What is a Partnership Framework Agreement (PFA)?

- The partnership framework agreement (PFA) includes two components:
 - Standard partnership terms defines the terms and conditions of the partnership between UNHCR, the partner and the government (in the case of tripartite agreements). Available on the UNPP and hyperlinked in the PFA cover sheet.
 - Standard PFA cover sheet details the outcome and geographical areas for which the partner was selected. Available in Cloud ERP.
- The PFA is often over a **multi-year duration**, typically aligned with the operation's strategy plan (3 5 years).
- This instrument must be signed if a **funded partnership** is foreseen. It describes the purpose and scope of the partnership for which the partner was selected and does not go beyond the Area of Budgetary Control (ABC).
- The PFA does not involve UNHCR's financial commitment.
 Financial commitments are covered by a project workplan, subject to annual funding.

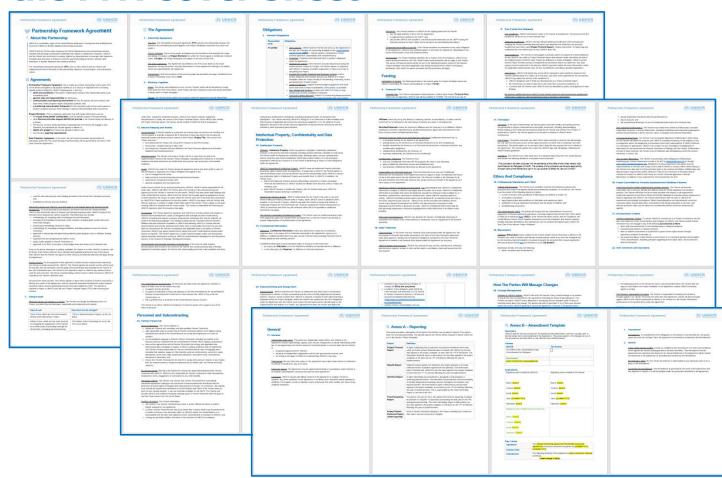


PFA Terms (on UNPP) Referenced within the PFA Cover Sheet



24 PAGES

- About the Partnership
- Agreements
- The Agreement
- Obligations
- Funding
- Other Support-Specific Terms
- Reporting, Records and Audits
- Intellectual Property, Confidentiality and Data Protection
- Ethics and Compliance
- Personnel and Subcontracting
- Termination
- How The Parties Will Manage Changes
- Responsibilities for Claims
- Dispute Resolution
- Privileges and Immunities
- General
- Annex A Reporting
- Annex B Amendment Template



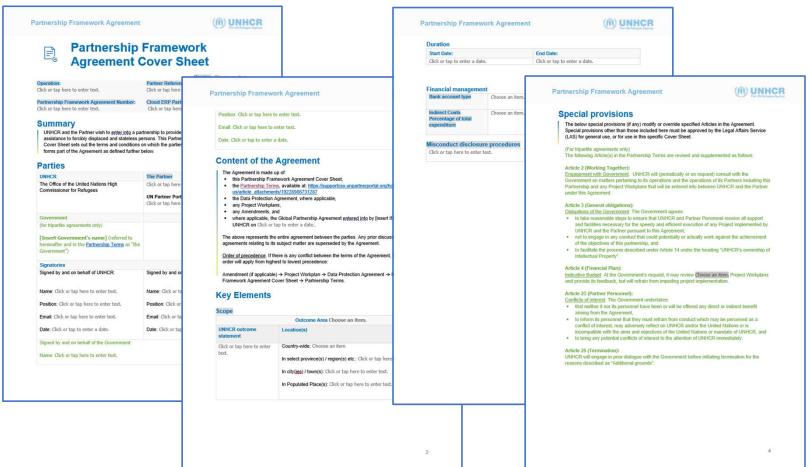






4 PAGES

- Summary
- Parties (Tripartite or Bipartite)
 - Signatories
- Content of the Agreement
- Key Elements
 - Scope
 - Duration
 - Financial management
 - Misconduct disclosure procedures
- Special provisions





UNHCR fills in these sections.

 Partnership Framework Agreement Number, i.e. PFA – 3 letter country code – Y + last 2 digits of 1st year of PFA + P or M + last 6 digits of supplier ID number in Cloud ERP (e.g. PFA-AFG-Y24M123456)

UNHCR fills in these sections.

- The Partner: Partner's name and UNPP reference number under "Parties". In case the partner is not registered on the UN Partner Portal, for example a Government partner, please leave the UNPP reference number blank.
- Government: Insert the government's name in the green text. This only applies to tripartite agreements.
- **UNHCR**: The signatory details under "Signatures".





The partner fills in this section.

 The Partner: the signatory details under "Signatures".

The government adds their signatory details under "Signed by and on behalf of the Government" (for tripartite

agreements only).

