

Project Workplan

Version: Choose an item.

Operation:

Click or tap here to enter text.

Partnership Framework Agreement Number:

Click or tap here to enter text.

Partner Reference Number (optional):

Click or tap here to enter text.

Cloud ERP Contract ID Number:

Click or tap here to enter text.

Cloud ERP Partner Number:

Click or tap here to enter text.

Summary

The Partner wishes to deliver, and UNHCR wishes to support the delivery of, the Project defined below. This Project Workplan sets out the details of the Project and terms and conditions on which the Partner and UNHCR agree to collaborate.

This Project Workplan is subject to and incorporated by reference into the Partnership Framework Agreement (PFA) Cover Sheet entered into between the parties on Click or tap to enter a date.

Parties

UNHCR	The Partner
The Office of the United Nations High Commissioner for Refugees	Click or tap here to enter text. UN Partner Portal Reference Number: Click or tap here to enter text.
Signatures	
Signed by the duly authorized signatories of the parties:	
UNHCR	The Partner
Name: Click or tap here to enter text.	Name: Click or tap here to enter text.
Position: Click or tap here to enter text.	Position: Click or tap here to enter text.
Email: Click or tap here to enter text.	Email: Click or tap here to enter text.
Date: Click or tap to enter a date.	Date: Click or tap to enter a date.

Project scope

The Project on which UNHCR and the Partner agree to collaborate and deliver is described below.

Project title

Click or tap here to enter text.

Areas of Specialization

Select applicable area(s).

- ☐ Camp Coordination and Camp Management (CCCM)
- ☐ Cash and voucher assistance
- ☐ Child protection
- ☐ Distribution of supplies, including basic and domestic items
- ☐ Education
- ☐ Energy
- ☐ Environmental management
- ☐ Financial inclusion
- ☐ Food assistance
- ☐ Fuel management
- ☐ Gender-based violence (GBV)
- ☐ Housing, land and property
- ☐ Livelihoods and economic inclusion
- ☐ Maintenance/repair of UNHCR vehicles
- ☐ Public health
- ☐ Registration
- ☐ Right of use of UNHCR Assets
- ☐ Shelter and all other construction (including WASH and energy)
- ☐ Warehouse and inventory management
- ☐ Water, sanitation and hygiene (WASH)

The Project will be implemented in accordance with the applicable standards for each [Area of Specialization](#) [English – version 3.0 September 2025] selected as outlined in the UN Partner Portal at <https://supportcso.unpartnerportal.org/hc/en-us/articles/19272970373527-Areas-of-Specialization>.

Standard Operating Procedures (SOP) may be required under the applicable sectors and Areas of Specialization selected above, which must be followed by the Partner for all relevant activities. If they are not already established, these SOPs will be jointly developed by the Partner and UNHCR.

Other applicable guidance

The Partner shall be guided by the following (as applicable):

- a) Global Compact on Refugees and relevant [United Nations Sustainable Development Goals](#) to advance inclusion of forcibly displaced and stateless people together with UNHCR, government counterparts, development actors, private sector and other relevant actors.
- b) UNHCR country-specific multi-year strategy.

