box confirming the submitted answers are accurate and cannot be changed (A) and clicks "SUBMIT" (B). Upon submission, the confirmation information will be visible on the partner's profile.



Justification for engaging/continuing partnership

If the UN organisation confirms a partner has less than full PSEA capacity, the common tool requires a justification for engaging/continuing the partnership. An alert will pop up at the top of the introductory section notifying the UN that the justification is missing. To submit a justification, click "ADD JUSTIFICATION". The justification is an internal requirement and will be visible to UN organisations only.

(2) Repair			÷ 🖕	biller Advanced D
E Dathoad	Introductory PSEA Questions			A
an rotten	Partner Response			
E repres	Do you have contact with beneficiaries?			0 We C No.
A Reference	Have you been assessed on PSEA by another UN agency in the pa	of firm yours?		0 m C m
6 tax	I write ment			
a succession of the				
A Lessie Deller	LNFPA.	21/04/2022	(Malace ages b) -	
K roward.man				
	UN PSEA Contribution			
	Does the partner have contact with beneficiaries?			0 WI () MI
	exold and are "gotally in situations of valueability and dependence via a via	for signified to the destation in other words, the result is yet for partner's or UK agency's personnel.	the set of space is a particulation set with a most a state of	
	Takes? "Yes" if ANY part of the organisation works with and/or serves or seeks undertake on behalf of the UK organisation conducting the assessment (and)	to asset beneficiaries of assettance, regardless of the funding in the answer may differ from low the USS partner asserted for the	auce. This question is not redshifted only to the work the partner will markets)	
	lefect "Net if the organisation does NOT have contact with terreflocates as it	If part of its operations.		
	Has the partner been assessed on PSEA by another UN Organization	ion in the post five years?		0.944.0.946
	If yet, please confirm the partner's response by solvering the partner's spices expension and any proceeding the metabolic line latent the proceeding the	ed documentation, copying their documents and confirming the t	stig OL file partie has not added this part assessment, gload the pro-	Dull.
	If the partner scored less that full capacity please enter the rating for each co implementation plan.	er danded under Tie 120 Mellinetary Score and Halling' is The re	of section is other to make the information available in the capacity strength	ang .
	I'm please rates and score the partner's self-assessment is the real undo	after the partner completes 4.		
	E Verfexi assessment			
	UNITY.	21/04/2022	(management) +	
	0			
	Contraction of the contract particular and and and and		a construction of the second size of the second	
	Justification for engaging/continuing partnership			
	Please provide justification for engaging/continuing partnership if it	N score and rating is less than full capacity at in extraor	dinary circumstances, if rating is 'not eligible'	
	ABO JUSTIFICATION			

After clicking "ADD JUSTIFICATION" a window will pop up. From that window:

- 5. Enter the justification into the text box (A)
- 6. Click "SAVE" (B) to submit the justification, or "CANCEL" if you do not want to submit.

Verified assessment	
Add Justification	×
- Justification Example text: This is the only partner who works with key populations in the area. The partner is comm	tted to reaching full PSEA capacity.
	140/500
Justification for engaging/continuing partnership	

Once submitted, the justification will be visible to all UN organisations who access the partner's profile, but it will not be visible to the partner. The UN organisation *cannot* edit the justification after it has been saved.

	🗰 💊 😬 Editar Advanced 0 🕞
Image: Strength of the strength of the populations Image: Strength of the streng	Bes the partner been assessed on PSEA by another UN Organization in the past five genrs? If yes please coeffem the partner's imposes by weiveing the partner's uploaded documentation, stopping that documentation plan, if carpitated. If partner source less than full capacity please enter the onting for each core standard under the 'UN Preferance's please enter the information assessment, upload the partner's upleases that in the next section after the gartner completes it. If partner source less than full capacity please enter the onting for each core standard under the 'UN Preferance's loor enter the information assessment, upload the partner's upleases that in the next section after the gartner completes it. If the partner source less than full capacity please enter the next section after the gartner completes it. If the partner is upleases the information If the next section is not enter the information If the partner is upleases the information If the next section is not enter the information If the next section is not enter the information If the next section is not enter the information If the next section is not enter the information If the next section If the next sectif the next section If the next section If the next section
	Justification for engaging/continuing partnership Justification: Example test: This is the only partner who works with key populations in the area. The partner is committed to reaching full PSEA capacity. By UNIFPA on 5/22/2023

 \triangle Once the Introductory section is completed, neither the UN nor the partner can edit this section. Any change to a partner's ratings or contact with beneficiaries status will take place in the next section.

IV. Section 2: Preliminary Self-Assessment and Rating

A. User Roles and permissions for section 2

Permission	HQ Editor	Advanced Editor/	Basic Editor/ PAM
		MFT User	User
Upload CSO supporting documentation	Yes	Yes	No
Score partner assessment and save for later	Yes	Yes	Yes
"Submit" rating	Yes	Yes	No
Add justification for continuing partnership	Yes	Yes	No
Unlock Self-Assessment	Yes	Yes	Yes
Unlock Rating	Yes	Yes	No

B. Overview of Section 2 - Preliminary Self-Assessment and Rating

This section is the digitised version of the common assessment tool. In this section, the partner can complete its self-assessment and the UN scores and rates the partner's capacity to prevent and respond to SEA against eight core standards.

Please see the <u>harmonised guidance for operationalizing the IP protocol</u> for more information on the IP protocol itself and the joint verification methodology for assistance scoring the self-assessment.

There are two columns in this section: one (A) for the partner to complete its self-assessment and the other (B) for the UN organisation to score/rate the partner's assessment based on a thorough review of the partner's answers and uploaded documentation.

			📫 🌲 💿 Editor HQ 14 🛛 E+
E Dashboard	Preliminary Self-Assessment and Rating	Α	В ^
Partnership Opportunities	Core Standard	CSD surface Self-Assessment	UN Preliminary Score and Ration
At. Partners		Not completed yet	Not completed yet
Invited NGO Partners			
B Reports	CS1. Organizational Policy	○ Yes ○ No	○ Yes ○ No
A Notifications		Enter a comment	Enter a comment
R. Subscriptions			
Ø FAQ	CS2. Organizational Management	○ Yes ○ No ○ N/A	O Yes O No O N/A
10 Agreement		Enter a comment	Enter a comment
Resource Library			
🖈 Learning Platform 🛛	CS3. Human Resources System	○ Yes ○ No	○ ¥89 ○ No
		Enter a comment	Enter a comment
Logged in ex: UNFPA			
ITALY ~	CS4. Mandatory Training	○ Yes ○ No	O Yes O No
23. User Management		Enter a comment	Enter a comment

Although in most cases the CSO partner completes **Column A** before the UN scores the assessment, the system allows the UN to complete **Column B** before the CSO partner completes **Column A**.

The UN completes **Column B** before the partner in the following situations:

- 1) If the partner's self-assessment was migrated into the system (or completed by another non-participating agency off-line) and the UN organisation is adding the information in the system in order to initiate a capacity strengthening implementation plan (CSIP); OR
- 2) The partner submitted its self-assessment off-line and the UN is scoring their responses in the system. In this case, the UN HQ or advanced editor (or equivalent) must upload a copy of the partner's self assessment in this section.

