Project Revision

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- How to fill out Project Revision Request
- How to fill out Project Revision
- Approving a Project Revision
- Generation of Grant Agreement (GA) amendment
- Approval by the HC (WITHOUT GA amendment)
- Cancellation of Project Revision
- Project Revision for UNDP managed funds

What is Project Revision

Project Revision occurs when the Implementing Partner (IP) requests for a change in the terms set as per the original project proposal. A Project Revision can be requested till final financial report is not activated. Once Final Financial report has been activated no more revision requests will be accepted.

Steps of Project Revision

A project revision involves two steps:

- Revision Request (Step 1)
- Project Revision (Step 2)
How to activate Project Revision

Revision Request (Step 1)

1. An offline request is initiated by the Implementing Partner via an email sent to the HFU. (As shown in the Revision request (Step 1) figure)

2. HFU activates the Revision request for the requested project in the GMS through the Project Admin tab present on the upper right hand corner.

How to fill out Project Revision Request

HFU activates the Revision request for the requested project in the GMS through the Project Admin tab present on the upper right hand corner.
### Activation

<table>
<thead>
<tr>
<th>Instance Type</th>
<th>Alert</th>
<th>Activate</th>
<th>Activation Details</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disbursement</td>
<td>Select Alert</td>
<td><img src="activate_button.png" alt="Activate" /></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Timeline</td>
<td>N/A</td>
<td><img src="timeline_active.png" alt="Timeline is active" /></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revision Request</td>
<td>Select Alert</td>
<td><img src="activate_button.png" alt="Activate" /></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Lock Tabs

<table>
<thead>
<tr>
<th>Tab Name</th>
<th>Is Locked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover Page</td>
<td>No</td>
</tr>
<tr>
<td>Background</td>
<td>No</td>
</tr>
<tr>
<td>Logical Framework</td>
<td>No</td>
</tr>
<tr>
<td>Work Plan</td>
<td>No</td>
</tr>
<tr>
<td>M &amp; R</td>
<td>No</td>
</tr>
<tr>
<td>Other Info</td>
<td>No</td>
</tr>
<tr>
<td>Budget</td>
<td>No</td>
</tr>
<tr>
<td>Locations</td>
<td>No</td>
</tr>
<tr>
<td>Documents</td>
<td>No</td>
</tr>
<tr>
<td>Value for Money</td>
<td>No</td>
</tr>
</tbody>
</table>

### Cost Tracking

<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
<th>Formula</th>
<th>Percent</th>
<th>Planned Value</th>
<th>Actual Value (not editable on Project Overview)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Budget without PSC</td>
<td>Pre-defined values</td>
<td></td>
<td>46.788%</td>
<td>667,288.72</td>
<td></td>
</tr>
<tr>
<td>PSC Cost</td>
<td>Pre-defined values</td>
<td></td>
<td></td>
<td>32,710.25</td>
<td></td>
</tr>
</tbody>
</table>

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From the Select Alert drop down box, select the required alert message to be sent and click on the Activate button so that the IP will get notified automatically.

**Note:** The 'Lock Tabs' section is to be used by the HFU to lock and unlock segments of the project proposal in the event the IP has already submitted their project proposal but has encountered a need to revise a particular segment of their project proposal before the project proposal gets approved.

After revision request has been activated by the HFU, this particular project would appear in the IP's 'Active Instance – Revision- Revision Request' segment on the IP home page showing the status as 'Revision request in Draft'. Click on the Revision Request icon.
### Projects

#### By Allocation Type

<table>
<thead>
<tr>
<th>Action</th>
<th>Cluster</th>
<th>Code</th>
<th>Status</th>
<th>Title</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Water Sanitation Hygiene</td>
<td>TUR-00/0000/RA/WASH/H/NGO/0000</td>
<td>Under Capacity Preparation</td>
<td>Increased Access to Potable Water</td>
<td>500,000.00</td>
</tr>
</tbody>
</table>

#### Standard Allocation - 2016

<table>
<thead>
<tr>
<th>Action</th>
<th>Cluster</th>
<th>Code</th>
<th>Status</th>
<th>Title</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Education</td>
<td>TUR-00/0000/SA/2/E/NGO/0000</td>
<td>SR Rejected</td>
<td>Increased Access to Quality Education</td>
<td>347,024.29</td>
</tr>
</tbody>
</table>

