|  |  |
| --- | --- |
| **Project title:** | *<insert project title from PA Art. 4.1>* |
| **Budget Year:** | *<insert data from PA Art. 4.4 >* |
| **Partner Code:** | *<insert data from PA Art. 4.4>* |
| **Partner Name:** | *<insert data from PA Art. 4.4>* |
| **Project Start Date:** | *<Insert data from PA Art. 3.2>* |
| **Project Planned End Date:** | *<Insert data from PA Art. 3.2>* |
| **Total Project Budget:** | *<Insert data from PA Budget-Annex B>* |
| **Operation/Country:** | *<insert data from PA Art. 4.4>* |
| **Population Planning Group(s):** | *<insert data from PA Art. 4.4>* |
| **Goal(s):** | *<insert data from PA Art. 4.4>* |
| **Cost Centre(s):** | *<insert data from PA Art. 4.4>* |
| **Pillar(s):** | *<insert data from PA Art. 4.4>* |
| **Situation(s):** | *<insert data from PA Art. 4.4>* |

**Section 1- Planned (attached to PA as Annex E)**

***To be fill-in for Year 1. A separate Annex E form should be fill-in for Year 2 (foreseen year).***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Functional Category** | **Position title** | **Name of incumbent\*** | **Full /part time engagement in the project (%)** | **Employment/ engagement during project period:**  **[date]…. [date]** | **Monthly cost of actual engagement**  **(in budgeted currency)** | **UNHCR contribution towards actual engagement cost (amount and %)** | **Partner contribution towards actual engagement cost (amount and %)\*\*** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| ***EXAMPLE (for illustration only):*** | | | | | | | | |
| ***Partner National Personnel: account 622300*** | | | | | | | | |
| *1.* | *D (Senior Officer)* | *Snr. Education specialist* | *SIMS, Judy* | *50%* | *01/01-31/12/2017* | *RWF 1,000,000* | *RWF 800,000 (80%)* | *RWF 200,000 (20%)* |
| *2.* | *A (Support)* | *Driver* | *PORTER, Ryan* | *100%* | *01/05-31/12/2017* | *RWF 100,000* | *RWF 100,000 (100%)* | *0* |
| *3.* | *C (Senior Assistant)* | *Nurse* | *BURTON, Angela* | *100%* | *01/05-31/12/2017* | *RWF 525,000* | *RWF 525,000* | *0* |
| ***Partner International Expatriate Personnel: account 622250*** | | | | | | | | |
| *1.* | *Expert* | *Health Coordinator* | *PAYN, Adam* | *100%* | *01/01-31/12/2017* | *US$ 8,000*  *+US$500 (R&R)* | *US$ 8,000 (100%)*  *+US$500 (R&R)* | *0* |
| *2.* | *Junior* | *Finance Officer* | *HILL, Denis* | *100%* | *01/01-31/12/2017* | *US$ 6,000*  *+US$500 (R&R)* | *US$4,800 (80%)*  *+US$500 (R&R)* | *US$1,200 (20%)* |
| *3.* | *Expert* | *Child protection Associate* | *ALLEN, David* | *50%* | *01/01-31/12/2017* | *US$ 2,000*  *+US$500 (R&R)* | *US$ 2,000 (100%)*  *+US$500 (R&R)* | *0* |
| ***POCs hired for performing professional services: account 622650*** | | | | | | | | |
| *1.* | *A ( Professional )* | *Teacher* | *HART, Henry* | *50%* | *01/01-31/12/2017* | *RWF 54,000* | *RWF 37,800 (70%)* | *RWF 16,200 (30%)* |
| *2.* | *B (Professional)* | *NFI Distributor* | *COLE, John* | *100%* | *01/01-31/12/2017* | *RWF 34,000* | *RWF 34,000 (100%)* | *0* |
| ***POCs hired for casual labour: account 622750*** | | | | | | | | |
| *1.* | *Persons of Concern hired for casual labour* | *To be confirmed/tracked separately (for reporting/verification purposes)* | |  |  |  |  |  |

*\*the name of incumbent can change if the latter is re-assigned as per partner’s policy/decision.*

*\*\*Partners may also show their own contribution towards Partner Personnel Costs to the project*

**Section 2-Partner Personnel Report (used for periodic reporting)**

|  |  |
| --- | --- |
| **Reporting Period:** | *<DD-MM-YYYY – DD-MM-YYY>* |
| **Date of Report:** | ***<***DD-MM-YYYY) |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Functional Category** | **Position title** | **Name of incumbent** | **Full /part time engagement in the project (%)** | **Employment/engagement during project period:**  **[date]…. [date]** | **Monthly cost of actual engagement**  **(in budgeted currency)** | **UNHCR contribution towards actual engagement cost (amount and %) [[1]](#footnote-1)**/ **[[2]](#footnote-2)** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
|  | **Signed by the Authorized signatory on behalf of the partner** |
| Signature |  |
| Name |  |
| Title |  |
| Organization Name |  |
| Date |  |
| Place |  |

1. *Partners may encounter variations in monthly partner personnel expenditure.* [↑](#footnote-ref-1)
2. *The budgetary flexibility for partner personnel accounts (ref. Art. 6.11 of PA) does not allow for increase to the agreed UNHCR contribution levels per position/month. The flexibility refers to the possibility to have additional positions/months.* [↑](#footnote-ref-2)