

## UNICEF ePD Step by step guide

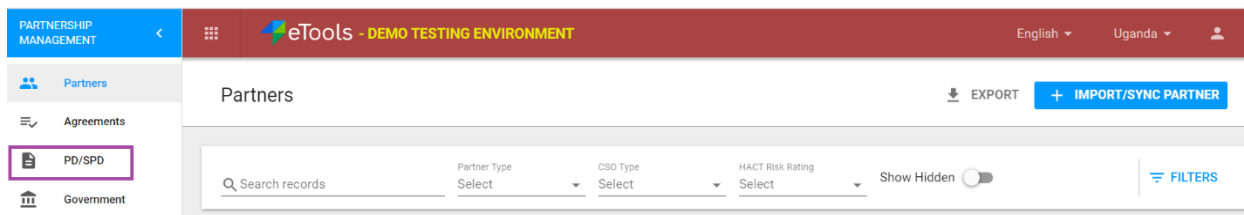
### How to Initiate a Programme document for Development

**Purpose:** Jointly develop programme development

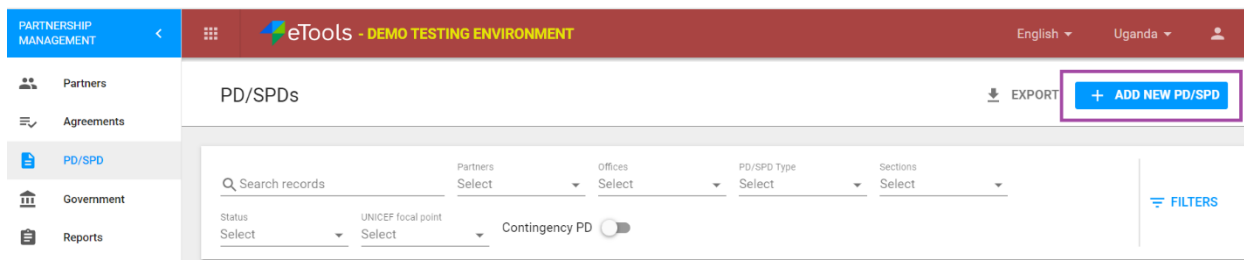
**Who:** UNICEF Programme Document Focal Point(s)

**When:** A UNICEF focal person is ready to develop the programme document with a selected CSO partner

#### Step 1: Click PD/SPD



#### Step 2: Select add new PD/SPD




**Step 3:** Fill all the required information: Enter the relevant partner organization that you want to work with, this automatically populates all the vendor-related details. Enter the agreement number for PCAs already signed or in draft status. Enter the UNPP CFEI number which is CEF, the three-letter country office code/ the year and the series number.

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**Enter initial details**

|                                 |                               |
|---------------------------------|-------------------------------|
| Partner Organization *          | Agreement *                   |
| -                               | -                             |
| Partner Vendor Number           | Agreement Authorized Officers |
| -                               | -                             |
| Document Partner Focal Points ⓘ | CP Structures                 |
| -                               | -                             |
| UNPP CFEI/DSR Ref Number        |                               |
| CEF/___/___/___                 |                               |

**Step 4:** Select the relevant document type.



 **Knowledge:** The Programme Document is used for programme interventions where the planned UNICEF cash and supply contribution is  $\geq$ \$100,000. The Simplified Programme Document (SPD) is used for all humanitarian responses. It is also used for small-scale programme interventions where the UNICEF cash and supply contribution is  $<$ \$100,000.

Document Type \* ⓘ

Programme Document

Simplified Programme Document

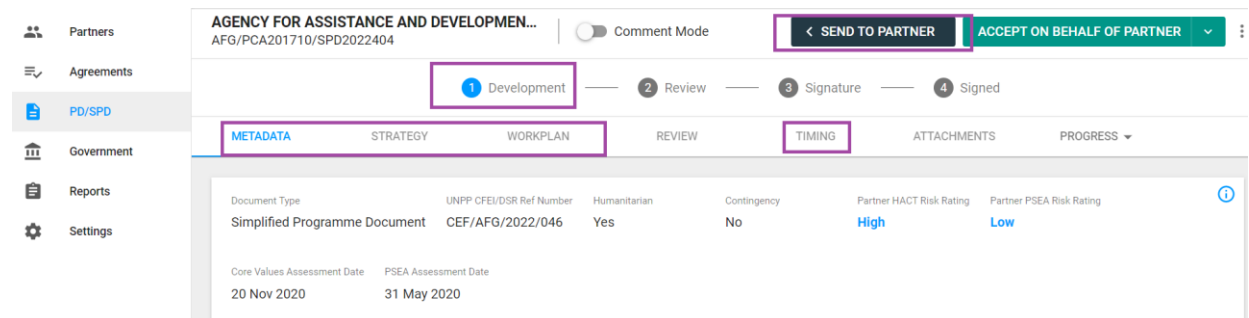
Include the estimated start and end dates for the ePD using the calendar. This date can be adjusted later in the timing tab.

