

PARTNER(/EN/CONTE

HFU(/EN/CONTENT/H

CBPF

CLUSTER

> HFU(/en/content/hfu) > Technical Review

## Technical Review

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**I) What is a Technical review(#I) What is a Technical review)**

**II) How to conduct a technical review(#II) How to conduct a technical review) (#II) How to conduct a technical review)**

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### **I) What is a Technical review**

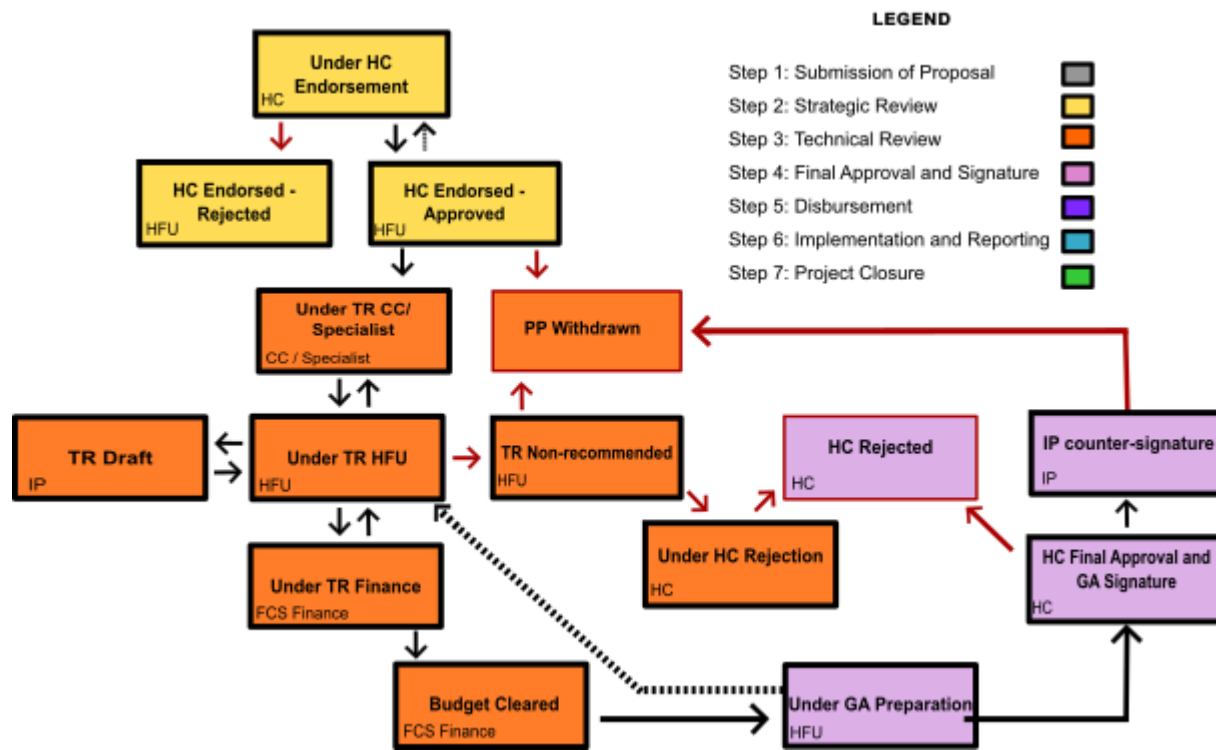
The objective of the technical review process is to ensure that proposals are of the highest possible quality before final approval by the HC.

The review committees are comprised of groups of technical experts, per sector/cluster, that review project proposals according to their technical merit and the appropriateness of budget provisions. Sufficient time and effort have to be dedicated to ensure that substandard projects are approved or rejected.

The technical review stage ends with the financial review by Finance HQ. Both programmatic and financial feedbacks are compiled by the HFU and shared with the applicant for their consideration.

CBPF GRANT MANAGEMENT SYSTEM (GMS)



**Please note:** in case the GAM reference is not entered and saved by the implementing partner, the project proposal cannot move to 'Budget Cleared'.



