

Project **R**eporting **O**versight and **M**onitoring **S**olution

Working better together

Train-of-Trainer Workshop – Process Overview

September 2023



CLOUD ERP LINKAGE WITH PROMS

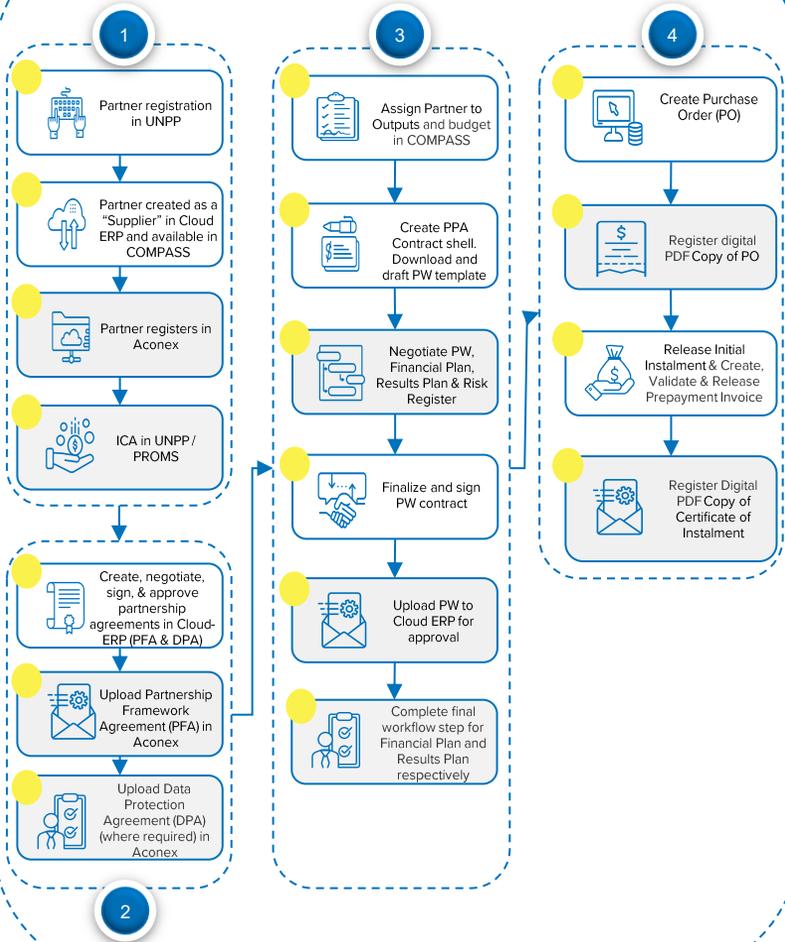
PROMS IN PRACTICE

BIG PICTURE – PROMS FUNCTIONALITY

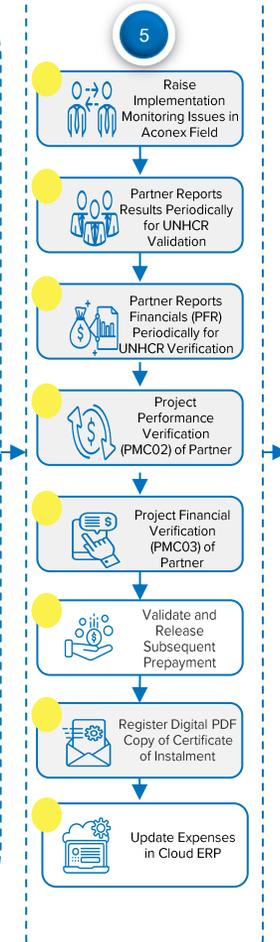
PROMS

Other Systems

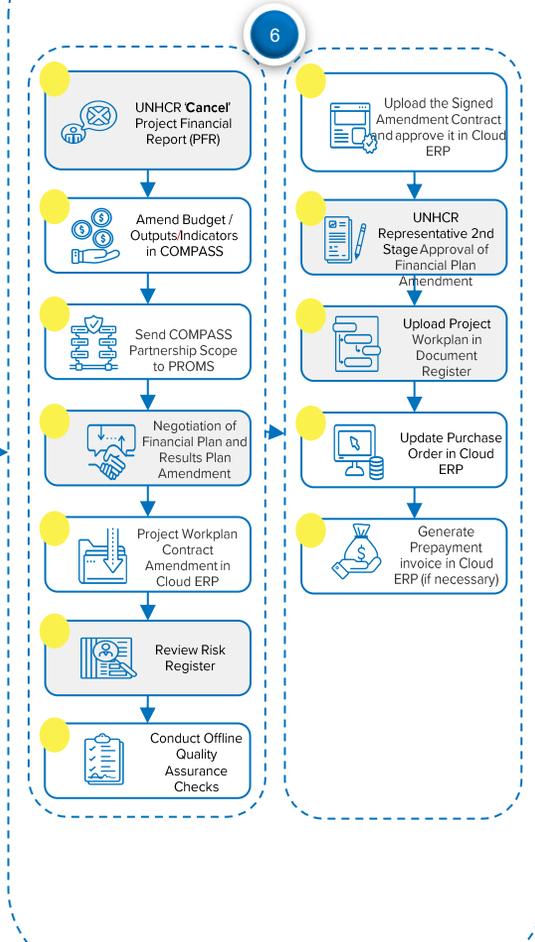
Project Development



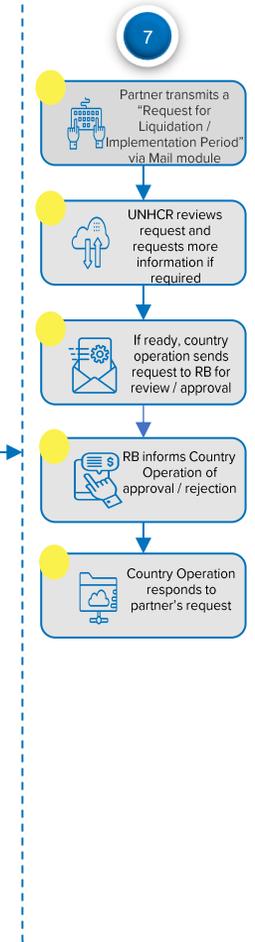
Monitoring



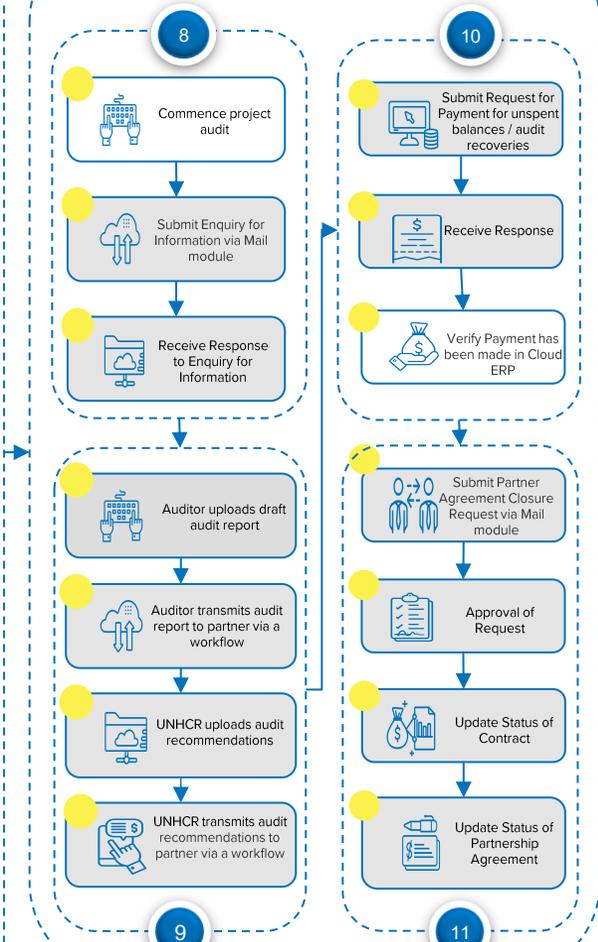
Amendments



Exceptions



Audits and Closure



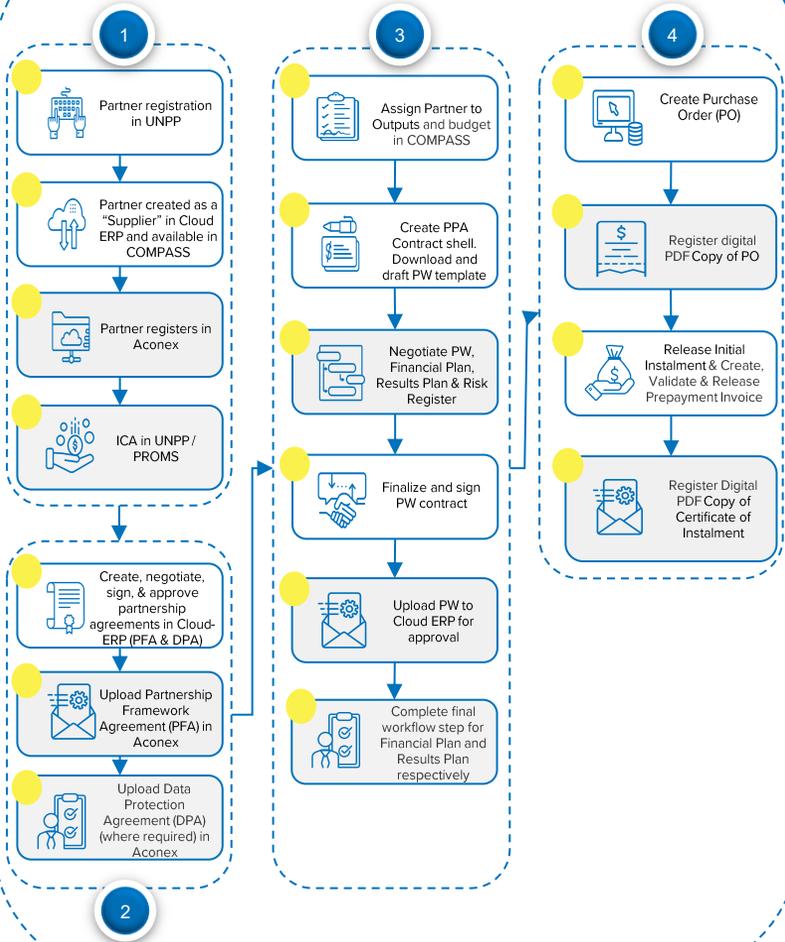
PROMS IN PRACTICE

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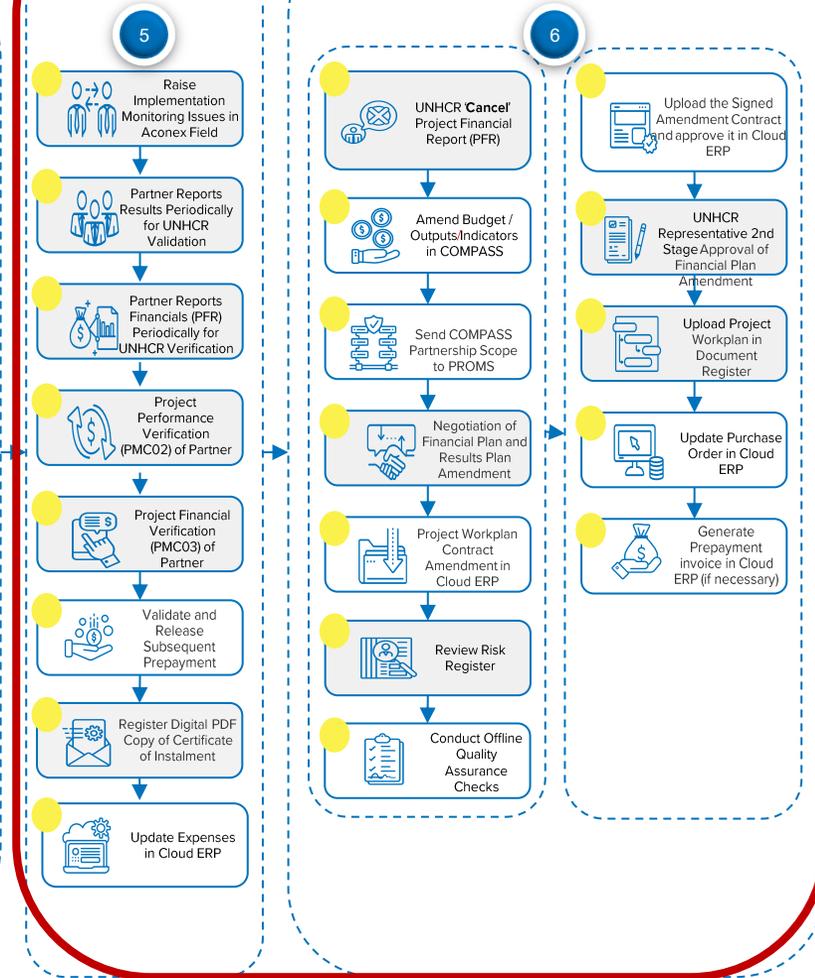
PROMS

Other Systems

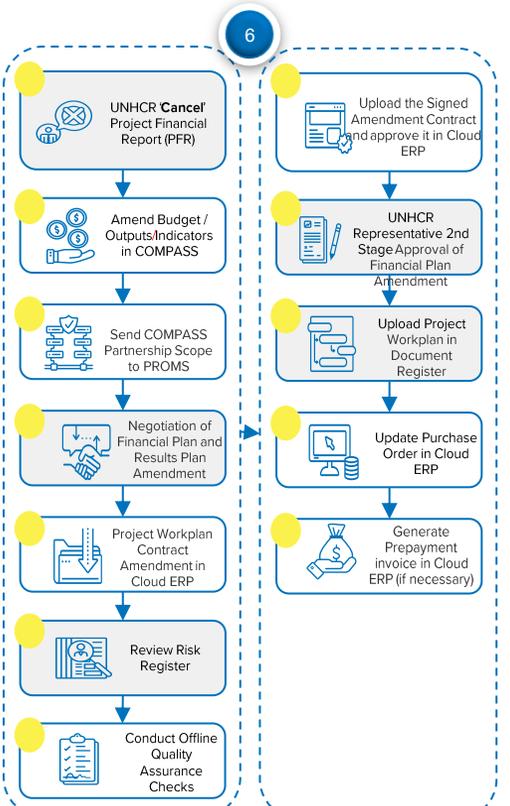
Project Development



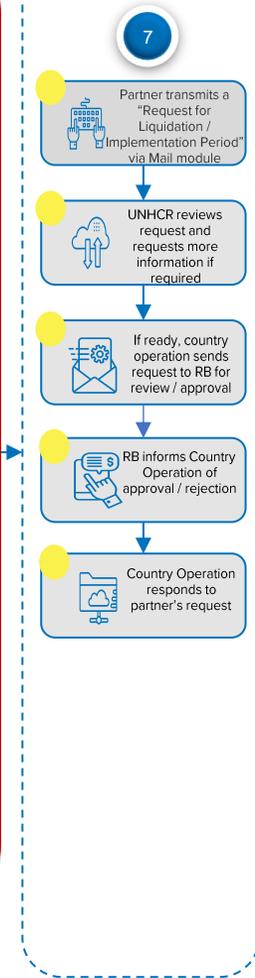
Monitoring



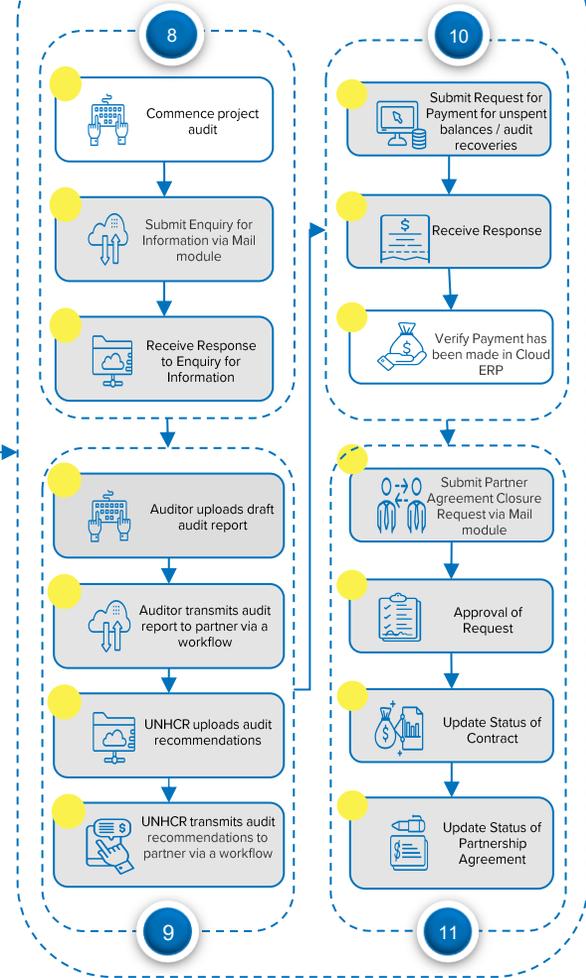
Amendments



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Audits and Closure



PROMS IN PRACTICE

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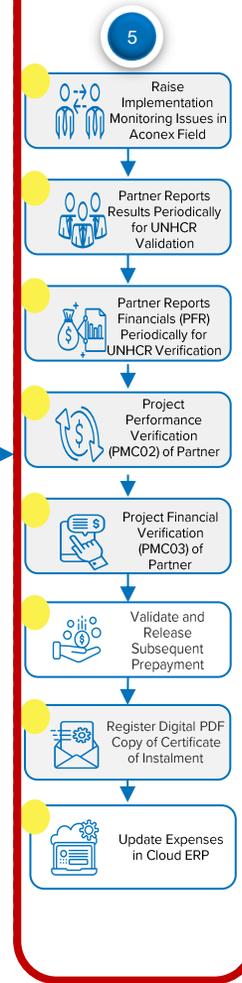
PROMS

Other Systems

Project Development



Monitoring



PROMS IN PRACTICE

IMPLEMENTATION MONITORING

 UNHCR
 Partner
 Integration
 E-Mail



1