The UN completes **Column B** after the CSO partner completes its self-assessment (**Column A**) in the following instances:

- 1) The partner said "Yes contact", has no past assessment and has completed its self-assessment
- 2) The partner said "No contact" and chose to complete the optional assessment. Completing it will result in an optional PSEA capacity rating alongside their "No contact with beneficiaries" rating.

Note regarding partners with no contact with beneficiaries:

If, in the introductory section, the partner said "**No contact with beneficiaries**" and "**No**" to completing the optional assessment, the self-assessment will still be available for completion by either the partner or the UN organisation.

If the CSO partner who has no contact with beneficiaries completes the self-assessment in this section, *it signifies the partner now has contact with beneficiaries* and it will *override/replace* the "**No contact with beneficiaries**" rating. At this time, there is no way to change a partner from contact with beneficiaries to "**no contact**" with beneficiaries.

If the UN completes the self-assessment on behalf of the partner, the rating will remain "**No contact**" with an optional rating (e.g., "**No contact with beneficiaries (medium capacity)**"). If the UN wants to change the partner rating to "**Contact with beneficiaries**", they can do this by using the "**Unlock self-assessment**" button and selecting "**Contact with beneficiaries**" as the reason. This will be further explained below.

C. Instructions for completing the self-assessment

The UN organisation cannot edit section 2 until it has completed section 1.

It is possible the section will be visible but not editable by the UN. This is because the partner has *started* <u>but not submitted</u> its self-assessment. In this scenario, a label will appear under the partner column which states, "**Scoring in progress**". The UN will only be able to start scoring once the partner submits their self assessment.

D PARTNER PORTAL			+ 🍋 😕 Editor Advanced 0 Advasced Editor) G
Dashboard	Preliminary Self-Assessment and Rating			^
Partnership Opportunities				
AL Pariners	Gelf assessment will be made available once you complete the in	troductory section AND the partner status changes from "6	coring in progress" to "Completed by"	
Reports				
A Notifications	Core Standard	CSD partner Self-Assessment	UN Preliminary Score and Rating Not considered yet	
3), Subscriptions		and a property	and an approximation	
€ FAQ	CS1. Organizational Policy	@ Yes 🔿 No	🔿 Yes 🔿 No	
Resource Library 🛛		Protocol and and	Refer a comment	
* Learning Platform		Erner a comment	Enter a comment	

Scoring the self-assessment

When the CSO partner completes the self-assessment, their responses become visible to the UN (A). The person responsible for the partnership from the UN must thoroughly review the partner's responses and supporting documentation for each core standard. The UN scores the partner's assessment² (B) by selecting "**Yes**", "**No**" or "**N/A**" for each core standard³. All core standards marked "**Yes**" must be supported by documentation provided by the partner; partner comments in the table do not provide sufficient evidence to determine whether the core standard is met.

For a full description of the core standard, please hover over the info button (C). For each core standard, the UN organisation may enter a comment (visible to the partner) to explain/provide information on their response to the partner (D). Please note, comments are mandatory for a core standard if the UN organisation's response is different from the partner's response.

			🕂 💼 😁 Editor H0 14 🕞
E Deshboard	Preliminary Self-Assessment and Rating		
Partnership Opportunities	Core Standard	CSD partner Self-Assessment	UN Preliminary Score and Rating
AL Partners		Completed by Editor 15 on 2/24/2023	Not completed yet
Invited NGO Partners			
Reports	CS1. Organizational Policy C- Info button This field is searched	Hes No	O Yes O No
A Notifications		Enter a comment	Enter a comment
3). Subscriptions			
FAQ	CS2. Organizational Management	8 Yes O No O NA	○ Yes ○ No ○ N/A
12 IP Agreement	The second second	Enter a comment	Enter a comment
Resource Library 🛛			
* Learning Platform	CS3. Human Resources System	@ Yes 🔿 No	O Yes O No
	This field is required		

Uploading a document

Supporting documentation is available for download at the bottom of the self-assessment section. Please note, one upload could be used to support more than one core standard. The UN organisation can view any supporting documentation provided by the partner by clicking on the uploaded file(s) (A). Please note, the UN organisation is not able to delete any files uploaded by the partner. To upload additional supporting documentation, the UN organisation clicks "**UPLOAD A DOCUMENT**" (B).

			👫 👍 🚥 Editor Advanced 0 🕞
Deehboard Partnership Opportunities A Partners Resorts	CS8. Corrective Action 🛛 🖲	O Yes O No ® Na allegations	Ves Ne No allegations Enter a comment
Notifications Notifications Subscriptions FAq Resource Library	Supporting documentation (please indicate which Core S CST CST CST CST CST CST CST CST CST CST	itandard(s) the documentation supports)	
🖈 Learning Platform 🛛 🖉	Grand Total Points Preliminary UN Score and Rating	5 (4 Yes, 3 No, 1 N/A) SAVE FO	Not Completed Vet Not Completed Vet R LATER SUBMIT UNLOCK SELF-ASSESSMENT

² Please refer to the joint verification methodology for assistance on how to score the self-assessment.

³ Please refer to the <u>assessment and technical guidance</u> for additional guidance on completing the self-assessment.

Note: if a UN organisation is completing their section based on a self-assessment completed by the partner off-line, they are responsible for uploading the partner's self-assessment and all supporting documentation.

In either scenario (the UN scores before or after the partner), if the UN user needs to upload supporting documentation, click the "UPLOAD A DOCUMENT" button and a window will pop up. From that window:

 Select the core standard(s) for which you are uploading documentation. The system will allow you to select multiple core standards if the document you are uploading supports more than one core standard. To deselect a core standard, simply click on it again. Please note, although you can select multiple core standards for one document, the system will only allow you to upload one document at a time.



- 2. Select one file (A) to upload from your computer
- 3. Click on the "SAVE" button (B) to upload, or "CANCEL" if you do not want to upload the document
- 4. Repeat these steps to upload multiple documents

Core Standard	
CS4. Mandatory Training	•
Document ()) cs_supporting_docum ()	A SELECT A FILE
	

Deleting a document

The UN is able to delete any documents it uploaded in error. To delete a document, click the "**X**" next to the document. Only documents uploaded by the UN will have the "X" option to delete.

Save for later

To save progress at any time during the self-assessment, click "**SAVE FOR LATER**". All comments and responses will be visible in draft form to the partner when the assessment is saved. Once the UN organisation is ready to submit their rating for the self-assessment and share it with the partner, click on the "**SUBMIT**" button.



Justification for engaging/continuing partnership

If the PSEA capacity rating is less than full, the UN must enter a justification for engaging/continuing the partnership. An alert "**JUSTIFICATION MISSING**" will be visible to the UN in the self-assessment section until the justification is submitted. The following message explaining why the justification is required appears when you hover over the alert: "Please provide justification for engaging/continuing partnership if UN score and rating is less than full capacity or, in extraordinary circumstances, if rating is "not eligible"."

