

AGENCY(/EN/CERF/A

CERF

CERF

COUNTRY

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Sub-Implementing Partner Management

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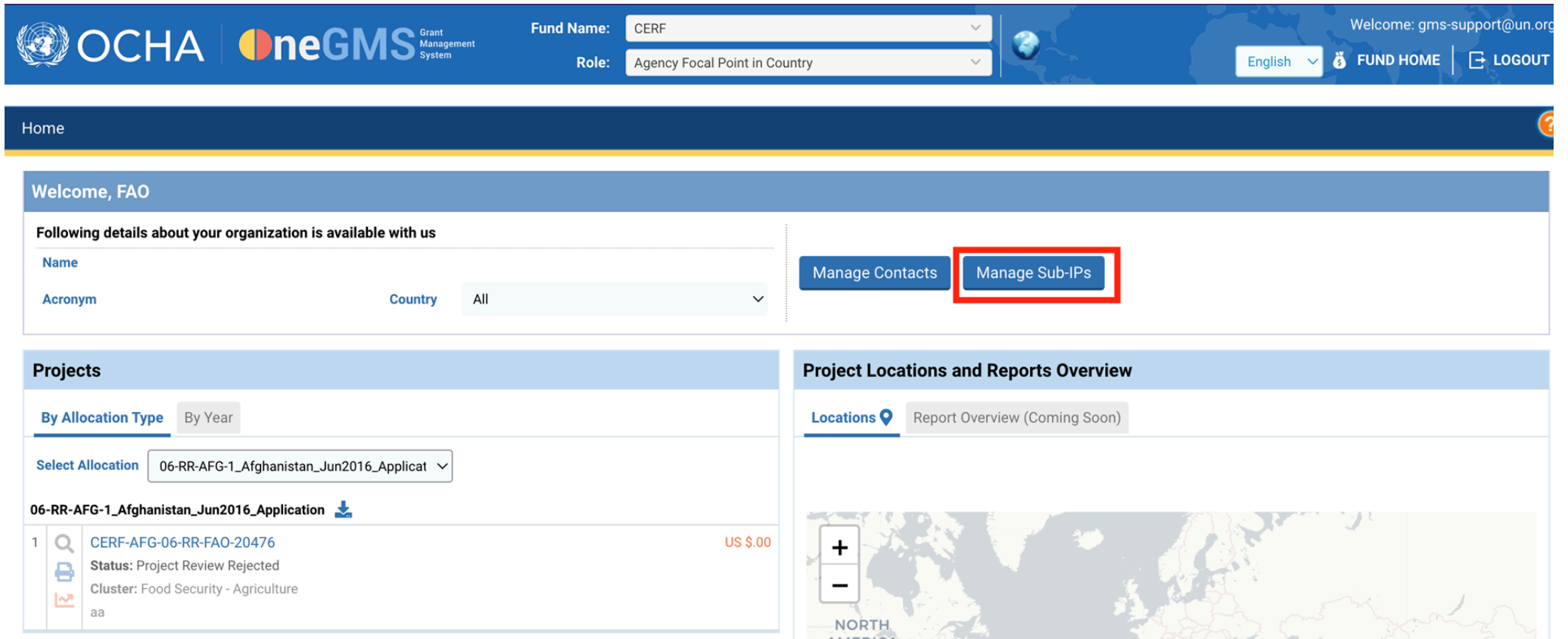
IV) Link a sub-partner(#IV) Link a sub-partner)

I) Sub-Implementing Partner management page

CBPF GRANT MANAGEMENT SYSTEM (GMS)




The Sub-Implementing Partner Management page allows you to add, view or edit a sub-implementing partner (Sub-IP)'s contact details.

You can access this page from your home page by clicking on **[Manage Sub-IPs]**.



