UNHCR Partner Portal

UNHCR The UN Refugee Agency

Welcome page: https://partner.unhcr.org/

UNHCR The UN Refugee Agency

Login | Register

Welcome to Partner Portal

About Partner Portal   Working Together   Registering as a Partner   News

www.unhcr.org

Contact Us

Disclaimer

Please use only Internet Explorer 8.0 or above version.

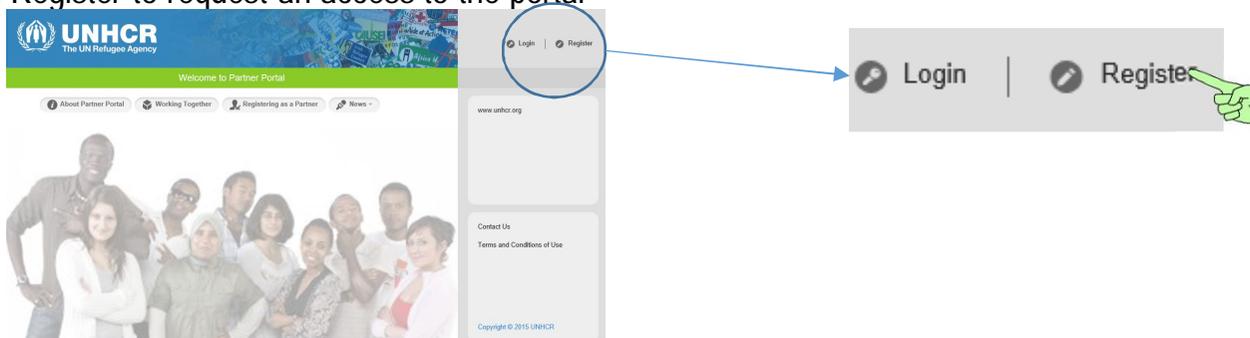**Browsers such as Google chrome or Firefox generate errors**.

UNHCR Partner Portal

This document presents the registration process. A step by step can be also consulted by clicking on the following link:
http://www.anyukammondta.hu/attila/Partner/story.html

First Step: Creation of the User ID and the password to enter in the portal

Click on Register to request an access to the portal

A new page appears (see page 3).

The partner enters the legal name of its organization. The next field "Other name relates to the name usually used to identify this Organization. not mandatory.

