

Standard Operating Procedures for Grant Agreements

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Standard Operating Procedures for Grant Agreements

1. Overview and Purpose

UNHCR strives to promote the role of grass-roots organizations or groups in responding to challenges related to forcibly displaced and stateless people and communities hosting them, aiming to contribute by-way of a grant and through capacity strengthening to the work of such organizations or groups. The primary objectives are to:

- Support initiatives led by persons with a direct lived experience of forced displacement or statelessness, enabling their active role in community service and fostering growth.
- Empower forcibly displaced, stateless and communities hosting them by recognizing them as equal partners in humanitarian efforts, contributing towards strengthening their capacity and self-reliance.

A Grant Agreement facilitates a payment of no more than USD 12,000 per partner, per year, which may be issued as a single grant or multiple smaller ones. Unlike standard partnership funding arrangements, UNHCR grants do not require implementation or financial reports, financial verification, or the return of unused funds, falling under the category of **Transactions without Binding Arrangements** per [IPSAS 48](#). This implies that grants should be expensed at the time of payment. Grant Agreements differ from regular partnerships in that they do not require financial, or results plans and are not integrated through **PROMS**. The budgeting occurs in **COMPASS**, and a requisition is created and approved in Cloud ERP that is converted into a "Quick PO" automatically, which is then immediately receipted and processed for payment through the **Invoice Submission Tool**.

Given the need to streamline the Grant Agreement process and due to the specific financial accounting requirements, this SOP outlines the end-to-end management of Grant Agreements. It provides a clear and practical framework for their use, outlining the applicability, processes, and tools required for their administration. **Annexes** provide the grant agreement partner definition, provide sample communication messages on grant opportunities, and give a certificate of authority template, as well as summarize the roles and responsibilities involved in managing Grant Agreement.

In addition to this SOP and annexes, the following resources and hyperlinks are available on the UNHCR intranet and/or on the UNPP, as well as being embedded throughout this SOP:

Resources	UNHCR Intranet - accessible internally	UNPP - accessible to partners
Concept Note	Grant Agreement Concept Note Template (word.doc)	Grant Agreement Concept Note Template (word)
Eligibility Criteria	Eligibility Criteria (excel.doc)	Embedded within the Concept note
Certificate of Authority	Grant Agreement SOP, Annex 3 : Sample Certificate of Authority	Sample Certificate of Authority (word.doc)
Grant Agreement contract	Grant Agreement contract (protected word doc.)	Grant Agreement contract (watermarked PDF)
General Conditions of Contract	Grant Agreement contract: Appendix 1: General Conditions of Contract (protected word.doc)	Grant Agreement contract (watermarked PDF)
Code of Conduct	Grant Agreement contract, Appendix 2: Code of Conduct template (protected word.doc)	Grant Agreement contract (watermarked PDF) and Code of Conduct template (PDF)
Report template	Final Narrative Report (word)	Final Narrative Report (word)

2. Grant Agreement Partners

A Grant Agreement is a type of partnership with an organization or group that were founded predominantly by individuals with direct lived experience of forced displacement or statelessness, or where individuals hold primary leadership roles, and whose stated objectives and activities focus on responding to the needs of forcibly displaced and stateless people, as well as the communities hosting them. A grant agreement can also be awarded to a community-based organizations from host communities, provided their stated objectives and activities are centered on supporting forcibly displaced and stateless people.

For the full definition, including of a CBO, please see [Annex 1](#).

3. Selection of Grant Agreement partners

Operations are encouraged to share information with the relevant communities about Grant Agreement opportunities with UNHCR. Communications would explain how communities can check for available opportunities or approach UNHCR unsolicited if they have an idea for a potential activity. See [Annex 2](#) for sample messages on Grant Agreement opportunities.

The selection of the Grant Agreement partner and the determination of their leadership structure are guided by their legal status, governance and safeguards in place, all of which are stipulated within the [Grant Agreement Partner Eligibility Checklist](#).