During the implementation monitoring, UNHCR or a partner (as an initiator) can raise a recommendation or an appreciation using Field “Issues” by selecting the “Issue” type “Implementation Monitoring”.



2



The partner or UNHCR, as the assignee (Field Administrator), receives a summary email notification at the end of the day that a recommended/appreciation action is assigned to their organization.



3



The assignee attaches documents, adds notes and updates the status with the relevant status (Dispute Issue if not in agreement with the issue or Mark Ready to Inspect if actions are taken).–The assignee can also edit in the issue and reassign it.



4



The initiator (Field Administrator) receives a summary email notification at the end of the day that action has been taken.

- a) If the initiator is satisfied with the action taken, they close the “Issue”.
- b) If the assignee does not agree with the recommendation, they can assign it to become “in dispute”.

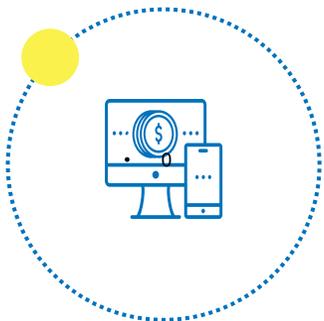


BUSINESS IMPACT

- Introduction of field templates that are accessible on tablets and smartphones.
- When short-comings / issues are identified, a task can be generated and assigned to the appropriate person / organization.
- Issues can be recorded out in the field when offline and later automatically synced when online.
- Ongoing monitoring reduces the dependency on scheduled, announced and formal MFT visits.