			🗰 👍 😐 Editor Advanced 0 🕞
Deshboard Partnership Opportunities	Preliminary Self-Assessment and Rating		^
Att. Partners	Core Standard	CSO partner Self-Assessment Corrolated in Editor 8 on 5/22/2823	UN Preliminary Score and Rating Completed by UNP26, or \$/22/2023
Reports		entroperate of source of sources	services and the second services
Notifications	CS1. Organizational Policy	(ii) Yes () No	· Yes · No
3/ Subscriptions			
FAQ		Enter a comment	Enter a comment
Resource Library	CS2. Organizational Management		
* Learning Platform			

To submit a justification,

1. click "ADD JUSTIFICATION".

		🗰 🍾 💀 Editor Advanced 0 🕞 E+
Deshboard Deshboard Partvership Opportunities L: Partivers	Grand Total Points 5 (4 Yes, 3 No, 1 Preliminary UN Score and Rating	N/A) 5 (4 Yes, 3 No, 1 N/A) Low Capacity
Reports Notifications Subscriptions FAQ Resource Libeary	Engehols 8: 5/22/2023 Please provide justification for engaging/continuing partnership if UN score and rating is rights/ ADD-JUSTERICATION	less than full capacity or, in extraordinary circumstances, if rating is "not
👷 Learning Platform 🛛	`	UNLOCK SELF-ASSESSMENT UNLOCK RATING

After clicking "ADD JUSTIFICATION" a window will pop up. From that window:

- 2. Enter the justification into the text box (A)
- 3. Click "SAVE" (B) to submit the justification, or "CANCEL" if you do not want to submit.



Once submitted, the justification will be visible to all UN organisations who access the partner's profile, but it will not be visible to the partner. The UN organisation *cannot* edit the justification after it has been saved. At this time, only one UN organisation can enter a justification for continuing a partnership unless they make changes to the partner rating. The "ADD JUSTIFICATION" button will become active anytime there is a new capacity rating that is less than full.

Unlocking the self-assessment and rating

Overview of unlocking feature

After the UN submits the score, this section will no longer be editable by either the partner or the UN organisation unless the UN unlocks it.

The unlock function can be used to unlock the rating OR the self-assessment:

1. **"Unlock rating"**: This is used when the *UN organisation* needs to make changes to its own responses (column B) because it needs to edit or correct a response or update a rating based on a monitoring result or allegation finding, etc. The partner will receive a notice on their page indicating the UN changed the rating. The new rating/score, along with the justification for

unlocking, will be reflected in the rating section and will be visible to both the UN and the partner.

2. **"Unlock self-assessment"**: This button is used when the UN organisation wants the *partner* to make changes and/or complete a new self-assessment due to changes to their organisational structure, contact with beneficiaries, expiration of their most recent assessment, or to edit/correct a response.

Hover over each button for a description of its function.

2	🕑 Patha				*	Editor Advanced 0 Advanced Editor	e•
55	Dashboard		Grand Total Points	5 (4 Yes, 3 No, 1 N/A)	5	(4 Yes, 3 No, 1 N/A)	
0	Partnership Opportunit	ies	Preliminary UN Score and Rating			Low Capacity	
#1	Partners						
۵	Reporta		Snapshots				
	Notifications		8 AV22/0823				
D.	Subscriptions						
0	EAQ		Justification for engaging/continuing partnership				
2	Resource Library		Justification: Example text: This is the only partner who works with k	ry populations in the area. The partner is commi	thed to rea	ching full PSEA capacity.	
*	Learning Platform		By UNEPA on 5/22/2023		-		
					LOCK SELF-	ASSESSMENT UNLOCK RATING	

Instructions for unlocking the rating

To unlock the rating, the UN organisation clicks "UNLOCK RATING," prompting a window to pop up.

From this window:

1. Select a justification for unlocking the rating.

(i) Norman Postal		•	Editor Advanced 0 Advanced Editor
Decitorent Pretraming Opportunitien Pretram Pretram Pretram Nutlineations	trappluts 3 servers United Rating Addition to united a	× •	maching full PSEA
 balancyters 7% Research Library Landing Platform 	delert an element. Marikaring finding Allagation finding Edit or cannot response Other		SELECT LATING

2. Select "SAVE" to submit the justification, or "CANCEL" if you do not want to submit. The UN organisation will not be able to edit the justification once it is saved. There is an optional space to provide a comment, if necessary. Justifications and comments will be visible to the partner.

Unlock Rating		×
Edit or correct response		*
Comment	Optional	
L		CANCEL SAVE

If "**Other**" is selected as the reason for unlocking the rating, a comment is required to activate the "**SAVE**" button:

C REAL					#	% 🚳 5	itor Advanced 0 Hanced Editor
E Dashteard Partnerskip Opportunities	Snapshots						
Alson and a second and a second a	Unlock Rating Authors for advecting Comme	No Comme	nt		CARCEL	× + 530	maning ful PSEA
					+	- ₆ 0	Editor Advanced 0 Advanced Editor
Dashboard Portnership Opportunities Portnership Opportunities Portners	Snapshots Concess Unlock Rating Convert Conv	livele the "save" button	Commer	ıt		*	meaching full POE
					CANE	save	

Note: If you unlock the rating and make changes after a CSIP has been initiated, please make sure to reflect the updated rating in section 2 for any core standard where all required activities were completed as part of the CSIP.

Instructions for unlocking the self-assessment

If a verified past assessment was uploaded in the introductory section, or if the UN has already scored and submitted a self-assessment in section 2, the self-assessment will be greyed out and the partner will be unable to edit it unless a UN organisation unlocks it.

The UN can use the "Unlock self-assessment" in situations such as the following:

- the partner requests their UN partner to unlock the self-assessment if it needs to complete a new self-assessment and the section is unavailable;
- the partner needs to edit a previously submitted self-assessment that has already been scored by the UN organisation;
- the UN requires the partner to complete a new self-assessment because they underwent a major reorganisation, there was an allegation finding, the partner now has contact with beneficiaries, etc.

To unlock the self-assessment for the partner, the UN organisation clicks "UNLOCK SELF-ASSESSMENT," prompting a window to pop up. From this window:

1. Select a justification for unlocking the self-assessment.

2	PARTNER PORTAL		÷ 🔥 🛛	Editor Advanced 0 Advanced Editor
33 0 43 4	Dashboerd Partnership Opportunitie Pertners Reports Notifications	Snapshots 9 Sizectoria Unlock Self-Assessment Jertificator for utilizitig	×	reaching full PSEA
× 0 0 ×	Bubscriptions FAQ Resource Library Learning Platform	Select an element Contact with beneficiaries Change to organization structure Edit or correct response Assessment expired Other		UNLOCK RATINE

2. Select "**SAVE**" to submit the justification, or "**CANCEL**" if you do not want to submit. The UN organisation will not be able to edit the justification once it is saved. There is an optional space to provide a comment, if applicable.

INFOCK Self-Assessment	
Change to organization structure	
Comment	
	0/1

The justifications for unlocking the rating and the self-assessment will be visible to both the UN organisation and the partner in the self-assessment section. The justifications will also appear in the rating history section next to the corresponding capacity rating.

U Snapshots

Anytime the UN clicks the **"Submit**" self-assessment button, the system will generate a **"Snapshot**" which is a PDF file that captures the assessment. It serves as both version control and can be shared by the partner with a UN organisation who does not have access to the UNPP as proof of a valid assessment.



