

Software tip: Aconex – End-Narrative Report + End-PFR Submission

The end-narrative report submission is part of the end-PFR submission. This reporting process utilizes the “Document” and “Workflows” modules in Aconex.

Step 1: UNHCR Programme uploads the end-narrative report template in the Aconex Document Register, as follows:

- i. Download the end-narrative report template from the [intranet](#).
- ii. Select “Add/Update Documents” from the “Documents” tab and then drag and drop the report template.
- iii. Select “Project Report” for the document type and “Annual” for the ‘Project Report Type’.
- iv. Set the revision number to zero (“0”) and select the status of “Not started”.
- v. Click “Register” and the document is immediately stored in the Document Register.

Step 2: UNHCR Programme sends the end-PFR template and the end-narrative report template to the partner, as follows:

- i. Select the end-PFR and the end-narrative report from the Document Register (by checking the boxes in the left column) and transmit them both on one workflow by using the “Project Financial Report Submission” workflow template.
- ii. In the workflow wizard, edit the workflow name to include “end-PFR and end-narrative” and the partnership agreement contract number.
- iii. Assign participants to the workflow steps (with Project Control in copy for the first “Partner PFR Input” step) and enter the step deadlines in alignment with the report deadline requirements.
- iv. Click “Submit” to initiate the workflow.

Step 3: The partner submits the end-PFR and the end-narrative report, as follows:

- i. Receive the workflow transmittal, open the “Partner PFR Input” workflow step, and download the end-PFR and end-narrative report templates.
- ii. Enter the final reported expenditures and proposed reallocations/budget variations (if applicable) in the end-PFR and fill out the end-narrative report.
- iii. Upload the modified end-PFR and end-narrative report in the workflow step as the replacement files, as well as any necessary supporting documents as supplementary files (e.g. general ledgers and a personnel list), if required.
- iv. Complete the workflow step by selecting the review outcome of “Approved”.

NB: It does not matter which review outcome the partner selects; the workflow will proceed to the second step.

Step 4: UNHCR Programme reviews the partner's end-PFR and end-narrative report, as follows:

- i. Receive the workflow transmittal, open the "1st Stage Approval" workflow step and download the end-PFR, end-narrative report and supplementary files (if applicable).

NB: Project Control can open the partner's end-PFR from the workflow transmittal and access the supplementary files by searching for the workflow number in the Workflow module and then clicking the "Supplementary files" button.

- ii. Review the partner's end-PFR and, if no major concerns are identified, do not upload a replacement end-PFR file in the workflow step.
- iii. Review the partner's end-narrative report and, if in agreement with the content, do not upload a replacement report file in the workflow step.

NB: If not in agreement with the partner's end-PFR and/or end-narrative report content, and the consultation can be achieved within the "1st Stage Approval" workflow step's deadline, UNHCR Programme transmits the file(s), with their inputs, on a "Partner Sub Workflow" to reach agreement with the partner, as follows:

- i. The end-PFR and end-narrative report concerns are outlined in the "workflow note" box in the workflow wizard when initiating the Partner Sub Workflow, while Programme can enter feedback on the report directly in the word file.
- ii. Within the sub workflow, the partner selects either "Proceed", if in agreement with UNHCR's changes/requests, or "Revise & resubmit" if the partner does not agree with the proposal from UNHCR Programme.
- iii. If the partner selects "Revise & resubmit", UNHCR can initiate another new "Partner Sub Workflow" until there is mutual agreement on the end-PFR and/or end-narrative report.
- iv. Once agreement is met with the partner, the sub workflow(s) end and the final version of the file(s) is automatically sent to the parent "1st Stage Approval" workflow step that still needs to be completed [proceed to **step 5**].

Step 5: UNHCR Programme uploads the final project performance verification (PMC02), as follows:

- i. Once the PMC02 form is completed as a Field "Inspection" and signed by both parties, download the closed PMC02 form as a PDF.
- ii. Upload the PDF in the "1st Stage Approval" workflow step as a supplementary file. See separate [Aconex software tip on the Project Performance Verification](#) for more details on the PMC02 process.

NB: It is good practice to commence a project performance verification during the month an operation expects to receive the partner's PFR. There is no need to await the PFR from a partner to initiate the performance verification.

Also, it is important to note a segregation of duties between the UNHCR PMC02 preparer and UNHCR Programme who is responsible for the “1st Stage Approval” workflow step.

Step 6: UNHCR Programme completes the “1st Stage Approval” workflow step, as follows:

- i. If the partner’s end-PFR has been revised since the partner sent it on the first workflow step, insert a review outcome comment to signal these changes to Project Control.
- ii. Select the review outcome of “Agreed” and the workflow moves to the “2nd Stage Approval” step.

