

## Verify Partner Profile

**Overview:** Verify a partner organization’s profile. An organization’s profile must be verified by a UN agency user in order for the partner’s application to be selected for to establish a potential partnership.

Steps	Description	Action	Notes
1	Partners	<p>Click on the Partners icon to access the partner’s page (1).</p> <p>Click on the partner organization’s name that you want to verify (2) – You will be directed to the partner’s page.</p>	<p>This will direct you to the <i>Partners</i> page. You can search for a specific partners using the filters on the page.</p> <p>A partner with a Grey shield next to its name is still pending verification. Once the shield is green it implies the organization profile has been verified and UN organization can proceed in selecting this organization for partnerships. Organization with a red shield have failed the verification exercise and will not be able to be selected as a partner of any UN organization.</p>
2	Partner Page	<p>View a summary of the partner organization in the ‘Overview’ tab (1).</p> <p>The verification status box highlights whether the profile of this organization has already been verified or not.</p> <p>Click on vertical bullets to display a list of options (3) and click on ‘+Verify Profile’ (4) to verify the partner</p>	<p>You can click on the ‘Profile Details’ for a more detailed view of the partner organization’s profile</p> <p>Before verifying a profile, you should go through the ‘Profile Details’ section to ensure that the partner’s profile is complete and presents itself as a credible civil society organization for a partnership with the UN.</p> <p>If the profile is not complete, you will not be able to verify the Profile (5).</p>
3	Verify Partner’s Profile	Complete the verification questions (1) by answering Yes or No and entering comments in designated comments section	
4	Verify Partner’s Profile	<p>Review risks flags that have been raised by different people in regards to this partner profile.</p> <p>Please Answer the question whether the listed risk poses unacceptable risk to the UN by yes or no, and add comments if necessary.</p> <p>Raise, if necessary, additional unacceptable risks this profile might have, by answering the last question.</p>	A partner with a red risk flag, cannot obtain a “verified” status. All red flags are then escalated to HQ to be discussed at an inter-agency level, given the impact on other UN agencies partnership possibilities with this partner.
5	Verification Status	<p>Tick the box where you certify that the information provided in this verification form is accurate to the best of your knowledge.(1)</p> <p>Click then on <i>Verify</i>.(2)</p> <p>View verification status of an organization (3) You can also view the most recent date (4) in which the partner was verified, the name and agency affiliation of the individual that verified the organization, as well as their verification assessment details by clicking on the ‘<i>View Details</i>’ icon.(6)</p> <p>You can also view previous verifications of the organization, by clicking on the ‘<i>Number of previous status changes</i>’ drop down.(5)</p>	<p>Once you have completed the verification assessment of an organization, their ‘<i>Pending Verification</i>’ status will change to a green badge that displays ‘<i>Verified</i>’ or a red badge that displays ‘<i>Unverified</i>’.</p> <p>An organization that has not yet been assessed for verification will show the status of ‘<i>Pending Verification</i>’. Make sure you have reviewed the organization’s profile before starting the verification process.</p> <p>If the answers provided fulfill all 5 requirements for verification, the organization’s status will show as ‘<i>Verified</i>’. If the answers provided do not fulfill all 5 requirements for verification, the organization’s status will show as ‘<i>Unverified</i>’</p> <p>Verifications can be completed by any UN agency user. Once a verification has been completed there is no need to re-verify an organization, unless there is a change or update to their profile that requires another assessment to change their verification status.</p>

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**STEP 1**

**UNPP**

Dashboard  
Partnership Opportunities  
**1** Partners  
Reports  
Resource Library

Partners

Legal Name: Provide legal name  
Verification Status: Select verification status  
Type of Organization: Select type of organization  
Country: Provide country  
Sector & Area of Specialization: Select sector & area of specialization  
Populations of concern: Select populations of concern

Show INGO HQ only

CLEAR SUBMIT

1-10 of 3413 results

Organization's Legal Name	Acronym	Type of Organization	Country	Experience working with UN
> <a href="#">Stiftelsen Flyktninghjelpen #2</a> ✓		International NGO (INGO)	Norway	UNHCR
> <a href="#">Stiftelsen Flyktninghjelpen</a> ✓		International NGO (INGO)	Central African Republic	UNHCR
> <a href="#">Save the Children International</a> <b>HQ</b> ✓ <b>2</b>		International NGO (INGO)	United Kingdom	UNHCR

