

Supplementary Guidance on UNICEF Due Diligence Verification of Civil Society Implementing Partners

Programme Implementation Unit - DAPM, May 2023

This document has been prepared to provide further guidance on the due diligence verification of national and international civil society organizations (CSOs) for UNICEF offices. It is to be read in conjunction with the [UNICEF Procedure on Programme Implementation: Work Planning, Partnerships And Risk Management](#), [UNICEF Programme Implementation Handbook](#) and the [UNICEF Procedure on Master Data Management of Implementing Partners](#).

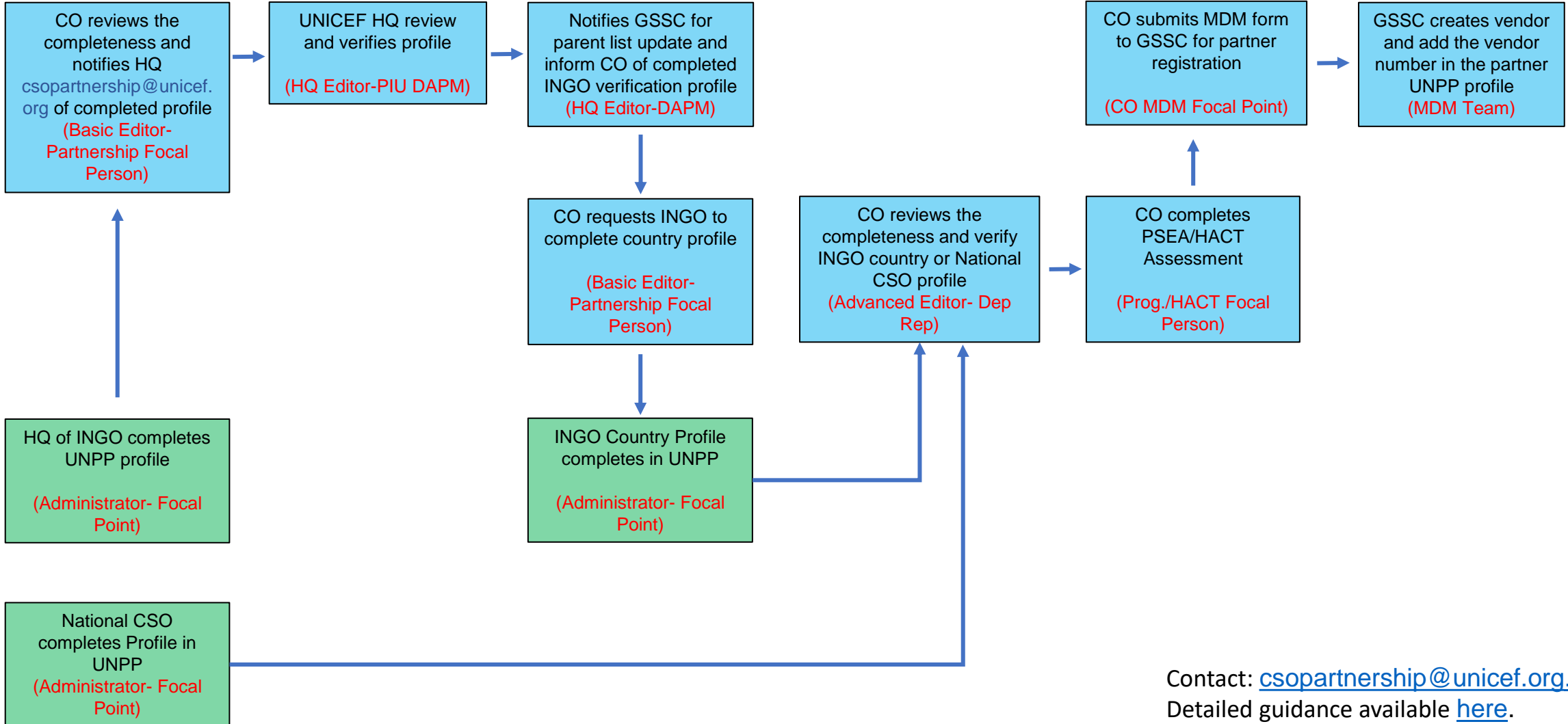
National CSOs comprise national NGOs, community-based organizations, academic institutions and Red Cross/Crescent National Societies

	1. CSO DECLARATION AND PROFILE		2. UNICEF DUE DILIGENCE VERIFICATION		3. UNICEF MASTER DATA MANAGEMENT
	National CSOs	International CSOs	National CSOs	International CSOs	National CSOs + International CSOs
UNICEF Office UN Partner Portal (UNPP) and Partner Management Portal	All national CSOs register on UNPP , and complete an online partner declaration and profile.	All international CSOs register on UNPP , complete an online partner declaration and HQ/Country profiles.	<p>UNICEF office reviews CSO's profile on UNPP.</p> <p><u>If incomplete:</u> Remind CSO to complete.</p> <ul style="list-style-type: none"> <u>If complete and "verified" in last 5 years:</u> No additional action necessary. <u>If complete but not "verified" in last 5 years:</u> Verify CSO, as per the UNPP guidance on verification. <p><i>All verification has been digitally completed and recorded in UNPP, no document needs to be uploaded in PMP.</i></p>	<p>Step A: UNICEF office reviews International CSO's HQ profile.</p> <ul style="list-style-type: none"> <u>If incomplete:</u> Remind International CSO to complete. <u>If complete and "verified" in last 5 years:</u> Skip to Step C. <u>If complete but not "verified" in last 5 years:</u> e-mail csopartnership@unicef.org <p>Step B: UNICEF PIU in HQ reviews International CSO's HQ profile – within 2 working days.</p> <ul style="list-style-type: none"> Verify International CSO's HQ profile. Inform requesting office and GSSC to create or update core value date in parent table and to proceed to Step C. <p>Step C: UNICEF implementing office reviews International CSO's Country profile.</p> <ul style="list-style-type: none"> <u>If incomplete:</u> Remind International CSO's Country Office to complete. <u>If complete and "verified" in last 5 years:</u> No additional action necessary. <u>If complete but not "verified" in last 5 years:</u> Verify international CSO's Country profile, as per the UNPP guidance on verification. 	<p>UNICEF office reviews CSO's vendor record in Vision.</p> <ul style="list-style-type: none"> <u>If CSO's due diligence verification date needs to be updated in Vision:</u> submit MDM form with new date of core values assessment. <u>Otherwise:</u> No action necessary. <p><i>Submission of the MDM form is the only way to update a CSO's vendor master data. The digital completion of verification in UNPP does <u>not</u> push data into VISION but GSSC requires partner UNPP ID for any changes in MDM and enters vendor number in partner profile for better interconnectivity.</i></p>

UNPP Due Diligence Workflow

UNICEF Office

CSO Partner



Contact: csopartnership@unicef.org.
Detailed guidance available [here](#).