OR:

Under exceptional circumstances, if there is no need for UNHCR Programme to complete and upload the PMC02, and there are no concerns with the partner’s end-PFR or end-narrative report, complete the workflow step by selecting the review outcome of “Review not required.”

NB: Do not select the review outcome of “Cancelled” because this will trigger an amendment of the project workplan.

Step 7: UNHCR Project Control finalizes the end-PFR and reviews the end-narrative report, as follows:

- i. Receive the workflow transmittal, open the “2nd Stage Approval” workflow step and download the end-PFR, end-narrative report, PMC02 and supplementary files (if applicable).
- ii. Review the partner’s end-PFR inputs, enter the verified expenditures and verified reallocations/budget variations (if applicable).
- iii. Upload the completed end-PFR in the “2nd Stage Approval” workflow step as the replacement file.

NB: If not in agreement with the values entered in the end-PFR by the partner, and further inputs from the partner are required, refer to **step 4** above for the “Partner Sub Workflow” process for UNHCR Project Control to action.

Step 8: UNHCR Project Control uploads the final project financial verification (PMC03), as follows:

- i. Once the PMC03 form is completed as a Field “Inspection” and signed by both parties, download the closed PMC03 form as a PDF.
- ii. Upload the PDF in the “2nd Stage Approval” workflow step as a supplementary file. See separate [Aconex software tip on the Project Financial Verification](#) for more details on the PMC03 process.

NB: It is important to note a segregation of duties between the UNHCR PMC03 preparer and UNHCR Project Control who is responsible for the “2nd Stage Approval” step. However, in small operations, this segregation of duties may not be feasible, and the two roles may be performed by the same person.

Under exceptional circumstances, if there is no need for UNHCR Project Control to complete and upload the PMC03, they would not add any supplementary files to the “2nd Stage Approval” workflow step.

Step 9: UNHCR Project Control completes the “2nd Stage Approval” workflow step, as follows:

- i. Check the correct completed end-PFR, end-narrative report, PMC02 and PMC03 PDFs and other supplementary files (as applicable) are uploaded in the workflow step.
- ii. Select the review outcome of “Agreed” and the workflow moves to the “3rd Stage Approval” step.

NB: Please do not select the review outcome of “Cancelled” because this will trigger an amendment of the project workplan.

Step 10: The UNHCR Representative opens the “3rd Stage Approval” workflow step, downloads the end-PFR, end-narrative report, PMC02, PMC03 and other supplementary files (as applicable), and reviews the content.

a) If in agreement with the end-PFR and end-narrative report, the Representative approves them by completing the workflow step with the review outcome of “Approved.” The workflow ends and the end-PFR and end-narrative report are approved.

NB: Please do not select the review outcome of “Cancelled” because this will trigger an amendment of the project workplan.

OR:

b) If modifications are required, the Representative transmits the end-PFR and/or end-narrative report on a “Representative Sub Workflow”, including their concerns for Project Control and/or Programme in the "workflow note" box in the workflow wizard when initiating the Sub Workflow. If both files require revisions, the Representative can enter Programme and Project Control as equal participants in the two UNHCR sub workflow steps. The “Representative Sub Workflow” comprises the following 3 steps:

(i) UNHCR Programme Review: UNHCR Project Control (for the end-PFR) or UNHCR Programme (for the end-narrative report) downloads the file, addresses the Representative's concerns outlined in the workflow note, uploads the modified file in the sub workflow step and selects the review outcome of "Proceed".

NB: Even though this first sub workflow step title includes "Programme", it would be completed by Project Control for the end-PFR review.

(ii) Partner Review: The partner then receives the modified file(s) and, if accepts the changes, updates the file(s) and selects the review outcome of "Proceed". If the partner contests the changes, then they enter their comments in the file(s), upload it/both in the sub workflow step and select the review outcome of "Revise & resubmit".

(iii) UNHCR Programme Approval: UNHCR Project Control reviews the end-PFR from the partner and, if in agreement, finalizes the end-PFR and uploads it in the sub workflow step. If UNHCR Project Control is not in agreement with the partner's comments, they start a "Partner Sub Workflow" (see above for details).

UNHCR Programme reviews the end-narrative report from the partner and, if in agreement, finalizes the end-narrative report and uploads it in the sub workflow step. If UNHCR Programme is not in agreement with the partner's comments, they start a "Partner Sub Workflow" (see above for details).

Programme or Project Control selects the review outcome of "Proceed". The sub workflow ends, and the final version(s) is/are automatically sent to the parent "3rd Stage Approval" step for the Representative's approval [return to **step 10a**].

NB: Even though this third sub workflow step title includes "Programme", it would be completed by Project Control for the end-PFR approval.