**II) How to conduct a technical review**

1- Cluster Coordinator

Once the project has been approved by HC and sent under Technical Review, the Cluster Coordinator can access the relevant project proposal by selecting it from the Project Task List in the homepage.



Fund Name: 
Role: 
Welcome: gms-support@un.org
English 
FUND HOME
LOGOUT

[Home](#)
[Allocations](#)
[Report](#)
[Others](#)
☰

### Tasks Overview

**Projects Task List**
 Exclude configured project statuses
 Refresh Count:1 Export 

Date Assigned ▲	Code	Budget	Cluster	Organization	Status
16 Nov 2022 06:15 PM	CBPF-YEM-22-S-INGO-20279	3,698,754.60	Shelter, NFI and Camp Coordination / Management		Under TR CC/Specialist

**Financial Report Task List**
 Exclude configured Financial Report Statuses
 Refresh Count:0 Export 

Date Assigned ▲	Code	Report Type	Report Name	Organization	Status

**Narrative Report Task List**
 Exclude configured Narrative Report Statuses
 Refresh Count:0 Export 

Date Assigned ▲	Code	Report Type	Report Name	Organization	Status

**Revision Task List**
 Exclude configured Revision Statuses
 Refresh Count:0 Export 

Date Assigned ▲	Code	Revision Name	Revision Type	Organization	Status

Click to filter
Clear

**Filters**

Select Allocation Year

Select Allocation type

1 Cluster(s) selected

Select Organisation type

Refresh Reload Filters

Select Organisation

Select Admin Location 1

Select Project Status

## CBPF GRANT MANAGEMENT SYSTEM (GMS)

The Cluster Coordinator and Specialists must review the project proposal and leave comments under each tab of the project in the comments section. Please [click here](#) if you want to know more on how to leave comments.

The Cluster Coordinator can make comments conveying their evaluation of the project proposal.

Once you have reviewed the project proposal click on **[Continue]** to open the task page.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

**Project Proposal** | [Under TR CC/Specialist]

Task  
Return to HFU

Continue ⇒

Me 2

2 Strategic review - 3 **Technical Review** - 4 HC Final Approval >>

Save Save & Exit Cancel

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

Project Information to be authorized by the partner before grant agreement creation > [Click Here](#)

Requesting Organisation	Allocation Type <b>2nd Standard Allocation 20Round-2</b>	<b>Sector / Cluster</b>	<b>Total Budget</b>
Project Title <b>SRR</b>	Fund Project Code <b>CBPF-YEM-22-S-INGO-20279</b>	Shelter, NFI and Camp Coordination / Management	100%
Implementation Period <b>14 Nov 2022 - 31 Dec 2023 (13 Months 18 Days)</b>	Total Budget <b>US \$3,698,755</b>	<b>Total</b>	<b>100 %</b>

Project Created By: GMS Support CBPF (ACTED) (gms-support@un.org) on 14 Nov 2022 03:16 PM  
Last Updated By: GMS Support CBPF Agencies/Partners (ACTED) (gms-support@un.org) on 16 Nov 2022 07:17 PM

Please enter the requested information in each of the tabs and respond as fully as possible to all questions marked with(\*).  
The Project Proposal form will work best if you fill in the Overview tab first and then in order of the tabs towards the right.  
Please click on 'Save' to save the information entered in the tabs. When all information is as complete as possible, please click on 'Continue' and then on 'Submit Proposal'.  
The Overview tab below includes general project information [Need Help?](#)

**1. Project Overview**

The Cluster Coordinator can return the project back to HFU by clicking on **[Return to HFU]**.

