

Technical guide for Partners to access the Framework for Implementing with Partners (FIP) Learning Programme on Partner Portal

1. Please go to the Home page of Partner Portal: <https://partner.unhcr.org>



2. Log-in with your individual credentials.



3. Go to 'Knowledge hub', and click on 'Learning' on the left side white panel (you will see blinking text "New" in red).

UNHCR
The UN Refugee Agency

Partner Profile: Bhaskar_HCL "TESTING ACCOUNT" 86 % complete Saved

[Knowledge Hub](#) [My Profile](#) [Calls for Expression of Interest](#) [Conferences](#) [Administration](#)

[Knowledge Hub](#) [Framework](#)

Framework

The Framework for Implementing with Partners (the Framework) is integral governance and management instrument for delivering quality protection to persons of concern and supporting accountability for resources entrusted to UNHCR. The purpose of the Framework is to outline UNHCR's policies, guidelines and practices for working with partners to implement projects. The Framework intends to serve as a clear and user-friendly reference for both external and internal audiences for purposes of strengthening partnership and improving results for persons of concern.

UNHCR has embarked on a highly consultative process to enhance the Framework through embedding risk management and the introduction of improved policies, procedures and tools. Embedding risk management practices in the management and oversight of projects implemented with partners represents a strategic shift in which UNHCR manages a substantial amount of resources in achieving results for persons of concern.

Enhancements to the Framework are being introduced in a phased manner and will be made available in draft format below prior to finalization and issuance in an IOM-FOM. Feedback and suggestions are most welcomed at spartner@unhcr.org

UNHCR Framework for Implementing with Partners
Embedded Risk Management into Project Partnership Agreement Manager

1.0 Partner selection for project implementation	2.0 Project Agreement design	3.0 Project Agreement implementation & monitoring	4.0 Project Agreement closure
1.1 UNHCR and/or partners express interest to partner for project implementation 1.2 UNHCR multifunctional IP	2.1 Project plan 2.2 Set objectives, outputs, indicators 2.3 Project budget 2.4 Work plan	3.1 Performance monitoring and analysis 3.2 Financial monitoring and analysis	4.1 Performance reporting 4.2 Final financial reporting 4.3 Audit 4.4 Payment reconciliation and recoveries

4. After clicking “Learning” you will land on a page with description of the Learning Programme.

UNHCR
The UN Refugee Agency

Partner Profile: Bhaskar_HCL "TESTING ACCOUNT" 86 % complete Saved

[Knowledge Hub](#) [My Profile](#) [Calls for Expression of Interest](#) [Conferences](#) [Administration](#)

[Knowledge Hub](#) [Learning](#)

Learning

The Framework for Implementing with Partners has been developed in consultation internally with UNHCR staff and externally with Partners and other stakeholders. We would like to thank all the persons that have contributed in this process.

This Learning Programme is the outcome of this collaborative effort. The course targets UNHCR staff and Partners and aims at providing the information, knowledge and skills required for successful implementation with Partners. The Learning Programme is designed as a self-study that anyone can take by simply downloading the learning material. Upon completion of the self-study, a UNHCR certification can be provided for those who will be interested in such.

All the partners having access to the Partner Portal can take this Learning Programme, simply by downloading the Learning material and going through the course.