Grant Agreement partners are encouraged to register on the [UN Partner Portal](#) (UNPP), though it's not a prerequisite to signing a UNHCR Grant Agreement. Organizations or groups may **register as CBOs on the UNPP**, to enable them to apply to Calls for Expressions of Interest (CfEI) and/or submitting an unsolicited concept note via the UNPP, which details the activities proposed, members of the group/organization, a summary of any previous involvement in humanitarian/protection or assistance for displaced or stateless communities, as well an estimated budget within the USD 12,000 ceiling. Details of the simple steps for UNPP registration are available on the [UN Partner Portal](#).

If the partner cannot register on the UNPP due to access difficulty, not meeting the UNPP registration requirements and/or not having a legal registered status, they can still be selected by UNHCR for a Grant Agreement, but **must complete Part B self-declaration** of the [Cloud ERP Grant Agreement Registration Form](#) at the time of Cloud ERP registration. See below section on Cloud ERP registration for more details.

The selection process involves a Multi-Functional Team (MFT) review that is led by the programme function, taking the **Grant Agreement Partner Eligibility Checklist** into consideration, before making a recommendation to the Representative.

Whether selected competitively or not, the **Grant Agreement Partner Eligibility Checklist** is finally reviewed and signed by the Project Control function ahead of signing a Grant Agreement, documented and stored in PROMS Document Register.

Competitive selection (optional)

An operation may opt to initiate a competitive selection process for establishing a Grant Agreement, whether for a one-time activity or for activities that recur throughout the multi-year plan. This competitive selection process is optional. The decision to implement such a process does not require a recommendation from the IPMC, nor does it need approval from the Representative or Director.

In case an operation launches a CfEol for Grant Agreement partners, it is recommended to publish on the UNPP, as well as within the community using different communication channels. See [Annex 2](#) for a sample of communication messages to announce the partnership opportunities.

Though not mandatory, the CfEol can include a link to the [Grant Agreement Concept Note](#) template, which provides guidance to applicants on submitting the appropriate supporting documents based on their legal status, as well as a self-assessment to assist the operation in determining their eligibility.

Review of submissions

After the deadline of the CfEol, or after a potential Grant Agreement partner approaches the operation unsolicited, an MFT reviews the Grant Agreement Concept Note/s or activity ideas and supporting documents provided. The MFT may need to approach an applicant organization in case of missing documents.

The CfEol does not require weighted criteria for a technical evaluation. However, the **Grant Agreement Partner Eligibility Checklist** can be considered by the MFT during the review to help in determining the best-fit Grant Agreement partner(s).

Programme is responsible for presenting the MFT recommendation to the Representative. Documentation of the Representative's decision is by-way of Grant Agreement signature. No additional memo or documentation is required for proof of this Grant Agreement partner decision.

Due diligence and capacity

Grant Agreement partners are exempted from a PSEA capacity assessment, an Internal Control Assessment, a Data Protection Agreement and Information Security Capacity Assessment, and from being project audited.

UNHCR will not share the personal data of forcibly displaced or stateless individuals with a grant agreement partner. Consequently, the partner will not be required to sign a Data Protection Agreement or undergo a data protection and information security capacity assessment. However, the operation should note that certain personal data of the members of the organization may be shared with UNHCR in the context of the selection process (e.g. included in the organizational documents provided by the grant agreement partner to UNHCR). Therefore, please be mindful that, aligned with the general conditions of the grant agreement, UNHCR operations must process any personal data provided by the partner or its members in accordance with the Global Data Protection Policy (GDPP) and UNHCR's overall data protection framework.

Other safeguard components and supporting documents, including PSEA, are reviewed during the completion of the Eligibility Checklist prior to the Grant Agreement signature. This ensures the Grant Agreement partner reaches the minimum requirements for a UNHCR Grant Agreement whether competitively selected or unsolicited.

In cases where these organizations lack legal status in the country in which they operate, UNHCR may award the grant to an individual representing the organization. Where possible, some of that grant is used to assist the organization in registration.