## Project Proposal | Under TR CC/Specialist

Agency

: (2nd Standard Allocation 2022)  CBPF-YEM-22-S-INGO-20279

Task

Return to HFU



(to be provided)

Return to HFU

← Go Back

### 2- HFU

After reviewing the TR reviewed project from the Cluster Coordinator and all the comments saved, the HFU can click on **[Continue]** to open the task page.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

**Project Proposal** | [Under TR HFU]

Task  
Send to FCS Finance for TR

**Continue →**

Me 1

2 Strategic review - 3 **Technical Review** - 4 HC Final Approval >>


Save Save & Exit Cancel

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

Project Information to be authorized by the partner before grant agreement creation > [Click Here](#)

Requesting Organisation	Allocation Type <b>2nd Standard Allocation 20Round-2</b>	<b>Sector / Cluster</b>	<b>Total Budget</b>
Project Title <b>SRR</b>	Fund Project Code <b>CBPF-YEM-22-S-INGO-20279</b>	Shelter, NFI and Camp Coordination / Management	100%
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Project Created By: GMS Support CBPF (ACTED) (gms-support@un.org) on 14 Nov 2022 03:16 PM  
Last Updated By: GMS Support CBPF Agencies/Partners (ACTED) (gms-support@un.org) on 16 Nov 2022 07:27 PM

 Change in the Partner running risk ! Partner Risk Level is re-calculated from **Low(95.00)** to **Medium(70.92)** . Click on the next button to modify the Partner Risk Level. [Next](#)

Please enter the requested information in each of the tabs and respond as fully as possible to all questions marked with(\*).  
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**1. Project Overview**

At this stage, the HFU can choose to:

## CBPF GRANT MANAGEMENT SYSTEM (GMS)

- **[Send to IP for re-draft]:** click here to send the project proposal back to the Partner for re-draft if revisions to the project proposal are needed based on CC, Specialists, or CBPF Finance comments.
- **[Send to FCS Finance for TR]:** click here to send the project proposal for financial review.
- **[Send to Cluster Coordinator for TR]:** click here to send back the project proposal to the CC.
- **[TR Not Recommended]:** click here to reject the project proposal based on the HFU, CC, CBPF Finance or Specialist comments.

### Project Proposal | Under TR HFU

Agency: (2nd Standard Allocation 2022) [CBPF-YEM-22-S-INGO-20279](#)

Task: Send to FCS Finance for TR Me 1

(to be provided)

[Send to FCS Finance for TR](#) [TR Not Recommended](#) [Send to IP for Re-Draft](#)

[Send to Cluster Coordinator for TR](#)

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[Send to CBPF Finance for TR](#)




## CBPF GRANT MANAGEMENT SYSTEM (GMS)

Upon clicking on **[Send to FCS Finance for TR]**, the HFU will have to tick the checkbox wherein the HFU is held accountable for the reviewing of the project. Then click on **[Next]** to submit the project proposal for Technical Review to HFU Finance.

### Project Proposal | Under TR HFU

Agency (2nd Standard Allocation 2022)  CBPF-YEM-22-S-INGO-20279

Task  
**Send to FCS Finance for TR** 

All costs and units including budget breakdown (if applicable) have been examined by HFU/FMU and found to be reasonable and relevant.

**Note on Project withdrawal:** if an Implementing Partner wishes to withdraw their project proposal during the Technical Review, they will have to contact HFU to have their project proposal withdrawn.

### 3- CBPF Finance:

The CBPF Finance receives the project proposal from the HFU after the project proposal has been reviewed by the HFU and the Cluster Coordinator, and after all the comments (if any) have been addressed by the IP.

Once you have reviewed the project, click on **[Continue]** to open the task page.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

**Project Proposal** | [Under TR Finance]

Task  
**Budget Cleared**

**Continue** ⇒

Me 1

2 Strategic review

**3 Technical Review**

4 HC Final Approval >>

Save Save & Exit Cancel

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

Project Information to be authorized by the partner before grant agreement creation > [Click Here](#)

Requesting Organisation	Allocation Type <b>2nd Standard Allocation 20Round-2</b>	<b>Sector / Cluster</b>	<b>Total Budget</b>
Project Title <b>SRR</b>	Fund Project Code <b>CBPF-YEM-22-S-INGO-20279</b>	Shelter, NFI and Camp Coordination / Management	100%
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Project Created By: GMS Support CBPF (ACTED) (gms-support@un.org) on 14 Nov 2022 03:16 PM

Last Updated By: GMS Support CBPF Agencies/Partners (ACTED) (gms-support@un.org) on 16 Nov 2022 07:33 PM

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**1. Project Overview**

From here, the CBPF Finance can choose to:

- **[Budget Cleared]**: click here to validate the budget before the project can move to the GA preparation stage.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

- **[Return to HFU]:** click here to return the project proposal to HFU if there are additional comments to be addressed by the IP. Please ensure you have left comments in the budget's tab comments section if changes.