V. Section 3: Capacity Strengthening Implementation Plan (CSIP)

Permission	HQ Editor	Advanced Editor/	Basic Editor/ PAM
		MFT User	User
Start CSIP	Yes	Yes	Yes
Add activities to CSIP	Yes	Yes	Yes
Submit/Update CSIP	Yes	Yes	No
Update status on CSIP	Yes	Yes	No
Add monitoring comments	Yes	Yes	No

A. User Roles and permissions for section 3

B. CSIP Background

The purpose of the PSEA assessment is to ensure adequate safeguards and appropriate actions are in place when working with our partners. We recognize that many of our partners may not have full capacity in this area and therefore, if a partner has contact with beneficiaries and received less than full capacity, the UN organisation should work with them to develop, and monitor against, a capacity strengthening implementation plan (CSIP). The harmonised guidance requires a CSIP to be started with an active partner within one month of scoring the self-assessment. The system will create an alert when the CSIP is past due.

At this time, only the UN can initiate and edit the CSIP in the system. However, the activities, person responsible and target dates for completion should be agreed upon between the UN and its partners based on discussions that take place off-line before the UN submits the plan in the module.

Any UN organisation working with a partner can share one CSIP and can use it to jointly monitor the partner's PSEA capacity. The partner can also download the snapshot that is generated upon every submission/update of the CSIP and share it with UN organisations who do not have access to the UNPP.

C. Overview of Section 3 - CSIP

This section is used for two main functions:

- Building the CSIP by defining activities that will strengthen the partner capacity to prevent and respond to SEA.
- Monitoring the CSIP activities to ensure timely and adequate progress on the implementation of the agreed actions.

Dentation Postal			🗰 👍 🙆 Editor Advanced D Advanced Editor
Dashboard Partnership Opportunities	CST. DREAMERTENNEL FOLICY CSIL DREAMERT/STAL MINARADIMEN		TRAMENTE AL CLE. REPORTING (CLE. RESISTANCE AND)
E. Partners	Your separated on holds reaching trainings (solice or in presar) for all p PGEA and relevant procedures.	year employees and associated personnel (herein "personnel") on	Rating • No. ADD ACTIVITY
Nutrications Subscriptions Fig.	Building the CSIP	an in since in most the minimum Care Renderic II the CSD a	Monitoring the CSIP
Resource Library Recourse Library Recourse Rectars	Capacity Strengthering Inglementation Plan (CDP)		incontrolling incoordinate
	Capacity Strongthening Inple	nertalion Plan (OSP)	Monitoring of Capacity Strangthening Implomentation Plan
	Capacity Throughoung Activity Develop or adupt a policy requiring mandatory training an PSEA *	Person Tanganetite Target data for completion Example Name / 6/30/2523 /	Patra Nati Banat -
	Monitoring comments	0	

Instructions for completing a CSIP

The CSIP will not be available in a partner's profile until the UN initiates it by clicking on **"START CAPACITY STRENGTHENING IMPLEMENTATION PLAN**."

2	D PARTNER PORTAL	👬 👍 🚯 Editor Advanced 0 Advanced Editor	e
11 0	Dashboard Partnership Opportunities	Capacity Strengthening Implementation Plan (CSIP)	^
#1. 18	Partners Reports	START CAPACITY STRENGTHENING IMPLEMENTATION PLAN	
	Notifications	requires you to work with your partner to develop a capacity strengthening implementation plan within one month of the preliminary assessment.	
37	Subscriptions		

Once started, the CSIP immediately becomes visible in the partner's profile as a "**Draft**" (A). The system automatically saves all information entered in the CSIP and makes it visible in draft form on the partner page. It will remain in draft form until the UN organisation submits it. Once submitted, the "**Draft**" label will disappear from both the partner and the UN page (see below for more instructions on submission).

The CSIP is organised so each core standard (as identified in the PSEA assessment tool) has its own tab (B). Click on the tab(s) to add activities and monitoring information. Please note, there are 8 tabs; click on the arrow to scroll to all of them (C).

If the partner was assessed as meeting the minimum requirement for a core standard, it will appear in the CSIP with a "**Yes**" rating. Although it is not mandatory for a partner to add an activity for any core standard where the rating is "**Yes**", the system will allow the UN user to add activities if the UN and partner want to strengthen partner capacity beyond the minimum requirements.

	🗮 🧤 🐻 Editor Advanced 0 Advanced 5 for
E Deshboard	Capacity Strengthening Implementation Plan (CSIP) (SERT ® A
Partnership Opportunities	
15. Partners	B EXTEND BY 3 MONTHS
Reports	
A Notifications	CEL ORGANIZATIONAL POLICY CEL ORGANIZATIONAL MANAGEMENT CEL HUMAN RESOURCE SYSTEMS 👔 C64. MANDATORY TRAINING 👔 C65. REPORTING
R Subscriptions	
FAQ	Your organization has a policy document on PSEA, at a momentum, this document should include a written undertaking that your organization accepts the standards of conduct listed in section 3 of the ST/SGB/2200/13. Rating • Yes
Resource Library	
🛧 Learning Platform 🛛	* Activities with an asteriak are activities the CSD partner must have in place to meet the minimum Core Standards, if the CSD partner rating is "No", you must select at least one of the activities with an asteriak (or add your own required activity)
	Capacity Strengthening Implementation Plan (CSIP)
	Capacity Strengthening Implementation Plan (CSIP) Monitoring of Capacity Strengthening Implementation Plan
Logged in an:	Capacity Strengthening Activity Person Responsible Target date for completion Status
TALY -	No activity selected Ask Rafiki

If the partner *does not* meet the minimum requirement for a core standard, it will be marked with a red triangle (\blacktriangle) and will have a "**No**" rating. The harmonised guidance requires the UN and the partner to agree on activities that will build their capacity in this area. As a reminder, the partner cannot enter any information with regards to the CSIP in the portal. However, they can see the draft which allows the UN

and the partner to discuss the activities and come to an agreement on what is being entered into the CSIP.

	🗰 👍 🛞 Editor Advanced 0 🕞 E+
Dashboard	Capacity Strengthening Implementation Plan (CSIP)
Partnership Opportunities	EXTEND BY 3 MONTHS
#1 Partners	•
Reports	CS1. ORGANIZATIONAL POLICY CS2. ORGANIZATIONAL MANAGEMENT CS2. HUMAN RESOURCE SYSTEMS 🧟 C64. MANDATORY TRAINING 👔 C65. REPORTING 👔 🗲
 Subscriptions FAQ 	Your organization holds mandatory trainings (orline or in-person) for all your employees and associated personnel (henein "personnel") on PSEA and relevant procedures.
Resource Library 🖄	* Activities with an asterials are activities the CSO partner must have in place to meet the minimum Core Standards, if the CSO partner rating is "No", you must select at least one of the activities with an asterials (or add your own required activity)
	Capacity Strengthening Implementation Plan (CSIP)
	Capacity Strengthening Implementation Plan (CSIP) Monitoring of Capacity Strengthening Implementation Plan
Logged in an:	Capacity Strengthening Activity Person Responsible Target date for completion Status
ITALY ~	No activity selected Ask Raffelt

Adding activities in the CSIP

Navigate to the relevant core standard and click on the "Add Activity" button.