The screenshot shows the OCHA GMS user interface. At the top, there is a navigation bar with the OCHA logo, 'oneGMS' branding, and user information including 'Fund Name: CERF' and 'Role: Agency Focal Point in Country'. A 'Welcome' message and 'English' language selector are also present. Below the navigation bar is a 'Home' breadcrumb. The main content area is divided into several sections:

- Welcome, FAO**: A section with a heading 'Following details about your organization is available with us'. It contains a table with columns for 'Name', 'Acronym', and 'Country'. The 'Country' column has a dropdown menu set to 'All'. To the right of this table are two buttons: 'Manage Contacts' and 'Manage Sub-IPs'. The 'Manage Sub-IPs' button is highlighted with a red border.
- Projects**: A section with a heading 'By Allocation Type' and a sub-heading 'By Year'. It includes a 'Select Allocation' dropdown menu set to '06-RR-AFG-1_Afghanistan_Jun2016_Applicat'. Below this is a list of projects, with the first entry being '06-RR-AFG-1_Afghanistan_Jun2016_Application' with a download icon. A table below shows project details:



1		CERF-AFG-06-RR-FAO-20476	US \$,00
		Status: Project Review Rejected	
		Cluster: Food Security - Agriculture	
		aa	
- Project Locations and Reports Overview**: A section with a heading 'Locations' and a sub-heading 'Report Overview (Coming Soon)'. It features a map of the world with a zoom-in (+) and zoom-out (-) button on the left. The map shows the continent of North America.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

You will land on the Sub-Implementing Partner page that will show you the list of all Sub-IPs linked to your agency. To know how to link a Sub-IP to your agency, please click [here \(#IV\) Link a sub-partner](#)).

Sub-Implementing Partner

Organization Type UN Agency	Acronvm	Name					
Mandatory fields are marked with an asterisk *. Always save your information before changing tabs.							
Sub-Partner List							
Link Existing Sub-IP							
Sr. No	Sub-Partner Name	Sub-Partner Acronym	Sub-Partner Type	Country		# Of Project(s) Sub Granted	Action
1	TEST PV	TEST PV	International NGO	Yemen		1	 
2	Testt	TT	International NGO	Yemen		0	 

You can click on this icon  to edit the Sub-IPs details or this icon  to view it. To read more on how to edit a Sub-IP, please click [here \(#III\) Edit a sub-partner](#)).







Sub-Implementing Partner

Organization Type	Acronym	Name
UN Agency		

Mandatory fields are marked with an asterisk *. Always save your information before changing tabs.

Sub-Partner List

[Link Existing Sub-IP](#)

Sr. No	Sub-Partner Name	Sub-Partner Acronym	Sub-Partner Type	Country	# Of Project(s) Sub Granted	Action
5	test subip	fa	International NGO	Bangladesh	1	 
6	AC	AC	International NGO	Democratic Republic of the Congo	1	 
7	Addition	AD	National NGO	Yemen	1	 

II) Register a new Sub-Partner

The agency can add a sub-implementing partner from the 'Subgrants' tab of the project proposal. If the Sub-IP is not already registered in the OneGMS, the partner will have to register it from the Sub-Partner Registration page. You can access this page from: 1. your home page(#1) Access the Sub-Partner Registration page from the home page, or 2. the 'Subgrants' tab of the project proposal(#2) Access the Sub-Partner Registration page from the subgrants tab.

You can watch our video tutorial below or continue reading this article.

CBPF GRANT MANAGEMENT SYSTEM (GMS)



OCHA





HOW TO REGISTER A NEW SUB-PARTNER
(User Role: Agency)

CERF

1) Access the Sub-Partner Registration page from the home page

To access it from your home page, click on **[Manage Sub-IPs]**.



Grant Management System

Fund Name: ▼

Role: ▼

Welcome: gms-support@un.org
 English ▼
FUND HOME
LOGOUT

Home

Welcome, FAO

Following details about your organization is available with us

Name

Acronym

Country

All

Manage Contacts

Manage Sub-IPs


Projects

By Allocation Type

By Year

Select Allocation

06-RR-AFG-1_Afghanistan_Jun2016_Applicat ▼

06-RR-AFG-1_Afghanistan_Jun2016_Application 

1		CERF-AFG-06-RR-FAO-20476	US \$.00
		Status: Project Review Rejected	
		Cluster: Food Security - Agriculture	
		aa	

Project Locations and Reports Overview

Locations 

Report Overview (Coming Soon)




You will land on the Sub-Implementing Partner page that will show you the list of all Sub-IPs linked to your agency. From there click on **[Link Existing Sub-IP]** to search for the Sub-IP you wish to register. To ensure that the Sub-IP is not already registered, and no duplicate is created, the system will request you to search for it first.