Last name is your Family name, the first name is your first name, and the position is your title in the Organization i.e Director.
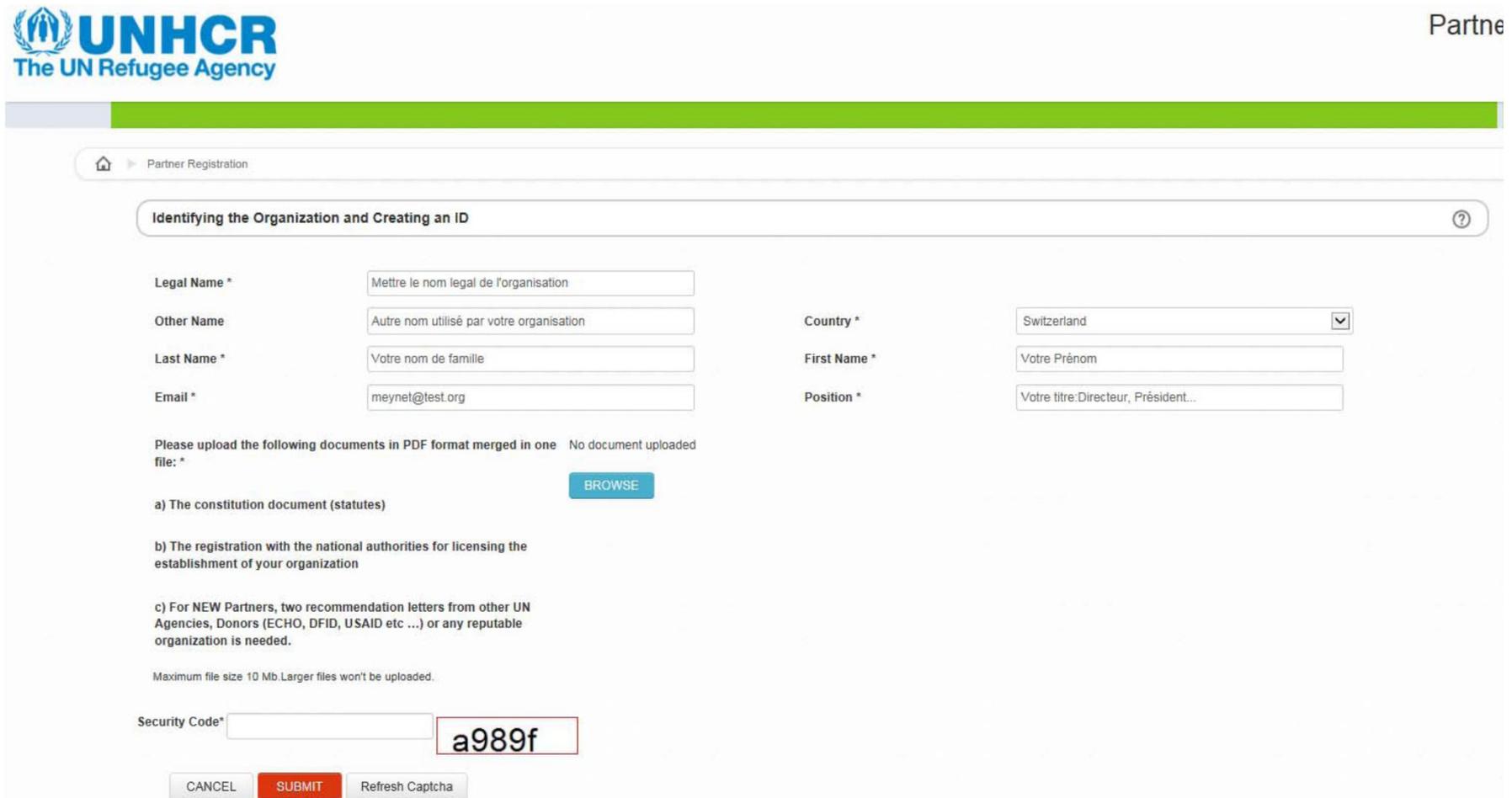
The email address requested will become the USER ID to login into the portal.

⚠ It is requested to upload 2 or 3 documents merged into one :

a) statutes or constitution document et b) Legal registration with the national authorities and c) two recommendation letters from other UN Agencies, Donors (ECHO, DFID, USAID etc …) or any governmental entity. The point C) is mandatory only for new UNHCR partners.

UNHCR Partner Portal

Validate this page by entering the security code and by pressing the red SUBMIT button.

© UNHCR Implementing Parternship Service

UNHCR Partner Portal

Scroll down to reach this new page. Please enter enter a password (min 8 characters with one capital letter one number and one special characters such as ? ! § # @ . Please click on the button [CREATE USER] to finish.

Defining your password ⑦

Text to be here to give users instructions as well as the help file. This should be editable so the client can update from time to time through the backend (database, resource files, or etc)*

Username	sandipawakale2011@gmail.com
Password *	Xxxxxx1&xxxx
Confirm Password *	Xxxxxx1&xxxx

Info ✕

Your Partner Profile User ID has been successfully requested. You will shortly receive an email with further instructions. Please click OK, then close your browser.

OK

CANCEL   CREATE USER

UNHCR Partner Portal

2 nd Step: Access Validation

Please open your email and read the message sent by the portal. it requests you to validate your email address.

(Message 1):

Dear Partner
Thank you for visiting UNHCR Partner Portal. As requested an account has been generated for you.

Your user name is: xxxxxxx@xxxx.com

Please click the link below to validate your email address.
https://partner.unhcr.org

