



Introduction

As of January 2022, UNFPA will ask its non-governmental partners to have a completed profile in the [United Nations Partner Portal](#) prior to signing a workplan with UNFPA. Not only will it give our partners more control over their profile, it will also provide the ability to apply for various partnership opportunities issued by UNFPA and other UN agencies including the UN Secretariat, UNHCR, UNICEF, and WFP, with other agencies joining soon.

Detailed instructions on how to register in the UNPP can be found in the ['Register on UNPP Today' section in the UNPP Help Centre](#). The exact steps required to complete a profile in UNPP will depend on the organisation type of the partner, but all instructions can be found on the ['Create and Edit Organization Profile' section in the UNPP Help Centre](#).

Partners already registered in UNPP should make sure their profiles are complete and up-to-date to help enable a smooth and speedy selection process. For women-led organizations, please make sure to self-identify in the profile.

For international NGOs, please note that your HQ profiles must be created before any national or local office profiles are created. Once the HQ is registered, please follow the instructions available on the ['Create and Edit Profile- INGO Country Office Profile' section in the UNPP Help Centre](#). If your organisation's HQ is already registered, please liaise directly with your organisation's headquarters for access to the UNPP.

Quick Start Guide

If you already have a UNPP profile and have worked with UNFPA in the last 5 years:

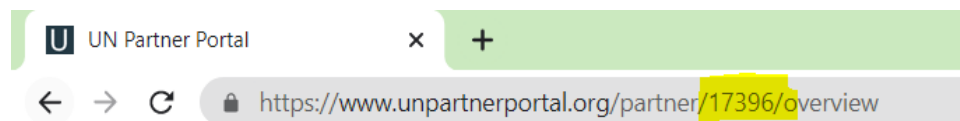
- Simply make sure your UNPP profile is up to date. Your profile will be automatically linked to your UNFPA Implementing Partner (IP) code. You should have received an email notification of the update similar
- If you have previously received funding from UNFPA, you should be able to see your past expenditure data under the UNFPA section of the UN Data tab in your profile:

The screenshot shows the UN Partner Portal interface. The left sidebar contains navigation options: Dashboard, Partnership Opportunities, Your Applications, Profile, Notifications, FAQ, Resource Library, and Learning Platform. The main content area is titled 'Org Name' and shows the 'UN DATA' tab selected. Under the 'UNFPA' section, there is a 'CASH TRANSFERS' table. The table has columns for 'Legal Name', 'Country', and years from 2016 to 2021, plus a 'Total' column. The data row shows values for the years 2018 through 2021.

Legal Name	Country	2016	2017	2018	2019	2020	2021	Total
Org Name	Country - Name			\$38,788	\$85,971	\$117,824	\$96,956	\$339,539



- If you do not see any data in the UNFPA section of the UN Data or if there is a message that reads “Partner Code not provided by agency” please contact the UNPP Help Desk directly via the help button in UNPP. Please specify your organisation name, UNPP profile ID, and UNFPA partner/IP code (available through the [UNFPA Global Programming System](#)) and request your UNFPA partner/IP code be matched to your UNPP profile. Your UNPP profile ID (highlighted below) is visible in your browser web address when you access your UNPP profile:



If you **do not have a UNPP profile but have worked with UNFPA in the past 5 years:**

- All existing UNFPA partners who do not currently have a UNPP profile should have received/or will shortly receive an email notifying them of the creation of a temporary placeholder profile in the UNPP. The email contains a link and instructions on how to register in the UNPP and link UNFPA data to the UNPP profile
- If you have not received this email, please contact unpp@unfpa.org specifying that you are an existing UNFPA implementing partner but have not received an invitation to register with the UNPP. Please include your organisation’s name, correct email address, and UNFPA IP code (available through the [UNFPA Global Programming System](#)). Someone from UNFPA will resend the invitation through UNPP or contact you with more information.
- Once you receive this notification, you will be able to register with UNPP using your email address which will automatically link your UNPP profile to your UNFPA partner/IP code.

If you **do not have a UNPP profile and have not worked with UNFPA in the past 5 years:**

- Any civil society organization (non-governmental organizations, community-based organizations, or academic institutions) interested in partnering with the UN Entities participating in UNPP can [register online](#). More information can be found directly on the UNPP registration page.