Sub-Implementing Partner

Organization Type: **UN Agency** Acronym: Name:

Mandatory fields are marked with an asterisk *. Always save your information before changing tabs.

Sub-Partner List

Sr. No	Sub-Partner Name	Sub-Partner Acronym	Sub-Partner Type	Country	# Of Project(s) Sub Granted	Action
1	TEST PV	TEST PV	International NGO	Yemen	1	 
2	Testt	TT	International NGO	Yemen	0	 

[Link Existing Sub-IP](#)

On the pop-up window, use the filters and click on **[Search]** to search for your Sub-IP. Please try multiple spellings if that can apply to your Sub-IP e.g. 'St' or 'Saint', 'NW' or 'North West' etc.

If you can find the Sub-IP you were looking for, click [here\(#IV\) Link a sub-partner](#) to know how to link it to your agency.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Link Sub Partner
✕

Sr. No	Sub-Partner Name	Country	Sub-Partner Type	Status	# Of Project(s) Sub Granted

Link to the country*

If you cannot find your Sub-IP, tick the box 'I confirm that the search results do not show my Sub-Partner' and select the country to which you would like to link it from the drop-down list. Countries displayed in this list are the ones linked to your profile. Then click on **[Add New]**.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Link Sub Partner ✕

Acronym

Sub-Partner Type

Sub-Partner Name

Country

Sr. No	Sub-Partner Name	Country	Sub-Partner Type	Status	# Of Project(s) Sub Granted
Record not found, click 'Add New' button to add new sub IP					

Link to the country* Please Select a Country

I confirm that the search results do not show my Sub-Partner

CBPF GRANT MANAGEMENT SYSTEM (GMS)

You will then be redirected to the Sub-Partner Registration page, where you will be able to add and register your sub-partner contact details. To know how to do this, please click [here](#) (#3) Fill in the Sub-Partner Registration form).

2) Access the Sub-Partner Registration page from the subgrants tab

The 'Subgrants' tab allows you to enter Sub-Implementing Partners and map them to both the budget line items included in the subgrant, and the activities in the logical framework they will implement.

To link a Sub-IP to this project, click on **[Add Subgrant]**.

Overview Log Frame Work Plan People Targeted Budget Programming Cash Implementation **Subgrants** Locations Documents Tracking TIM

Requesting Organisation	Allocation Window CERF Rapid Response: Afghanistan 2022	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%; text-align: left;">Sector / Cluster</th> <th style="width: 20%; text-align: right;">Total Budget</th> </tr> <tr> <td>INVALID - Food Security - Agriculture</td> <td style="text-align: right;">100%</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">100 %</td> </tr> </table>	Sector / Cluster	Total Budget	INVALID - Food Security - Agriculture	100%	Total	100 %
Sector / Cluster	Total Budget							
INVALID - Food Security - Agriculture	100%							
Total	100 %							
Project Title	Fund Project Code CERF-AFG-22-RR-FAO-20207							
Implementation Period (6 months)	Total Budget US \$50,000							

Project Created By: CERF Submit (FAO) (cerfgms.sub@gmail.com) on 21 Nov 2022 09:12 PM Last Updated By: CERF GMS PO (FAO) (cerfgms.po@gmail.com) on 13 Dec 2022 12:07 PM

The Sub-Grants tab allows you to enter all Sub-Partner and map to both the budget line items included in the subgrant and the activities in the logical framework they will support. Make sure that you filled in and saved the Log Frame tab and the Budget tab before entering information in this tab. [Need Help?](#)

18. Subgrants to Sub-Partner

Click on [add subgrant] to link the Sub-Partner to this project proposal. After adding the Sub-Partner, add the total budget amount subgranted to the Sub-Partner, and click on the [edit] icon of its line to link the activities that the Sub-Partner will carry on. Please use one line per Sub-Partner and include only the Sub-Partner's total budget amount.