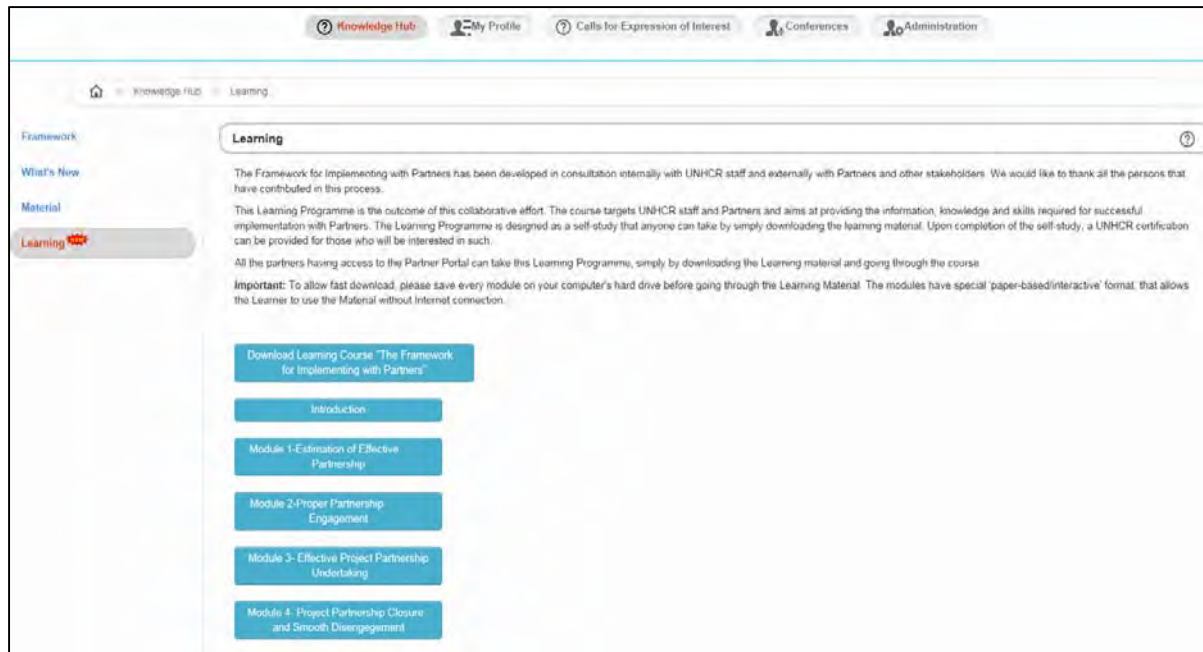
Important: To allow fast download, please save every module on your computer's hard drive before going through the Learning Material. The modules have special 'paper-based/interactive' format, that allows the Learner to use the Material without Internet connection.

[Download Learning Course "The Framework for Implementing with Partners"](#)

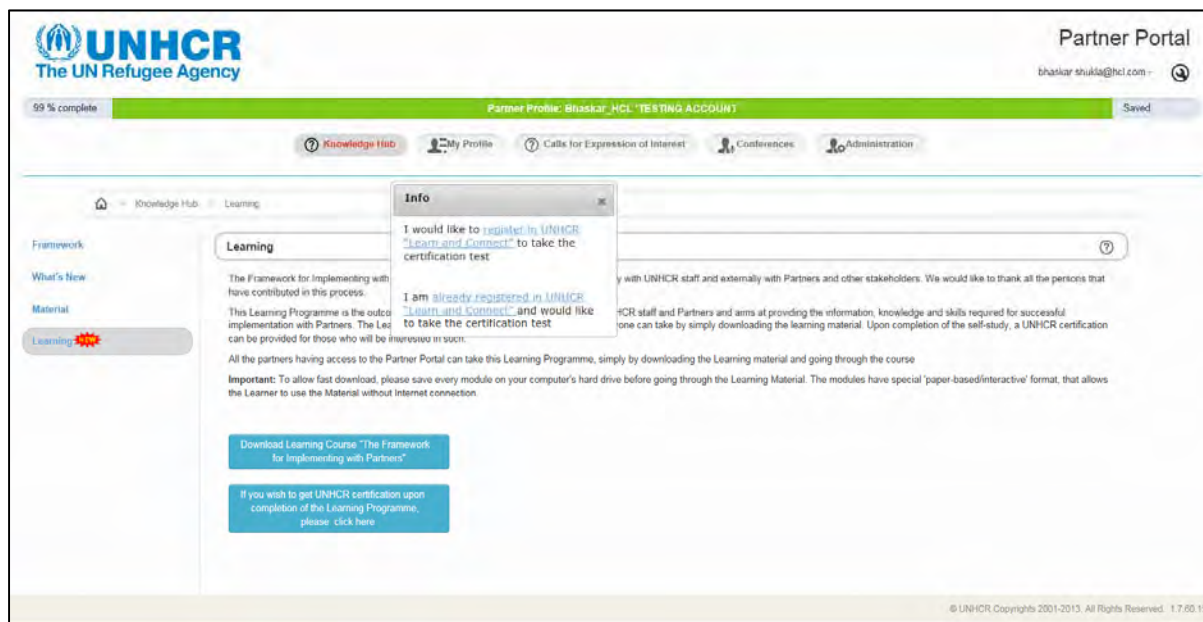
[Register or Login into the UNHCR Learning Center \(Learn and Connect\)](#)

5. Click on the ‘Download Learning Course “The Framework for Implementing with Partners”’ button. Five (5) training modules will appear. Click and download all the modules one by one.