### Active Instances

#### Reporting

##### Interim Financial Reporting

<table>
<thead>
<tr>
<th>Action</th>
<th>CHF Code</th>
<th>Project Title</th>
<th>Report Name</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>TUR-00/0000/CP/PS/NGO/0000</td>
<td>Support for resilient urban areas</td>
<td>Interim financial report 1</td>
<td>16-10-2015</td>
<td>Interim report reviewed</td>
</tr>
</tbody>
</table>

##### Progress Narrative Reporting

<table>
<thead>
<tr>
<th>Action</th>
<th>CHF Code</th>
<th>Project Title</th>
<th>Report Name</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>TUR-00/0000/CP/PS/NGO/0000</td>
<td>Support for resilient urban areas</td>
<td>Progress Narrative report 1</td>
<td>16-10-2015</td>
<td>Progress Report Approved</td>
</tr>
<tr>
<td>2.</td>
<td>TUR-00/0000/CP/PS/NGO/0000</td>
<td>Support for resilient urban areas</td>
<td>Progress Narrative report 2</td>
<td>16-01-2016</td>
<td>Progress Report Active</td>
</tr>
</tbody>
</table>

#### Revision

<table>
<thead>
<tr>
<th>Action</th>
<th>CHF Code</th>
<th>Project Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>TUR-00/0000/RA/WASH/H/NGO/0000</td>
<td>Increased Access to Potable Water</td>
<td>Revision Request in draft</td>
</tr>
<tr>
<td>2.</td>
<td>TUR-00/0000/CP/PS/NGO/0000</td>
<td>Support for resilient urban areas</td>
<td>Revision Request approved</td>
</tr>
</tbody>
</table>

### Revision Request

- **Project Title:** Increased Access to Potable Water for Conflict-Affected People in Eastern Aleppo City
- **Code:** TUR-00/0000/RA/WASH/H/NGO/0000

**Requesting Organization:** BigHeart (Big Heart)

**Primary Cluster:** Water Sanitation Hygiene

**Sub Cluster:** None

**Last Updated By:** abc@xyz.com on 05/10/2016 09:56:45 PM

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**Submit Revision Request**
Once in the “Revision Request in Draft” screen, the IP needs to fill in the type of revision and other details pertaining to the revision request and click on the 'Submit Revision Request' button to send the revision request in draft to the HFU.

On clicking the 'Submit Revision Request' button, the IP will be prompted to type in 'Comments for project in "Revision Request in draft".'
Click the **Yes** button to submit the revision request to the HFU.

The HFU can view the revision request in the Task inbox after logging into GMS.

Upon submission of the revision request (step 1), the HFU reviews the revision request. If there are major changes in the focus or geographical areas of the project, Cluster Coordinators (CCs) would be consulted (through the GMS), but preferably CCs would be consulted during step 2 (project revision).
On clicking the Approve Revision Request button by HFU, the HFU will be prompted to type in "Comments for project in "Revision Request under review". 
Click the **Yes** button to approve the revision request.

Once the revision request (Step 1) is approved in the GMS, a new tab Revision Sections will appear. In this tab, the HFU will select the sections of the original proposal that will be open for editing during project revision (Step 2).
### Requesting Organisation
Bigheart (Big Heart)

### Allocation Type
Rolling basis

### Project Title
Increased Access to Potable Water for Conflict-Affected People in Eastern Aleppo City

### Fund Project code
TUR-16/0539/RA/UN/WASH/NGO/2829

### Actual Date [Start - End]
20/06/2016 - 19/09/2016

#### Primary cluster
- Water Sanitation Hygiene

#### Sub cluster
- None

### Select tab sections for revision
- Project Duration Extension (VCR)
- Budget Revision
- Bank Info change
- Other
- Cover Page
- Project Title
- Cover Page
- Project Duration
- Cover Page
- Project beneficiaries
- Cover Page
- Other Funding Source
- Cover Page
- Focal points
- Cover Page
- Implementing partners
- Logframe
- Workplan
- Budget
- Other info