Logged in as: UNICEF

United States of

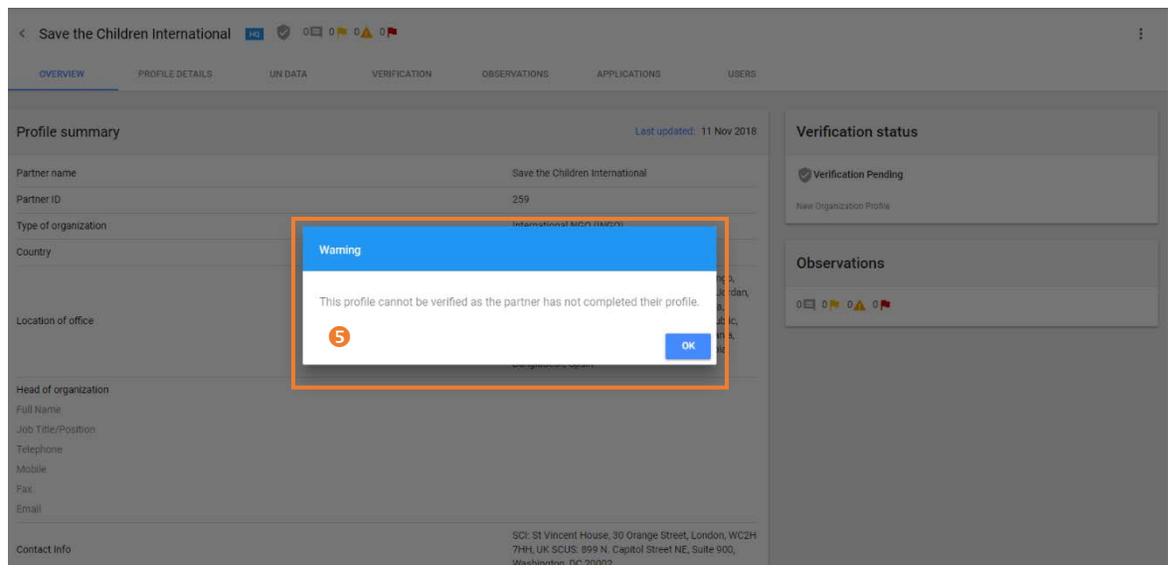
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**STEP 2**

The screenshot displays the partner profile for 'Save the Children International'. The 'OVERVIEW' tab is selected. The profile summary includes the following details:

- Partner name:** Save the Children International
- Partner ID:** 259
- Type of organization:** International NGO (INGO)
- Country:** United Kingdom
- Location of office:** Afghanistan, Armenia, Myanmar, Colombia, Congo, Dem. Rep., Ecuador, El Salvador, Ethiopia, Iraq, Jordan, Kenya, Lebanon, Liberia, Malawi, Nepal, Rwanda, Somalia, Sudan, South Sudan, Syrian Arab Republic, Thailand, Turkey, Uganda, Ukraine, Egypt, Tanzania, United Republic of, Burkina Faso, Yemen, Zambia, Bangladesh, Spain
- Head of organization:** Full Name, Job Title/Position, Telephone, Mobile, Fax, Email
- Contact Info:** SCI: St Vincent House, 30 Orange Street, London, WC2H 7HH, UK SCUS: 899 N. Capitol Street NE, Suite 900, Washington, DC 20002

The verification status is 'Verification Pending'. The 'Verify Profile' button is highlighted in the top right menu.



Steps	Description	Action	Notes
3	Verify Partner's Profile	Complete the verification questions (1) by answering Yes or No and entering comments in designated comments section	

**STEP 3**

### Verify partner's profile ✕

You are verifying Organization Profile of: Development & Humanitarian Aid International

**Has the CSO/partner uploaded its valid, non-expired registration certificate issued by the correct government body, or otherwise indicated eligibility to operate in the country?** 1  Yes  No

Comment  
Provide comment

**Are the mandate and mission of the CSO/partner consistent with that of the UN?**  Yes  No

Comment  
Provide comment

**Does the CSO/partner have mechanisms to combat fraud and corruption, prevent sexual exploitation and abuse, and protect and safeguard beneficiaries?**  Yes  No

Comment  
Provide comment

Steps	Description	Action	Notes
4	Verify Partner's Profile	Review risks flags that have been raised by different people in regards to this partner profile. Please Answer the question whether the listed risk poses unacceptable risk to the UN by yes or no, and add comments if necessary. Raise, if necessary, additional unacceptable risks this profile might have, by answering the last question.	A partner with a red risk flag, cannot obtain a "verified" status. All red flags are then escalated to HQ to be discussed at an inter-agency level, given the impact on other UN agencies partnership possibilities with this partner.