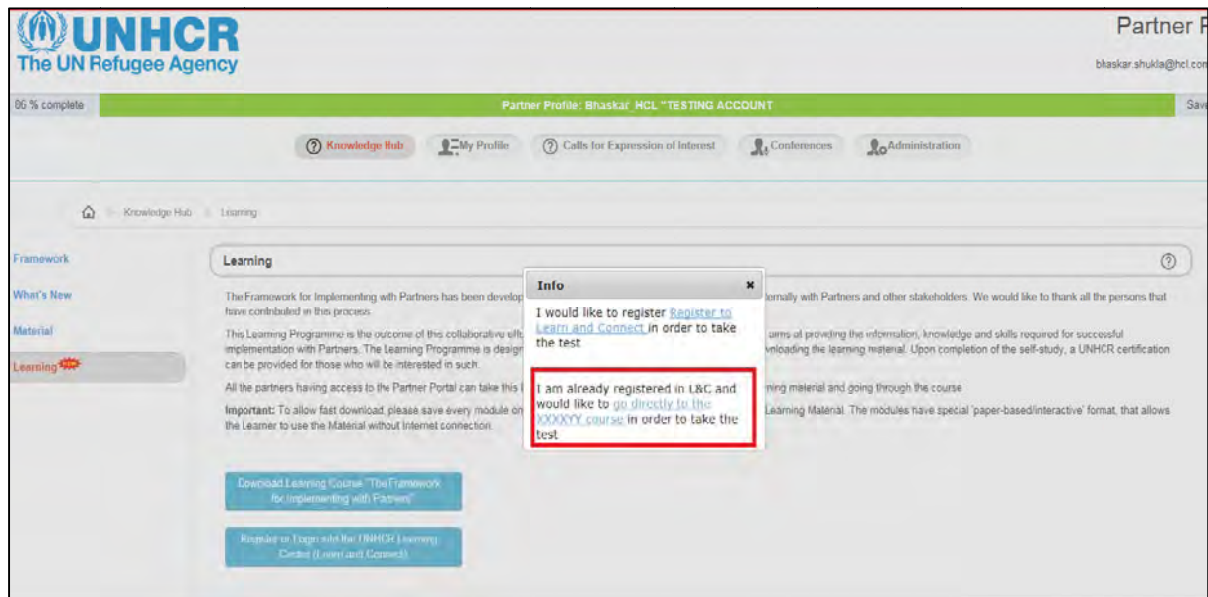
Important: To allow fast download, please save every module on your computer's hard drive before going through modules. The modules have special 'paper-based/interactive' format that allows the Learner to use the material offline, without Internet connection.