PROMS IN PRACTICE

PROJECT FINANCIAL REPORT (PFR)



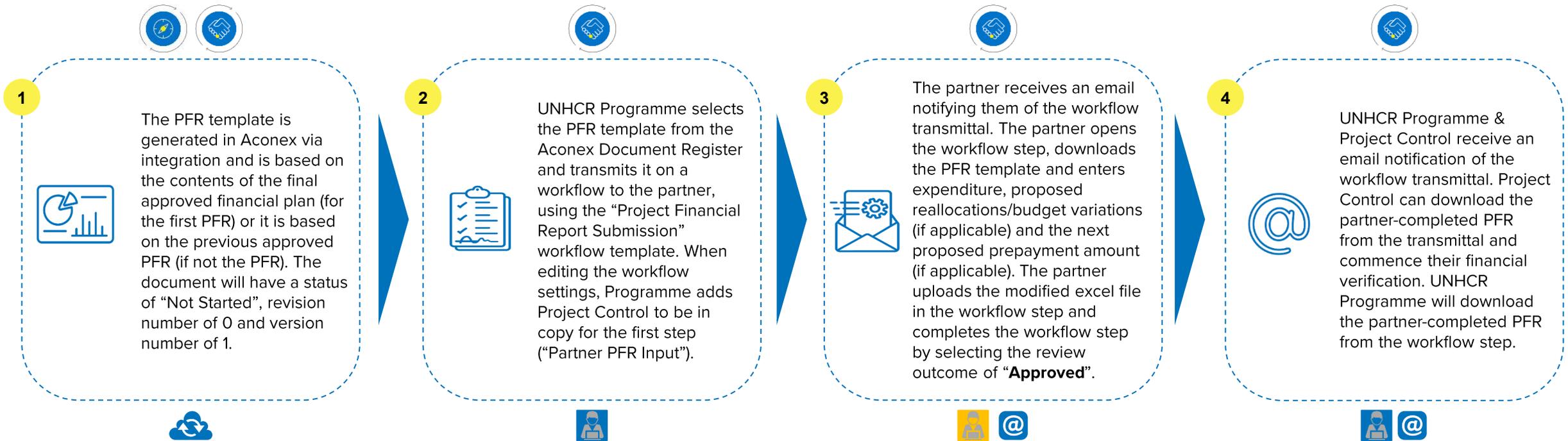
- ❑ The Project Financial Report (PFR) workflow is not only about the submission of the PFR template (despite the workflow name). It includes the submission of the project performance verification and project financial verification reports (PMC02 and PMC03 respectively).
- ❑ The PFR workflow feeds into the process of documenting the partner's overall performance to-date, taking into consideration:
 - Reported progress against results,
 - Expenditure to-date
 - Action taken in follow-up on implementation monitoring recommendations,
 - Progress against a partner's PSEA Capacity Strengthening and Implementation plan,
 - Feedback from people with and for whom the partner/UNHCR works,
 - Progress against risk treatment plans and ICA/ICQ recommendations,
- ❑ The PFR workflow therefore encompasses partner reporting and UNHCR's verification processes, documenting UNHCR's implementation monitoring, and hence it is initiated by Programme with Project Control in copy from the start.

BUSINESS IMPACT

- Standardized PFR templates
- Partners can upload supporting documentation from their corporate systems to PROMS
- Project control and auditors can more easily verify and reconcile financial plans and reporting
- Real-time updates on agreement financial information