STEP 4

### Verify partner's profile ✕

You are verifying Organization Profile of: Development & Humanitarian Aid International

The box below contains the risk-related observations (if any) associated with the CSO/partner and captured in UN Partner Portal.  
This CSO/partner has: 0 1 0 0

**1** 🚩 Risk flag

Created	Comment		
01 Nov 2018	Poor record keeping at the country office level		
Contact person (optional)	Telephone (optional)	E-mail	Attachment
Allison Hinds		unpp_test-unicefhqeditor@yahoo.com	-

Items per page: 1 ▾ 1-1 of 2 < >

**2** Do these observations pose unacceptable risk to the UN?  Yes  No

Comment  
Provide comment

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**3** Are there any other risk-related observations associated with the CSO/partner that are not captured in UN Partner Portal, but which pose unacceptable risk to the UN?  Yes  No

Comment  
Provide comment

Steps	Description	Action	Notes
5	Verification Status	<p>Tick the box where you certify that the information provided in this verification form is accurate to the best of your knowledge.(1)</p> <p>Click then on <i>Verify</i>.(2)</p> <p>View verification status of an organization (3)</p> <p>You can also view the most recent date (4) in which the partner was verified, the name and agency affiliation of the individual that verified the organization, as well as their verification assessment details by clicking on the '<i>View Details</i>' icon.(6)</p> <p>You can also view previous verifications of the organization, by clicking on the '<i>Number of previous status changes</i>' drop down.(5)</p>	<p>Once you have completed the verification assessment of an organization, their '<i>Pending Verification</i>' status will change to a green badge that displays '<i>Verified</i>' or a red badge that displays '<i>Unverified</i>'.</p> <p>An organization that has not yet been assessed for verification will show the status of '<i>Pending Verification</i>'. Make sure you have reviewed the organization's profile before starting the verification process.</p> <p>If the answers provided fulfill all 5 requirements for verification, the organization's status will show as '<i>Verified</i>'.</p> <p>If the answers provided do not fulfill all 5 requirements for verification, the organization's status will show as '<i>Unverified</i>'</p> <p>Verifications can be completed by any UN agency user. Once a verification has been completed there is no need to re-verify an organization, unless there is a change or update to their profile that requires another assessment to change their verification status.</p>

**STEP 5**

1  I certify that the information provided in this verification form is accurate to the best of my knowledge.

2 CANCEL VERIFY

The screenshot shows the profile page for 'Wakulima Kwanzaa-2'. The 'Verification status' section is highlighted with an orange box and contains the following information:

- 3** Verified (with a green checkmark icon)
- 4** 01 Apr 2018 (the verification date)
- by June December UNICEF (the verifier's name and agency)
- 6** VIEW DETAILS (a button to view more information)
- 5** Number of previous status changes: 6 (a dropdown menu showing the number of previous changes)

The 'Flag status' section below shows 'No Flag'.

The profile summary includes:

- Partner name: Wakulima Kwanzaa-2
- Partner ID: 64
- Type of organisation: National NGO
- Country: Kenya
- Location of office: Kenya
- Head of organization: Robert Steve
- Full Name: Robert Steve
- Job Title/Position: hhhh
- Telephone: hr\_staffm-3@yahoo.com
- Mobile: hr\_staffm-3@yahoo.com
- Fax: hr\_staffm-3@yahoo.com
- Email: hr\_staffm-3@yahoo.com
- Contact Info: 1234 Wakulima Kwanza Circle,
- Livelihoods: Smallholder agricultural market support, Co-existence with local communities, Community mobilization, Self reliance
- Education: Education- General
- Food Security: Agricultural Inputs, Food security