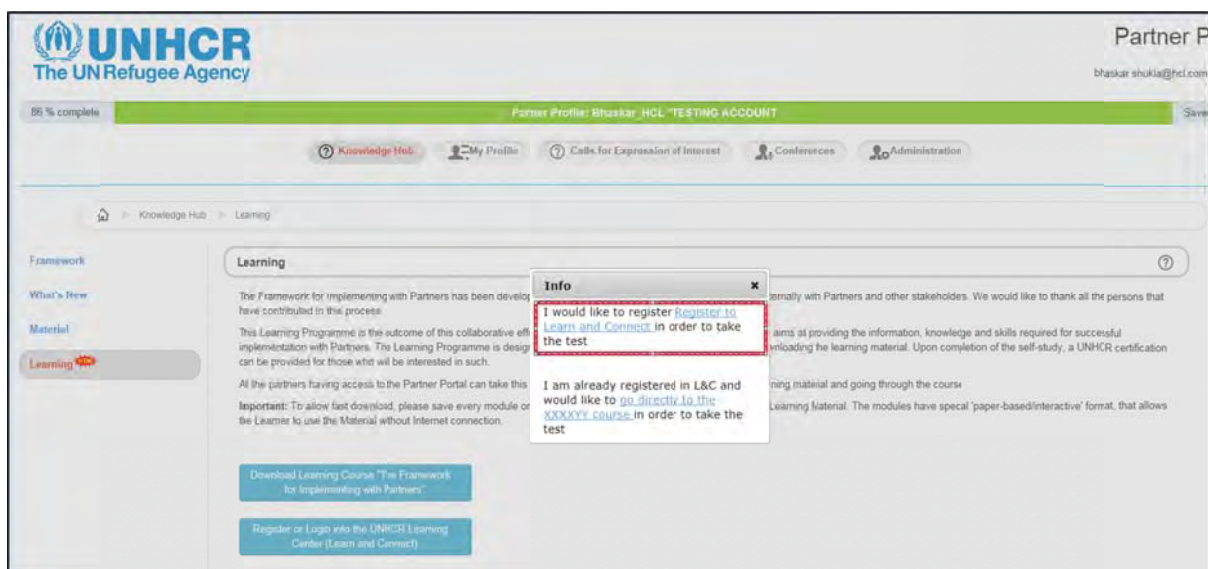
6. If you would like to get UNHCR certification for the completion of the course, please click 'Register or login into the UNHCR Learning Center (Learn and Connect)'. Follow the instruction on the pop-up window to access the "Learn and Connect" platform home page to log in and access the multiple choice test.



7. If you are already registered in the UNHCR “Learn and Connect”, click the second hyperlink on the pop-up window, which will take you to the “Learn and Connect” and you can log in and access the test.



8. If you are not registered on UNHCR “Learn and Connect” platform, click the first hyperlink on the pop-up window.



9. Fill in the required information in the new pop-up window to get registered on the platform.



The registration form for the UNHCR Learn & Connect platform. It includes fields for First name, Last Name, E-mail Address, Username, Gender, Location, Region, Organization, UNHCR contact person, and UNHCR contact person's e-mail address. A dropdown menu for 'Please select your status' is set to 'Partner'. A red asterisk indicates required fields. At the bottom, there are links for 'Already a user? Login here' and 'Return to browsing? Click here'.

Learn & Connect | **UNHCR**
The UN Refugee Agency

* Required Field

* First name:

* Last Name:

* E-mail Address:

* Username:

* Gender:

* Location:

* Region:

* Organization:

* UNHCR contact person:

UNHCR contact person's e-mail address:

* Please select your status:

Already a user? [Login here](#)
Return to browsing? [Click here](#)



The password creation form for the UNHCR Learn & Connect platform. It includes fields for New password and Confirm password. A red asterisk indicates required fields. Below the fields, there are instructions: 'Passwords must contain alpha and numeric characters', 'Passwords must be 8 - 20 characters', 'Passwords cannot have leading or trailing spaces', and 'Passwords cannot be the same as the Username, User ID or e-mail address'. At the bottom, there are links for 'Already a user? Login here' and 'Return to browsing? Click here', and buttons for 'Back', 'Cancel', and 'Submit'.

Learn & Connect | **UNHCR**
The UN Refugee Agency

Please set a password for your account.

After completing this form, please ask your UNHCR focal point/contact person to confirm your affiliation via email to [learn\[at\]unhcr.org](mailto:learn[at]unhcr.org). Please note this step is mandatory for the approval of your request.

Upon approval of your request, your login information will be sent to the email address you have provided.

Note: account inactivity longer than 6 months will result in the deactivation of your "Learn & Connect" access.

* Required Field

* New password:

* Confirm password:

* Passwords must contain alpha and numeric characters
* Passwords must be 8 - 20 characters
* Passwords cannot have leading or trailing spaces
* Passwords cannot be the same as the Username, User ID or e-mail address.