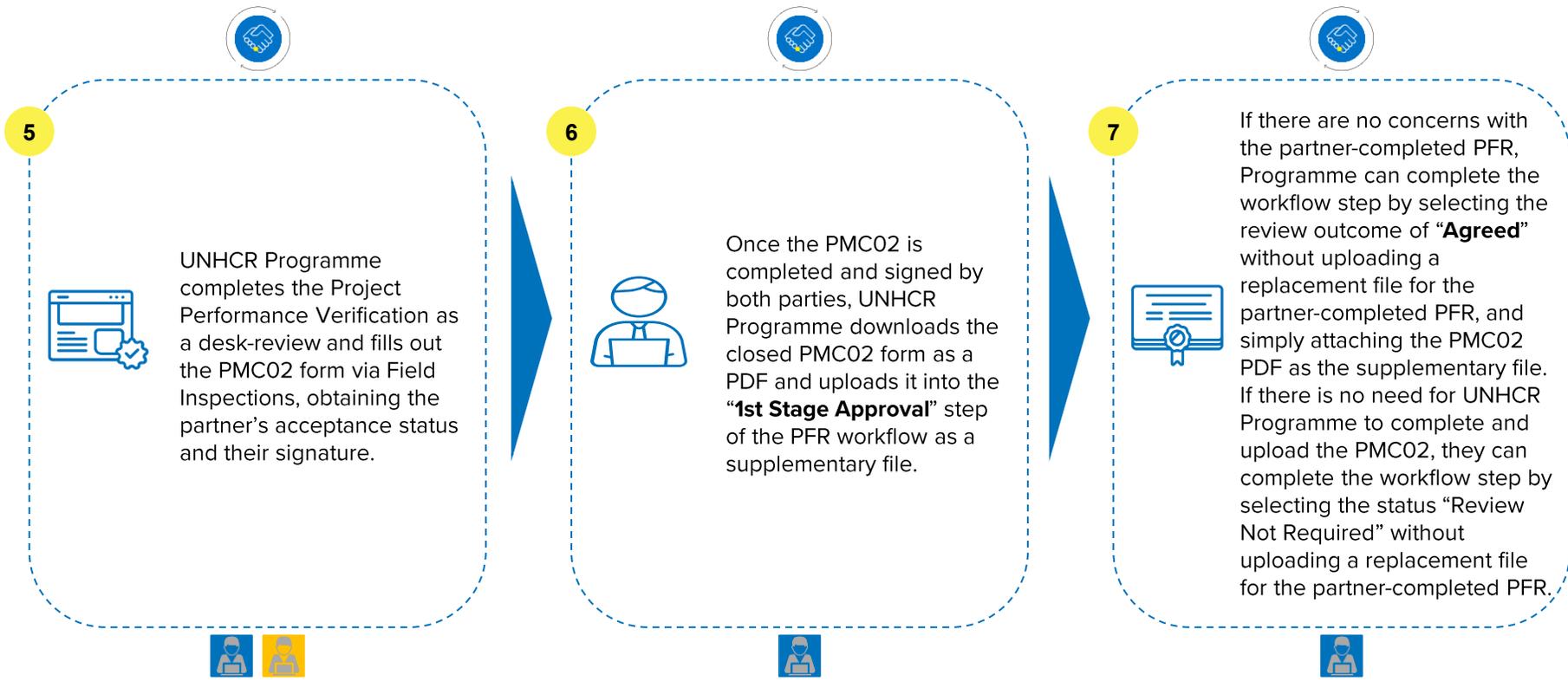
PROMS IN PRACTICE

PROJECT FINANCIAL REPORT (PFR): 1/7



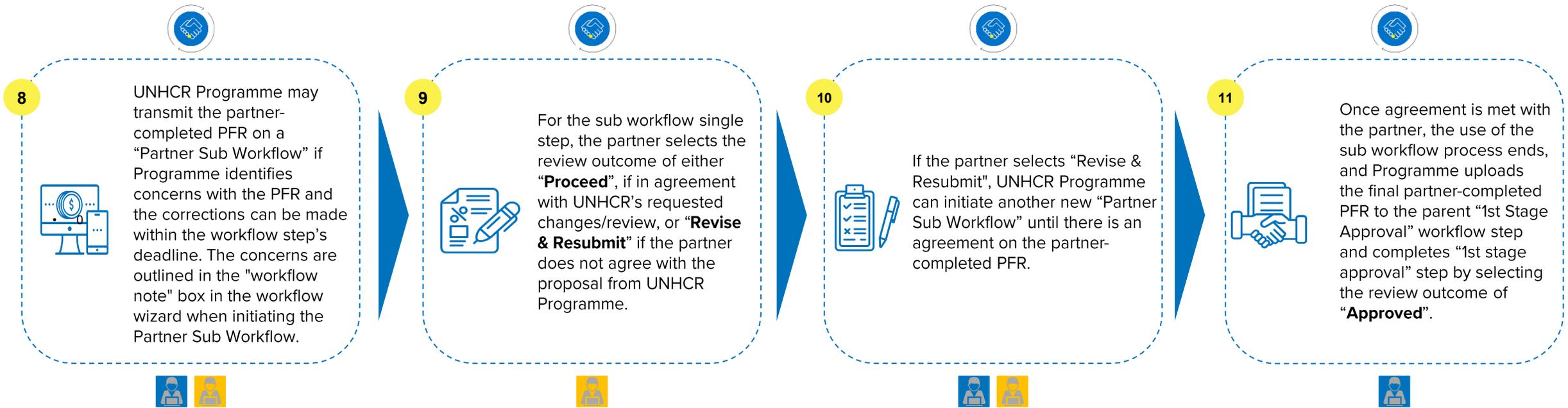
PROMS IN PRACTICE

PROJECT FINANCIAL REPORT (PFR): 2/7



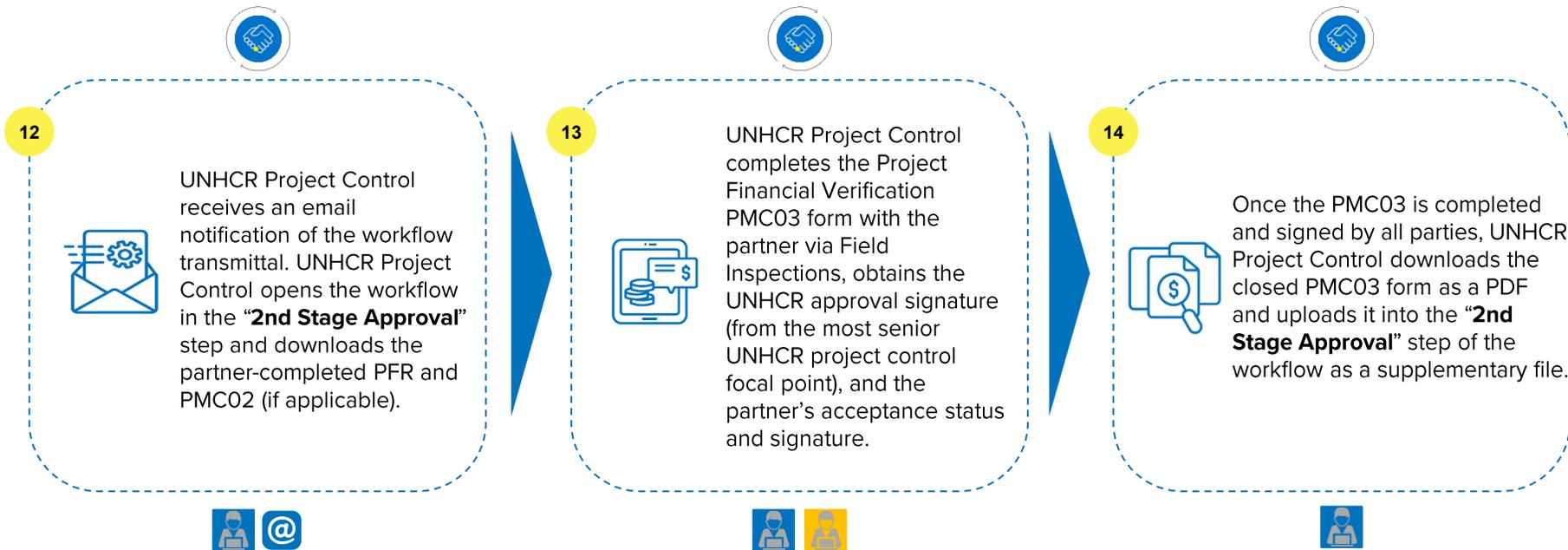
PROMS IN PRACTICE

PROJECT FINANCIAL REPORT (PFR): 3/7



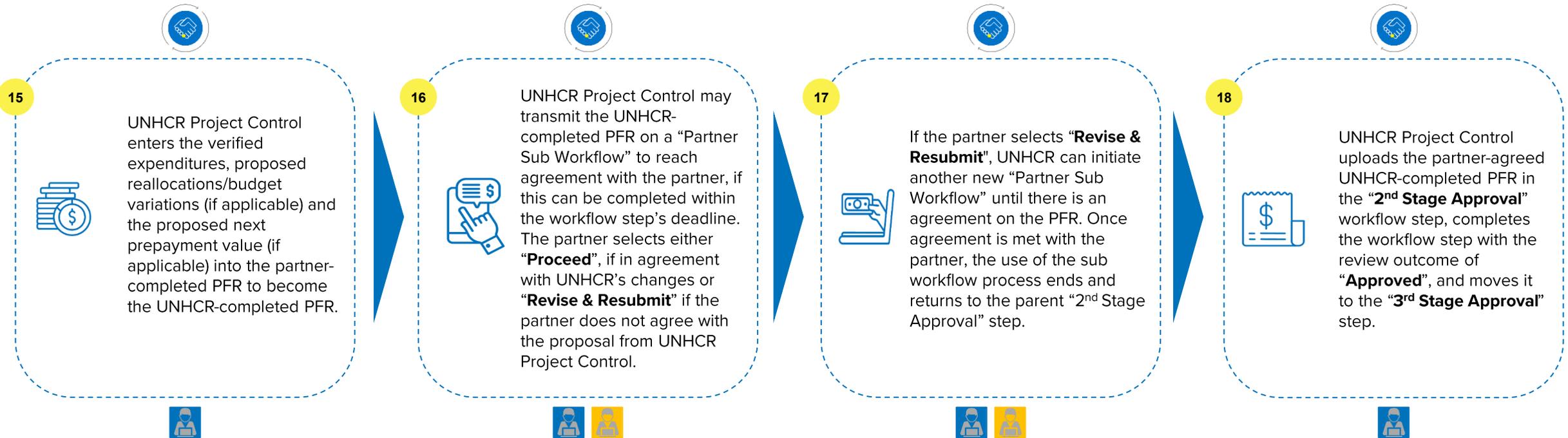
PROMS IN PRACTICE

PROJECT FINANCIAL REPORT (PFR): 4/7



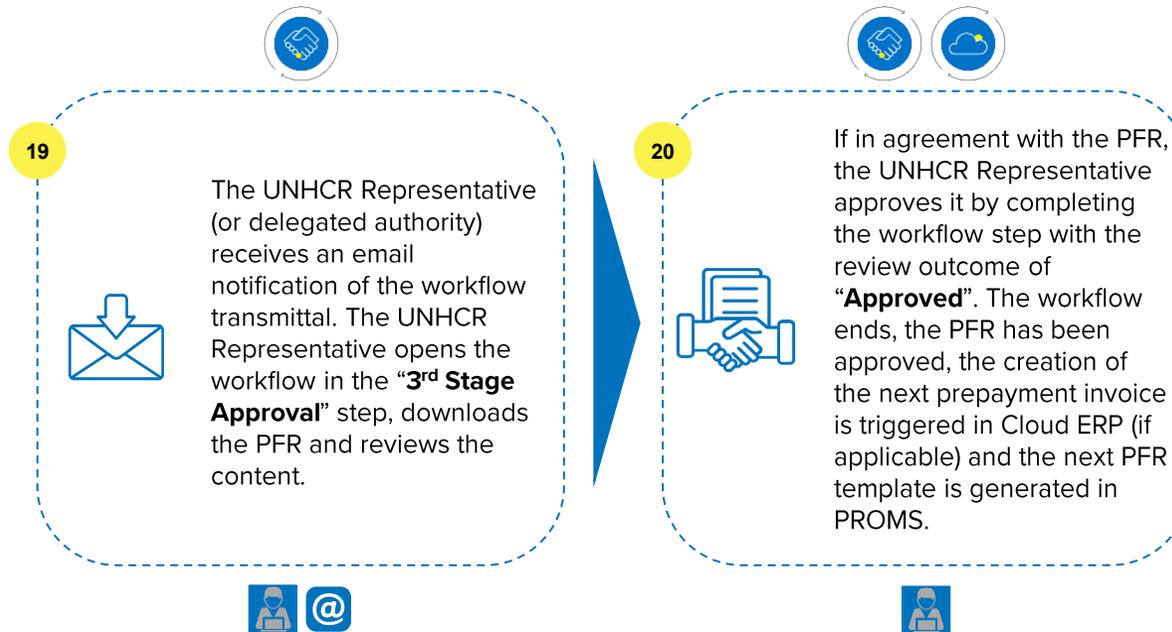
PROMS IN PRACTICE

PROJECT FINANCIAL REPORT (PFR): 5/7



PROMS IN PRACTICE

PROJECT FINANCIAL REPORT (PFR): 6/7



PROMS IN PRACTICE

PROJECT FINANCIAL REPORT (PFR): 7/7



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If modifications are required and can be achieved within the workflow step's deadline, the Representative transmits the PFR on a **"Representative Sub Workflow"**, adding a workflow note in the workflow wizard, which comprises the following steps:
(i) UNHCR Programme Review;
(ii) Partner Review;
(iii) UNHCR Programme Approval.



22



(i) **UNHCR Programme Review:** UNHCR Project Control downloads the PFR and reviews the Representative's workflow note, addresses the concerns, uploads the modified PFR in the sub workflow and selects the review outcome of **"Proceed"**.



23



(ii) **Partner Review:** The partner then receives the modified PFR and, if accepts, updates the PFR and selects the review outcome of **"Proceed"**. If the partner contests the changes, then they enter their comments in the PFR and select **"Revise and Resubmit"**.



24

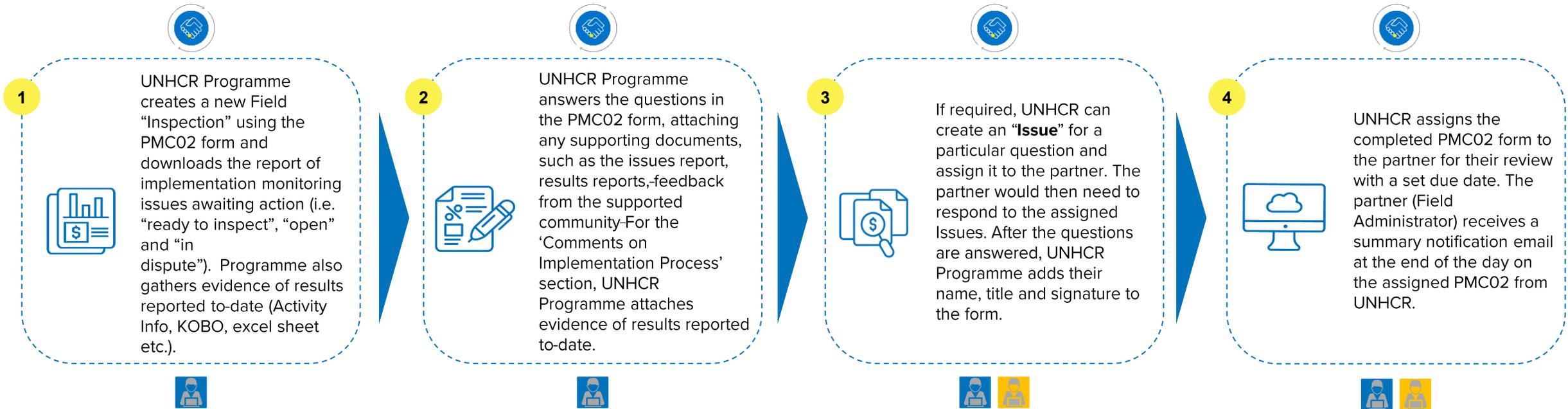


(iii) **UNHCR Programme Approval:** UNHCR Project Control reviews the PFR from the partner and, if in agreement, finalizes the PFR. If not in agreement, the Representative Sub Workflow can be restarted and continue until agreement is met with the Partner. Once agreed, the Sub Workflow ends and returns to the parent **"3rd Stage Approval"** workflow step (return to step 19).



