

6. Linkage between UNPP and the UNICEF Process for Submission, Review and Approval of Proposed PDs

After a CSO has been selected in UNPP—either through an open selection process, or through a direct selection process—the CSO and UNICEF embark on the process of jointly developing a draft Programme Document using ePD module of <https://etools.unicef.org/>. UNICEF and the CSO selected in UNPP are encouraged to make every good faith effort to develop a PD based on the principles of partnership, and with due consideration of results-based management and results-based-budgeting principles. However, the “selection” of a CSO in UNPP does not automatically commit UNICEF to signing a PCA/PD with the CSO, or transferring funds to the CSO.

In the case of open selection and Unsolicited Concept Notes, the concept note submitted by the CSO should form a firm basis for the expedited development of a Programme Document, as the format and content of the two documents are very closely aligned.

In the case of UN-initiated direct selection with no accompanying concept note, UNICEF and the directly selected CSO should collaborate to draft the PD.

Once a PD has been developed and accepted by the CSO and UNICEF, accepted UNICEF budget owner (programme chief/head of unit) then review and endorse by internal review (PRC or non-PRC) as per the office’s normal work processes. The PRC should be made aware of how the proposed partnership was identified in UNPP (open selection, unsolicited concept note converted into direct selection, or UNICEF-initiated direct selection). In the case of open selection, the PRC should be provided with an overview of the number of applications received for the CFEI, and the CFEI review panel’s assessment. Particularly for CSOs identified via open selection on UNPP, the PRC is encouraged to factor into its deliberations the quality assurance already undertaken by the review panel, as well as the UNPP verification/due diligence process, and lighten its review accordingly.

The senior management team may also decide to exempt partners identified via open selection from PRC review.