Already a user? [Login here](#)
Return to browsing? [Click here](#)

[Back](#) [Cancel](#) [Submit](#)

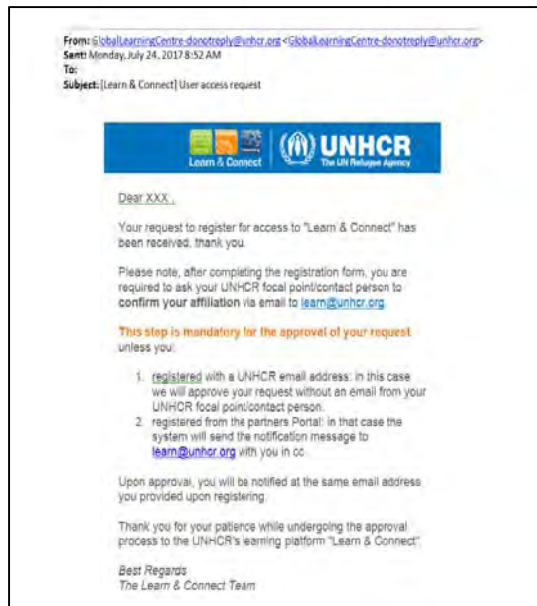


The thank you message for the UNHCR Learn & Connect platform registration. It includes the UNHCR Learn & Connect logo and the text: 'Thank you for taking time to enter your information. An e-mail will be sent to you once your registration has been approved.'

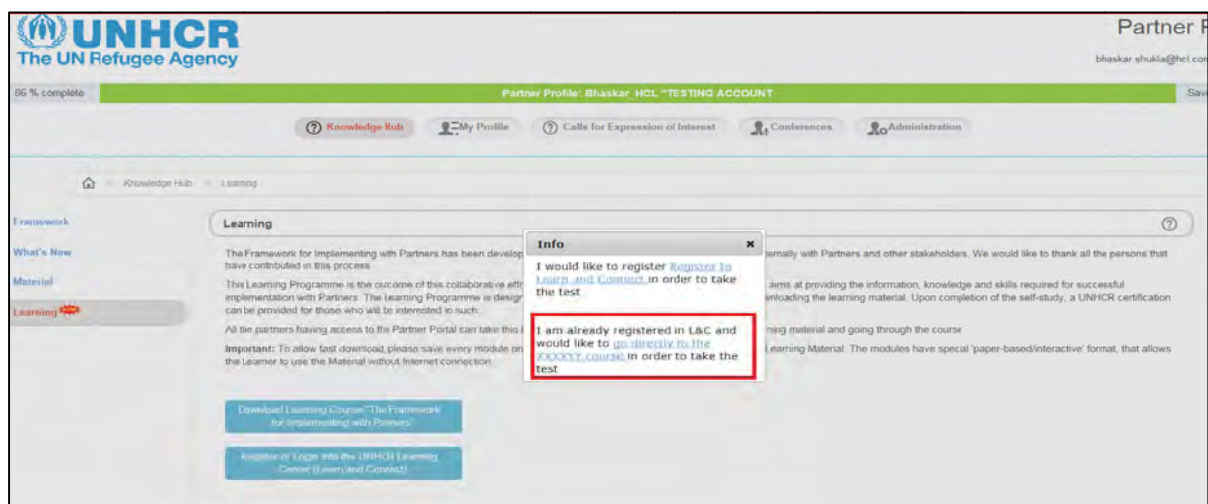
Learn & Connect | **UNHCR**
The UN Refugee Agency

Thank you for taking time to enter your information. An e-mail will be sent to you once your registration has been approved.