	<p>c) UNHCR Focus Area Strategic Plans.</p> <p>d) UNHCR Age, Gender and Diversity Policy and its related core actions towards an inclusive AGD programming, to accountability to affected people and to the protection of women and girls.</p> <p>e) UNHCR Operational Guidance on Accountability to Affected People.</p> <p>f) Inter-Agency Standing Committee (IASC) Collective APP Framework.</p> <p>g) IASC Guidelines for Integrating GBV Interventions in Humanitarian Action.</p> <p>h) IASC Policy on Gender Equality and the Empowerment of Women and Girls in Humanitarian Action.</p> <p>i) UNHCR Strategic Framework for Climate Action, by contributing to advancing its objectives throughout the implementation of the agreement's activities.</p> <p>j) UNHCR Operational Strategy for Climate Resilience and Environmental Sustainability 2022-2025, by contributing to achieving its expected outcomes.</p> <p>k) Working Together to Safeguard Children.</p> <p>In addition, the Partner shall identify project-specific risks and their associated treatment plans and record them in the Project Workplan risk register.</p>
Population	<p>Select all applicable population types expected for this Project.</p> <p><input type="checkbox"/> Refugees and asylum-seekers</p> <p><input type="checkbox"/> Stateless persons</p> <p><input type="checkbox"/> Returnees</p> <p><input type="checkbox"/> Internally displaced persons</p> <p><input type="checkbox"/> Host communities</p> <p><input type="checkbox"/> Others of concern</p> <p><i>Add any additional information about the population such as number of people or specific groups targeted by the project (e.g. women and girls, children on the move, urban refugees, etc.).</i></p>
Age, Gender and Diversity (AGD) and Accountability to Affected People	<p><i>Describe efforts to ensure inclusive programmes that consider AGD characteristics of the population throughout the project cycle. 1) How have AGD elements been considered in determining the project scope? 2) How have affected people of different characteristics participated in the project design? Were their capacities considered? 3) How will they be involved in project implementation and monitoring? 4) Describe planned two-way communication with targeted populations and the safe and accessible feedback and response mechanism that will be in place for people of different characteristics to inform project adjustments. 5) What prevention or mitigation measures will be implemented to reduce unintended protection risks, ensure equitable and safe access, and avoid exclusion? 6) Describe efforts to ensure data disaggregation in reporting. Please refer to the UNHCR AGD Policy.</i></p>
Coordination	<p><i>Describe coordination and consultation mechanisms between UNHCR and the Partner as well as with all relevant stakeholders (ex. government, UN agencies, NGOs), other relevant organizations and the broader humanitarian system, including the alignment to RRP/HRP/other relevant UN-led appeals/coordinated responses (where applicable), including involving the project's target population.</i></p>
Partner contributions	<p><i>Where applicable, you may use this space to indicate other contributions from the Partner, such as in-kind or financial contributions anticipated.</i></p>

**Downstream
partnerships and
sub-contractors**
Select applicable option.

- ☐ Not applicable
- ☐ Applicable based on the information below

List all known sub-contractors and further Partners involved, detailing their role and expected contributions.

Project details

Please use the space below to describe the activities that will be implemented under each applicable Outcome area and Output statement, and to specify the location(s) where these activities will be carried out (as applicable).

Outcome area	Choose an item.
Output statement	Description of activities for results (by location if applicable)
Click or tap here to write Output statement.	Click or tap here to enter text.

Outcome area	Choose an item.
Output statement	Description of activities for results (by location if applicable)
Click or tap here to write Output statement.	Click or tap here to enter text.

Timelines

	Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)
Implementation Period	Click or tap to enter a date.	Click or tap to enter a date.
Liquidation Period	Click or tap to enter a date.	Click or tap to enter a date.
Duration	Click or tap to enter a date.	Click or tap to enter a date.

Results, indicators and resourcing

Further details around resourcing requirements and indicators to monitor progress have been agreed between the parties in a Financial Plan and a Results Plan respectively, which are summarized in the table below. The Financial Plan and Results Plan are incorporated by reference in this Project Workplan.

Output code	Output statement	Output budget
[insert code]	[insert output results statement]	[enter value]
Indicators		
[insert indicator]		
[insert indicator]		
[insert indicator]		

Output code	Output statement	Output budget
[insert code]	[insert output results statement]	[enter value]
Indicators		
[insert indicator]		
[insert indicator]		
[insert indicator]		

GRAND TOTAL FINANCIAL PLAN BUDGET	[enter value]
	[enter currency]

UNHCR Assets

Right of use clauses in the Areas of Specialization are mandatory when UNHCR provides a Partner with a UNHCR Asset for a period of time. At the end of the Right of use Period, the UNHCR Asset must be returned to UNHCR or itemized within the next year's Project Workplan.

UNHCR Asset ID	UNHCR Asset description	Start date of right of use
[Insert]	Click or tap here to enter text.	Click or tap to enter a date.
[Insert]	Click or tap here to enter text.	Click or tap to enter a date.
[Insert]	Click or tap here to enter text.	Click or tap to enter a date.
[Insert]	Click or tap here to enter text.	Click or tap to enter a date.