### Section Parameters
- Max. Variance per Category: 10
- Max. Grand Total Variance: 0

### Status of Project Instances
<table>
<thead>
<tr>
<th>Instance</th>
<th>Instance Name</th>
<th>Status</th>
<th>Last Status Change Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revision Request</td>
<td>Revision Request 1</td>
<td>Revision request approved</td>
<td>Last change By: <a href="mailto:abc@kyz.com">abc@kyz.com</a> on 10/10/2016 5:24:08 PM</td>
</tr>
<tr>
<td>Progress Narrative Reporting</td>
<td></td>
<td>Timeline Inactive</td>
<td>Last change By: <a href="mailto:abc@kyz.com">abc@kyz.com</a> on 05/05/2016 9:56:05 PM</td>
</tr>
<tr>
<td>Project</td>
<td></td>
<td>Under GA Preparation</td>
<td>Last change By: <a href="mailto:abc@un.org">abc@un.org</a> on 14/06/2016 3:19:00 PM</td>
</tr>
</tbody>
</table>

### Previous revision reset(s)
No resets found
HFU will need to select the 'Revision Type' and check the checkboxes of the project proposal section that the HFU needs to open for the IP, in order for the IP to make the necessary revision.

Click on the **Save** button to submit the revision request. Select the project revision (step 2) activation alert message to be sent to the IP which will send an automatic notification from GMS, so that the IP can fill out the form online and submit it. Click on the **Activate** button to activate the project revision and send the email notification.

Note: Sections once selected cannot be removed once the revision has been activated, while sections not initially made editable can be added later by using the Update Revision button. If the HFU must remove some sections, the “Reset Revision” button can be used. However, this removes all the changes made so far to the revision and it goes back to the draft stage.

How to fill out Project Revision [Top]

**Project Revision (Step 2)**

After the Project Revision has been activated by the HFU, the project would appear in the IP's 'Active Instance – Revision- Project Revision' segment on the IP home page showing the status as 'Project Revision in Draft'.
Click on the Project Revision icon. The sections of the project proposal that were approved for project revision by HFU will appear to the IP.

**Note:** GMS will no longer allow project revisions that do not have 0% variance and exceeds the budget amount even by a small amount. Also the PSC cost is now a mandatory field on the “Budget”-tab in Project Revision. If there is no PSC applicable, the IP should enter 0.
As seen above, the revised budget exceeds the original budget by 6 units. Although the % of variance is 0.00, the system will not allow the IP to go ahead and highlight the incorrect amounts in red.

After completing the revised sections of the project proposal click on the "Submit Project Revision" button. On clicking the Submit Project Revision button by IP, the IP will be prompted to type in 'Comments for project in "Project Revision in Draft"'. Click the Yes button to submit the project revision to the HFU.

Approving a Project Revision

Project Revision (Step 2)
The HFU will be able to view the project revision in their Revision Tasklist after logging into GMS.
**Primary cluster**

<table>
<thead>
<tr>
<th>Sub cluster</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
</tr>
</tbody>
</table>

**Actual Date [Start - End]**

20/06/2016 - 19/09/2016

**Planned Date [Start - End]**

20/06/2016 - 19/09/2016

**Planned Project Duration**

3 months

---

### Project beneficiaries

**Direct beneficiaries**

<table>
<thead>
<tr>
<th></th>
<th>Men</th>
<th>Women</th>
<th>Boys</th>
<th>Girls</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned</td>
<td>13,809</td>
<td>15,730</td>
<td>17,046</td>
<td>15,815</td>
<td>62,400</td>
</tr>
<tr>
<td>Actual</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revised</td>
<td>13,909</td>
<td>15,790</td>
<td>17,046</td>
<td>15,803</td>
<td>62,548</td>
</tr>
</tbody>
</table>

**Total beneficiaries include the following:**

- **Host Communities**
  - Planned
  - Actual
  - Revised

- **Internally Displaced People**
  - Planned
  - Actual
  - Revised

---

**Comments for Extension Cover Page**

Select

Select

---
The HFU reviews it on GMS, leaving comments online (in each tab). To add comments one can click on the icon to add a comment for the selected tab.

After the HFU has reviewed and made comments, the following steps can be taken:

**Review by the Cluster Coordinator (CC):** If the project revision entails significant changes to the project focus, locations, LogFrame, beneficiaries, the project revision must be sent to the Cluster Coordinator by clicking the “Send to Cluster for review” button. The project revision will go to the Cluster Coordinator, who will leave comments and make a recommendation to approve/reject the project revision. Once comments are made, CC will click the button “Send recommendation to OCHA”

**Review by FCS Finance:** If the project revision includes a budget revision, the HFU must send it to FCS Finance for compliance review by clicking the “Send to FCS Finance for review” button. FCS Finance will leave comments (in the GMS comments area) and make a recommendation to approve/reject the project revision. Once comments are made, FCS Finance will click the button “Send comments to HFU”. In the popup window for Send comments to HFU, FCS Finance will need to click either Budget Revision cleared radio button or Budget revision not cleared radio button to confirm whether the budget revision is cleared or not.
Once comments are addressed, HFU will either approve directly (if no revisions are required) by clicking on the **Project Revision Reviewed and Cleared** button or send the project revision back to the IP (if revisions are required) by clicking on the **Send back to IP for re-draft** button.