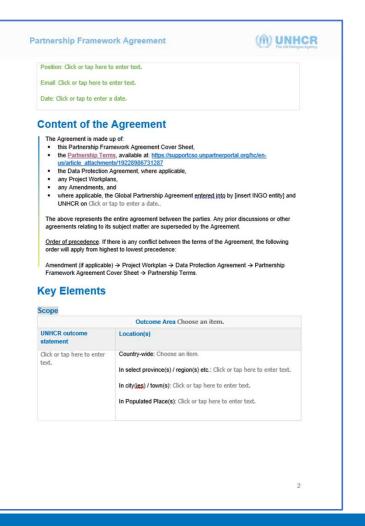




The government adds their signatory details under "Signed by and on behalf of the Government" (for tripartite agreements only).

UNHCR fills in this section.

- Outcome Area: Copy and paste more Outcome Area boxes as required. Ensure you reflect all Outcome Areas which the partner was selected for (competitively or not, by the IPMC).
- **Location(s)**: Where a partner has been selected for the country operation, for the Outcome Area simply choose the '**country-wide**' option. All other types of location can be N/A or remain blank. In case a partner has been selected for a specific province, region, city, town or settlement/camp/zone (populated place), please indicate per Outcome Area. If this scope broadens during the course of the partnership, the PFA Cover Sheet would require an amendment, after an IPMC review and recommendation.









UNHCR fills in this section.

- **Start date:** Normally, start date = 1 January from the following year. However, in case UNHCR and the partner do not already have a partnership agreement in place, the PFA Cover Sheet duration could start upon signature. In case UNHCR and the partner have a current PFA in place, the duration of the new PFA would start after the end date of the current PFA.
- **End date**: The PFA end date would normally be the end of March of the following year after the final year of the operation's strategy. i.e. operation's strategic plan is from 2024-2028. The PFA starts 1 January 2024 and ends 31 March 2029.

UNHCR fills in this section.

Bank account: Select whether the partner has a dedicated or single bank account, or a pooled account.







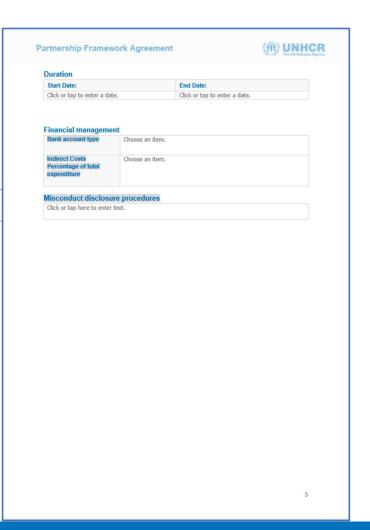
Either UNHCR or the Partner may fill in this sectionThe question as to misconduct disclosure procedures links to PSEA capacity assessment **core standard 3** on vetting and reference-checks for potential new hires.

If PSEA capacity strengthening is in process, a good option for Partners is to consider joining the Misconduct Disclosure Scheme (MDS). All that is required under the MDS is a commitment to:

- 1. Systematically conduct reference checks for potential new hires; and
- 2. Respond to such reference checks from other employers.

Joining the MDS will allow the partner to fully satisfy core standard 3 of the PSEA capacity assessment. Info on the MDS is here: https://misconduct-disclosure-scheme.org/introduction

Therefore, the partner may stipulate that they have already joined the MDS or note their intention to join the MDS as soon as possible. That said, partners may also have other misconduct disclosure procedures in place, which they should then describe in this section.





These special provisions only apply to tripartite agreements. This allows this one PFA Cover Sheet template to apply to all types of agreements.

Partnership Framework Agreement



Special provisions

The below special provisions (if any) modify or override specified Articles in the Agreement. Special provisions other than those included here must be approved by the Legal Affairs Service (LAS) for general use, or for use in this specific Cover Sheet.

(For tripartite agreements only

The following Article(s) in the Partnership Terms are revised and supplemented as follows:

Article 2 (Working Togethe

Engagement with Government. UNHCR will (periodically or on request) consult with the Government on matters pertaining to its operations and the operations of its Partners including this Partnership and any Project Workplans that will be entered into between UNHCR and the Partner under this Agreement.

Article 3 (General obligations):

Obligations of the Government. The Government agrees:

- to take reasonable steps to ensure that UNHCR and Partner Personnel receive all support and facilities necessary for the speedy and efficient execution of any Project implemented by UNHCR and the Partner pursuant to this Agreement,
- not to engage in any conduct that could potentially or actually work against the achievement
 of the objectives of this partnership, and
- to facilitate the process described under Article 14 under the heading "UNHCR's ownership of Intellectual Property".

Article 4 (Financial Plan):

Indicative Budget. At the Government's request, it may review Choose an item. Project Workplans and provide its feedback, but will refrain from impeding project implementation.

Article 23 (Partner Personnel)

Conflicts of interest. The Government undertakes:

- that neither it nor its personnel have been or will be offered any direct or indirect benefit arising from the Agreement,
 to inform its personnel that they must refrain from conduct which may be perceived as a
- conflict of interest, may adversely reflect on UNHCR and/or the United Nations or is incompatible with the aims and objectives of the United Nations or mandate of UNHCR, and
- . to bring any potential conflicts of interest to the attention of UNHCR immediately.

Article 25 (Termination):

UNHCR will engage in prior dialogue with the Government before initiating termination for the reasons described as "Additional grounds".

4



