## PRC/Non-PRC Review Submission and Approval Form

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| **Partnership Submission & Approval Form** | | |
| Submission to the  Partnership Review Committee (above $100,000 or higher office-established threshold)  Non- Partnership Review (Simplified Programme Documents below $100,000 /Humanitarin)    (to be filled by the requesting officer before submitting to the PRC secretary) | | |
| Name of proposed CSO partner |  | |
| Title of proposed programme document |  | |
| Date programme document submitted by partner |  | |
| Total value of UNICEF’s contribution to programme document | Cash | % |
| Supplies | % |
| Total | % |
| Total value of Partner contribution to programme document | Cash | % |
| Supplies | % |
| Total | % |
| Total PD Value | Currency & Value | |
| The following documents are attached to the submission:   |  | | --- | | Type of document submitted to PRC | | Partner Declaration, Profile and Due Diligence Verification *(for partners without internet access)* | | PCA *(only for new partners in programme cycle)* | | Programe Document or  Amendment | | Final partnership review/progress report *(for existing partners only)* | | Other, indicate: | | | |
| Type of CSO selection approach used and documentation:   |  |  | | --- | --- | | CSO selection approach | Open selection  Direct selection | | [UN Partner Portal](https://www.unpartnerportal.org/landing/) ID# |  | | Reference document | Evaluation matrix attached to the submission | | If direct selection, explain rationale for not using open selection:: |  | | | |
| **Submitted By:** Porgramme Document Focal Person  The CSO selection and all technical elements of the submission have been agreed by programme focal person:  Name: ……………………………………… Signature: ……………………………  Title: …..…………………………………… Date: …………………………………. | | |
| **Endorsed By:** Porgramme Document Budget Owner  Programme budget owner is overall satisfaied with partner selection, intervention scope, planned results and has been granted to use of funds.  Name of Budget Owner: …………………………….. Signature: …………………………  Title: …..…………………………………… Date: ……………………………… | | |
| **Reviewed By**: PRC secretary  This submission is complete with regards to documentation.  Name: ……………………………………… Signature: ……………………………  Title: …..…………………………………… Date: …………………………………. | | |
| Review and recommendation  To be completed during the PRC meeting or by the Deputy Representative of Programmes or Chief of Field Office for non-PRC review) | | |
| **Date of Review:** Click here to enter a date. | | |
| The PRC/Dy. Rep has reviewed the key elements of the submission as noted below.   | Considerations | Yes | No | Comments (if required) | | --- | --- | --- | --- | | The proposed relationship is best represented and regulated by partnership (as opposed to procurement), with both UNICEF and the CSO making clear contributions to the PD/SPD |  |  |  | | The partner selection evidences the CSO’s comparative advantage and value for money in relation to the planned results |  |  |  | | Previous UNICEF/UN relationships with the proposed CSO have been positive |  |  |  | | The proposed PD/SPD is relevant to achieving results in the country programme document, the relevant sector workplan and or humanitarian response plan |  |  |  | | The results framework of the proposed PD/SPD has been guided by M&E feedback during the drafting process |  |  |  | | Gender, equity and sustainability have been considered in the programme design process |  |  |  | | The budget of the proposed PD/SPD is aligned with the principles of value for money with the effective and efficient programme management costs adhering to office defined limits |  |  |  | | The relevant supply issues have been duly considered |  |  |  | | | |
| **Recommendation:**  [recommends / does not recommend] that the UNICEF Authorized Officer should approve the submission.  With the following adjustments *(if any)*:   1. ..……………………………………………………………………………………………… 2. ..……………………………………………………………………………………………… 3. ..………………………………………………………………………………………………   Submission requires another review before submission to the Authorised Officer: YES: …… NO: …….. | | |
| For only PRC Submission: Signature of PRC Members   |  |  |  |  | | --- | --- | --- | --- | | Member name | Signature | Date | Objections | | Chair: |  |  |  | | Member 1: |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |   **For Non -PRC review:** Dy Rep/Chief of Field office: Signatire & Date | | |
| **Approving Officer:**  I have reviewed the above recommendation and agree / disagree with the recommendation.  The submission is: Approved …… Not Approved …….  Comments *(required if not approved)*: …………………………………..……………………….……………  ……………………………………………………………………………………............................................  ……………………………………………………………………………………............................................ | | |
| Name: ……………………………………………… Signature: ……………………………  Title: …..…………………………………….……… Date: …………………………………. | | |