On clicking any of the buttons by HFU, the HFU will be prompted to type in ‘Comments for project in "Project Revision under review"’. Click the **Yes** button to submit the project revision to the concerned role.

After approval by the HFU, a decision on the correct next step needs to be taken from the following two options:

- Generation of Grant Agreement (GA) amendment
- Approval by the HC (WITHOUT GA amendment)
Generation of Grant Agreement (GA) amendment

The HFU prepares the GA amendment through the GMS only if there are changes in

- Logical Framework, Locations, Workplan.
- Project duration/end date
- Reduction in total grant amount
- Budget variance of more than 15% of budget categories
- Addition of a new budget line item
- Change in bank account to be used for disbursement of funds.

**Note:** The GA amendment should not be created offline! Use the Reports->Grant Agreements menu and select the appropriate revision (in case of multiple revisions) to generate the GA Amendment.

Both project revision and revision request workflow enables an automatic Grant Agreement amendment through the GMS during the project revision process. The amendment can be created on the GMS (click on the Report->Grant Agreements screen) by clicking on Grant Agreement Amendment NGO button once the project revision reaches the Grant Agreement amendment stage.

The GA amendment must be signed by the Head of OCHA Office (delegated by the HC), then by the IP, and finally by OCHA's Executive Officer in NY.
Approval by the HC (WITHOUT GA amendment)

If the project revision does not entail changes requiring an amendment of the existing GA, the HFU will push the project revision directly to the HC for approval. The Head of Office, delegated by the HC, can approve through the GMS, or through an email that HFU will upload on GMS. In the latter case, HFU can click on the button “Approved” on behalf of the DHoO/HC.
**Note:** Following either “EO clearance of GA amendment” or “Under HC approval”, the HFU can over-write the project data as per revision by clicking on the **Overwrite** button, which appears once the revision reaches the “Project Revision Approved” stage.

<table>
<thead>
<tr>
<th>Primary cluster</th>
<th>Sub cluster</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Sanitation Hygiene</td>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Actual Date [Start - End]</th>
<th>25/05/2016 - 24/05/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned Date [Start - End]</td>
<td>25/02/2016 - 24/05/2016</td>
</tr>
<tr>
<td>Planned Project Duration</td>
<td>2 months</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Planned Project Duration</th>
<th>3 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Actual End Date* (as per Approved Agreement)</td>
<td>24/04/2016</td>
</tr>
</tbody>
</table>

*Mandatory fields are marked with an asterisk.* Always save your information before changing tabs.
Changes in reporting timelines: Upon successful completion of the project revision, the HFU must amend the reporting timelines for the project, by going to the “Timelines”-tab of the project.

Cancellation of project Revision

A project revision can be cancelled at any time before the project is Over-Written. A cancellation can be required because the project revision is rejected by the HF/U/HC/Cluster, or because a new project revision needs to be created with different sections made editable to the IP (Once in the Revision request – step 1 a section of the proposal is made editable, this cannot be changed). To cancel a project revision, the HFU should click on the button “Reset Revision” of the project revision (step 2) and then click on “Cancel” the revision request (step 1).

Notes:

* When a project is under revision, reporting functions are automatically blocked: no reports can be generated by the IP, and no second or subsequent disbursements can be requested. If an IP requests a revision in proximity of a report or while a report is active, the HFU should discuss with the IP whether they want to do a revision before reporting, or vice versa. The first option is preferable when the IP wants to report against the amended project/budget, while the second option is preferable when the IP prefers to receive the disbursement soon, and the revisions are not major/would not affect the reporting.

Note: Once the IP reports a certain amount spent/beneficiary numbers achieved, the revision cannot go below the numbers reported

* Once the Overwrite button is clicked, there is no way of reversing a project revision, and the revision data becomes part of the project proposal. This process cannot be un-done; therefore the Overwrite button must be clicked with utmost care.

Project Revision for UNDP managed funds