Global and Country Milestones

To access our Blog Post on this topic, please click here: https://gms-blog.unocha.org/gms-milestones

- Global Funding Process
- Country Funding Process
- Fund Process Disbursement Report
- Fund Process Disbursement Report Global

Global Funding Process and Country Funding Process

Milestones module allows Fund Overview at the country level as well as FCS at the global level. The details of the projects will be shown based on the Fund Milestones defined in the GMS System.

The module provides the following features:

- Review of the projects progress during various stages such as Review, Implementation, Reporting, Closure.
- Performance Indicators for various stakeholders
- Country/Global Averages for indicators.

The Milestones and Indicators are meant to highlight achievements and mark performance of each country based pooled fund (CBPF). They are split between Standard and Reserve Allocations, highlighting the two very different timelines and durations around which each Allocation Type is founded.

The various terminologies used to define are:

- "Milestones" refer to the benchmark dates over the life cycle of a project.
- "Indicators" refer to the durations between certain milestones, allowing management to track progress, identify lags, and support efficient review processes, disbursements, and other grant related work.
- "Stages" refer to the division of the life cycle (Beginning to End) of a project into “Stages”.
At any point, the Country Office management can have access to how the office is performing in order to inform the Humanitarian Coordinator and Advisory Board.

**Fund Overview at the Global level:**

To access Fund Overview at Global level, Click under Report -> Global Funding Process

or through the Global Funding Process icon present in the Quick Access-Dashboard of the User Home Page.

Only GMS Admin user role have been given access rights to view the same.

FCS will use ‘Global Funding Process’ to report on global-level OCHA performances and amalgamated averages. The “Milestones”-Module at the Global level consists of two tabs: “Global Averages” and “Dashboard”.

<table>
<thead>
<tr>
<th>Stages</th>
<th>Milestones</th>
<th>Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Review &amp; Approval</td>
<td>IP Signature</td>
<td>days from Project Proposal (PP) Submission until IP Signature of GA</td>
</tr>
<tr>
<td>2 Disbursement</td>
<td>1st Tranche Disbursed</td>
<td>days from Project Proposal (PP) Submission until date of cash transfer days from EQ/UNDP Signature until date of cash transfer</td>
</tr>
<tr>
<td>3 Interim Financial Reporting (IFR)</td>
<td>1st IFR Certified</td>
<td>days from IFR Submitted until IFR Certified by FCS/UNDP</td>
</tr>
<tr>
<td>4 Final Financial &amp; Narrative Reporting (FFR, FNR)</td>
<td>FFR Submitted</td>
<td>days from programmatic Project Closure (end of Implementation period as per GA) until FFR Submitted</td>
</tr>
<tr>
<td></td>
<td>FFR Certified</td>
<td>days from FFR Submitted until FFR Certification by FCS/UNDP</td>
</tr>
<tr>
<td></td>
<td>PMR Submitted</td>
<td>days from programmatic Project Closure (end of Implementation period as per GA) until PMR Submitted</td>
</tr>
<tr>
<td>5 Audit &amp; Close</td>
<td>Audit Triggered</td>
<td>days from FFR Submitted to Audit Triggered</td>
</tr>
<tr>
<td></td>
<td>Audit Report Finalized</td>
<td>days from Audit Triggered to Audit Report Finalized by FU days from Audit Report Finalized by FU to Audit Report Finalized by FCS/UNDP</td>
</tr>
<tr>
<td></td>
<td>Project Closed</td>
<td>days from Audit Report Finalized by FCS/UNDP and associated action until Project Closed</td>
</tr>
</tbody>
</table>
Both Fund Overview at the Global level and Fund Overview at the country level modules provide the same functionality only one is at the Global level and the other at country level.

**Fund Overview at the country level:**

To access Fund Overview using Milestones, Click under Report ->Country Funding Process

or through the Country Funding Process icon present in the Quick Access-Dashboard of the User Home Page, if access rights have been granted.

Only HFU user role have been given access rights to view the same. The “Milestones”-Module at the country level consists of two tabs: “Country Averages” and “Dashboard”.

The “Milestones”-Module at the country level consists of two tabs: “Country Averages” and “Dashboard”.