PROMS IN PRACTICE

PROJECT PERFORMANCE VERIFICATION (PMC02) – 1/2

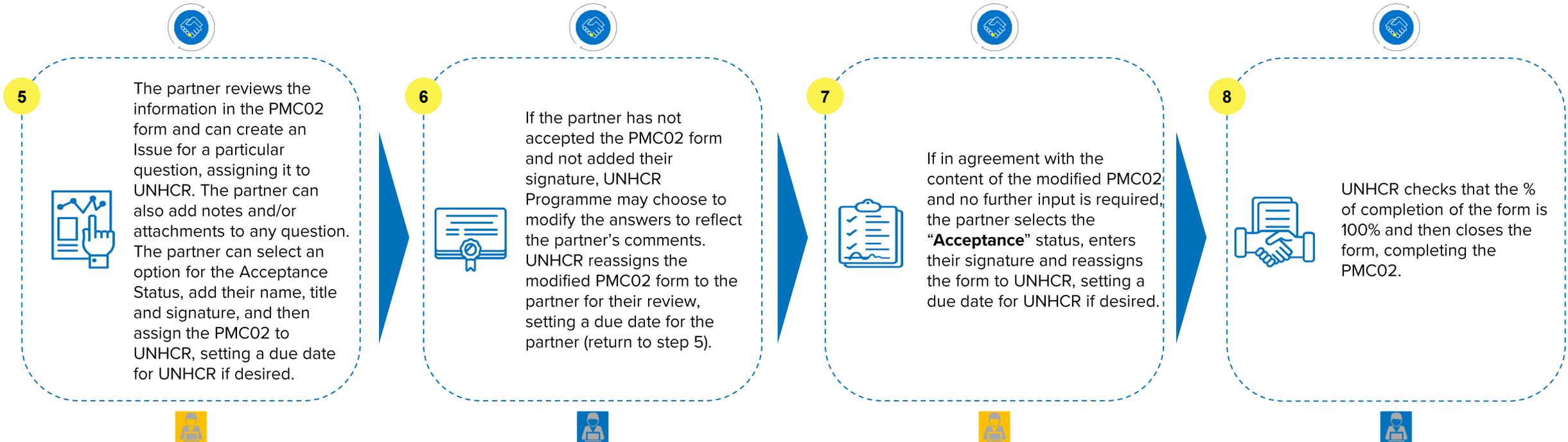


BUSINESS IMPACT

- Ongoing monitoring will reduce dependency on scheduled, announced, formal MFT visits
- Field checklists accessible from tablets and smartphones (can be carried out in the field when off-line and automatically synced when on-line)
- When short-comings / issues are identified, a task can be generated and assigned to the appropriate person / organization
- Partners can upload supporting documentation from their corporate systems to PROMS

PROMS IN PRACTICE

PROJECT PERFORMANCE VERIFICATION (PMC02) – 2/2

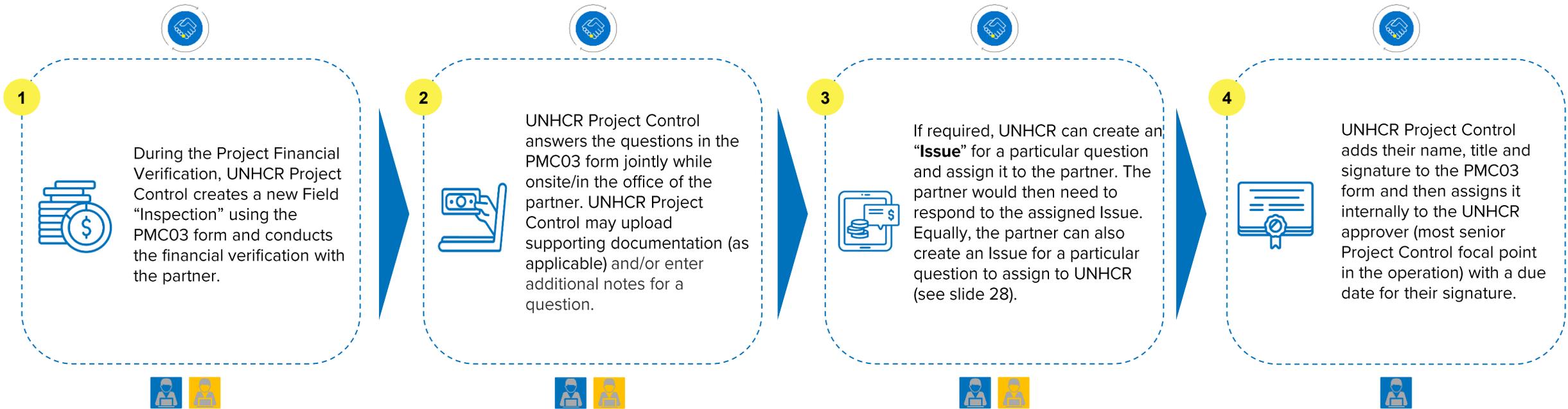


BUSINESS IMPACT

- Ongoing monitoring will reduce dependency on scheduled, announced, formal MFT visits
- Field checklists accessible from tablets and smartphones (can be carried out in the field when off-line and automatically synced when on-line)
- When short-comings / issues are identified, a task can be generated and assigned to the appropriate person / organization
- Partners can upload supporting documentation from their corporate systems to PROMS

PROMS IN PRACTICE

PROJECT FINANCIAL VERIFICATION (PMC03) – 1/3

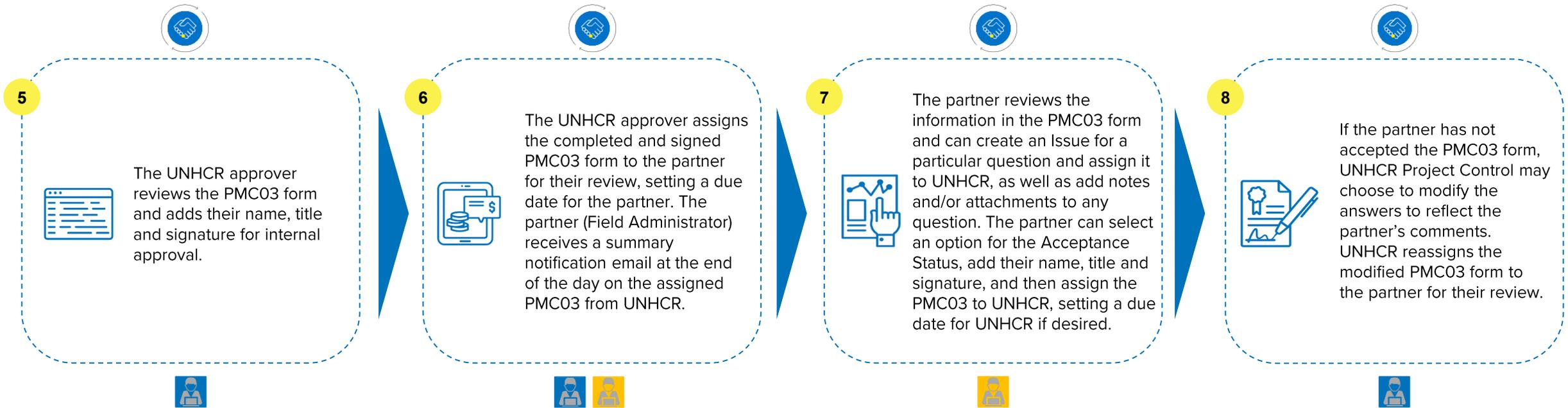


BUSINESS IMPACT

- Ongoing monitoring will reduce dependency on scheduled, announced, formal MFT visits
- Field checklists accessible from tablets and smartphones (can be carried out in the field when off-line and automatically synced when on-line)
- When short-comings / issues are identified, a task can be generated and assigned to the appropriate person / organization
- Partners can upload supporting documentation from their corporate systems to PROMS

PROMS IN PRACTICE

PROJECT FINANCIAL VERIFICATION (PMC03) – 2/3

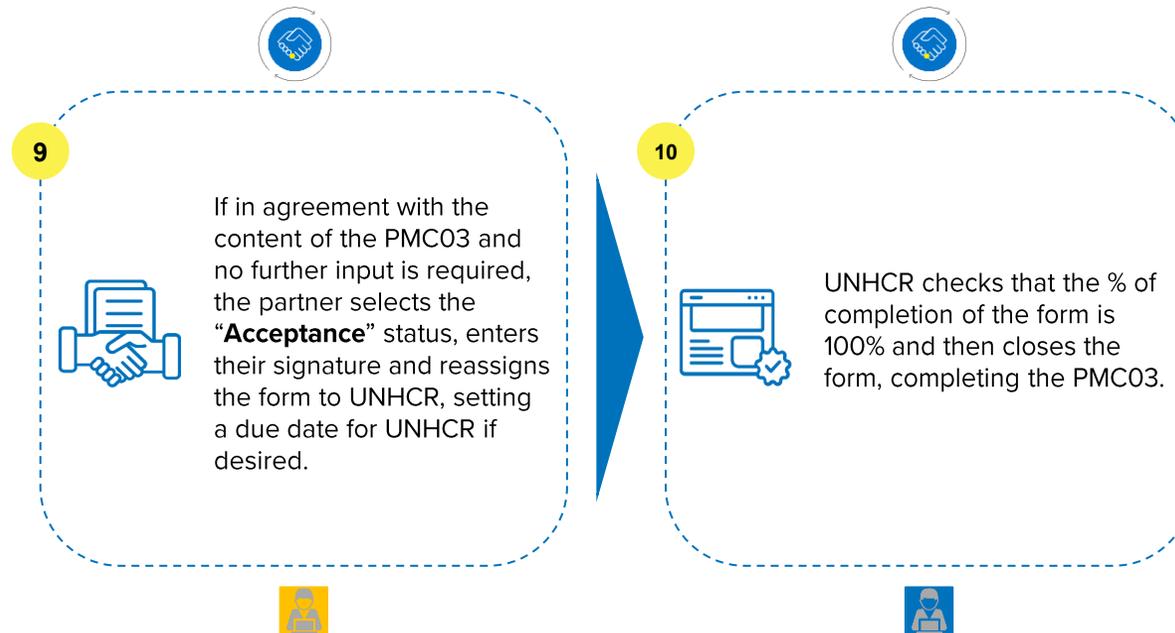


BUSINESS IMPACT

- Ongoing monitoring will reduce dependency on scheduled, announced, formal MFT visits
- Field checklists accessible from tablets and smartphones (can be carried out in the field when off-line and automatically synced when on-line)
- When short-comings / issues are identified, a task can be generated and assigned to the appropriate person / organization
- Partners can upload supporting documentation from their corporate systems to PROMS