+ Add Subgrant

Sub-Partner Name	Sub-Partner Type	Budget (i)	Activities	Action
Total		0.00		

Save Save & Exit Cancel

CBPF GRANT MANAGEMENT SYSTEM (GMS)

You can search for a subgrant partner by name and/or partner type by typing the partner's name and/or selecting the partner's type from the drop-down list. Then click on **[Search]**.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Add Subgrant Partner

Search for an existing subgrant partner by name and/or partner type. If necessary, you may select 'Partner not yet known' checkbox and inform us of the partner details in a later stage.

No existing partner matched the search criteria. Please review search text or add a new partner below. Please select atleast one filter

Partner Search Partner not yet known?

Partner Name *

Partner Type *

Search Results: Please select a partner from the search results below. If you do not find the correct partner in the search results, you can instead add a new partner below.

Sub-Partner Name	Sub-Partner Type	Budget <small>(i)</small>	Activities
------------------	------------------	---------------------------	------------

CBPF GRANT MANAGEMENT SYSTEM (GMS)

If you do not find the correct partner in the search results, tick the box 'I confirm that the search results do not show my Sub-Partner' and click on the hyperlink 'Click here to add a new partner' to add a new partner.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Add Subgrant Partner ✕

Search for an existing subgrant partner by name and/or partner type. If necessary, you may select 'Partner not yet known' checkbox and inform us of the partner details in a later stage.

No existing partner matched the search criteria. Please review search text or add a new partner below.

Partner Search Partner not yet known?

Partner Name *

Partner Type * Search

Search Results: Please select a partner from the search results below. If you do not find the correct partner in the search results, you can instead add a new partner below.

Sub-Partner Name	Sub-Partner Type	Budget ⓘ	Activities
------------------	------------------	-----------------------	------------

I confirm that the search results do not show my Sub-Partner
[Click here](#) to add a new partner.

Save Close

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Upon clicking on the hyperlink, the Sub-Partner Registration page will open on a new tab of your browser.

3) Fill in the Sub-Partner Registration form

Sub-Partner Registration

Save Save & Exit Cancel

Name: **Food and Agriculture Organization(FAO)** Organization Type: **UN Agency** Country: **Afghanistan**

Please enter the Sub-Partner information in this form and click on [save]. Once the form is saved, please go back to the project proposal and search for the newly created Sub IP to add it against the project. Please make sure not to create duplicates in the system by adding a Sub-Partner organization which already exist. If in doubt, do not hesitate to reach out to gms-support@un.org for further assistance.

Organization

Sub-Partner Name*	Sub-Partner Acronym*	Sub-Partner Alternate Name ⓘ	Sub-Partner Type*
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ▼
Localization Marker		Direct Organization Details	Direct Organization Relationship *
<input type="text" value=""/>	<input type="text"/>	Food and Agriculture Organization	

Organization Details

Office Address *	Office Address 2	City*	Country*
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ▼
National Registration Number	Expiry Date (if any)	International Registration Number	Expiry Date (if any)
<input type="text"/>	<input type="text" value=""/>	<input type="text"/>	<input type="text" value=""/>
Is WGO? ⓘ	Is OPD? ⓘ		
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes		

Contact Details

[+ Add New Contact](#)

Name	Position Title	Email	Contact Status	Action

Fill in the form and click on **[Save]** to save your sub-partner. All fields marked with a red asterisk * are mandatory.

The header:

Sub-Partner Registration

Save
Save & Exit
Cancel

Name Food	Organization Type UN Agency	Country Afghanistan
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Please enter the Sub-Partner information in this form and click on [save]. Once the form is saved, please go back to the project proposal and search for the newly created Sub IP to add it against the project. Please make sure not to create duplicates in the system by adding a Sub-Partner organization which already exist. If in doubt, do not hesitate to reach out to gms-support@un.org for further assistance.

