

## UNICEF ePD Step by step guide

**Purpose:** Amendment to programme document (ePD)

**Who:** Partner and UNICEF Programme Document Focal Point. All amendments need to be initiated by the partner. However, only UNICEF focal points can start the amendment in the ePD system.


**Why:** To amend the PD to address changes that may occur during implementation.

**When:** PD in active status and any change affecting the duration, cost or no cost extension, change in result, geographical coverage or correction to administrative error. It can be amended for several reasons including;

Type of revision	Change in PD	Amendment Type	Review Type
<b>Changes requiring approval by the programme section using the FACE Form</b>	1.1 Reallocation of UNICEF cash contribution across activities ( $\leq 20\%$ ) with no change in the total UNICEF cash contribution	Changes are not required to reflect in programme document	x
	1.2 Changes to activity expenditure reported on FACE form ( $\leq 20\%$ ) compared to authorized amount with no change in total UNICEF cash contribution	Changes are not required to reflect in programme document	x
<b>Changes requiring approval by the UNICEF programme section with note for the record</b>	2.1 Reallocation of UNICEF cash contribution across activities ( $>20\%$ ) with no change in the total UNICEF cash contribution	Changes are not required to reflect in programme document	x
	2.2 Changes to expenditure reported on FACE form ( $>20\%$ ) compared to authorized amount with no change in total programme budget	Changes are not required to reflect in programme document	x

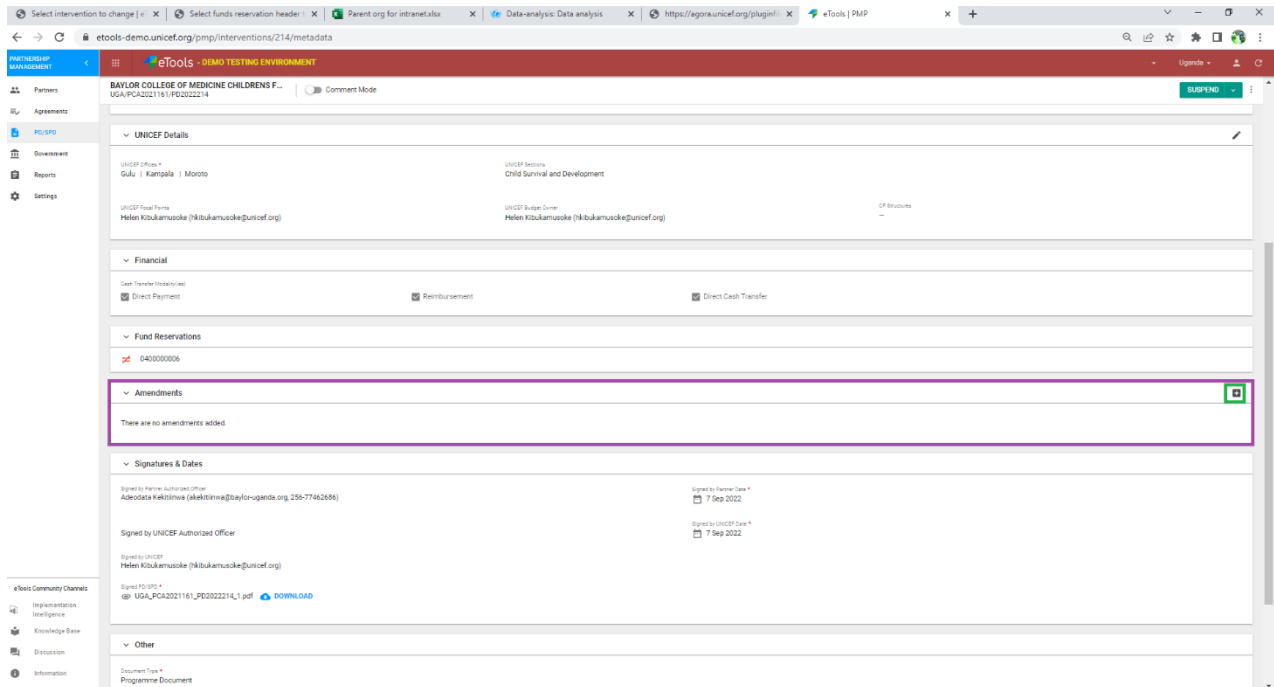
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Type of revision	Change in PD	Amendment Type	Review Type
<b>Changes requiring formal amendment with signing by authorized officers of both parties</b>	1. Corrections in the programme document due to typos or administrative error	Type1: Administrative error (correction)	No review
	1. Changes to the budget resulting in a change in the UNICEF contribution ( $\leq 20\%$ of previously approved cash and/or supplies), with or without changes to the programme results	Type 2: Budget $\leq 20\%$	Non-PRC review
	2. Changes to the budget resulting in a change in the UNICEF contribution ( $> 20\%$ of previously approved cash and/or supplies), with or without changes to the programme results	Type 3: Budget $\geq 20\%$	PRC review
	3. Changes to planned results, population, or geographical coverage with no change in UNICEF contribution	Type 4: Changes to planned results	PRC review
	4. No-cost extension	Type 5: No cost extension	No review