Regards,
** This email has been automatically generated by UNHCR Partner Portal. Please do not reply to this email address. For any technical questions, please send an email to UNHCR Implementing Partnership Management Service (IPMS) through the Partner Portal Contact Us page.
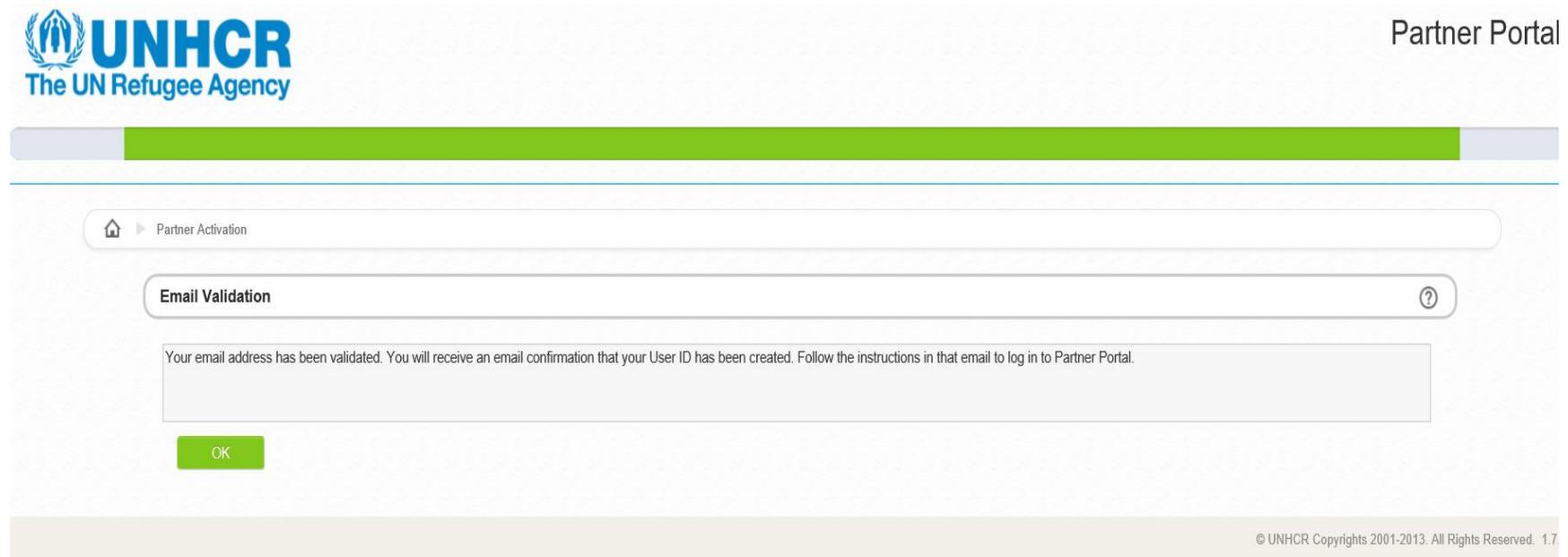*- Cet email a été automatiquement généré par le Portail des Partenaires du HCR. Merci de ne pas répondre à cette adresse électronique. Pour toutes questions techniques, merci d'envoyer un courrier électronique au Service de Gestion de la mise en œuvre du Partenariat du HCR (IPMS) via la page Contact US du Portail.*
** We believe 1 family torn apart by war is too many. Join UNHCR and share their stories: http://stories.unhcr.org?link=email

UNHCR Partner Portal

It is essential to click on the OK button OK to validate your request. Please go back to your email box to see the second message.

UNHCR The UN Refugee Agency

Partner Portal

Partner Activation

Email Validation ⑦

Your email address has been validated. You will receive an email confirmation that your User ID has been created. Follow the instructions in that email to log in to Partner Portal.

OK

© UNHCR Copyrights 2001-2013. All Rights Reserved. 1.7

UNHCR Partner Portal

message 2 :

Dear [first Name] [Last Name],
The email address associated with the account you requested has now been validated.

Your user name is: xxxxxxx@xxxx.com

Your request will now be processed.
*UNHCR will conduct a **vetting** process. Should your organization qualify to register in the Partner Portal, a notification will be sent to your email address inviting you to access the Portal.*

If the registration is not validated, a notification will be also sent to inform you that the access to the Portal has been denied.

.
Regards,

*** This email has been automatically generated by UNHCR Partner Portal. Please do not reply to this email address. For any technical questions, please send an email to UNHCR Implementing Partnership Management Service (IPMS) through the Partner Portal Contact Us page.*
- Cet email a été automatiquement généré par le Portail des Partenaires du HCR. Merci de ne pas répondre à cette adresse électronique. Pour toutes questions techniques, merci d'envoyer un courrier électronique au Service de Gestion de la mise en œuvre du Partenariat du HCR (IPMS) via la page Contact US du Portail.
*** We believe 1 family torn apart by war is too many. Join UNHCR and share their stories: http://stories.unhcr.org?link=email*

UNHCR Partner Portal

At this stage, You cannot access to the portal.