Organization

Sub-Partner Name*	Sub-Partner Acronym*	Sub-Partner Alternate Name ⓘ	Sub-Partner Type*
			Select ▼

The header displays the name and type of your agency as well as the fund from which you are registering the sub-partner.

Organization:

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Name Agency for	Organization Type International NGO	Country Yemen
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Please enter the Sub-Partner information in this form and click on [save and submit to HFU]. The information entered here will be reviewed by your HFU. Once your HFU approves the Sub IP registration, you will be able to go in the GMS and add the Sub-Partner against your project/Due Diligence

Organization



Sub-Partner Name* Organisation Test	Sub-Partner Acronym* OT	Sub-Partner Alternate Name ⓘ	Sub-Partner Type* International NGO
Localization Marker 3.3 International NGOs	Direct Organization Details NGOs not based in an aid recipient country and carrying out operations in one or more aid Agency for Technical Cooperation and Development	Direct Organization Relationship *	

Fields description:

- **Sub-Partner Name ***: enter the name of your sub-partner.
- **Sub-Partner Acronym ***: enter the acronym of your sub-partner.
- **Sub-Partner Alternate Name**: you may enter the alternate name of the organization if any. It could be, for instance, the name mostly used in the country's language.
- **Sub-Partner Type ***: select from the drop-down list the type of the sub-partner.
- **Localization Marker**: you may choose amongst the different options which one applies to the sub-partner as relevant to their type.
- **Direct Organization Details**: the name of your agency will be automatically displayed.
- **Direct Organization Relationship ***: will be updated soon.

Organization Detail

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Organization Details			
Office Address *	Office Address 2	City*	Country*
3 street Address		Oran	Algeria
National Registration Number	Expiry Date (if any)	International Registration Number	Expiry Date (if any)
1234567	27 Mar 2024	67890	19 Mar 2024
Is WGO? 	Is OPD? 		
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes		

Fields description:

- **Office Address ***: indicate the address of the sub-partner's office.
- **City ***: indicate the city.
- **Country ***: select from the drop-down list the country.
- **National Registration Number**: indicate the national registration number of the sub-partner, if any.
- **Expiry Date**: if the national registration number has an expiry date, select it from the calendar.
- **International Registration Number**: indicate the international registration number of the sub-partner, if any.
- **Expiry Date**: if the international registration number has an expiry date, select it from the calendar.
- **Is WGO? (only for national and international NGOs)**: tick this box if the organization is a Women's and/or Girl's Organization. Its leadership and staffing should be made up of women and/or girls, comprising a minimum of 75% of the board, executive positions and staff/volunteers, with a mandate to advance gender equality and women's and/or girls' rights and empowerment.
- **Is OPD? (only for national and international NGOs)**: tick this box if the organization is an organization of persons with disabilities. It should be rooted in and committed to the Convention of the Rights of Persons with Disabilities (CRPD) and should fully respect the principles and rights that it affirms. OPDs must be led, directed and governed by persons with disabilities. A clear majority of their memberships should be persons with disabilities.

Contact Details

To add the contact details of the sub-partner, click on **[Add New Contact]**.

Contact Details				
Name	Position Title	Email	Contact Status	Action
				+ Add New Contact




Fill in all mandatory fields and ensure that the box 'Is Active' is ticked.




CBPF GRANT MANAGEMENT SYSTEM (GMS)

Add New Contact ✕

First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Gender *	<input type="text" value="Select"/>	Position Title *	<input type="text"/>
Email Address *	<input type="text"/>	Telephone Number *	<input type="text"/>
Date of Birth	<input type="text"/>	Nationality	<input type="text" value="Select"/>

Is Active

Once added, you can click on this icon  to edit the contact, on this icon  to delete the contact or this icon  to view the contact.