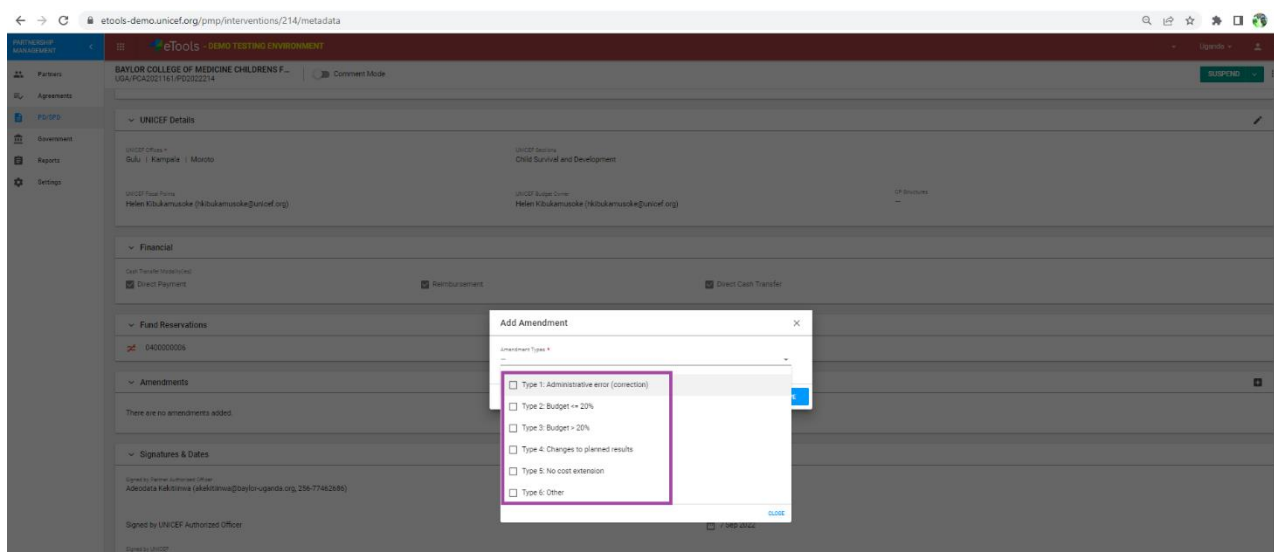
 **Knowledge:** For more details, please refer to Table 1: of Module 5-Types of programme intervention revisions and approval process in the guidance for scenarios on when to use the different amendment types [IP Management Guidance Template.docx \(sharepoint.com\)](#)

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**Step 1:** To amend a PD, navigate to the metadata tab and scroll down to the amendments section. Click the add icon.