**tab 1: Country “Averages”**

<table>
<thead>
<tr>
<th>Stages</th>
<th>Milestones</th>
<th>Indicators</th>
<th>Global</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Request &amp; Approval</td>
<td>FP Signature</td>
<td>Days from Project Proposal (PP) Signature until date of cash transfer</td>
<td>66 49 79 23</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Disbursement</td>
<td>1st Tranche Utilised</td>
<td>Days from Project Proposal (PP) Submission until date of cash transfer</td>
<td>66 49 79 23</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Intermediate Finance</td>
<td>1st IFR Certified</td>
<td>Days from IFR Submitted until IFR</td>
<td>66 49 79 23</td>
</tr>
</tbody>
</table>

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Some of the features available in the Country Averages tab are:

- The “Country Averages”-tab shows all stages, milestones and indicators.
- It displays the number of days it took projects to reach each of the 9 milestones at the country level – for Standard Allocation (SA), Reserve Allocation (RA), and country average.
- Each milestone refers to 1 or 2 assigned indicators, defining the exact start and end point (steps) between which the system is counting the number of days.
- The default view displays figures for the current year, and all Agency Types.
- The colour coding used to display the stages, milestones and indicators is unique to a particular stage and is kept the same on the Dashboard tab for easier identification of stages.
- The filtering function allows for further specifications based on Agency Type, Allocation Year and Milestones completed.
- An Export Report function is available on this tab to download the report in excel format.

**tab 2: Country “Dashboard”:**

1. **1st Tab:**
   - **Country Averages:**
   - **Dashboard:**

2. **2nd Tab:**

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Some of the features available in the Dashboard tab are:

- The "Country Dashboard" tab shows project and organization/agency information next to each of the defined stages and milestones, including the milestones' respective indicator(s).
- When hovering over the indicator cell (columns highlighted in yellow), a tool tip appears, indicating the exact start and end point (steps) between which the system is counting the number of days.
- Under each milestone's column, the date on which a project reached this certain milestone is displayed. (Please note: A blank space could mean that the project has not yet reached this milestone. However, it could also mean that the GMS has not been updated as per the project's current status. Hence, these blank spaces require a continuous review and check.
- The filtering function allows for further specifications based on Agency Type, Allocation Year, Allocation Type, Agency, Cluster, Project Code, Allocation Source and Milestones completed. One can also filter the information based on stages in the project by selecting from the Stages selection box available on the top right hand side corner of the page.
- Click on the Disbursement Fund Process Report which will direct the user to the Fund Process Disbursement Report screen. For Global Funding Process the button - Global Disbursement Fund Process Report will be displayed which will direct the user to the Global Fund Process Disbursement Report screen.
- An Export Report function is available on this tab to download the report in excel format.

### Zoom-in Stages

Provides detailed information on the path and progress of a project in the system as well as the action taken by the various stakeholders. Zoom-in stages can be accessed by clicking the links on the dashboard headers. Click on the Back to Milestones button to switch back to the "Milestones" view.
A brief overview of the Stages, milestones available in the funding process is given below. Following are the Stages and the milestones available in the funding process:

1. **Review & Approval Stage**
   - PP Submissions Milestone
   - IP Signature Milestone

2. **Disbursement Stage**
   - 1st Tranche Disbursed Milestone

3.1 Progress Narrative Reporting (PNR)
3.2 Interim Financial Reporting (IFR) Stage

   - 1st IFR Certified Milestone

3.3 Monitoring
3.4 Revision
4. Final Financial & Narrative Reporting (FFR, FNR) Stage

- FFR Submitted Milestone
- FFR Certified Milestone
- FNR Submitted Milestone

5. Audit & Closure Stage

- Audit Triggered Milestone
- Audit Report Finalized Milestone
- Project Closed Milestone

The indicator columns marked in yellow display the the days taken for the project to enter into this stage from the earlier stage. The tool tip will show the criteria which has been set for the calculation of the indicator column.

1. Review & Approval Stage

Provides details from Project Proposal Submission to GA Signature process.

### Milestones

|--------------|--------------|--------|---------------|-----------------|---------------------|-----------------|---------------------|---------------------|
| VEM - /ISA /Health/NGO/  
(Implementation & Reporting) | ABS | 350,222.77 | 01/08/2016 | 28/05/2016 | 32/06/2016 | 29/06/2016 | 23/06/2016 | 27/06/2016 |
| VEM - /ISA /Protection-CP/NGO/  
(Implementation & Reporting) | ABS | 429,790.11 | 02/08/2016 | 12/06/2016 | 12/06/2016 | 22/06/2016 | 22/06/2016 | 24/06/2016 |

2. Disbursement Stage

Provides with the details of the 1st Tranche disbursement and subsequent disbursements for each project.