In such cases the following is a requirement:

- There is an individual (the 'Principal') acting as the representative of an informal community-based organization, who has a bank account under his/her name in the country of operation;
- The partner has provided UNHCR with documentation that:
 - o describes its mission and activities,
 - o contains a list of the individuals participating in it, and

- o includes a **Certificate of Authority** designating the 'Principal' to represent and receive funds on behalf the participants. See [Annex 3](#) for a sample of **Certificate of Authority** that can be used by the Grant Agreement partner.

4. Registration on Cloud ERP

Once selected for a Grant Agreement, new partners must be registered in UNHCR Cloud ERP as a supplier to enable payment to be processed along with the relevant BU Procurement Site being created.

1. An MFT member, often the **Protection CBP focal point**, shares the **Grant Agreement Registration Form** with the Grant Agreement partner to complete, before signature. The operation may need to help the partner in the completion of the form.
2. **Programme function** is responsible for reviewing the signed form, ensuring that all mandatory sections are completed and that a bank statement and a bank letter from the partner has been provided.
3. **Supply function** is responsible for entering the details into Cloud ERP for headquarters approval, ensuring that a **BU Procurement site** is created to enable access to Grant to Partner transaction types, and attaching a bank statement/bank letter as supporting documentation.
4. An automated notification and workflow are then triggered by the registration which comes to DSPR/IMAS for first-level approval, then, subsequently, routed to Supply Master Data Management Team for record creation and approval.
5. The supplier profile is created in Cloud ERP.
6. Once registered, the partner is assigned a UNHCR supplier code in Cloud ERP.

Keep in mind: if the same organization eventually applies and is selected for a full-scale partnership engagement, including Partnership Framework Agreement and Project Workplan, the standard Cloud ERP Partner Registration Form must be used to revise any information accordingly within the supplier record. The relevant BU PROMS would then be associated with the partner record in Cloud ERP, at that time.

5. Grant Agreement

The Agreement consists of:

- the [Grant Agreement Template](#): including the activity details, budget and reporting deadline;
- the **General Conditions of Contract**: for Grant Agreements (the "General Conditions"), as Appendix 1 to the Grant Agreement; and
- the [Code of Conduct Template](#): as Appendix 2 to the Grant Agreement.

Grant Agreements are capped at the equivalent of USD 12,000 per agreement, allowing for multiple agreements with the same organization within a calendar year, as long as the total budget does not exceed USD 12,000 during that year. A Grant Agreement is not subject to a PFA. A Grant Agreement and a Partnership Framework Agreement (PFA) with an associated Project Workplan cannot simultaneously be signed with the same partner within the same budget year.

Grant Agreement Template: A sample of the [Grant Agreement Template](#) is available on the UN Partner Portal (UNPP) and the protected template for operations to use is on the UNHCR Intranet, via the above link. The template includes the activity details (geographical coverage, and targeted population), the budget, and the final narrative reporting date. The standard template for Grant Agreements is protected except for some areas that are completed by the operation and the Grant Agreement partner. It is important to include the correct name of the partner (or the individual representing the partner), as registered in Cloud ERP.

SOFTWARE TIP: CLOUD ERP

See this step-by-step guidance and short video on downloading and filling out the Grant Agreement template (coming soon).

Once the parties agree and finalize the Grant Agreement template, it is signed by both parties and converted to a PDF file. This signed PDF Grant Agreement is attached as supporting documentation to the REQ and also uploaded and stored in PROMS for record keeping.

SOFTWARE TIP: PROMS

The Grant Agreement signed contract is uploaded in Aconex. Click [here](#) for more details.

Grant Agreement Number (Naming Convention)

Use the following naming convention to title each Grant Agreement (all together without spaces): **GA – Y + last two digits of budget year + last 6 digits of partner supplier ID number in Cloud ERP** (e.g. GA-Y24563019).

Grant Agreement General Conditions of Contract (GCC)

There is one GCC, attached to the Grant Agreement as Appendix 1. The GCC speaks to the following registration options, dependent upon which is selected by the operation within the Grant Agreement:

- The partner is registered as a not-for-profit organization.
- The partner is legally incorporated with a different status (other than not-for-profit).
- The partner is an informal community-based organization.