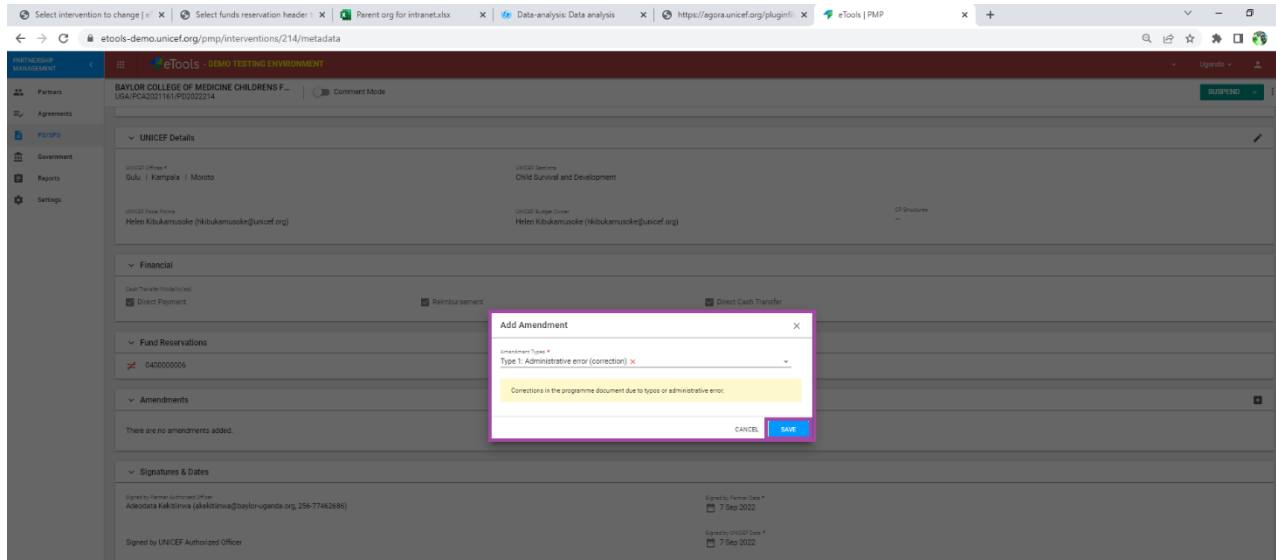


**Step 2:** On the pop-up screen, click the dropdown icon, and select the relevant amendment type from the list of 6 types of amendments. Multiple types of amendment can be selected.