	🕂 🍾 🕑 Editor Advanced 0 E+
E Dashboard	Capacity Strengthening Implementation Plan (CSIP)
Partnership Opportunities	EXTEND BY S MONTHS
#1 Partners	
Reports	
Notifications	
3h Subscriptions	Your organization holds mandatory trainings (online or in-person) for all your employees and associated parsonnel (herein
FAQ	"personvel") on PSEA and relevant procedures.
Resource Library 🛛	
🛨 Learning Platform 🛛	* Activities with an asterisk are activities the CSO partner must have in place to meet the minimum Core Standards, if the CSO partner rating is "Ho", you must select at least one of the activities with an asterisk (or add your own required activity)
	Capacity Strengthening Implementation Plan (CSIP)
	Capacity Strengthening Implementation Plan (CSIP) Monitoring of Capacity Strengthening Implementation Plan
Lopped in ex:	Capacity Strengthening Activity Person Responsible Target date for completion Status
ITALY ~	No activity selected Ask Ratikit

After clicking "**ADD ACTIVITY**" a window will pop up. To facilitate the completion of the CSIP, the IP Protocol Working Group has developed a suggested drop down list of activities per core standard. The list contains common activities that will help strengthen the partners capacity for each core standard. From the window, select an activity (**A**) that you want to add to the CSIP. Those marked with an asterisk are activities the partner must have in place to meet the minimum requirements for the core standard. Keep in mind the partner may already have some measures in place.

- For each core standard with a "**No**" rating, the module requires the UN organisation to select at least one "**required**" activity before it can be saved. The "**required**" activity can either be an asterisked activity or identified as required if selecting "**Other**"
- The UN organisation can only select one activity at a time from the dropdown list.
- The module offers the ability to create your own "**Other**" activity (**B**). However, to the extent possible, we recommend you select from the dropdown list. This will ensure consistency and will make it possible to run analytics on the activities.

	* o	0	
Deshboard Partnership Opportunities	Add an activity	×	PATEND BY 3 MONTH
A Pathers	* Activities with an asteriak are activities the CBO partner must have in place to meet the minimum Core Brandards; if the CBO partner noting in Ter', you must adout at least one of the activities with an asteriak (or add your own required activity)		C24. 307047042
 Subscriptions EAQ 	Select an element .	•	ADD ACTIVITY
Resource Library Examing Platform	Develop or adapt a policy requiring mandatory training on PGEA* Develop or adapt PSEA training matterials to be used during trainings to all personnel* A. Select activity Encourage personnel to take the PSEA training ocurse of UNICEFUN		you must select at
	Put in place mechanism to monitor whether all staff have attended mandatory training Other B		
Lopped II.se	CANER 50	T.	plementation Plan
Gen	No activity selected		Ask Rafe/

After selecting a predefined activity

After you've selected a predefined activity from the drop down list:

- Enter the name of the person responsible for implementing the activity (A). The person responsible can be someone from either the partner or from the UN.
- Enter the target date for completing the activity (B)
- Click "SAVE" (C) to add the activity to the CSIP, or click "CANCEL" if you are not ready to add the activity.
- Repeat these steps to add additional activities to this core standard or, navigate to a new core standard tab and repeat.

dd an activity	×
 Activities with an asterisk are activities the CSO partner must have in place to meet the minimum Core Standards 'No', you must select at least one of the activities with an asterisk (or add your own required activity)), if the CSO partner rating is
Type	
Develop or adapt a policy requiring mandatory training on PSEA *	-
Person Responsible for implementing the activity	
Example Name	
Target date for completion.	
30/06/2023 B	
	×
	C CANCEL SAVE

Selecting "Other" as an activity in the CSIP

When selecting "Other" (A):

- Enter a title for the custom activity (B). Make sure the title is descriptive enough that someone from another UN organisation can understand what the activity entails (this will facilitate joint monitoring of the activity for shared partners)
- Add the name of the person responsible (C) and a target date for completion of the activity (D)
- Select the checkbox if the activity is required to meet the minimum core standard (E)
- Click "SAVE" to add the activity to the CSIP, or click "CANCEL" if you do not want to save the activity (F).

6	20 Harnes	*		0
11	Dashboard	Add an activity	×	
0 45	Partnership Opportantities Partners	* Activities with an asturbia are activities the CEO partner must have is place to meet the minimum Core Elanderic, if the CEO partner rating is "My", must taken at least one of the activities with an asturbia (or all you non-regard activity)		
8	Invited NGO Partners Reports	A. Select "Other"		1
* 74	Notifications Subscriptions	The Becontrive the		
0 1	FAQ IP Agreement	Person Responsible for inclusion of an analysis		-
31 *	Persource Library 🔅 Learning Platform 🔅	Target Jans for completion 28/07/2023	12	
	ped in sec	Activity is required to meet the minimum core standard	-	ity Str tion P
	ITALY V			
-	II. User Management	GAMOR.	SAVE	

After an activity has been added, the target date and person responsible is editable by clicking the pencil icon next to the date and person responsible (A). The activity cannot be deleted. The activity can, however, be inactivated by selecting "Inactivated" as its status (B).⁴

			💠 🍋 😐 Editor Advanced 0 E+
1 Dashboard	CS1. ORDANIZATIONAL POLICY CS2. ORDANIZATIONAL MANAGEWENT	CEL HERROR RESOURCE DYSTERS	TRAMERE (25. REPORTING (A. COS. ASSISTANCI AND)
Partnership Opportunities At Partners	Your organization holds mandatory trainings (online or in-person) for all y PSEA and relevant procedures.	tor employees and associated personnel (herein 'personnel') on	Rating Tee ADD ACTIVITY
Reports Notifications	① * Activities with an asterial are activities the C50 partner must have a statement of the C50 partner must have a	ve in place to meet the minimum Core Standards, if the CSO pa	nther rating is "No", you must select at least one of the activities
Ih Subscriptions	with an asterisk (or add your own required activity)		
Resource Library A Learning Platform	Capacity Otrengthening Implementation Plan (CSIP)		
	Capacity Strengthening Inglian	settation Plan (CBP)	Monitoring of Capacity Brengthening Implementation Plan
	Capacity Strengthening Activity	Person Responsible Target date for completion	Status
	Develop or adapt a policy requiring mandatory training on PSEA $^{\rm o}$	Example Name 🥒 6/20/2023 🥒	Nz Stated *
	Activity manitoring comments	•	In Progress Not Started
Logged in sec	By UNFER. On \$/22/2023	B	Completed Inactivated
ITADI V	Supporting documentation ADD NEW		Ask Rafiki

⁴ There must be at least one *active* mandatory activity for each core standard marked as "No" in order for the CSIP to be submitted/updated.

Note: In the exceptional circumstance where the head of unit makes the decision to work with a partner whose rating is "**Not eligible**", you must select "**Other**" and add one or more required activities for core standard 8 in order to submit the CSIP.

Submitting the CSIP

The CSIP will remain in draft form for both the UN and the partner until the UN clicks on the "**SUBMIT**" button. This button will not be activated until after at least one "required" activity has been added for all core standards with a rating of "**No**". When the CSIP is ready to be submitted, click "**SUBMIT/UPDATE CSIP**", located at the bottom of the section.