PROMS IN PRACTICE

PROJECT FINANCIAL VERIFICATION (PMC03) - 3/3



BUSINESS IMPACT

- Ongoing monitoring will reduce dependency on scheduled, announced, formal MFT visits
- Field checklists accessible from tablets and smartphones (can be carried out in the field when off-line and automatically synced when on-line)
- When short-comings / issues are identified, a task can be generated and assigned to the appropriate person / organization
- Partners can upload supporting documentation from their corporate systems to PROMS

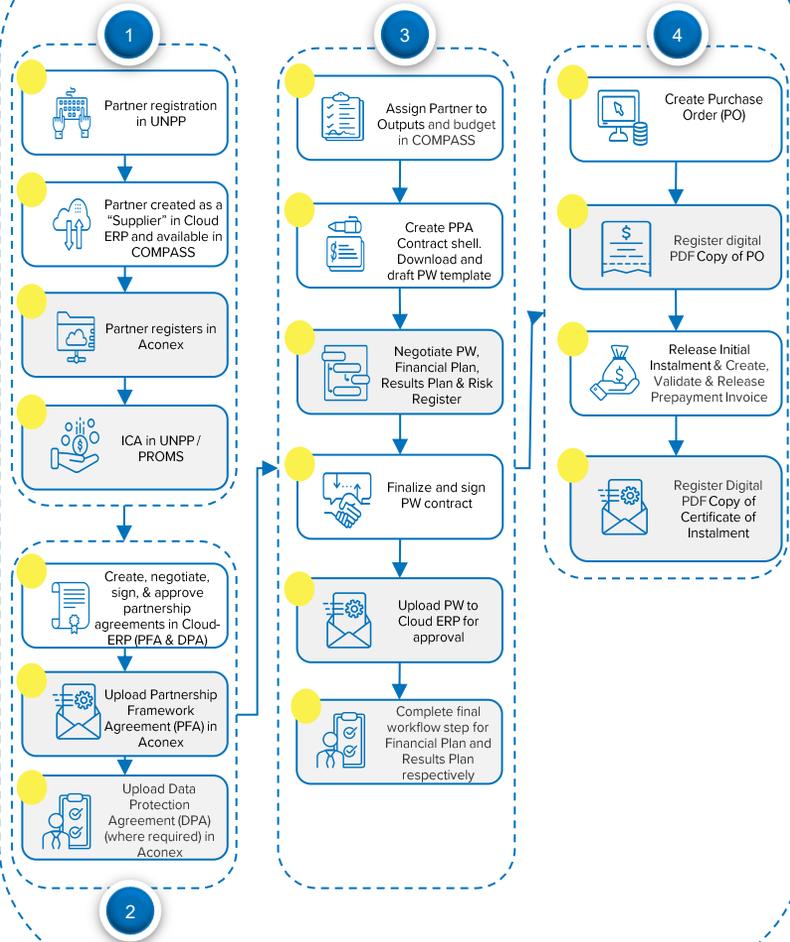
PROMS IN PRACTICE

BIG PICTURE – PROMS FUNCTIONALITY

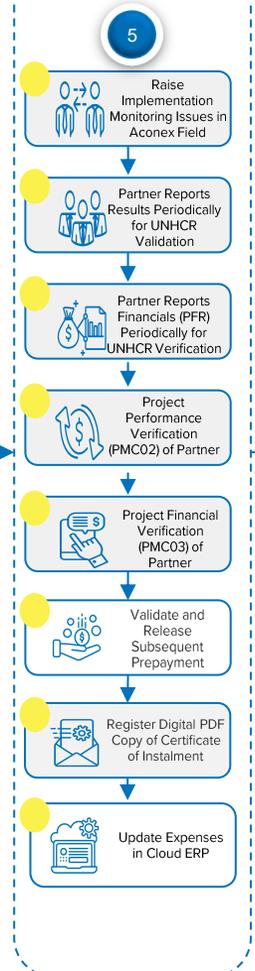
PROMS

Other Systems

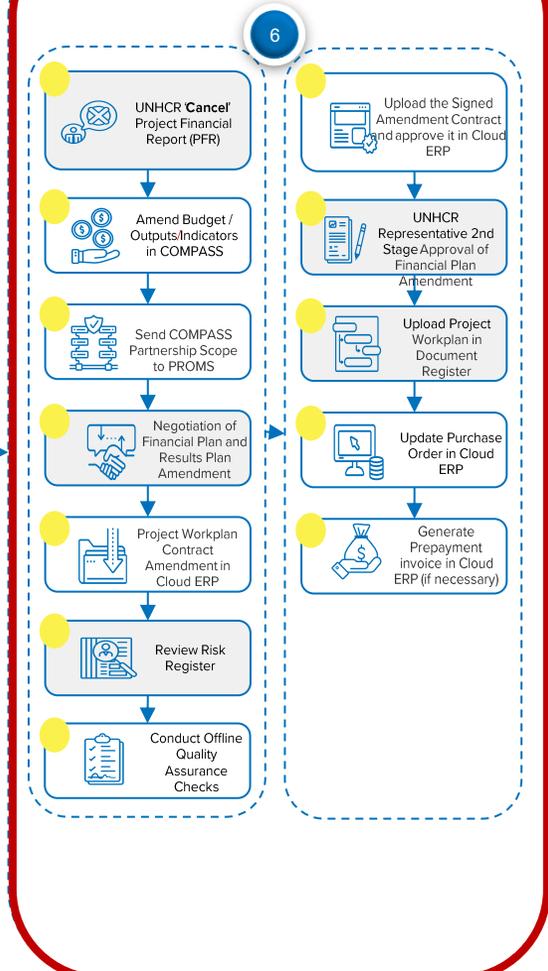
Project Development



Monitoring

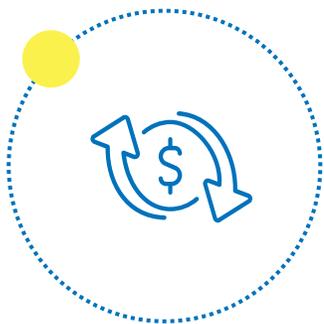


Amendments



PROMS IN PRACTICE

AMENDMENTS



- ❑ To re-open COMPASS to amend the partner’s budget and/or outputs/indicators, the status of the current PFR needs to be changed to “cancelled” according to:
- ❑ If the document status of the PFR is “not started,” update the document and change the status to ‘cancelled’.
- ❑ OR: If the PFR has already been transmitted on a workflow that is in progress, the current/pending workflow step needs to be with UNHCR to change the “Review Outcome” to be ‘cancelled’. If the current/pending step is with the partner, UNHCR can either:
 - ‘skip’ the partner step from the workflow, so that the current/pending step moves on to UNHCR for action, then UNHCR selects “cancelled” for the “Review Outcome”. Once the workflow is cancelled, no further action is required, OR:
 - ‘terminate’ the workflow, then update the document and change its status to “cancelled” from the Document Register.

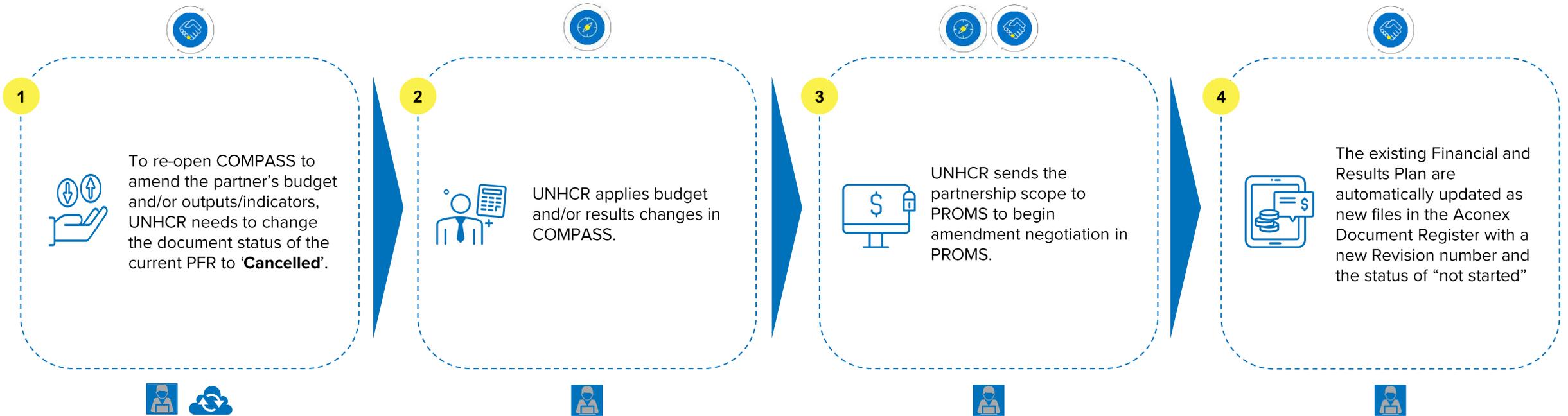
Note: *Terminating a workflow alone does not cancel a document in PROMS document register.*

BUSINESS IMPACT

- Integration between COMPASS and PROMS to upload budget envelope (by output and implementer) in PROMS document register
- Partner agreements with simpler project descriptions and financial plans
- Document management functionality to enable version control and clear audit trails
- Workflow functionality to facilitate partner collaboration and electronic budget approval process