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Organization</th>
<th>Budget</th>
<th>EO Signature</th>
<th>Submission to Accounts</th>
<th>1st Tranche Disbursed</th>
<th>Financial/Audit Report for Disbursement</th>
<th>Submission to Accounts</th>
<th>Subsequent Tranche Disbursed</th>
</tr>
</thead>
</table>
| VEM - /ISA /Health/NGO/  
(Implementation & Reporting) | ACTED | 890,000.00 | 02/08/2016 | 05/08/2016 | 06/08/2016 | 97 | 6 |
| VEM - /ISA /Health/NGO/  
(Implementation & Reporting) | RC | 999,936.01 | 06/08/2016 | 10/08/2016 | 11/08/2016 | 100 | 6 |
| VEM - /ISA /Health/NGO/  
(Implementation & Reporting) | NPCHR | 420,178.93 | 07/08/2016 | 12/07/2016 | 15/07/2016 | 72 | 8 |

3.1 Progress Narrative Reporting (PNR)
There are three types of indicators used in Interim Financial Reporting (IFR):

- On time – means report submitted on time.
- Delayed by 1 day – means report submitted 1 days after the due date.
- Overdue by 17 days – means report not yet submitted even after 17 days from the due date.

### 3.1 Progress Narrative Reporting (PNR)

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Organization</th>
<th>Project Budget</th>
<th>PNR Activated</th>
<th>PNR Due Date</th>
<th>PNR Submitted</th>
<th>Ind (d)</th>
<th>PNR Re-Draft</th>
<th>PNR Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUR - FR/PI/NGO/ (Implementation &amp; Reporting)</td>
<td>GOAL</td>
<td>500,610.20</td>
<td>11/04/2016</td>
<td>15/04/2016</td>
<td>26/04/2016</td>
<td>delayed by 11 days</td>
<td>02/07/2016</td>
<td>14/07/2016</td>
</tr>
<tr>
<td>TUR - FA/1/N/NGO/ (Implementation &amp; Reporting)</td>
<td>MoI</td>
<td>521,184.89</td>
<td>06/09/2016</td>
<td>30/09/2016</td>
<td>89/09/2016</td>
<td>on time</td>
<td>09/11/2016</td>
<td></td>
</tr>
<tr>
<td>TUR - FA/1/NGO/ (Implementation &amp; Reporting)</td>
<td>MoI</td>
<td>509,702.53</td>
<td>20/01/2016</td>
<td>30/01/2016</td>
<td>39/01/2016</td>
<td>on time</td>
<td>01/02/2016</td>
<td></td>
</tr>
<tr>
<td>TUR - FA/1/NGO/ (Implementation &amp; Reporting)</td>
<td>Al. Bl.</td>
<td>605,890.04</td>
<td>24/10/2016</td>
<td>30/10/2016</td>
<td>39/10/2016</td>
<td>on time</td>
<td>07/12/2016</td>
<td></td>
</tr>
<tr>
<td>TUR - FA/1/NGO/ (Implementation &amp; Reporting)</td>
<td>BINA</td>
<td>573,542.40</td>
<td>24/10/2016</td>
<td>16/10/2016</td>
<td>15/10/2016</td>
<td>on time</td>
<td>01/11/2016</td>
<td></td>
</tr>
<tr>
<td>TUR - FA/1/NGO/ (Implementation &amp; Reporting)</td>
<td>B3O</td>
<td>440,505.00</td>
<td>05/12/2016</td>
<td>16/12/2016</td>
<td>19/12/2016</td>
<td>delayed by 3 days</td>
<td>02/12/2016</td>
<td></td>
</tr>
</tbody>
</table>

### 3.2 Interim Financial Reporting (IFR) Stage

There are four types of indicators used in Interim Financial Reporting (IFR):

- submitted with delay of 0 days – means report submitted on time.
- duly submitted within 14 days – means report submitted 14 days before the due date.
- submitted with delay of 24 days – means report submitted after 24 days from the due date.
- not submitted, past due since 65 days – means 65 days have passed from the due date and report not yet submitted.
3.3 Monitoring Stage

A brief overview of the monitoring types and details associated with individual projects are displayed in this stage.