				👬 👍 🛞 Editor Advanced 0 E+
Si Dashboard	Capacity Strengthening Activity	Person Responsible	Target date for completion	Status
Partnership Opportunities AL Partners	Develop or adapt a policy requiring mandatory training on	transie /	6/36/2023	Sature Net Barted *
D Reports	Pata *	Name		
 Notifications Subscriptions 	Activity monitoring comments	0		
@ FAQ	By UNFPA. On 5/22/2023			
Resource Library	Supporting documentation			
🛨 Learning Platform 🛛	ADD NEW			
	Snapshots			
	No snapshota available			
Lagged is as:				SUBMIT/LIPDATE CSIP

The CSIP will automatically revert back to "**Draft**" form if the UN organisation makes any change to the CSIP itself or if section 2 is unlocked and there are changes to the rating. To update the CSIP after it's been edited, click "**SUBMIT/UPDATE CSIP**". The "Draft" label will disappear after clicking the button. A snapshot will be created and visible to both UN and the partner each time the "**SUBMIT/UPDATE**" button is clicked.

D. Monitoring the CSIP

Monitoring the partner's capacity is an important part of operationalising the IP Protocol. The module allows multiple UN organisations to jointly monitor a partner by updating the status of an activity and adding monitoring comments.

Changing the status of an activity

The CSIP is a living document and is expected to be updated and monitored regularly. The UN changes the status of the activities to reflect progress made by the partner. Select an activity's status to open a dropdown menu that contains the following options:

- Not Started if the responsible person has not yet initiated the activity
- In Progress if the responsible person has begun to implement the activity
- Completed if the activity has been implemented

 Inactivated - if the activity was entered by mistake or is no longer relevant. The module does not allow an activity to be deleted. When an activity is inactivated, it will not be visible in the partner's profile; it will only be visible to the UN organisation⁵.

				💠 👍 🐵 Editor Advanced 0 🗧
Deshboard Partnership Opportunities	 * Activities with an asterisk are activities the CSO parton least one of the activities with an asterisk (or add your of the activities) 	er must have in place to me own required activity)	et the minimum Core Standa	rds; if the CSO partner rating is "No", you must select at
23. Partners	Capacity Strengthening Implementation Plan (CSIP)			
A Notifications N Subscriptions	Capacity Strengthening Imple	ementation Plan (CSIP)		Monitoring of Capacity Strengthening Implementation Plan
FAQ FAQ Resource Library	Capacity Strengthening Activity	Person Responsible	Target date for completion	Status
* Learning Platform	Develop or adapt a policy requiring mandatory training on PSEA *	Example 🖌	635222	Not Started
	Activity monitoring comments	0		In Progress Not Started
	By UNFPA On 5/22/2023			Completed Inactivated
Logged in as	Supporting documentation ADD NEW			

Uploading supporting documents

The UN organisation can add documentation to support its monitoring findings by clicking "ADD NEW", located near the bottom of the CSIP section.

				🕂 👍 🕢 Editor Advanced 0 Advanced Editor) e
## Dashboard	Capacity Strengthening implementation Plan (CSIP)				
Partnership Opportunities				Monitoring of Capacity Strengthening Implementatio	
Parmers	Capacity Szrengthening Implementa	don Plan (CSIP)		Plan	
Notifications	Capacity Strengthening Activity Per	son Responsible	Target date for	Status	
Ih Subscriptions			comparison		
@ FAQ	Develop or adapt a policy requiring mandatory training on Exa PSEA * Nam	ringke 🖌	6/30/2023 🖌	Not Started	
Resource Library					
★ Learning Platform 🛛	Activity monitoring comments	0			
	By UNEPA On 5/22/2023				
	Supporting documentation ADD NEW				

⁵ Inactivated activities will also be captured in the CSIP snapshot.

After clicking "**ADD NEW**" a window will pop up where the UN organisation can select a file (**A**) to upload. Click "**SAVE**" (**B**) to upload the document, or "**CANCEL**" if you do not want to add the document.

BO PARTNER			* (Editor HQ 14 E
EE Dashboard	Copacity Strengthening Implementation Plate (CSIP)			
Partnership Opportunities	Capacity Strengthenin	g Ingkonentation Plan (CSP)	Monitoring of Capacity Str. P	ong/hening Implementation
Invited NO3 Partners		Person Tangel da	de for	
Reports	Capacity Strangthening Activity	Responsible completio	Status an	
A Nuthcators D. Subscriptors	Upload a document		×	•
FAQ				
Processes Resource Library	Bernang Eor'sbingstrant 0		A	
🛊 Learning Platform 🖂			CANCEL SAL	
				J
	Supporting documentation			
Lappel in sec	ADD NEW			

Adding monitoring comments

The UN can also add monitoring comments by clicking the plus sign (+) next to the "Activity monitoring comments" box.

				#	Editor Advanced 0	C+
Dashboard	Capacity Strengthening implementation Plan (CSIP)					
Partnership Opportunises Att Partners	Capacity Strengthening Imple	mentation Plan (CSIP)		Monitoring of Cap	acity Strengthening implementation Plan	
Reports						
A Notifications	Capacity Strengthening Activity	Person Responsible	Target data for completion	Status		
D, Subscriptions						
Ø FAQ	Develop or adapt a policy requiring mandatory training on PSEA *	Example /	6/30/2023 🖌	(Not Started)		
Resource Ubrary						
★ Learning Platform 🛛	Activity monitoring comments by UNERS On 5/22/2023 Supporting documentation ACO NEW	0				

After clicking the plus sign" (+)" a window will pop up where the UN can type monitoring comments. Click "SAVE" to save a comment or "CANCEL" if you do not want to save the comment.

g Edit activity monitoring comments	×
Activity monitoring comments Example monitoring comment	26/0
ti	CANCEL

When a UN organisation adds a comment, the organisation name and date of the comment will appear alongside it. Monitoring comments are not editable after they have been saved. A record of all comments will be kept in the CSIP and in the snapshots.

Any changes in section 2 after the UN unlocks the rating or the self-assessment will automatically cause the CSIP to revert to draft form and the CSIP will reflect the revised rating.

Extending the CSIP

The harmonised guidance requires a partner to reach full capacity within 6 months. In exceptional circumstances, the UN organisation can grant a 3 month extension to the CSIP.

To extend the CSIP in the PSEA module, click "**EXTEND BY 3 MONTHS**", located in the top right corner of the CSIP section. This button is not visible to the partner.

	🕂 🔥 😥 Editor Advanced 0 Advanced Editor
Deshboard PartnersNp Opportunities Partners Partners Reports Notifications	Capacity Strengthening Implementation Plan (CSIP) (DRAFT ())
Ib. Bubsoriptions ● FAQ ■ Resource Library ★ Learning Platform	Your organization holds mandatory trainings (online or in person) for all your employees and associated personnel (hearin "personnel") on PSEA and relevant procedures. ADD ACTIVITY * Activities with an asterisk are activities the CSO partner must have in place to meet the minimum Core Standards; if the CSO partner rating is "No", you must select at least one of the activities with an asterisk (or add your own required activity)
	Capacity Strengthening Implementation Plan (CSIP) Capacity Strengthening Implementation Plan (CSIP) Capacity Strengthening Implementation Plan (CSIP) Plan

After clicking "EXTEND BY 3 MONTHS", a window will pop up. From that window:

- Enter a justification for extending the CSIP by 3 months (A)
- Click "SAVE" to submit the justification and extend the CSIP by 3 months, or click "CANCEL" if you do not want to extend the CSIP (B).