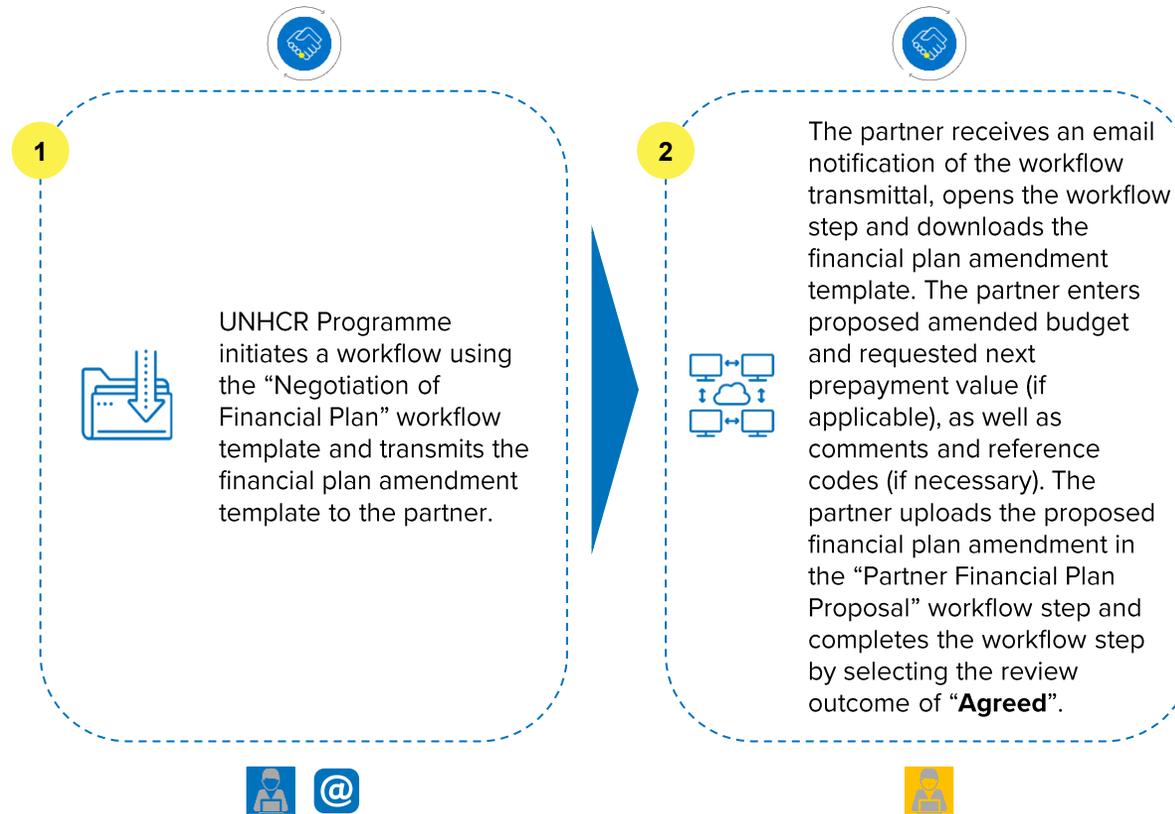
PROMS IN PRACTICE

BUDGET / RESULT PLAN AMENDMENTS IN COMPASS



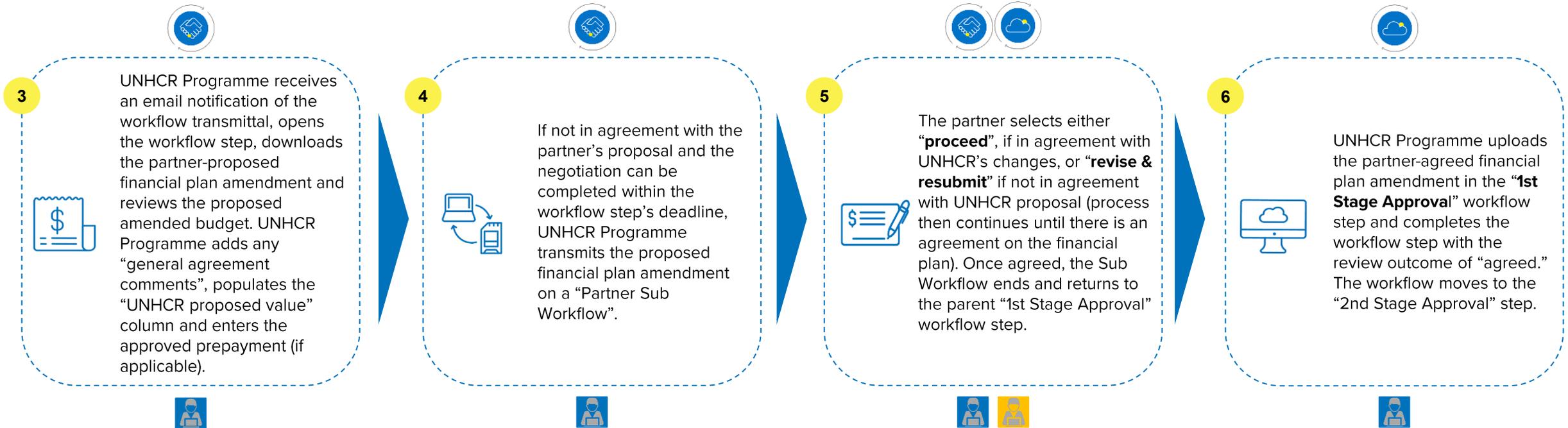
PROMS IN PRACTICE

FINANCIAL PLAN AMENDMENT - 1ST STAGE APPROVAL (PROMS) – 1/2



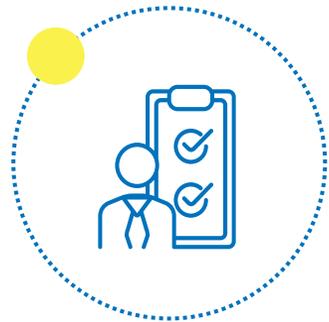
PROMS IN PRACTICE

FINANCIAL PLAN AMENDMENT - 1ST STAGE APPROVAL (PROMS) – 2/2



PROMS IN PRACTICE

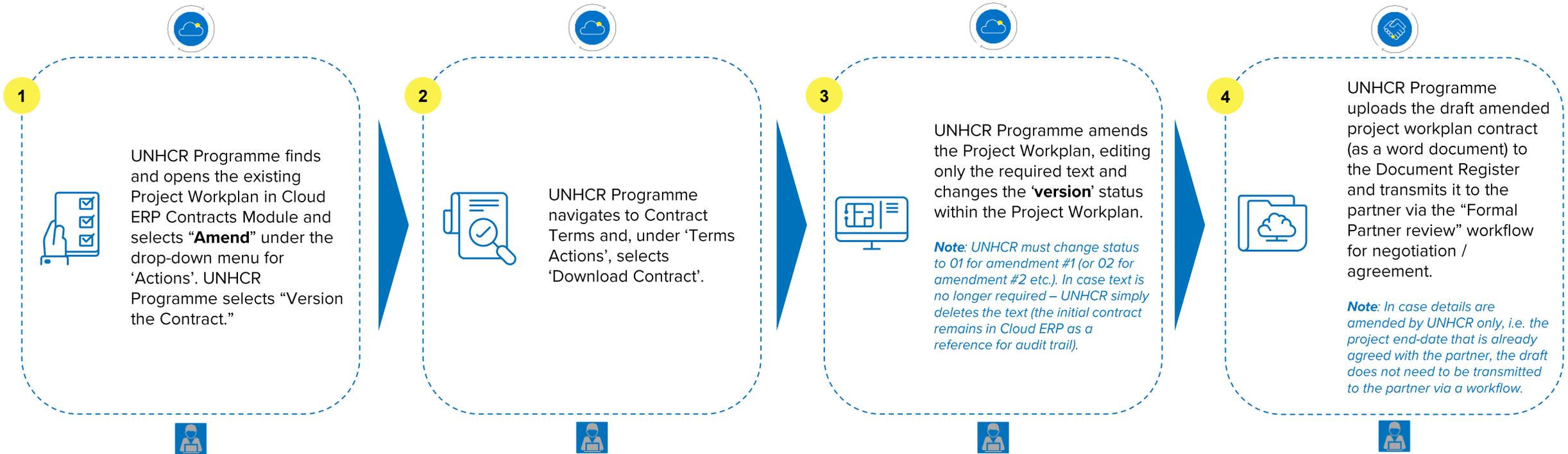
KEY NOTES – FINANCIAL PLAN AMENDMENT 1ST STAGE APPROVAL



- ❑ **Keep in mind:** The “positive” column in the Financial Plan amendment template is used to reflect an increase in budget value, and the “negative” column is used to reflect any decrease in the budget value.
- ❑ The same rules when dealing with the Financial Plan excel apply to this amendment template, including not changing the file name, type, author, formatting or the protection of the document, as well as not to enter extra decimals (beyond what is permissible for the currency), commas or formulas.
- ❑ Partners ***MUST NOT*** alter the last received prepayment row in any way, for example, where the 1st prepayment amount has been released, any top-up prepayment then becomes the 2nd prepayment amount that must be entered in the 2nd prepayment row.