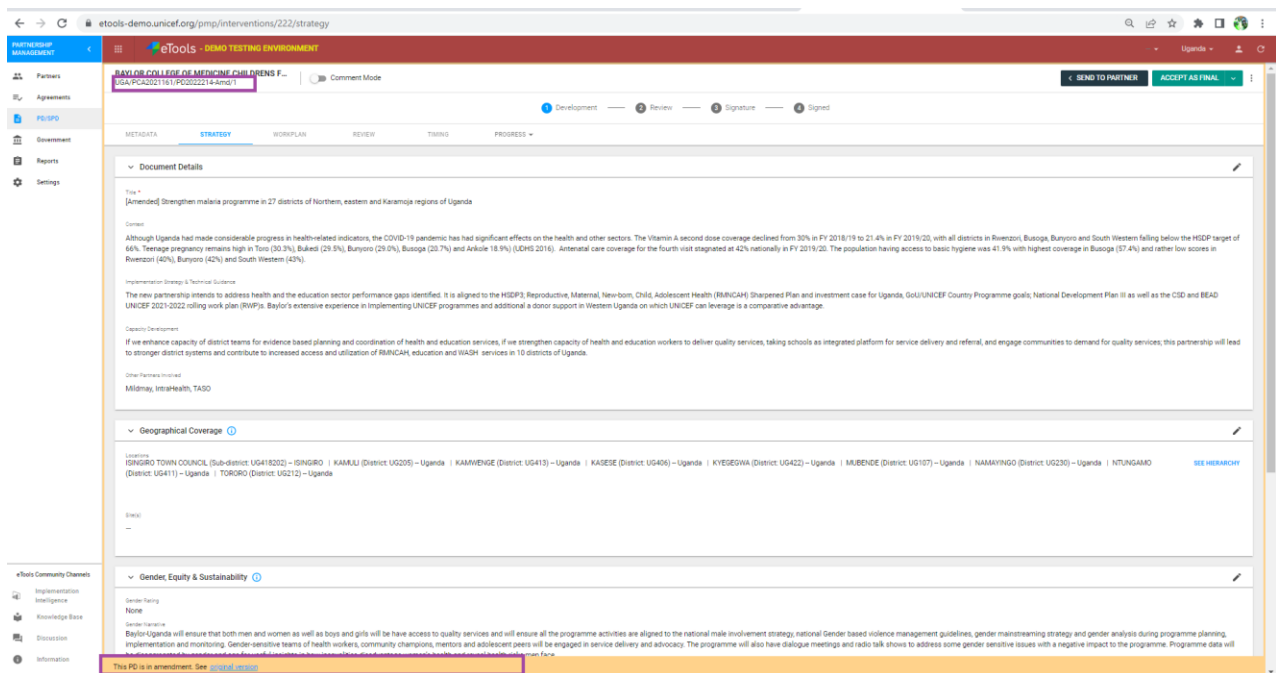
**Step 3:** click save

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The system will create a new amendment PD. The amendment will have the same PD number with additional “**Amd - number.**”

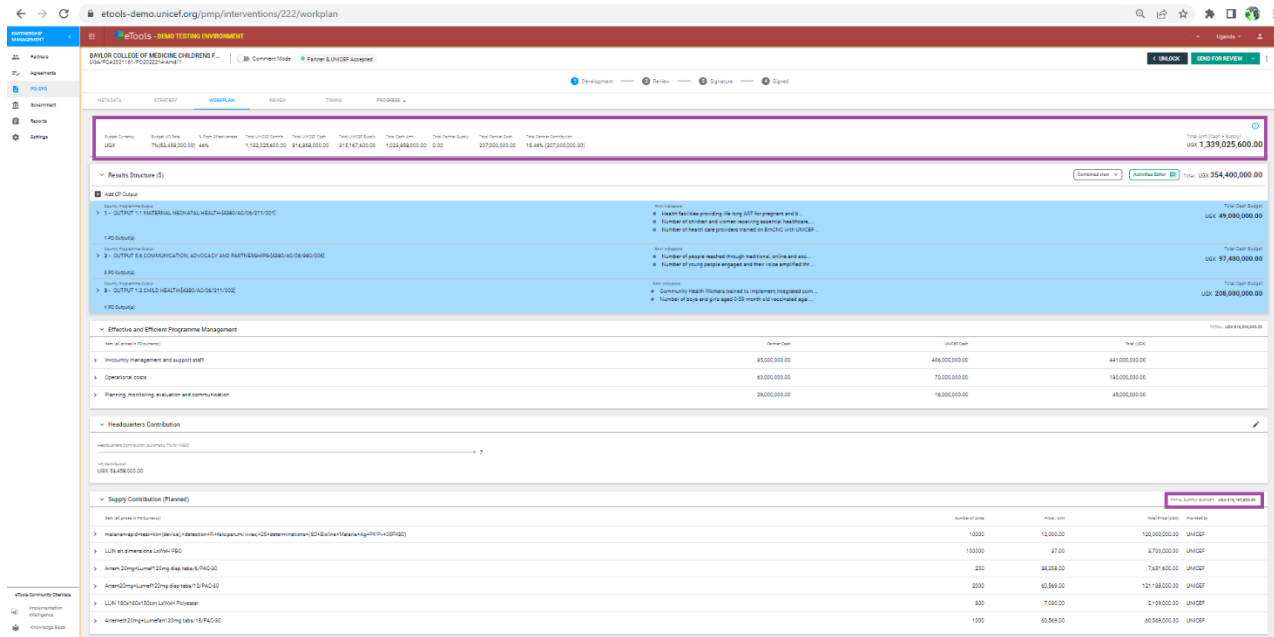
The footer of the document will also show a message “**This PD is in amendment. See original version.**” This includes a link to the original PD. The original document will remain effective until the amendment document is signed and merged with original document. Amendment must be finalized before the end date of original PD.



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**Step 4:** Navigate to the relevant tab and section to make any changes.

If an amendment has changes to the budget will reflect in the summary section of the workplan for easy reference.