Grant Agreement Code of Conduct

All humanitarian assistance is guided by the fundamental principles of humanity, impartiality, neutrality and independence, and UNHCR and its partners strive to the highest ethical, personal and professional standards. UNHCR is committed to gender equality, a rights-based and community-based approach in the delivery of its services.

The Grant Agreement partner will ensure that its members and other individuals involved in conducting activities under the Grant Agreement are familiar with these principles and that they individually sign the [Code of Code template](#), Appendix 2 of the Grant Agreement.

Keep in mind: The Code of Conduct template is standard and therefore is not uploaded to the “Quick-PO”. However, the signed copies of all members of the organization or group must be uploaded into Aconex document register.

SOFTWARE TIP: PROMS

The signed Code of Conduct of all members of the organization or group is uploaded in Aconex. Click [here](#) for more details.

The **Eligibility Checklist is signed by the project control function**, as part of the final due diligence process before the signature of the agreement. The final signed version of the Eligibility Checklist (by project control) is then stored in Aconex “Document Register.”

SOFTWARE TIP: PROMS

The signed Eligibility Checklist is uploaded in Aconex. Click [here](#) for more details.

6. Processing payment

6.1 Budgeting

Grant Agreements are budgeted under the relevant UNHCR cost centre in COMPASS as OPS OL, UNHCR as the Implementer, i.e. DI, using the **Account: “B61B Other distributions and grants to partners”** in the appropriate currency. The account selected in COMPASS MUST be **B61B**. This will equate to partnership budget and expenditure in financial reports, **without** requiring a Partnership Scope in COMPASS. The budget and expenditure can be further analyzed when drilling down to the General Ledger account **613030** which is specifically utilized only for **Grants to partners**.

The operation ensures one budget line is available for the Grant Agreement or Grant Agreements in COMPASS, before raising the requisition – see release of payment below.

There will be **no ‘partner implementer’ available in COMPASS specific to the Grant Agreement partner**, and therefore no allocation of COMPASS indicators is required or possible.

6.2 Release of Payment

Upon signature of the Grant Agreement, the operation may action the release of payment. The following are the steps taken by UNHCR operations for the creation of a “Quick PO” for Grant Agreements:

1. Create a one-line requisition:

- Line Type: Select “Fixed Price Services.”
- Procurement Category: Select “PTR Grants to Partners.”
- PTEO Selection: Ensure alignment with the Output Statement entered into the Grant Agreement within the Resources section.
- General Ledger Account: Select **“613030” with the description of “PTR-Grants to partners”**.
- Amount: Enter the total Grant Agreement value in the relevant currency as a single line (**do not split into multiple lines**).

Note: The colleague responsible for raising requisitions must have the roles of “HCR PUR Requisition Preparer” and “HCR PUR Springbok Requisition Preparer” in the operation’s [DOARP](#).

2. Submit to Cart:

- Add to Cart.
- Open the Cart to review it thoroughly.
- **Requisition Type:** Select “Partner – Partner Transaction”.

3. Attach Supporting Documentation:

- Upload the signed PDF copy of the Grant Agreement.

4. Submit for Approval:

- Submit the requisition for approval in line with the [DOARP](#).
- Once approved, the requisition automatically transitions to an approved “Quick PO.”

Note: The colleague responsible for approving the requisition must hold the appropriate **Approval role** in the workflow as indicated in the “**Approval Group Request**” in the operation’s [DOARP](#).

5. Receipt Creation:

- The requisitioner receives the PO and attaches the signed Grant Agreement under the “**My Receipts**” section in the ‘Procurement’ Module.

Note: The colleague responsible for receiving the PO amount must have the roles of “HCR PUR Self Service Receiving” and “HCR PUR Purchasing Documents Inquiry” in the operation’s [DOARP](#).