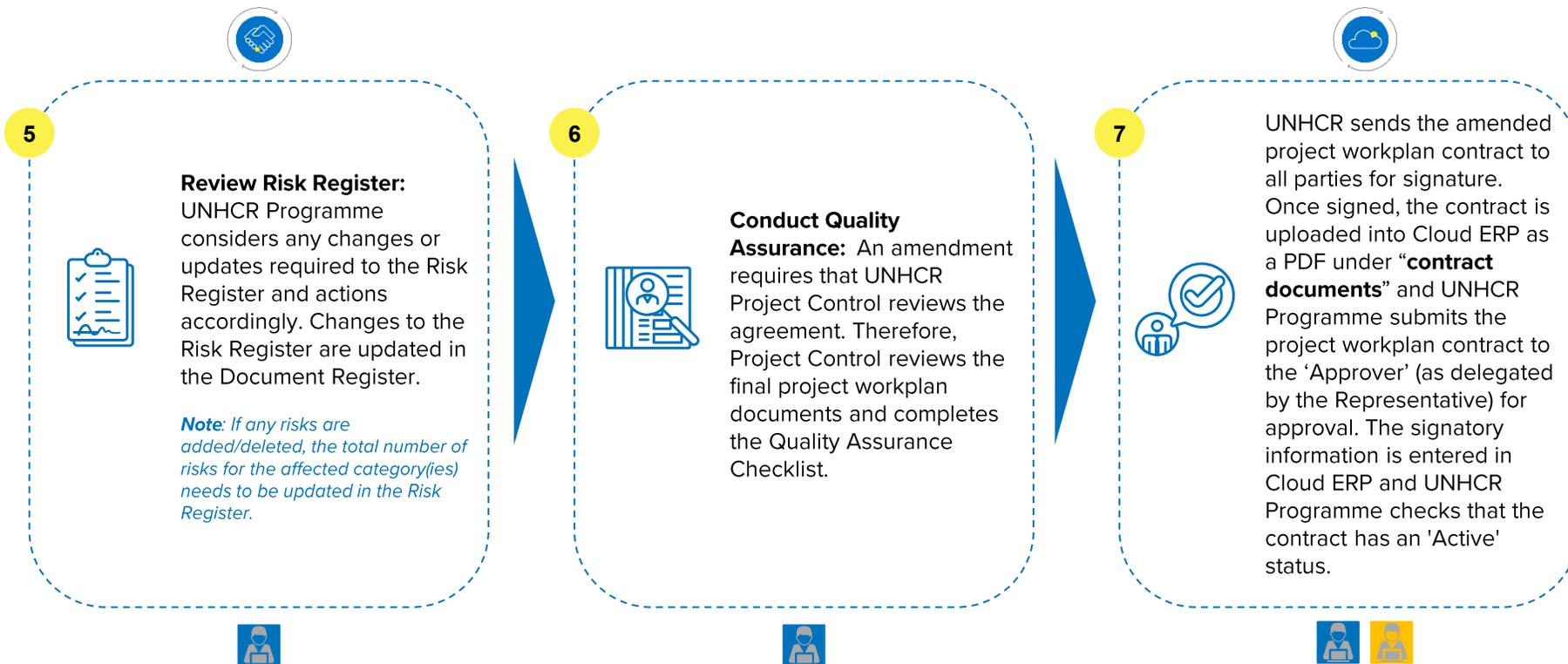
PROMS IN PRACTICE

AMEND PROJECT WORKPLAN CONTRACT (CLOUD ERP) – 1/2



PROMS IN PRACTICE

AMEND PROJECT WORKPLAN CONTRACT (CLOUD ERP) – 2/2



PROMS IN PRACTICE

FINANCIAL PLAN AMENDMENT - 2ND STAGE APPROVAL (PROMS) – 1/2



PROMS IN PRACTICE

FINANCIAL PLAN AMENDMENT - 2ND STAGE APPROVAL (PROMS) – 2/2



4



(ii) Partner Review: The partner then receives the modified financial plan amendment and, if accepts, updates it and selects “proceed”. If the partner contests the changes, then they enter their comments in the financial plan amendment and select “revise and resubmit”.



5



(iii) UNHCR Programme Approval: UNHCR Programme reviews the financial plan amendment and, if in agreement, finalizes it and selects “proceed”. If UNHCR Programme is not in agreement with partner’s comments, they start a “Partner Sub Workflow” and the process continues until both parties agree on content. Once agreed, the Sub Workflow ends and returns to the parent “2nd Stage Approval” workflow step.



6



The Representative’s approval triggers the updated purchase order in Cloud ERP, and its PDF copy in Aconex, the subsequent prepayment invoice in Cloud ERP (if applicable) and the generation of the next project financial report (PFR). Once the prepayment invoice is validated and released, the new Certificate of Instalment is created in Aconex. Once the integration is completed in Aconex, the negotiated budget is reflected in COMPASS.



7

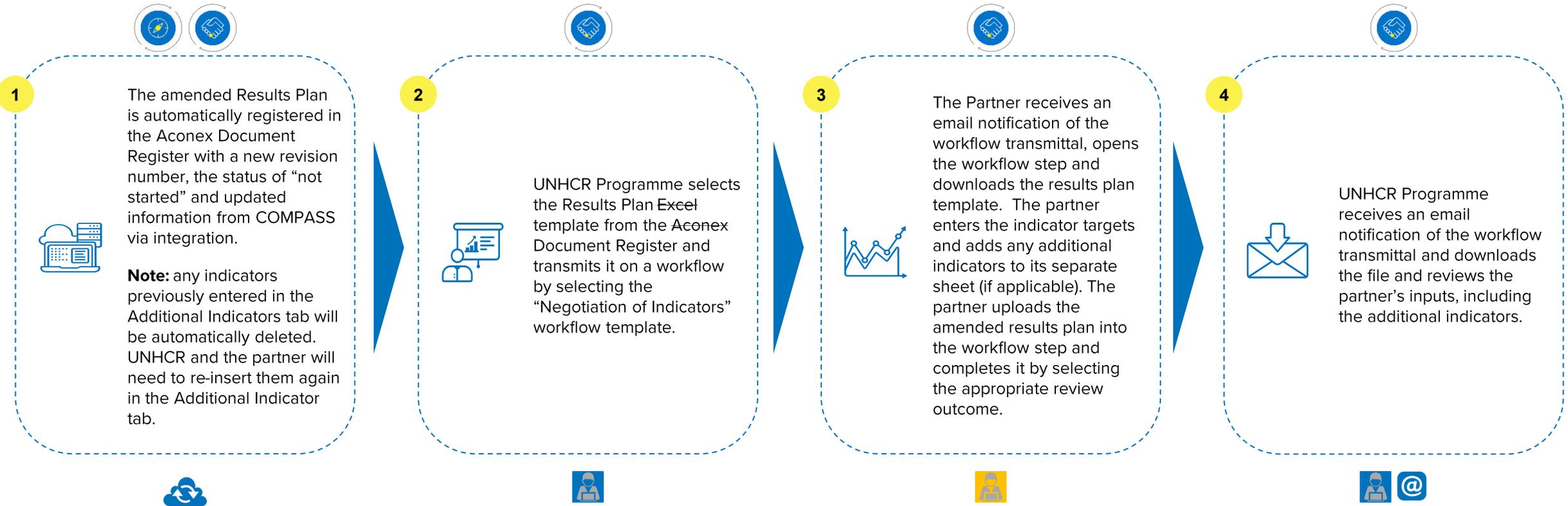


The amended financial plan is used to update the cost worksheet, contract and contract line items in “Connected Cost”. This information is populated in “Connected Cost” via the integration.



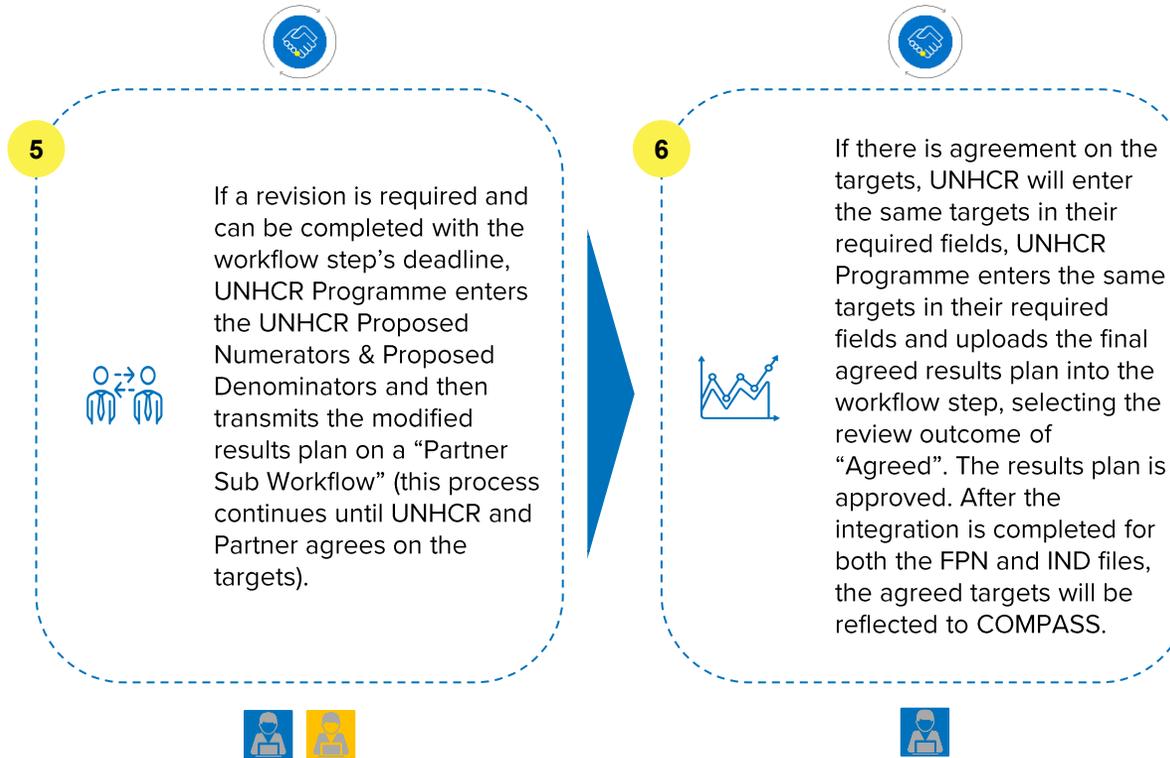
PROMS IN PRACTICE

AMEND RESULTS PLAN (PROMS) – 1/2



PROMS IN PRACTICE

AMEND RESULTS PLAN (PROMS) – 2/2





Q&A