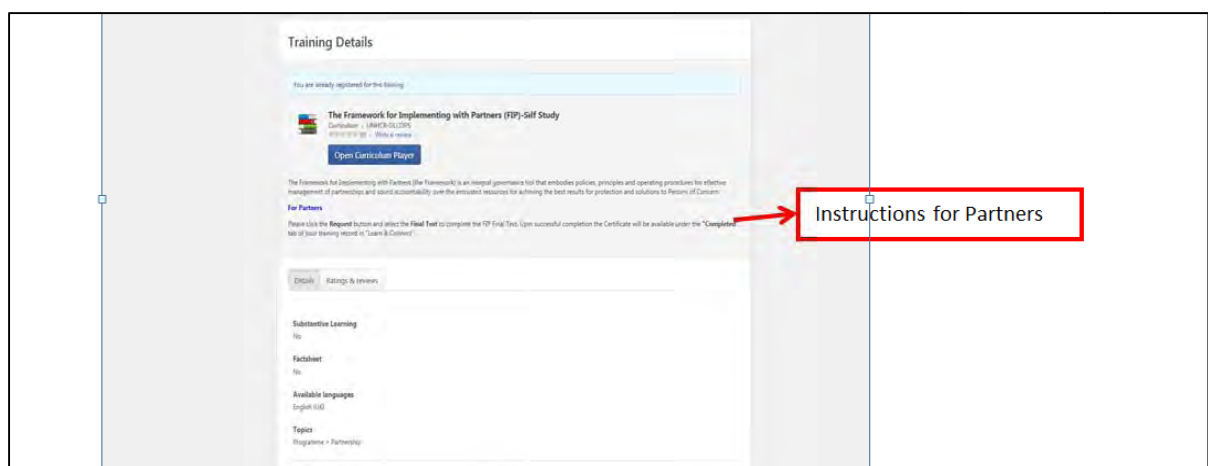
10. After filling the required information and setting up your password, you will receive 2 messages at the e-mail address you provided. Those messages will confirm the access to "Learn and Connect" platform. Please note, it might take some time to receive both messages.



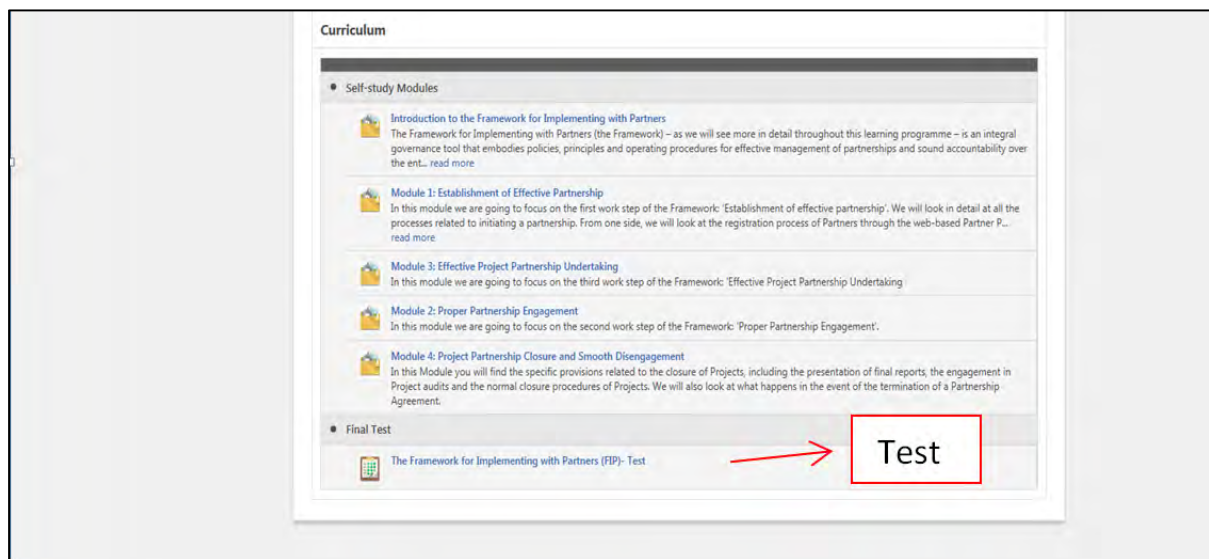
11. Please return to the Partner Portal and click the second hyperlink as shown below:



12. You will be taken to "Learn and Connect" login page, where you can log-in with ID and password provided in the second e-mail message. Once logged in successfully, you will be directed to the FIP curriculum page.



13. Follow the instructions for Partners: “Please click Request button and select Final Test to complete the FIP Final Test. Upon successful completion the Certificate will be available under the Completed tab of your training record in “Learn and Connect”.



14. After you pass the test successfully, you will be able to print the system generated course completion certificate.