6. Invoice Submission:

- The finance function uses the Invoice Submission Tool to create the (PO type) invoice, uploading once again the signed PDF copy of the Grant Agreement as the invoice.
- Ensure the invoice aligns with the correct PTEO from the PO, reducing errors and mismatches)
- Invoices equal to or below the PO amount are routed for payment automatically without further approval.

Note: The colleague responsible for creating the invoice must hold the role of “**HCR AP Invoice Submission Requestor**” in the operation’s [DOARP](#).

7. Budget realignment:

- Realign the Grant Agreement budget in COMPASS if there are exchange rate fluctuations during the PO creation based on the applicable Cloud ERP exchange rate.

Key to note:

- **Single payment approach:** The total value of the Grant Agreement is typically disbursed in one payment.
- **Partial payment:** If operational or grantee-specific limitations (e.g., bank account restrictions) prevent full disbursement in one payment, the operation may receipt and invoice partial payments against the overall PO.
- **Budget Check Threshold:** The REQ type “Partner Transaction” will not conduct a budget check beyond the maximum threshold of USD 12,000 at the time of requisition creation.

SOFTWARE TIP: See the software tip and video tutorial on creating a Grant Agreement payment, including the requisition, quick-PO and invoice (coming soon).

The grant may be transferred to an individual who is part of and receives the grant on behalf of such an organization or group. In this case, **the requisitioner must ensure** that prior to creating the requisition the supplier master record of the partner already includes the name and details of the individual currently authorized to receive the grant and that the payment will thus be directed to the right account.

7. Monitoring and strengthening capacity

The protection / community-based protection (or relevant) focal point monitors the activities of the Grant Agreement partner and the progress of the activities, providing follow-up as required. Operations document the findings using the **Final Narrative Report** template, completing the relevant UNHCR sections and offering feedback to the Grant Agreement partner by sharing the report. See below for further information on the final narrative report.

While partners are not required to submit supporting documentation for their expenses, reducing administrative burden, operations may agree with the partner to retain such documentation for capacity strengthening purposes and to promote good accounting practices.

Further support can be provided to the Grant Agreement partner as needed, including advice and guidance on implementation, financial management, coordination, and reporting from project control and Multi-Functional Team (MFT) members to enhance internal controls. This support may include advice on cash disbursements, cheque authorization, bank reconciliations, purchases, payroll and taxes. While this guidance is not specific to UNHCR's grant, it is intended to strengthen the partner's overall financial processes. This optional assistance helps Grant Agreement partners improve their financial management and internal controls, positioning them for future transitions to funded partnerships.

8. Reporting and Closure

A single final narrative report at the conclusion of the activity is sufficient for a Grant Agreement. The due date for this report is specified in the Grant Agreement. The operation first completes the relevant UNHCR sections of the report. The partner then reviews the semi-completed report, incorporates UNHCR's feedback, and adds their own

narrative report before completing their sections. This documentation includes information on the completion of activities, capacity strengthening, monitoring, and any safeguards implemented during the activities. The Final Narrative Report template can be found in the [Grant Agreement Package](#).

The final report is uploaded to PROMS' Document Register by the Programme function.

SOFTWARE TIP: PROMS

The Final Narrative Report is uploaded in Aconex. Click [here](#) for more details.

See [Annex 4](#) for Roles, Responsibilities and Recordkeeping

Annex 1: Definition of a Grant Agreement Partner

An organization or group where individuals with direct lived experience of forced displacement or statelessness hold primary leadership roles, and whose stated objectives and activities focus on responding to the needs of **forcibly displaced and stateless people, as well as the communities hosting them**. A grant agreement partner can also be community-based organizations from host communities, provided their stated objectives and activities are centered on supporting **forcibly displaced and stateless people**.