UNHCR SHOULD CHECK THE DOCUMENTATION SENT.

This verification can take up to five days.

Once the vetting process terminated, a third message is sent to you.

UNHCR Partner Portal

The message 3 confirms you that you can access to the portal.

(Message 3)

Dear [first Name] [Last Name],
Your user account has been activated.
The Access to the Partner Portal is now available

Please click on the below link to access to the Partner Portal:
https://partner.unhcr.org/

Please enter in the Login dialog box:
Your user ID : xxxxx@xxxx.com   Your Password: the password you created

When you access for the first time, you will have to fill the Partner Declaration to comply with UNHCR global compliance criteria.
If you decline, the access to the Partner Portal will be deactivated.
Regards, UNHCR Partner Portal Team

** This email has been automatically generated by UNHCR Partner Portal. Please do not reply to this email address. For any technical questions, please send an email to UNHCR Implementing Partnership Management Service (IPMS) through the Partner Portal Contact Us page.
- Cet email a été automatiquement généré par le Portail des Partenaires du HCR. Merci de ne pas répondre à cette adresse électronique. Pour toutes questions techniques, merci d'envoyer un courrier électronique au Service de Gestion de la mise en œuvre du Partenariat du HCR (IPMS) via la page Contact US du Portail.
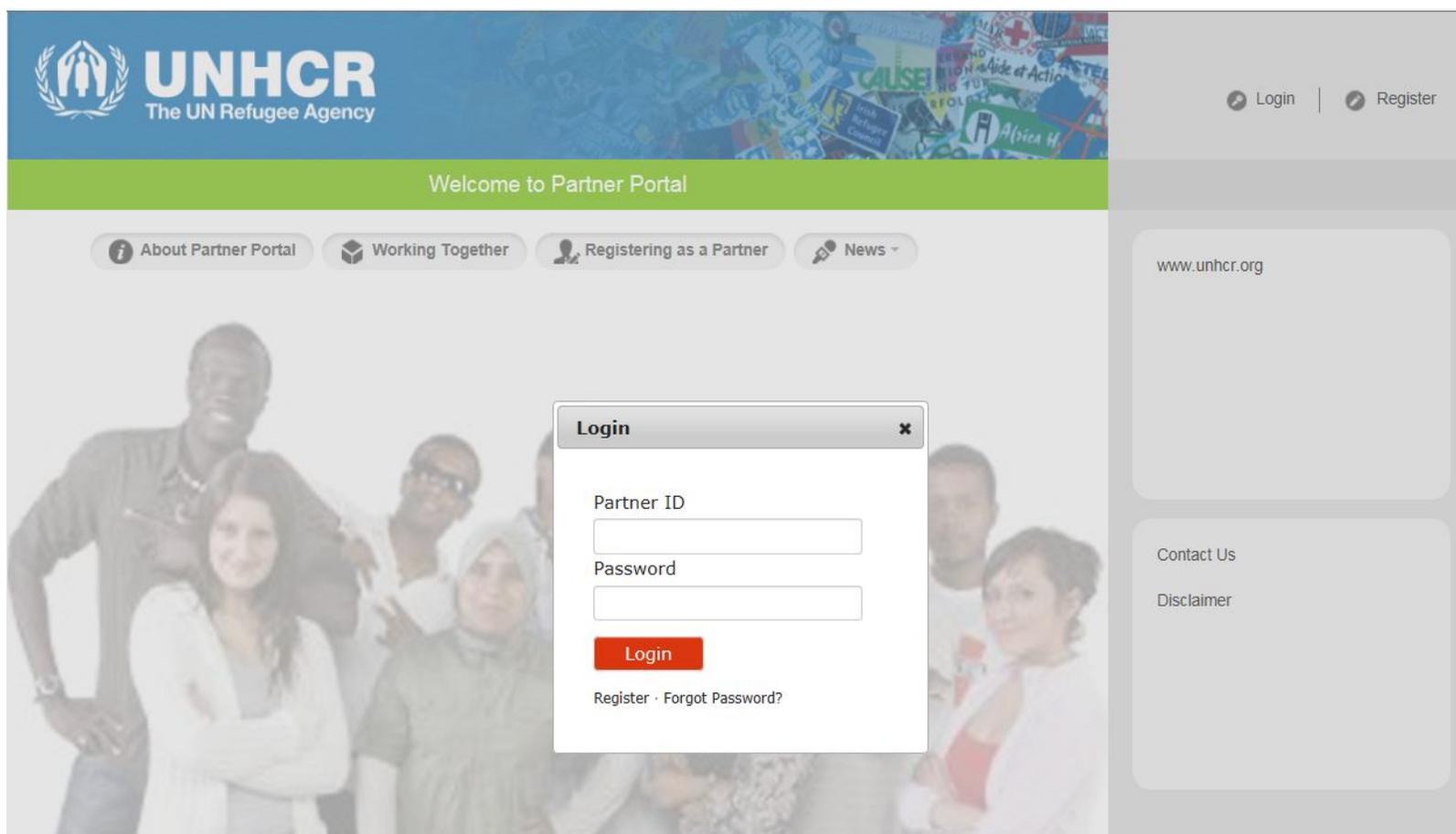*** We believe 1 family torn apart by war is too many. Join UNHCR and share their stories: http://stories.unhcr.org?link=email*

