

Software tip: Aconex – Project Performance Verification

The project performance verification (PMC02) utilizes an Inspection form in the “Field” module of Aconex.

Step 1: UNHCR PMC02 preparer (Programme or equivalent) initiates the PMC02, as follows:

- i. Click “Inspections” from the dropdown menu under the “Field” tab on the modules ribbon.
- ii. Click “New Inspection” and then select the template “Project Performance Verification Report (PMC02)”.
- iii. Rename the title of the PMC02 form to adhere to the following naming convention:
PMC02 + XX (number e.g. 01 for first PMC02 for that particular project workplan) + for + partnership agreement contract number.
E.g. “*PMC02 01 for 32061Y24P194726*”
- iv. Download the report of implementation monitoring Issues awaiting action (i.e. “Ready to inspect”, “Open” and “In dispute”).
- v. Gather evidence of results reported to-date (Activity Info; KOBO, excel sheet etc.) from the results manager.

Step 2: UNHCR PMC02 preparer fills out the PMC02 form, as follows:

- i. Answer the questions and attach any supporting documents, such as the Issues report, results reports, feedback from the supported community etc.
- ii. Raise a new Issue for a particular question and assign it to the partner (if required – see separate [Aconex software tip on Implementation Monitoring Issues](#) for more details).
- iii. Add their name, title and signature to the form.
- iv. Assign the completed PMC02 form to the partner for their review with a set due date.

NB: UNHCR PMC02 preparer does not add any notes to any of the questions – this option is left for the partner.

Step 3: The partner receives the PMC02 form, as follows:

- i. The partner’s Inspector Administrator receives a summary notification email at the end of the day with the assigned PMC02 from UNHCR.
- ii. The partner’s Inspector Administrator can reassign the PMC02 to the relevant colleague, as applicable.

Step 4: The partner reviews and acknowledges the PMC02 form, as follows:

- i. Review the answers provided by UNHCR and the attachments.

- ii. Add notes and attach other documents, as applicable.
- iii. Raise a new Issue for a particular question and assign it to UNHCR (if required).
- iv. If in agreement with the content of the PMC02 and no further input from UNHCR is required, select the acceptance status of “Accepted” or “Accepted with comments”, enter their name, title and signature and reassign the PMC02 form to UNHCR.

OR:

If not in agreement with the content of the PMC02, select the acceptance status of “Not accepted”, adding comments for explanation, and reassign the PMC02 to UNHCR.

Step 5: UNHCR PMC02 preparer finalizes the reviewed PMC02 from the partner, as follows:

- i. UNHCR Inspector Administrator receives a summary email notification at the end of the day with the assigned PMC02 from the partner.
- ii. UNHCR Inspector Administrator can reassign the Issue to the UNHCR PMC02 preparer (if desired).
- iii. If the partner accepted and signed the form, close the Inspection, which completes the PMC02.

OR:

If the partner did not accept the PMC02 and added comments, address the partner’s comments and then reassign it back to the partner (return to **Step 3**).

Note: Once the PMC02 form is completed and signed by both parties, UNHCR Programme downloads the closed PMC02 form as a PDF and uploads it into the “1st Stage Approval” step of the PFR submission workflow as a supplementary file (see the separate [Aconex software tip on the PFR submission](#) for more details).

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” step of the PFR submission workflow.

After an Inspection has been assigned once, when it is updated and saved in the Field module, the updated version is immediately visible to the other party, even when that said Inspection has not been reassigned. The Inspection does not need to be reassigned to UNHCR for further edits/finalization. However, reassigning the Inspection ensures either UNHCR or the partner can be notified of the follow-up action required by them, inclusive of the deadline (if a due date has been set).