1. **Organisation or group:** refers to individuals that work together through collective action as either formal or informal, registered or un-registered, or virtual or physical entities, initiatives or networks.
2. **Persons with a direct lived experience of forced displacement or statelessness** includes **forcibly displaced and stateless people and communities hosting them**.
 - **Asylum-seeker**¹: A general term for any person who is seeking international protection. In some countries, it is used as a legal term referring to a person who has applied for refugee status or a complementary international protection status and has not yet received a final decision on their claim. It can also refer to a person who has not yet submitted an application but intends to do so or may be in need of international protection.
 - **Refugees:** Any person who meets the eligibility criteria under an applicable refugee definition, as provided for in international or [regional refugee instruments](#), under UNHCR's [mandate](#), or in national legislation. Under international law and UNHCR's mandate, refugees are persons outside their countries of origin who are in need of [international protection](#) because of feared persecution, or a serious threat to their life, physical integrity or freedom in their [country of origin](#) as a result of [persecution](#), [armed conflict](#), violence or serious public disorder.
 - **Internally displaced person:** A person who has been forced or obliged to flee from their home or place of [habitual residence](#), in particular as a result of or in order to avoid the effects of [armed conflicts](#), situations of generalized violence, violations of [human rights](#) or natural or humanmade [disasters](#), and who has not crossed an internationally recognized State border.
 - **Stateless person:** The term "stateless person" means a person who is not considered as a national by any State under the operation of its law.
3. **Primary leadership** refers to persons with a direct lived experience of forced displacement or statelessness playing a primary leadership role in an organization or group when they have the sustained ability to make a substantive contribution to the organization or group's decision-making. Where national policies allow, persons with a direct lived experience of forced displacement or statelessness hold the majority (>50%) of the senior leadership roles, governing boards, and as senior executive management. However, persons with a direct lived experience of forced displacement or statelessness may not be able to play these formal roles if national policies do not allow, but still be substantively involved in all decisions of the organization or group in a manner that is accessible, informed, safe, and free.
4. **Community-based organization (CBO)**²: is a group of individuals from within a community who come together to accomplish a common goal (or a set of goals) to improve the well-being of that community by providing services and assistance or by advocating for its needs. CBOs are non-profit, grass-roots organizations, whose activities are based primarily on peer and/or community-led contributions such as labour, materials and in some cases financial support. CBOs may or may not be legally registered and may

¹ Definitions of specific population groups are from the [UNHCR master glossary of terms | UNHCR](#)

² Based on the definition in the [Community-Based Organization Management Handbook](#)

have diverse organizational structures and composition, which may include: women-led organizations¹ (WLOs); refugee-led organizations² (RLOs); organizations led by internally displaced or stateless persons; organizations of persons with disabilities (OPDs); organizations led by indigenous peoples, older persons, youth, people with diverse sexual orientation, gender identity, gender expression and sex characteristics (SOGIESC).

5. **“responding to”** refers to the motivation of the Grant Agreement partner’s intended action, which needs to be guided by and addressing the needs and priorities as expressed by **forcibly displaced and stateless people and communities hosting them**, resulting from participatory consultations.
6. **“needs of”** refers to Grant Agreement partners engaging in a series of activities including protection, assistance, service provision and advocacy to advance rights-based and people-centered responses for persons who are **forcibly displaced and stateless people and communities hosting them**.

¹ Based on the definition in the [IASC Guidance on Engagement, Participation and Decision-Making by Women-Led Organizations in Humanitarian Action](#).

² Based on the [Definition: Refugee-led Organization \(RLO\)](#).

Annex 2: Samples of Communication Messages

1. Awareness Raising Message on Grant Agreement Opportunities

[The below message is a sample that can be adapted to the context. It can be shared on social media channels, in community centers, by email, WhatsApp groups, or other means of communication.]

Grant Opportunities with UNHCR

UNHCR strives to promote the role of grass-roots organizations or groups in responding to challenges related to forcibly displaced and stateless people and communities hosting them, aiming to contribute by-way of a grant and through capacity strengthening to the work of such organizations or groups. The primary objectives are to:

- Support initiatives led by persons with a direct lived experience of forced displacement or statelessness, enabling their active role in community service and fostering growth.
- Empower forcibly displaced, stateless and communities hosting them by recognizing them as equal partners in humanitarian efforts, contributing towards strengthening their capacity and self-reliance.