UNHCR Partner Portal

3rd step : First connexion

Click on [🔘 Login] enter the email address and the password entered before and click on [Login]

Please do not forget to use Internet Explorer

UNHCR Partner Portal

Second verification.

The partner should accept the partner declaration see next page.

© UNHCR Implementing Parternship Service

UNHCR Partner Portal

Partner Declaration : **to access to the portal you need to accept the declaration**

Establishing partnership - Partner Declarations

The purpose of these declarations is to determine whether the prospective partner is committed to and shares the core values of UNHCR and its commitment to persons of concern. UNHCR will partner with organizations and entities (non-profit) that are committed to the core values of UNHCR and its commitment to refugees and other persons of concern. An organization must answer 'yes' to all five declarations in order to be a partner with UNHCR.

Please carefully read the text below and accept or decline its terms.

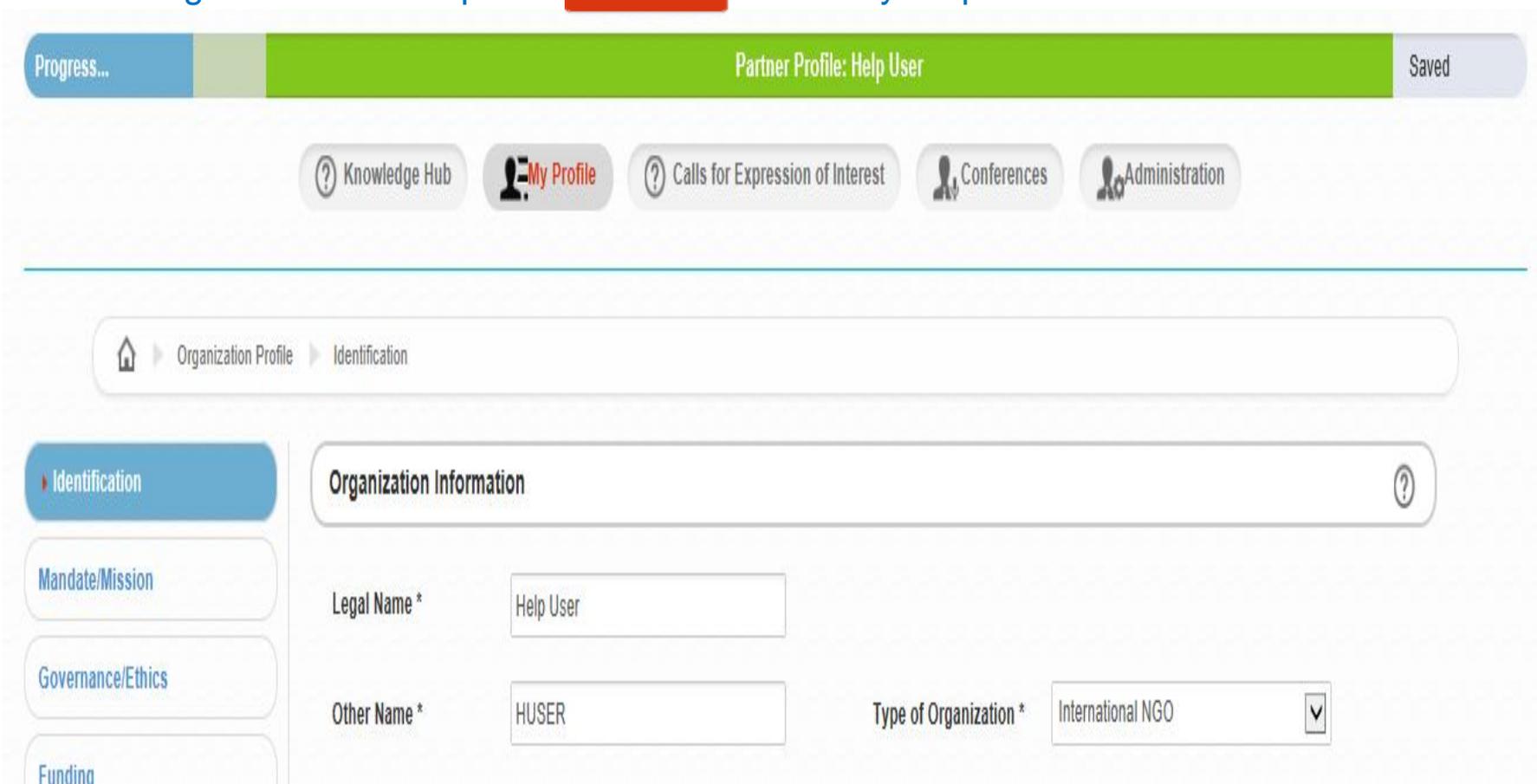| Declaration	Possible answer	Guidance provided to user
By answering yes, the organization confirms that is not sanctioned by the UN Security Council Committee on Sanctions pursuant to resolution 1267 (1999) and to other resolutions of the Security Council targeting terrorism or that the organization has supported, directly or indirectly, individuals and entities sanctioned by the Committee or any other involved any other manner that is prohibited by a resolution of the United Nations Security Council adopted under Chapter VII of the Charter of the United Nations.	○ Yes ○ No	UN 1267 website
By answering yes, the organization confirms that it is has not been charged with or been complicit in corrupt activities, including crimes against humanity and war crimes, and has not been involved in the past with such activities that would render the organization unsuitable for dealing with UNHCR or working with refugees and other persons of concern.	○ Yes ○ No	
By answering yes, the organization commits that it will not discriminate against any persons of concern, regardless of their race, religion, nationality, political opinion, gender or social groups.	○ Yes ○ No	Applicable conventions and UNHCR documentation