**Project Proposal** | Under TR Finance

Agency

(2nd Standard Allocation 2022)  CBPF-YEM-22-S-INGO-20279

Task

**Budget Cleared**



(to be provided)

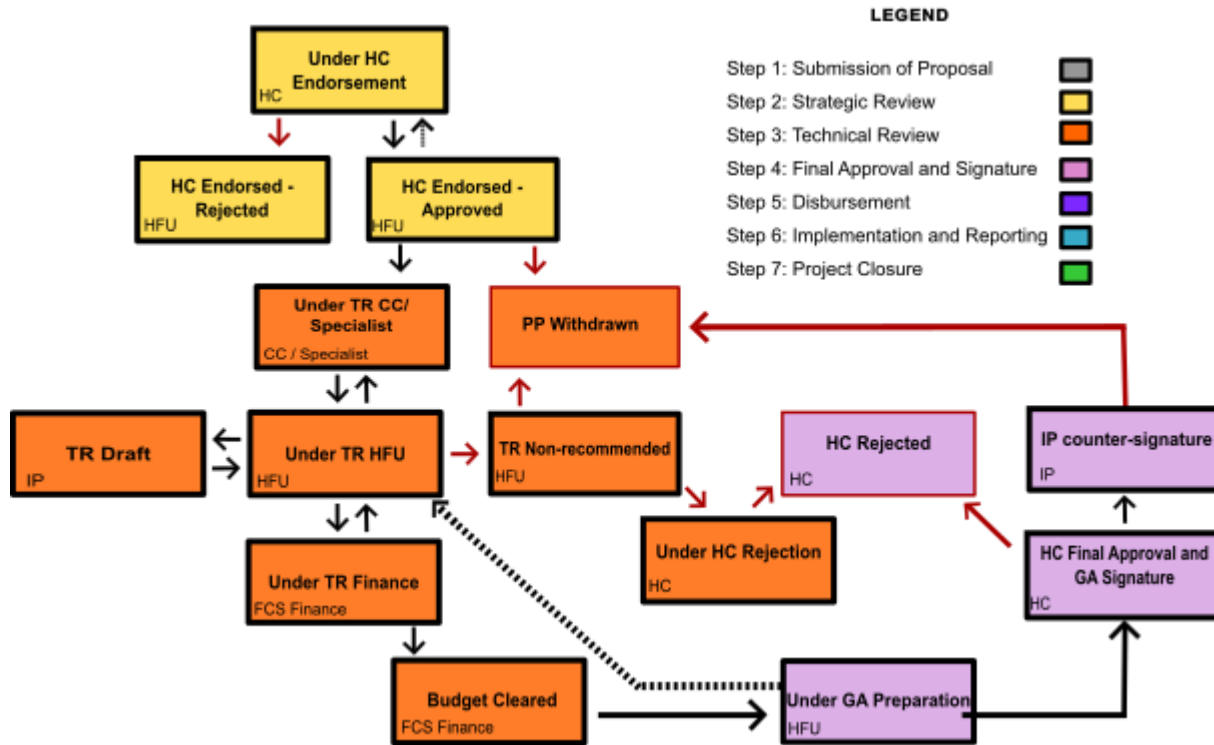
Budget Cleared

Return to HFU

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4- TR Recommended versus Non-recommended:

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A project proposal is not recommended until it goes through the full technical review cycle of being reviewed and commented on by the Cluster Coordinator, (the advisor of cross cutting issues or Specialist if applicable), HFU and CBPF Finance. After the CBPF Finance (the last user group involved in the technical review) provides their final comments, the HFU will determine:

## CBPF GRANT MANAGEMENT SYSTEM (GMS)

1. If the project is to be non-recommended
2. If the project proposal, based upon comments made, needs further revisions for further consideration
3. If the project proposal is good as is and is recommended