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Organization</th>
<th>Budget</th>
<th>Project Code Start date</th>
<th>Project End date (including NCE)</th>
<th>Risk Level</th>
<th>Monitoring visit planned (Due date from timeline)</th>
<th>Monitoring Status</th>
<th>Monitoring Round</th>
<th>Monitoring Type</th>
<th>Monitoring Start Date</th>
<th>Monitoring End Date</th>
<th>Implementation Progress Result (PI score)</th>
<th>Number of recommendations/action</th>
</tr>
</thead>
<tbody>
<tr>
<td>YEM-1/ WISA/</td>
<td>ACF</td>
<td>330,720.87</td>
<td>10/01/2017</td>
<td>09/03/2017</td>
<td>Low</td>
<td>Completed 1 Round Field site monitoring</td>
<td>10/01/2017</td>
<td>12/01/2017</td>
<td>GOOD PERFORMANCE</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Implementation &amp; Reporting)</td>
<td></td>
<td></td>
<td>10/01/2017</td>
<td>09/03/2017</td>
<td>Low</td>
<td>Completed 2 Round Remote Call Monitoring</td>
<td>03/01/2017</td>
<td>06/01/2017</td>
<td>UNDERPERFORMING BUT JUSTIFIED</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YEM-1/ WISA/</td>
<td>FAO</td>
<td>2,280,001.63</td>
<td>01/09/2016</td>
<td>31/07/2017</td>
<td>Active</td>
<td>1 Round Field site monitoring</td>
<td>02/01/2017</td>
<td>06/01/2017</td>
<td>GOOD PERFORMANCE</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Implementation &amp; Reporting)</td>
<td></td>
<td></td>
<td>01/09/2016</td>
<td>31/07/2017</td>
<td>Active</td>
<td>1 Round Field site monitoring</td>
<td>02/01/2017</td>
<td>06/01/2017</td>
<td>GOOD PERFORMANCE</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.4 Revision Stage

A brief overview of the revision requests for individual projects are displayed in this stage. Clicking on the revision column data will direct the user to the project revision screen.
4. Final Financial & Narrative Reporting (FFR, FNR) Stage

There are four types of indicators used in Interim Financial Reporting (IFR):

- On time – means report submitted on due date.
- Delayed by 126 days – means report submitted after 126 days from the due date.
- Overdue by 98 days – 98 days have passed from the due date and report not yet submitted.
- Due in 175 days – means 175 days remaining till the due date for the report to be submitted.

5. Audit & Closure Stage

Provides details from Audit Triggered by FCS to Project Closed.
<table>
<thead>
<tr>
<th>Project Code</th>
<th>Organization</th>
<th>Budget</th>
<th>Audit Triggered by FCS</th>
<th>Audit Started by Audit Firm</th>
<th>Audit Report Finalized by IFU</th>
<th>Audit Report Received by FCS for Closure</th>
<th>Audit Report Received by FCS for Refund</th>
<th>Audit Report Received by FCS for Disbursement</th>
<th>Project Closed</th>
</tr>
</thead>
<tbody>
<tr>
<td>YEM/2/UN/FCI</td>
<td>GGBW/6</td>
<td>500,000.00</td>
<td>Ind</td>
<td>Ind</td>
<td>Ind</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YEM/2/UN/FCI</td>
<td>FAO</td>
<td>1,250,000.75</td>
<td>Ind</td>
<td>Ind</td>
<td>Ind</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YEM/2/UN/FCI</td>
<td>FAO</td>
<td>2,002,600.00</td>
<td>Ind</td>
<td>Ind</td>
<td>Ind</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YEM/2/UN/FCI</td>
<td>HFW</td>
<td>444,283.26</td>
<td>Ind</td>
<td>Ind</td>
<td>Ind</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YEM/2/UN/FCI</td>
<td>HFW</td>
<td>258,064.88</td>
<td>Ind</td>
<td>Ind</td>
<td>Ind</td>
<td>10/03/2016</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YEM/2/UN/FCI</td>
<td>JMC/UK</td>
<td>540,626.61</td>
<td>Ind</td>
<td>Ind</td>
<td>Ind</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YEM/2/UN/FCI</td>
<td>INTERSOS/</td>
<td>391,652.10</td>
<td>Ind</td>
<td>Ind</td>
<td>Ind</td>
<td>10/03/2016</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>