The screenshot displays the UNICEF eTools interface for a workplan. The top navigation bar includes tabs for Development, Finance, Signature, and Signed. The main content area shows a summary of the workplan with a total budget of 1,339,025,600.00. Below the summary, there are sections for Results Structure, Effective and Efficient Programme Management, Headquarters Contribution, and Supply Contribution. The Supply Contribution section includes a table with columns for Item ID, Number of items, Price, Unit, and Total Price.

Item ID	Number of items	Price	Unit	Total Price
maternalandchildhealthservicesimplementation(2020)maternalandchildhealthservicesimplementation(2020)	10000	12.0000		120,000.00 UNIQST
LLN and emensone Lufel FEG	100000	27.00		2,700,000.00 UNIQST
ArmedDmgCumF2Dmg slip label 16 RAG 00	200	88,298.00		17,659,600.00 UNIQST
ArmedDmgCumF2Dmg slip label 12 RAG 00	2000	63,569.00		127,138,000.00 UNIQST
LLN 18DnCo15Dn Lufel Pulverse	800	7,000.00		5,600,000.00 UNIQST
ArmedDmgCumF2Dmg slip label 16 RAG 00	1000	60,569.00		60,569,000.00 UNIQST

**Step 5:** When all the changes are completed by the partner, the PD amendment needs to be:

1. Sent to UNICEF for review
2. Accepted as final by the partner and UNICEF.
3. Sent for UNICEF internal review (if needed)
4. Downloaded and signed
5. Signed document uploaded and signature dates added

Refer to the step-by-step guide on how to workflow the ePD to learn how to complete the steps above.

**Step 6:** After entering the signature dates and uploading the signed amendment, navigate to the top of the screen and click **amendment merge**.

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The screenshot shows the eTools interface for a Partner Document. The document title is "BAYLOR COLLEGE OF MEDICINE CHILDRENS F... UGA/PCA2021161/PO202214-And/1". The status is "Signed". The document type is "Programme Document". The UNICEF Office is "Gulu | Kampala | Moroto". The UNICEF Services are "Child Survival and Development". The document is signed by Adeodata Kekitirwa on 12 Sep 2022. A red box highlights the "AMENDMENT MERGE" button in the top right corner.

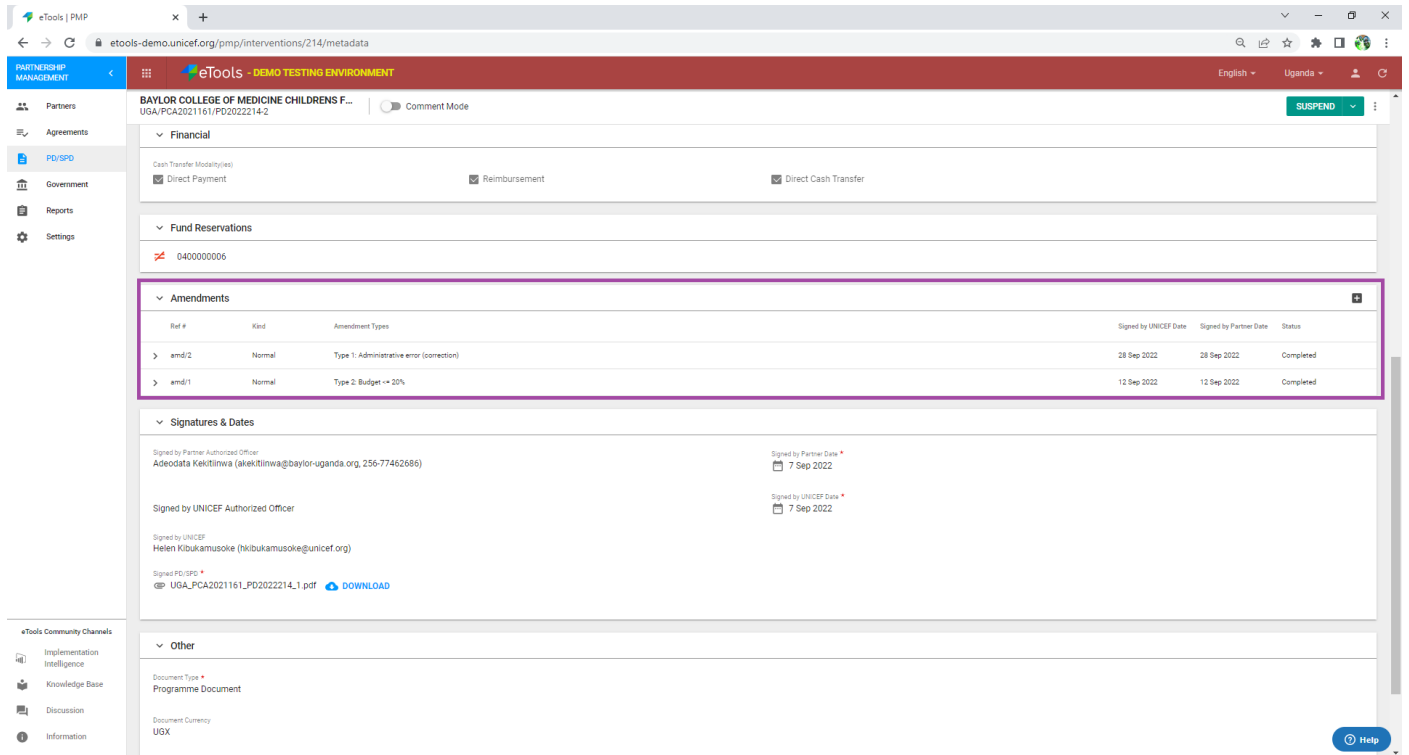
**Step 7:** In the pop-up screen click **yes** to confirm the merge of the original with amendment document.