Motorized Assets receiving UNHCR contributed in-kind fuel

The table below lists all motorized Assets (UNHCR and Project Assets) that will receive UNHCR-contributed in-kind fuel for the implementation of the Project. UNHCR-contributed in-kind fuel means fuel provided (i) by UNHCR directly or (ii) by UNHCR indirectly, for example by a UNHCR contracted commercial supplier or by a UNHCR fuel management partner. UNHCR-contributed in-kind fuel does not include fuel that is procured by the Partner using Funds budgeted in the Financial Plan.

Motorized Asset ID	Motorized Asset description	Type of fuel
[Insert]	Click or tap here to enter text.	Choose an item.
[Insert]	Click or tap here to enter text.	Choose an item.
[Insert]	Click or tap here to enter text.	Choose an item.

Determining essential controls

Risk assessment

Essential control factor	Risk rating or results
Project audit results <i>This refers to the Partner's most recent UN project audit results.</i>	Choose an item.
ICA/ICQ risk rating <i>This refers to the Partner's most recent ICQ (in the last 5 years). Where there is no ICQ available from the last 5 years, refer to UNHCR's most recent ICA.</i>	Choose an item.
Protection from Sexual Exploitation and Abuse (PSEA) capacity assessment results <i>This refers to the status of the Partner's UN PSEA capacity assessment at the time of the Project Workplan negotiation. It may reflect the preliminary or final determination.</i>	Validity period end date: Click or tap to enter a date.
	Choose an item.
	Status of determination: Choose an item.
	Date of determination: Click or tap to enter a date.
Additional factors <i>Select applicable additional factor(s) that UNHCR considered when deciding essential controls, where relevant.</i>	
<input type="checkbox"/> Reference made to the Operation Risk Index and more than the recommended essential control measures apply.	
<input type="checkbox"/> Value of the project is over \$250,000 USD and more than the recommended essential control measures apply.	
<input type="checkbox"/> UNHCR capacity is limited, with the need to focus on applying the recommended essential control measures for high-risk partners only.	
<input type="checkbox"/> Recent verifications/monitoring identifies lower or higher risks compared to latest valid ICA/ICQ results.	
<input type="checkbox"/> Where the partner has implemented ICA/ICQ recommendations, lower essential controls may be applied.	
<input type="checkbox"/> Other (details below).	
<input type="checkbox"/> None / not applicable.	
If other, please provide details	Click or tap here to enter text.

Essential controls

Expected number of prepayments	Choose an item.
Maximum value of each prepayment <i>As a percentage of the total value of the project when determined.</i>	[Insert %]
Breakdown of Partner personnel expenditure <i>Mark whether it will be mandatory for the Partner to submit a breakdown of personnel costs charged to the project with each Project Financial Report.</i>	Choose an item.
Output budget flexibility <i>High/significant risk rating ALWAYS = 30% output budget flexibility.</i>	Choose an item.

Additional controls (if applicable)

Include additional controls applied to the Project Workplan, as applicable. For example, any procurement limitations applied to the Financial Plan and the date by which the Partner must complete their PSEA Capacity Strengthening Implementation Plan (CSIP).

For reference purposes, the [UNHCR Risk Ratings and Essential Controls Guidance](#) is available for recommended calculations to determine essential controls.

Indicative prepayment plan

Solely for planning purposes, the Parties may, but are not required to, fill in the table below. The months, values and currency indicated in the table below are not binding.

Planned month of prepayment	Value of prepayment and currency
[Insert month]	Click or tap here to enter text.
[Insert month]	Click or tap here to enter text.
[Insert month]	Click or tap here to enter text.

Reporting

Whilst the Project Financial Reports (PFRs) must be submitted in the format provided by UNHCR, the Partner and UNHCR jointly determine the format of other reports. Where Partners already carry out other relevant monitoring and reporting activities (including interagency and/or sectoral reporting), UNHCR may approve the use of the corresponding tools and formats to satisfy some of the reporting requirements below.