Justification for three-months extension		×
Example justification for extension		
	B CANCEL	SAVE

The justification for the 3-month extension will be visible to the UN only at the top of CSIP, along with the name of the UN organisation that extended the plan and the date it was extended.

Completing activities in the CSIP

When all mandatory activities for a core standard are marked as completed, the rating for the core standard will automatically update to "**Yes**" and the red triangle will disappear from the tab.

## Dashboard		
	CSI. ORGANIZATIONAL POLICY CSI2. ORGANIZATIONAL MANAGEMENT CSI2. HUMAN RESOURCE SYSTEMS CS4. MANDATORY TRAINING 🛕 CS5. REPORTING 👔	0 3
@ Partnership Opportunities		
25. Partners	Your organization holds mandatory trainings (online or in-person) for all your employees and associated personnel (herein 'personnel') on PIEA and relevant procedures. Rating • Yes ADD ACTIV	iτγ
Reports		
A Notifications	* Activities with an asterisk are activities the CBD partner must have in place to meet the minimum Core Standards; if the CBD partner rating is 'No', you must select at	
Ib. Bubscriptions	least one of the activities with an asteriak (or add your own required activity)	
FAQ		
Resource Library	Capacity Strengthening Implementation Plan (CSIP)	
🛨 Learning Platform 🛛	Capacity Strengthening Inglementation Plan (CSIP) Monitoring of Capacity Strengthening Implementation Plan	n
	Capacity Strengthening Activity Person Responsible Target date for completion Status	
	Develop or adapt a policy requiring mandatory training on Example Name 6/30/2023 Completed Completed	

E. Reassessing the partner

The harmonised guidance requires the UN to reassess its partners 6 (or in exceptional circumstances 9) months after beginning the partnership. Instead of requesting the partner to do a new self-assessment, the CSIP serves as the reassessment. At 6 (or 9) months, the system will automatically assign a "Final determination" rating based on the number of core standards met at that time. This will be further elaborated in section 4.

VI. Section 4: PSEA Rating

A. Overview of PSEA rating

The PSEA Rating section reflects a partner's PSEA capacity rating at different points throughout the process. It is divided into three subsections: 1) Preliminary Assessment, 2) Final Determination and 3) Rating History. The subsections will not be visible until the preliminary assessment becomes available.

Preliminary assessment

The preliminary rating reflects a partner's initial self-assessment score, either from a past assessment uploaded in the first section, or as scored by the UN in the second section. If a partner receives a preliminary rating that is less than full capacity, the justification for continuing/engaging the partnership will be visible to the UN only in this subsection.

	÷ 🔓 😐	ditor Advanced 0 Grand Editor
Dashboard Partnership Opportunities	PSEA Rating	
21. Partners	Preliminary Assessment	^
Notifications Subscriptions	Prefiminary Assessment Medium capacity (7) Completed by UNETRA on 5/23/2023	
 FAQ Resource Library 	Justification for continuing partnership: Example test: This is a justification for continuing the partnership with this CSD partner. By UNEPA on 5/22/2022	
* Learning Platform	Final Determination	
	Final Determination Not available yet	
	Rating History	~

B. Final determination

The system will automatically generate the final determination score as follows:

- Upon confirmation/scoring by the UN if:
 - a. The partner does not have contact with beneficiaries
 - b. The partner has full capacity to protect against SEA
 - c. Core Standard 8 was marked as "No"
- 6 (or 9) months after the CSIP is submitted (based on the number of core standards met at that time)
- Anytime a partner reaches full capacity and/or after the 6 (or 9) month time period when the partner's rating changes.

Per the common guidance:

If the implementing partner receives a medium capacity SEA rating as its final determination after 6 (or 9) months, the workplan manager can continue to engage the implementing partner under exceptional circumstances with increased monitoring or other risk mitigation measures and with the approval of the head of unit. The module will allow you to add a justification in the final determination subsection.

If the implementing partner was given the exceptional 3-month extension, the partner is expected to be at full capacity at the end of 9 months.

Seality and Provide the Seality of the partner's self-assessment in the work section after the partner completion 1.	
Partnering Opportunities On 555(302) UNTVs confirmed partner daes not have restart with beneficiales, daes not have a province economic This section is not effective.	
Invite 100 Partners Fagerta Indefautes	3.8×11
b. decepting Profeminary Self-Assessment and Rating /ril	÷
Propulation Capacity Strengthening Implementation Plan (CSIP) Transits Lines	~
Learning Refere PSEA Railing	
Preferinary Assessment 🗸 🗸	
Pixed Determination Pixed Determination No contact with besufficience Completed to UNFAL on \$55 (2013)	
Learts an Article History Control of Control	

C. Rating history

The rating history shows a history of all PSEA capacity ratings that a partner received in the UNPP. It includes what stage the rating was given, the UN agency who gave the rating, the date and, if applicable, the justification for unlocking the rating.

	# 🍋 🕑 Editor Advanced D
55 Deshboard	PSEA Rating
Partnership Opportunities Artners	Preliminary Assessment ^
Reports Notifications	Preliminary Assessment Medium capacity (7) Completed by UNFPA on 3/22/2023
b) Subscriptions Ø FAQ	Justification for continuing parimenship: Example text: This is a justification for continuing the partnership with this CSO partner. By UNFPA on 5/23/2023
Resource Library	Final Determination
🛪 Learning Platform 🛛	Final Determination Not available yet
	Rating History ^
	Justification for unlocking
i musi i n	Self-assessment Rating
UNFPA	5/23/2023 Self-Assessment Lew capacity (5) By UNITRA. Change to organization structure Auk Rafiel

D. Optional capacity rating

If a partner does not have contact with beneficiaries but chooses to complete the optional self-assessment, they will receive an optional capacity rating alongside their rating of "No contact with beneficiaries". After the partner completes their optional assessment, and the UN organisation scores it, the optional capacity rating will appear in parentheses next to the no contact rating, as seen in the screenshot below.

		*	٠	Editor HQ 14 HQ Editor	Đ
Dashboard Partnership Opportunities	PSEA Rating				
Partners Invited NG0 Partners	Preliminary Assessment		^		
Reports Notifications	Preliminary Assessment No contact with beneficiaries Completed by UNEPA on 3/13/2023				
 Bubscriptions FAQ 	Final Determination Final Determination No contact with beneficiaries (Full capacity)				
tP Agreement ☐ Resource Library ②	Completed by UNEPA on 3/13/2023 Rating History		~		
★ Learning Platform 🛛	3/13/2023 Initial Assessment No contact with beneficiaries By UNEPA				
Logged in exc UMFPA	3/13/2023 Self-Assessment No contact with beneficiaries (Full capacity) By UNFPA				

Note: The optional capacity rating for partners who do not have contact with beneficiaries will only appear as an optional rating in parentheses if the partner selected "**Yes**" to complete the optional self-assessment in the introductory section. If the partner chose "**No**" to complete the optional self-assessment, then for any reason completes the self-assessment, the preliminary determination will replace the "**No contact with beneficiaries**."