The screenshot shows the same eTools interface as in Step 7, but with a confirmation dialog box overlaid in the center. The dialog box asks "Are you sure you want to merge amendment?" and has "CANCEL" and "YES" buttons. The background interface is dimmed. The document title is "UGA/PCA2021161/PO202214-And/2". The document is signed by Adeodata Kekitirwa on 28 Sep 2022. The UNICEF Office is "Gulu | Kampala | Moroto". The UNICEF Services are "Child Survival and Development". The document is signed by Muni Safeldin on 28 Sep 2022. A "DOWNLOAD" button is visible for the document file "Baylor-Uganda-PD...Final\_g71IA-Y.docx".

**Step 8:** Now the PD with the amendment is ready for implementation which may require updating the FR end date/value. Changes made during the amendment process can be found in

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the metadata tab in the amendment section. Changes to any field/section/tab from the original PD can be viewed here.



The screenshot displays the eTools interface for a Partnership Management (PMP) system. The main content area is titled "BAYLOR COLLEGE OF MEDICINE CHILDRENS F..." and "USA/PCA2021161/PD2022214-2". The interface is divided into several sections:

- Financial:** Includes options for "Cash Transfer Modality(ies)", "Direct Payment", "Reimbursement", and "Direct Cash Transfer".
- Fund Reservations:** Shows a reservation ID "040000006".
- Amendments:** A table listing amendments with columns for Ref #, Kind, Amendment Types, Signed by UNICEF Date, Signed by Partner Date, and Status.
 

Ref #	Kind	Amendment Types	Signed by UNICEF Date	Signed by Partner Date	Status
amd/2	Normal	Type 1: Administrative error (correction)	28 Sep 2022	28 Sep 2022	Completed
amd/1	Normal	Type 2: Budget +/- 20%	12 Sep 2022	12 Sep 2022	Completed
- Signatures & Dates:** Shows signatures from the Partner Authorized Officer (Adeodata Kelottinwa) and the UNICEF Authorized Officer (Helen Kibukamusoke), both dated 7 Sep 2022. A PDF document "UGA\_PCA2021161\_PD2022214\_1.pdf" is also listed with a "DOWNLOAD" link.
- Other:** Shows document type "Programme Document" and document currency "USX".

The "Amendments" table is highlighted with a purple border in the original image. The interface also includes a left-hand navigation menu with options like "Partners", "Agreements", "PD/SPD", "Government", "Reports", and "Settings". A "SUSPEND" button is visible in the top right corner of the main content area.