The Partner is required to submit a Periodic PFR once the Partner considers that 70 percent of the total value of the prepayments received to date are expensed, respectively. The Partner will specify the date up to which expenses are reported in the Periodic PFR.

Report	Due dates		
	Type	Reporting period end date (DD/MM/YYYY)	Due date (DD/MM/YYYY)
PFR	End-PFR	[DD/MM/YYYY]	[DD/MM/YYYY]
Results	[Quarter 1]	[DD/MM/YYYY]	[DD/MM/YYYY]
	[Quarter 2]	[DD/MM/YYYY]	[DD/MM/YYYY]
	[Quarter 3]	[DD/MM/YYYY]	[DD/MM/YYYY]
	End-results	[DD/MM/YYYY]	[DD/MM/YYYY]
	[Additional 01]	[DD/MM/YYYY]	[DD/MM/YYYY]
Narrative Reports	End-narrative	[DD/MM/YYYY]	[DD/MM/YYYY]
	[Additional 01]	[DD/MM/YYYY]	[DD/MM/YYYY]
	Not applicable in final year of PFA.		

Final Partnership Report	PFA report	[DD/MM/YYYY]	[DD/MM/YYYY]
	Not applicable in other years.		
Other	[Type]	[DD/MM/YYYY]	[DD/MM/YYYY]

Additional appendices

Appendix 01	Click or tap here to enter text.
Appendix 02	Click or tap here to enter text.

Data protection

This project entails the processing of Personal Data: Choose an item.

If no, please do not complete this section.

If yes, the Data Processing is governed by the Data Protection Agreement and the following provisions apply.

Data processing particulars		
DPIS capacity assessment	The Data Protection and Information Security (DPIS) capacity assessment has or will be completed by: Click or tap to enter a date.	
Roles of the parties	Select applicable option. <input type="checkbox"/> Controller-to-Processor (C2P) relationship - where UNHCR is the Controller and the Partner is the Processor <input type="checkbox"/> Controller-to-Controller (C2C) relationship - where the Partner and UNHCR both act as Controllers	
Please complete the following sections, depending on whether the relationship is Controller-to-Controller, or Controller-to-Processor:		
Controller-to-Controller (C2C)	Onward Sharing	Choose an item. If yes, specify contracted third parties here: Click or tap here to enter text.
	<i>Please note: UNHCR's authorization for contracted third parties is required</i>	
Controller-to-Processor (C2P)	Sub-processors	Select applicable option. <input type="checkbox"/> Not applicable <input type="checkbox"/> UNHCR authorizes the Partner engaging the following Sub Processors to process Personal Data: Click or tap here to enter text.
	Retention	Reasons for retention after the end of the project <input type="checkbox"/> Not applicable

	<input type="checkbox"/> Click or tap here to enter text. At the end of the Project, the Partner will: <input type="checkbox"/> delete all Personal Data processed in relation to the Project. <input type="checkbox"/> return all Personal Data processed in relation to the Project. <input type="checkbox"/> not applicable – [to be determined by UNHCR in the course of the Project]
For all Relationships (C2C and C2P), please complete the following entries:	
Data processing particulars	<p>Select all applicable options.</p> <p>Nature and purpose of processing:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Camp Coordination and Camp Management (CCCM) <input type="checkbox"/> Cash and voucher assistance <input type="checkbox"/> Child protection <input type="checkbox"/> Distribution of supplies, including basic and domestic items <input type="checkbox"/> Education <input type="checkbox"/> Energy <input type="checkbox"/> Environmental management <input type="checkbox"/> Financial inclusion <input type="checkbox"/> Food assistance <input type="checkbox"/> Fuel management <input type="checkbox"/> Gender-based violence (GBV) <input type="checkbox"/> Housing, land and property <input type="checkbox"/> Livelihoods and economic inclusion <input type="checkbox"/> Maintenance/repair of UNHCR vehicles <input type="checkbox"/> Public health <input type="checkbox"/> Registration <input type="checkbox"/> Right of use of UNHCR Assets <input type="checkbox"/> Shelter and all other construction (including WASH and energy) <input type="checkbox"/> Warehouse and inventory management <input type="checkbox"/> Water, sanitation and hygiene (WASH) <p>Other:</p> <p>Click or tap here to enter text.</p>
	<input type="checkbox"/> Access and user control measures: <div>Click or tap here to enter text.</div>
	<input type="checkbox"/> Personal Data elements: <div>Click or tap here to enter text.</div>