E. Assessment expiration

When an assessment expires in the UNPP, the capacity rating derived from that assessment will become invalid. The rating will be crossed out and replaced with a notice of expiration.

	•	ŧ	٠	Reader 0 C	3
5 Dashboard	PSEA Rating				
Partnership Opportunities Partners	Preliminary Assessment			~	
Reports Notifications	Preliminary Assessment Full capacity (8) (Dipired) Completed by UNFPA on 5/1/2018				
D. Subscriptions	Final Determination				
Resource Library	Final Determination Full capacity (8) (Expired) Completed by UNFPA on 5/1/2018				
🖈 Learning Platform 🛛	Rating History			~	
	Justification for unlocking Self-assessment Rating				
Logged in as: UNFPA	5/1/2018 Self-Assessment Full-capacity (8) (Expired) By UNFPA				

F. Validity of the assessment

The final determination of a partner's capacity based on the results of the assessment are valid for a period of five years unless an earlier re-assessment is considered necessary by a UN entity funding the partner (e.g., because of a significant change to a partner's organisational or management structure, or following an incident that calls into question the results of the assessment).

VII. PSEA Observations

A PSEA observations tab has also been added to the "**Overview**" tab of the partner profile. UN users can quickly view the status of a partner's PSEA capacity ratings and CSIP. To view the PSEA observations tab, navigate to the "**Overview**" tab in a partner's profile.

			🗰 🌲 💿 Editor HQ 14 🕒 E+
Dashboard Parlnership Opportunities Parlners	Save the Cuttlefish OVERVIEW PROFILE DETAILS UN DATA	PIEA VERIFICATION CAPACITY AND RISK PROFILE	İ
Invited NGO Partners Reports Notifications	Profile summary Last updated: 2/7/2023		Profile status
B), Subscriptions	Partner ID	4001	
FAQ	Partner name	Save the Cuttlefish	Incomplete Verification Verification Profile Pending Passed
T IP Agreement	Type of organization	Community Based Organization (CBD)	
Resource Library	Organization's HQ	Save the Hippo	The Partner has its profile incomplete
W Learning Platform	Location of Organization's HQ	Algeria	New Organization Profile VIEW ALL
	Country	Uruguay	
Logged in ex: UNFFA	Location of office	Turks & Caicos	Risk And Profile Overview

Editor HQ 14 PARTNER 1 E Dashboard Annual Budget (current year) Sanctions Status 0 Partnership Opportunities Key results fake key result 4001 No match JA Partners Mandate and Mission mandate and mission 4001 Last scan on Fri, Mar 10, 2023, 12:00 PM E Invited NGO Partners Offices Links Reports **PSEA Observations** A Notifications **R** Subscriptions Preliminary PSEA Capacity Rating 6 FAO Not Available Yet Pd IP Agreement Capacity Strengthening Implementation Plan Resource Library (CSIP) CSIP Not Started Yet * Learning Platform **Final Determination** Not Available Yet UNFPA VIEW DETAILS

The observations will be visible on the bottom right side of the screen..

The status of the preliminary PSEA capacity rating, capacity strengthening implementation plan (CSIP) and final determination of PSEA capacity are included in the observations tab. Each observation is labelled with its current status.

If the preliminary rating is "**Not available yet**," then the partner has not submitted a past assessment or completed the self-assessment and therefore does not have a preliminary capacity rating. The preliminary rating and final determination reflect the ratings available in the PSEA rating section of the PSEA module and will update accordingly when changes are made in the module. The CSIP status will change to "**Available**" once a CSIP is started, and will remain available thereafter.

The name of the UN organisation that completed a preliminary rating or final determination, as well as the date it was completed on, will also be visible in the observations tab.

			🖶 🌲 🕑 Editor HQ 14 🛛 E+
5 Dashboard	Annual Budget (current year)		Sanctions Status
Partnership Opportunities	Key results	fake key result 3994	No match
25. Partners	Mandate and Mission	mandate and mission 3994	Last scan on Fri, Mar 10, 2023, 12:00 PM
Invited NGO Partners	Offices Links		
B Reports			PSEA Observations
Notifications			
b. Subscriptions		× 1	Preliminary PSEA Capacity Rating
Ø FAD			Medium Capacity
*# IP Agreement			Completed by UNFPA on 3/6/2023
Resource Library		· · · · · · · · · · · · · · · · · · ·	Capacity Strengthening Implementation Plan (CSIP)
* Learning Platform			Arailable
A county show			Final Determination
			Not Accilable Yet
Loggef in en: UNFTA			VIEW DETAILS

For partners with a medium or low capacity rating, the CSIP will become past due if it is not initiated one month after the preliminary assessment is completed, or from the date the UN confirms a past assessment.

If the final determination is based on an expired assessment (i.e. an assessment that was scored more than five years ago), then the rating will be crossed out with a note that the assessment has expired.

			🖶 👍 😝 Editor Advanced 0 🕞
1 Deshboard	Key results	fake key result 4127	and area are likene likene 15, 20221 12-00 EM
Partnership Opportunities	Mandate and Mission	mandate and mission 4127	Last scatt bit most, mag 10, 2020, 12:00 PM
35. Partners	Offices Links		DSEA Observations
Reports			PSEA Observations
A Notifications			Preliminary PSEA Capacity Rating
R Subscriptions			Full Capacity
Ø FAQ		·	Dompleted by UNFPA 5/1/2018
Resource Library 🛛			Capacity Strengthening Implementation Plan (CSIP)
🛧 Learning Platform 🛛			CSP Not Required
			Final Determination
			Fail Depacity (Expired)
			Dompleted by UNFPA 5/1/2018
			VIEW DETAILS
Logged in ac: LNEPA			

Annex I: User Roles and Permissions

Reader and Administrator roles have the ability to see all information in the UNPP and download documentation and snapshots. They do not have permission to do any of the other functions.

The chart below outlines main user roles and permissions. If not explicitly stated below, HQ and Advanced Editor (or equivalent) have permission to complete the function.

Permission	HQ Editor	Advanced Editor/ MFT User	Basic Editor/ PAM User				
Section 1: Introductory PSEA questions							
Answer Q1 and Q2 on behalf of the partner	Yes	Yes	No				
Confirm partner's past assessment information in section 1	Yes	Yes	No				
Add justification for continuing partnership	Yes	Yes	No				
Section 2: Preliminary Self-Assessment an	d Rating						
Upload CSO supporting documentation	Yes	Yes	No				
Score partner assessment and save for later	Yes	Yes	Yes				
"Submit" rating	Yes	Yes	No				
Add justification for continuing partnership	Yes	Yes	No				
Unlock Self-Assessment	Yes	Yes	Yes				
Unlock Rating	Yes	Yes	No				
Section 3: Capacity Strengthening Implem	entation Plan						
Start CSIP	Yes	Yes	Yes				
Add activities to CSIP	Yes	Yes	Yes				
Submit/Update CSIP	Yes	Yes	No				
Update status on CSIP	Yes	Yes	No				
Add monitoring comments	Yes	Yes	No				