You can apply for a UNHCR grant if your organization or group is led primarily by individuals with direct lived experience of forced displacement or statelessness and whose objectives and activities focus on responding to the needs of forcibly displaced and stateless people, as well as the communities hosting them. And/or you are a community-based organizations from host communities, with your objectives and activities centered on supporting forcibly displaced and stateless people – please explore these opportunities:

- **Check for Available Grants:** Regularly visit the [UN Partner Portal \(UNPP\)](#) where Grant Agreement opportunities are announced.
- **Submit Your Ideas:** If you have potential activity ideas that fall under the above criteria, you can also approach UNHCR unsolicited by sending an email with your proposal to [\[insert a contact email address. For example, the functional email of Community Based Protection\]](#).
- **Await Further Announcement:** UNHCR will widely share the Grant Agreement opportunities once they are available with you through different channels.

This is your chance to contribute to your community's growth and resilience!

UNHCR, [\[Country/Sub/Field Office\]](#)

2. Communication Messages to Announce Grant Agreement Opportunities

[The below message is a sample that can be adapted to the context of the operation/office. It can be shared on the UNPP, social media channels, in community centers, by email, WhatsApp groups, or other means of communication.]

Announcement: Grant Agreement Opportunity with UNHCR

UNHCR is pleased to announce a new Grant Agreement opportunity aimed at supporting organizations and groups led by individuals with direct lived experience of forced displacement or statelessness. This initiative seeks to empower these communities by providing grants that enable them to lead and address their unique challenges effectively.

A gap has been identified in the area of [*short description about the problem – maximum two sentences*]. A project with the aim of [*short description about the objectives of the project/activity – maximum two sentences*] is required to support [*short description about the target population*] in [*location of the project/activity*].

Who Can Apply?

This opportunity is open to organizations or groups led primarily by individuals with direct lived experience of forced displacement or statelessness and whose stated objectives and activities focus on responding to the needs of forcibly displaced and stateless people, as well as the communities hosting them. This is also open to communitybased organizations from host communities, where your objectives and activities are centered on supporting forcibly displaced and stateless people – please explore these opportunities:

How to Apply?

Registered on the UN Partner Portal (UNPP): If you are registered on the UNPP, click [here](#) to view the Call for Expression of Interest and apply before [*Date*].

Not Registered on the UN Partner Portal (UNPP): If you are not registered on the UNPP, submit your project idea, using the attached Concept Note and send it to [*insert a contact email address. For example, the functional email of Community Based Protection*] before [*Date*].

You will find the [Grant Agreement Concept Note template](#) on the UN Partner Portal.

This grant is designed to support and strengthen your efforts, helping you make a positive impact in your community. Don't miss this chance to advance your activities and enhance your organization's capacity.

For more details on eligibility please see the Grant Agreement Concept Note template above.

We look forward to your innovative proposals!

If you have any questions, contact us at: [*xxxxxxxxxxxxxxxx*].

UNHCR, [*Country/Sub/Field Office*]

Annex 3: Sample Certificate of Authority

[Partner Organization's Letterhead]

Certificate of Authorization

Date: [Insert Date]

To Whom It May Concern,

We, the "Participants" of [Partner Organization's Name], an informal community-based organization, hereby authorize [Authorized Person's Full Name] holding an ID [ID Number] (the "Principal") to:

- Sign the Grant Agreement [Insert Grant Agreement Number] with the United Nations High Commissioner for Refugees (UNHCR) in [Country Operation] on our behalf, and
- Represent us and act on our behalf in all matters relating to the implementation of the Grant Agreement, including but not limited to the receipt of the Grant.

Principal's Details:

Full Name: [Authorized Person's Full Name]

Position: [Authorized Person's Position in the Organization]

Contact Information: [Authorized Person's Phone Number and Email Address]

The Principal shall be empowered to sign all necessary documents and correspond with UNHCR on our behalf in relation to the Grant Agreement.

This authorization shall remain in effect until revoked in writing by the undersigned or upon completion of the obligations under the Grant Agreement.