	<input type="checkbox"/> Storage and transfer of Personal Data:	Click or tap here to enter text.
Data Protection Laws	Click or tap here to enter text.	
Transfer Method	Select applicable option. <input type="checkbox"/> Not applicable <input type="checkbox"/> Click or tap here to enter text.	
Additional Information Security Measures, if any	Click or tap here to enter text.	

Version Summary

The following table contains a summary of the original Project Workplan and, where applicable, past amendments and the current amendment.

Version	Reason for amendment	Grand total financial plan budget
Original 00	Not applicable	[insert value and currency]
Choose an item.	Click or tap here to enter text.	[insert value and currency]
Choose an item.	Click or tap here to enter text.	[insert value and currency]

Amendments

The latest Amendment referred to in the chart above supersedes and represents an amended and restated version of the Project Workplan.

1. Working together

Signatories and communications. The signatories to this Project Workplan are authorized to act on UNHCR's and the Partner's behalf in relation to this Project Workplan. Official correspondence relating to this Project Workplan will be addressed to each party's signatory, unless otherwise delegated by the signatory.

Notices. Any formal notices which must be given under this Project Workplan (for example, to terminate) must be delivered in writing to a party's signatory.

2. Project obligations

Scope. The Partner agrees to deliver the Project in the Location and for the Population, all as set out in this Project Workplan. The Partner and UNHCR will work together to achieve any agreed results.

Appendices. The Partner will comply with the Financial Plan and the Results Plan, as well as with the terms of any additional appendices attached to this Project Workplan.

3. Timelines

Duration of this Project Workplan. This Project Workplan will continue for the Duration defined above, unless terminated earlier by a party as allowed under the Agreement.

Implementation. The Partner must implement the Project within the Implementation Period.

Reporting. The Partner must deliver the reports identified above within the prescribed timeframe. Where specified, the due date represents the latest possible date the Partner can submit the report. Unless otherwise stipulated in the Reporting table above, there is no requirement for an interim PFR.

Liquidation. During the Liquidation Period, the Partner must settle all existing financial commitments the Partner agreed to for the Project, and not agree to any new financial or other commitments.

Extensions. UNHCR will generally not agree to extend the Implementation Period or the Liquidation Period beyond the end of a calendar year unless there are exceptional circumstances and at UNHCR's discretion. If UNHCR agrees to extend either timeline, this will be agreed with the Partner in a separate agreement in writing. Any request for extension of the Implementation and/or Liquidation Period(s) beyond the end of a calendar year must be submitted to UNHCR's signatory before the end of November of the implementation year, for due consideration, and include a detailed explanation as to why the request should be accepted.

4. Data protection

Data protection and information security capacity assessment. This assessment is only required if the Project entails the processing of Personal Data. The Partner agrees to implement the risk mitigation measures identified through this assessment.

5. Special Provisions to the Partnership Framework Agreement

The below special provisions (if any) modify or override specified Articles in the Partnership Framework Agreement.

The following provision is added at the end of Article 5 (“How Funds Are Released”) of the Partnership Terms.

The timing of release of installments (also referred to as “prepayments” in the Project Workplan) by UNHCR is in each case subject to the availability of funds. When UNHCR determines that funds will not be available for the release of upcoming installments, UNHCR will provide notice thereof to the Partner and the Parties will seek to agree promptly on revised installment release dates. Where such an agreement is not reached within one week of the notice referred to above, UNHCR will have the right to establish delays of up to 90 days in the timing of release of installments by giving notice thereof to the Partner.

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