

Inter-Office Memorandum No. 076/2013
Field Office Memorandum No. 077/2013

To/à: All Directors at HQ and Representatives in the Field
All Heads of Office/Unit at HQ and in the Field
All Resource Managers
All Admin/Finance Staff
All Programme Staff
All Project Control Officers

From/de: Kumiko Matsuura-Mueller, Controller and Director, Division of Financial and Administrative Management (DFAM)
Steven Corliss, Director, Division of Programme Support and Management (DPSM)

Ref./références: ADM-01-01, FIN-01-01

Date/date: 3 December 2013

Title/titre: **Bipartite Project Partnership Agreement (non-governmental and other not-for-profit partners)**

This IOM/FOM introduces a revised standard format for bipartite Project Partnership Agreements (PPA) with non-governmental and other not-for-profit entities, as part of a series of revised standard formats for PPAs that are issued for use with implementing partners. It will be available through MSRP and incorporated in the **Enhanced Framework for Implementing with Partners**, accessible through the [new section on "Implementing Partnerships"](#) on UNHCR's Intranet and in [Chapter 4 of the UNHCR Manual](#) (revised edition forthcoming).

This revised standard format for the bipartite Project Partnership Agreement with non-governmental partners replaces the one originally issued through [IOM/001-FOM/001/2013](#), *Revised Format for Standard Project Agreement with Governmental and Non-Governmental Implementing Partners (Bipartite)* dated 16 January 2013.

1. This standard format of Project Partnership Agreement with non-governmental and other not-for-profit entities (including its appendices, annexes and amendment formats) will become **effective as of 1 April 2014** and replaces all prior formats. However, agreements signed prior to 1 April 2014 will use the existing format and remain valid and in force until their expiry date.
2. The revision of the content and terminology of the PPA is made with the aim of enhancing a balanced approach to humanitarian partnership, strengthening accountability, assurance and ethical compliance, providing operational flexibility for managing projects with a varying complexity, the reduction of risks, and alignment with International Public Sector Accounting Standards (IPSAS) and recent policies related to project management. The Implementing Partnership Management Service (DFAM/IPMS) has benefited from close consultations with partners and colleagues in various UNHCR divisions in drafting the revised PPA.

3. General provisions in the PPA shall not be altered. Should any exceptions be required, approval from the Controller must be sought through the IPMS. As the Project Partnership Agreement is the only official instrument to transfer funds from UNHCR to non-governmental and other not-for-profit partners, agreements must be created through MSRP; creation of agreements offline is not authorized. Representatives and/or Heads of Office are required to ensure the correct recording of all agreements in MSRP, correct expense recognition and adequate budget provision/check.
4. The PPA must be signed in English or French. Translations into other languages are unofficial documents and may be used only for assisting users to better understand the PPA. The official French version of the PPA is expected to be released by February 2014.
5. The standard agreements used for project partnerships with governmental partners will be reviewed in detail during 2014. Offices are instructed to continue to use the existing standard format for governmental partners ([IOM/001-FOM/001/2013](#), *Revised Format for Standard Project Agreement with Governmental and Non-Governmental Implementing Partners (Bipartite)*).
6. Relevant staff members at Headquarters and in the field are required to familiarize themselves with the contents of the PPA and to implement it diligently as required. Offices are also requested to share the PPA with partners in their respective operations.
7. Detailed guidance on the preparation and management of PPAs will be issued by February 2014.
8. IPMS may be contacted for queries regarding translated versions, clarification or further support on this matter at epartner@unhcr.org.

Annex:

- Standard format bipartite Project Partnership Agreement (non-governmental and other not-for-profit entities)
- Standard format Agreement Amendment
- Project Description Model (Annex A)
- Project Work Plan Model/Installment Plan (Annex C)
- Project Performance Report Model
- Goods and Property Report Model