Contact Details				
Name	Position Title	Email	Contact Status	Action
Jane Does	Director	jane.doe@email.com		  

[+ Add New Contact](#)

Once you have added the new Sub-IP, **do not forget to save the page**, as the system will not automatically save your data. If you have filled in all mandatory fields, your Sub-IP will be automatically approved upon saving. Otherwise, it will remain in 'Draft' status.

Sub-Partner Registration


Save Save & Exit Cancel

Name Organization Type

()

Please enter the Sub-Partner information in this form and click on [save and submit to HFU]. The information entered here will be reviewed by your HFU. Once your HFU approves the Sub-Partner against your project/Due Diligence

Organization

Sub-Partner Name*
Sub-Partner Acronym*
Sub-Partner Alternate Name 

Upload Documents

Upon saving, a new section will be displayed at the end of the page: 'Upload Documents'. You can add any document you find relevant. To upload a document, click on **[Add Document]**.

Contact Details

+ Add New Contact

Name	Position Title	Email	Contact Status	Action
Jane Doe	Director	email@email.com	Approved	👁 ✎ ✖

Upload Documents

+ Add Document

Save
Save & Exit
Cancel

On the pop-up window, select from the drop-down list the category of the document you wish to upload and click on **[Choose File]** to upload the file from your computer. Please note: if you select the category "Others" please explain the nature of the document in the comment section.

Then click on **[Upload]** to upload and save the document.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Upload Document ✕





Please note uploaded document will be directly saved to the database.

Category *

Please note that the file types allowed in the system are .docx,.pdf,.doc,.jpg,.jpeg,.gif,.xls,.xlsx

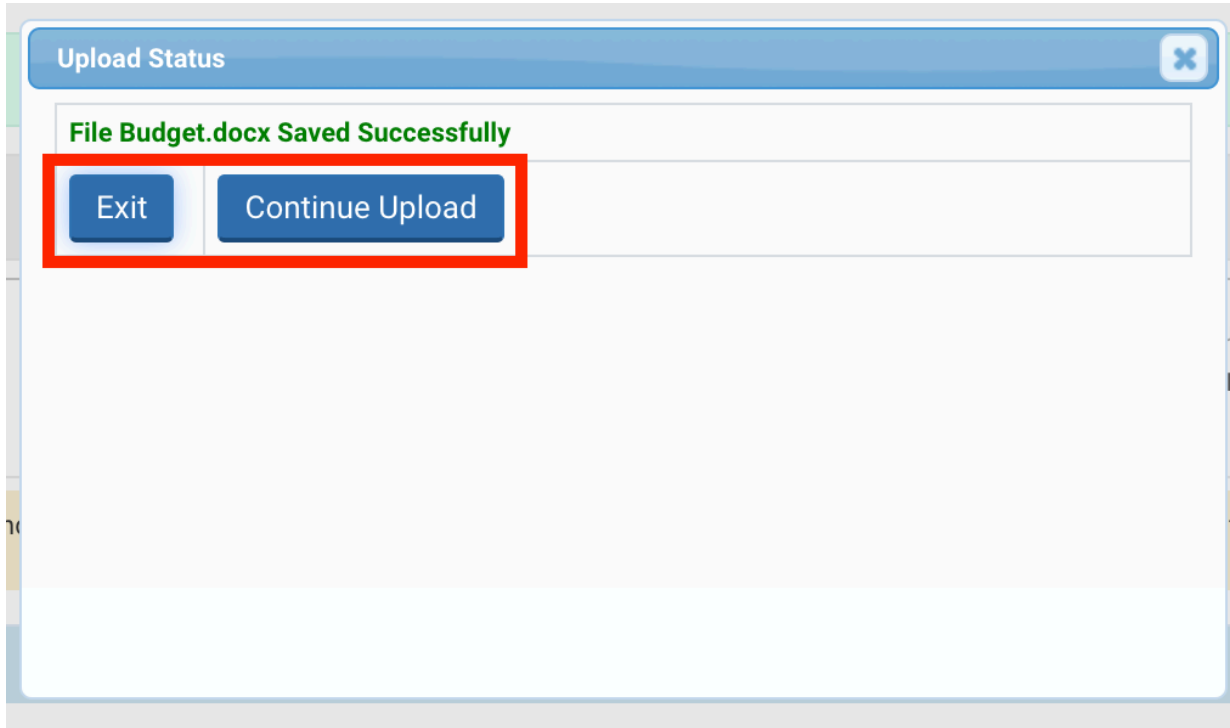
Attach Document * (max 10.00 MB)