Signatures of the Participants granting the authorization *[Add or delete lines as necessary]*

No.	Name	Title	Signature	Date
1				
2				
3				
4				

Signature of the authorized Principal

I, hereby, accept the authorization granted to me by the Participants under this Certificate of Authority.

I agree to duly inform the Participants of all components of the Grant Agreement, including terms, conditions, and legal obligations

Name	Title	Signature	Date

Annex 4: Roles and Recordkeeping

The following is a sample of roles for managing Grant Agreements in operations. It can be adapted according to the context of the operation.

Function	Role	Resources or template	Record-keeping/ documentation
1. Identification of Required Activities and Resources			
Protection/ CommunityBased Protection (or relevant focal point)	Through the operation's situation analysis, assessments, feedback from the community, or other findings, identify needs/gaps for activities to support the community and address protection needs that can be provided through forcibly displaced and stateless persons.	Multi-year strategic plan and annual implementation plan	None
Programme	Provide budget analysis to identify the availability of the budget.	Annual implementation plan	None
2. Launching Call for Expression of Interest (CfEol)			
Protection/ CommunityBased Protection (or relevant focal point)	Drafting the CfEol necessary details for the project/activities.	UNPP	None
Programme	Launch the CfEol on the UNPP, and the Concept Note template.	UNPP	CfEol & Concept Note on UNPP
Protection/ CommunityBased Protection (or relevant focal point)	Share the information about the CfEol with the community.	Email and social media	None
3. Selection of Grant Agreement Partner			
MFT members	Review concept notes and supporting documents on the UNPP alongside the eligibility criteria and recommend a partner.	Concept note/s	None
Programme	Leads and facilitates review process.	Eligibility checklist drafted surrounding recommended partner	None
Programme	Recommends the selected partner(s) for the representative or director's approval.	Recommendation memo or email	SharePoint
<i>Representative Director</i> or	<i>The final approval of the recommended partner(s).</i>	Signed memo or email	SharePoint
4. Registration of Partner			
Protection/ CommunityBased	Share the registration form with the partner to complete.	Registration Form via email	None

Protection (or relevant focal point)			
Supply	Complete the registration of the partner in Cloud ERP, creating a BU Procurement site.	C-ERP registration	C-ERP
5. Grant Agreement			
Protection/ Community-Based Protection (or	Share the Grant Agreement with the partner for joint completion.	Grant Agreement template	

relevant focal point)			
Programme	Facilitates the completion of the Grant Agreement and ensures relevant supporting documentation have been provided		
Project Control	Review the Agreement once finalized, alongside all the partner's supporting documents. Complete the eligibility checklist and sign.	Eligibility checklist	PROMS
Representative or Director	Sign the contract.	Grant Agreement	C-ERP and PROMS
6. Budgeting and Processing			
Programme	Enter the budget in COMPASS using the relevant account code.	COMPASS	
Requisitioner (Programme)	Requisitioner (according to the DOARP of the operation) approves the requisition, which is then automatically 'flipped' to an approved "Quick PO" with the amount of the agreement. Attach Grant Agreement signed PDF as the supporting documentation. The PO is then immediately receipted by the requisitioner. The requisitioner creates the (PO type) invoice through the Invoice Submission Tool.	Signed Grant Agreement	C-ERP
Programme	Upload the signed Grant Agreement to PROMS.	Signed Grant Agreement	PROMS
Protection/ CommunityBased Protection (or relevant focal point)	Upload the signed Codes of Conduct of all partner's personnel involved in the Grant Agreement activities.	Grant Agreement appendix 2 template.	PROMS

7. Monitoring and Capacity Strengthening			
Protection/ CommunityBased Protection (or relevant focal point)	Monitor the activities with the partner.	Email/ mission reports	SharePoint
MFT	Support in strengthening the capacity of the partner.	Email/ mission reports	SharePoint
8. Reporting			
Protection/ CommunityBased Protection (or relevant focal point)	Share the final narrative report with the partner, filling in the sections on monitoring findings and feedback, and request them to complete their relevant sections.	Final narrative report	PROMS