|   |   |
|---|---|
| Start Date (Estimated)  | End Date (Estimated)  |
|  |  |
| Reference Number Year *   | Document Currency   |
| 2022  | USD   |
| Document Title *  |   |
| -   |   |
| 0/256   |   |
| UNICEF Office(s)  | UNICEF Sections   |
| -   | -   |
| UNICEF Focal Points   | UNICEF Budget Owner   |
| -   | -   |

CANCEL
CREATE

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**Step 5:** Now the intervention has been created with the eTools reference number and basic information. The UNICEF focal person can enter the related information in each section or send it to a partner to start developing the programme document.



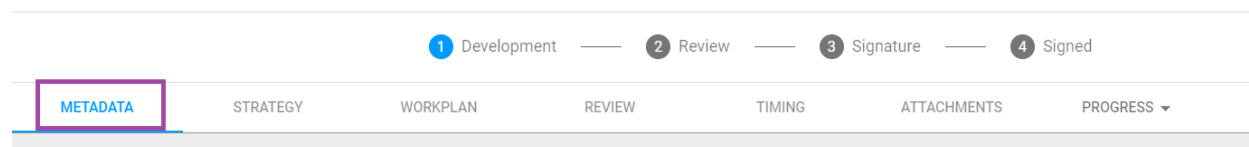
The screenshot shows the UNICEF eTools interface. The top navigation bar includes 'Partners', 'Agreements', 'PD/SPD', 'Government', 'Reports', and 'Settings'. The main content area is titled 'AGENCY FOR ASSISTANCE AND DEVELOPMENTS...' with the reference number 'AFG/PCA201710/SPD2022404'. A 'Comment Mode' toggle is visible. The 'SEND TO PARTNER' button is highlighted with a red box. Below this, a progress bar shows four steps: 1. Development (highlighted with a red box), 2. Review, 3. Signature, and 4. Signed. The 'METADATA' tab is selected and highlighted with a red box. The 'TIMING' tab is also highlighted with a red box. The main content area displays a table with the following data:

| Document Type                 | UNPP CFEI/DSR Ref Number | Humanitarian | Contingency | Partner HACT Risk Rating | Partner PSEA Risk Rating |
|-------------------------------|--------------------------|--------------|-------------|--------------------------|--------------------------|
| Simplified Programme Document | CEF/AFG/2022/046         | Yes          | No          | High                     | Low                      |

Below the table, there are two rows of dates:

| Core Values Assessment Date | PSEA Assessment Date |
|-----------------------------|----------------------|
| 20 Nov 2020                 | 31 May 2020          |

**Step 6:** Review all entries made in the metadata tab



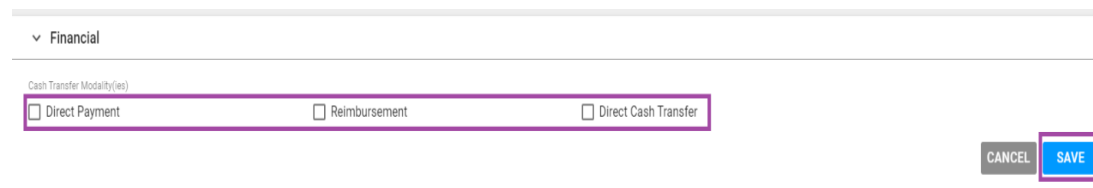
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**Step 7:** select all the relevant cash transfer modalities that will be utilized during this partnership. Remember to select reimbursement for INGOS. Select save.



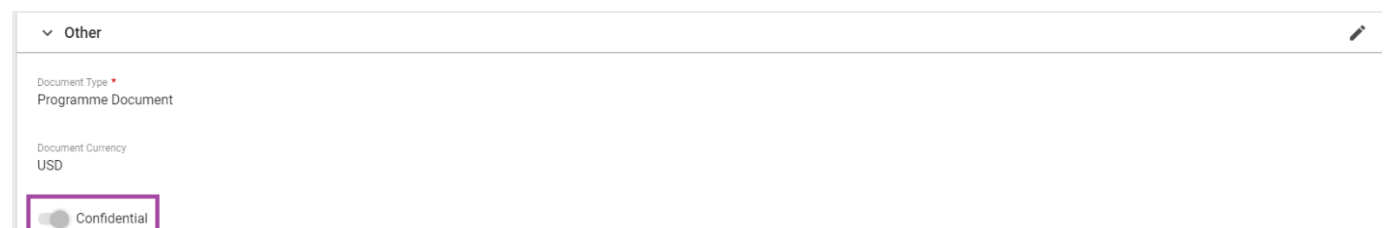
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**Step 8:** Select confidential if a partner, does not wish for their data to be included in external databases due to security concerns, select the confidential toggle to exclude the PD.



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