By answering yes, the organization commits to abide by the Principles of Partnership.	○ Yes ○ No	Principles of Partnership
By answering yes, the organization confirms that it is willing to comply with all clauses of the UNHCR project partnership agreement when undertaking UNHCR funded projects.	○ Yes ○ No	Standard clauses of a project agreement

☐ As a representative of my organization, I accept the terms of UNHCR and I declare my organization in conformance with all of the partnership preliminary selection criteria.

DECLINE   ACCEPT

UNHCR Partner Portal

The partner can now fill its profile. (There are 7 pages Identification, Mandante/Mission, Governance/Ethics, Funding, Collaboration, Manage/support Project Implementation and Other information)
Do not forget at the end to press **SUBMIT** to make your profile visible for UNHCR Staff

UNHCR Partner Portal

Partner Code will be created, activated or deactivated

After successful registration in the Partner Portal and vetting process the Partner would be able to submit Concept Note as a response for "Call for Expression of Interest" for undertaking Project in a given operation.

Partner that have been selected for undertaking Project will be assigned Partner Code which an essential step for signing Project Partnership Agreement.

© UNHCR Implementing Parternship Service

UNHCR Partner Portal

The Administrator will do the third vetting process

The UNHCR field Office will then request to the administrator to create or activate a partner code.

- Verification of Partner identification (name, address, etc)

- Verification against the UN resolution lists

- Verification of accreditations or recommendations made by other UN or recognized entities.

- Verification of the use of pooled or not pooled account.

- Verification of the Registration Documents (constitution, host government, category of the Partner etc.).

- Verification of the selection documents (including recommendation of IPMC)

THIS PROCESS WILL APPLY TO ALL PARTNERS EVEN THOSE HAVING ALREADY A PARTNER CODE

If the verifications are validated then only at that time the Partner will be assigned a Partner code activated in MSRP for signing agreements and financial transactions.