Document Comments

B *I* U    

Character Count: 0 / 250

After clicking on **[Upload]**, a pop-up window will appear. Click on **[Exit]** if you do not want to upload an additional document or on **[Continue Upload]** to upload more documents.




Once you have added all the necessary documents, **do not forget to save the page**, as the system will not automatically save your data.

Sub-Partner Registration


Name Organization Type
()

Please enter the Sub-Partner information in this form and click on [save and submit to HFU]. The information entered here will be reviewed by your HFU. Once your HFU approves the Sub-Partner against your project/Due Diligence

Organization

Sub-Partner Name*	Sub-Partner Acronym*	Sub-Partner Alternate Name 
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III) Edit a sub-partner

Only members of the agency that originally registered the Sub-IP will be able to edit it. To edit a Sub-Partner that is linked to your agency, click on this icon  .

Sub-Implementing Partner



Organization Type
Acronym
Name

UN Agency

Mandatory fields are marked with an asterisk *. Always save your information before changing tabs.

Sub-Partner List

[Link Existing Sub-IP](#)

Sr. No	Sub-Partner Name	Sub-Partner Acronym	Sub-Partner Type	Country	# Of Project(s) Sub Granted	Action
10	Bangla test	Bangla tes	UN and IOM	Bangladesh	0	 

Please note: once the Sub-Partner is linked to a project that is approved (i.e., added to the 'Subgrants' tab of the project proposal) you will not be able to edit it. If you need to edit it, please contact your CERF Country Focal Point.

IV) Link a sub-partner

Linked sub-partners will be displayed in the 'Subgrants' tab. However, even if it is not linked, you will be able to search for and add a Sub-IP from this tab. To link a Sub-IP to your agency, click on **[Link Existing Sub-IP]**.

Sub-Implementing Partner

Organization Type: **UN Agency** Acronym: Name:

Mandatory fields are marked with an asterisk *. Always save your information before changing tabs.

Sub-Partner List

Sr. No	Sub-Partner Name	Sub-Partner Acronym	Sub-Partner Type	Country	# Of Project(s) Sub Granted	Action
1	TEST PV	TEST PV	International NGO	Yemen	1	 
2	Testt	TT	International NGO	Yemen	0	 

[Link Existing Sub-IP](#)

On the pop-up window, use the filters and click on **[Search]** to search for your Sub-IP.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Link Sub Partner
✕

Sr. No	Sub-Partner Name	Country	Sub-Partner Type	Status	# Of Project(s) Sub Granted
Link to the country* <input type="text" value="Select"/>					

Tick the box of the Sub-IP you wish to link to your agency and select the country from the drop-down list. The countries displayed are those your agency has access to. Then click on **[Select & Close]**.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

✕
Link Sub Partner

Acronym

Sub-Partner Type

Sub-Partner Name

Country

Sr. No	Sub-Partner Name	Country	Sub-Partner Type	Status	# Of Project(s) Sub Granted
<input checked="" type="checkbox"/>	131 Contact Test (Contact Te)	Colombia	International NGO	Approved	0
<input type="checkbox"/>	132 Test Contact (Test Contact)	Colombia	International NGO	Draft	0
<input type="checkbox"/>	133 Test Contact1 (Test Contact1)	Colombia	National NGO	Draft	0
<input type="checkbox"/>	134 ct1 (ct1)	Iraq	UN and IOM	Draft	0
<input type="checkbox"/>	135 ct2 (ct2)	Iraq	UN and IOM	Draft	0

Link to the country*

CBPF GRANT MANAGEMENT SYSTEM (GMS)