

Working with UNFPA: Quick Start Guidance for CSO Partners on the UNPP and UNFPA’s QuantumPlus System



A. Introduction

As of January 2022, UNFPA requires its non-governmental partners to have a completed profile in the [United Nations Partner Portal](#) prior to signing a workplan with UNFPA. Non-governmental partners (including potential partners) can manage their organizational profiles directly in the UNPP and apply for various partnership opportunities issued by UN agencies participating in the UNPP.

In addition, UNFPA CSO partners will use their UNPP credentials to sign into UNFPA’s QuantumPlus system, the platform where UNFPA and its partners manage financial (FACE) and workplan monitoring progress (WPR) reports¹.

B. Creating a Profile in the UNPP

Detailed instructions on how to register in the UNPP can be found in the [‘How to register on the UNPP’](#) resource section of the UNPP. The exact steps required to complete a profile in the UNPP will depend on the partner’s organization type, but all instructions can be found under [‘Create and Edit Organization Profile’](#).

CSO partners already registered in the UNPP should make sure their profiles are complete and up-to-date to help enable a smooth and speedy selection process. Please be sure to self-identify in the profile if your organization is women, indigenous, refugee or youth led.

For international NGOs, please note that your headquarters profiles must be created before any national or local office profiles are created. Once the headquarters is registered, please follow the instructions available on the [‘Create and Edit Profile - INGO Country Office Profile’](#) section. If your organization’s headquarters is already registered, please liaise directly with your organization’s headquarters for access to the UNPP.

If you already have a UNPP profile and have worked with UNFPA in the last 5 years:

- Simply make sure your UNPP profile is up to date.
- If you have previously received funding from UNFPA, your past expenditure data will be available under the UNFPA section of the UN Data tab in your profile in the near future.

The screenshot shows the UN Partner Portal interface. The 'UN DATA' tab is selected, displaying a table of 'CASH TRANSFERS' from UNFPA. The table includes columns for 'Legal Name', 'Country', and years from 2016 to 2021, along with a 'Total' column. The data row shows 'Quercus, Mexico' with values: \$38,788 (2016), \$85,971 (2017), \$117,624 (2018), \$96,956 (2019), and \$339,539 (Total).

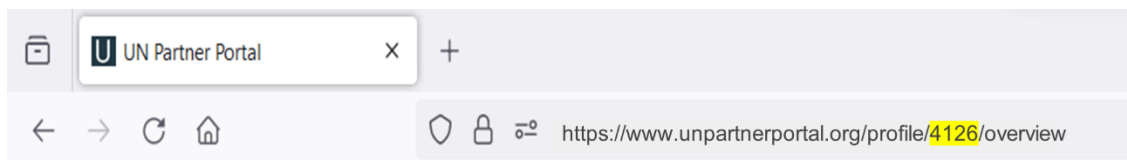
Legal Name	Country	2016	2017	2018	2019	2020	2021	Total
Org Name	Quercus, Mexico	\$38,788	\$85,971	\$117,624	\$96,956			\$339,539

¹ QuantumPlus replaces UNFPA’s previous GPS

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- If you see a message that says “Partner Code not provided by agency” this likely means the expenditure data has not been linked to your profile yet.
- Each partner profile in the UNPP has a profile ID. This ID is simply a number to identify your profile in the UNPP and is **not** your UNFPA partner code. Your UNPP profile ID (highlighted below) is visible in your browser web address when you access your UNPP profile:



If you **do not have a UNPP profile but have worked with UNFPA in the past 5 years:**

- Your organization can register in the UNPP using this [link](#).
- Once you register and complete your profile, please alert your UNFPA contact and they will arrange to link your UNPP profile to your UNFPA partner code.

If you **do not have a UNPP profile and have not worked with UNFPA in the past 5 years:**

- Any civil society organization (non-governmental organizations, community-based organizations, or academic institutions) interested in partnering with the UN entities participating in UNPP can [register online](#). Once registered, you will be informed when partnership opportunities are advertised. More information on [how to register](#) can be found directly on the UNPP registration page under resources.



The individual who registers a CSO partner automatically becomes the “Administrator” of the UNPP profile. It is very important you do not register your organisation more than once.

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C. Access to UNFPA’s QuantumPlus Platform for Managing Financial and Workplan Monitoring Progress Reports

Access to UNFPA’s QuantumPlus system is available only to individuals from CSO partners who have an active workplan with UNFPA and are listed in the “User Management” section of their UNPP profile (see [user set](#) below).

Our CSO partners will use their UNPP credentials to access QuantumPlus via this dedicated link: <https://unip.unfpa.org/>. *It is very important you do not try to access QuantumPlus until after you have login credentials to the UNPP.*

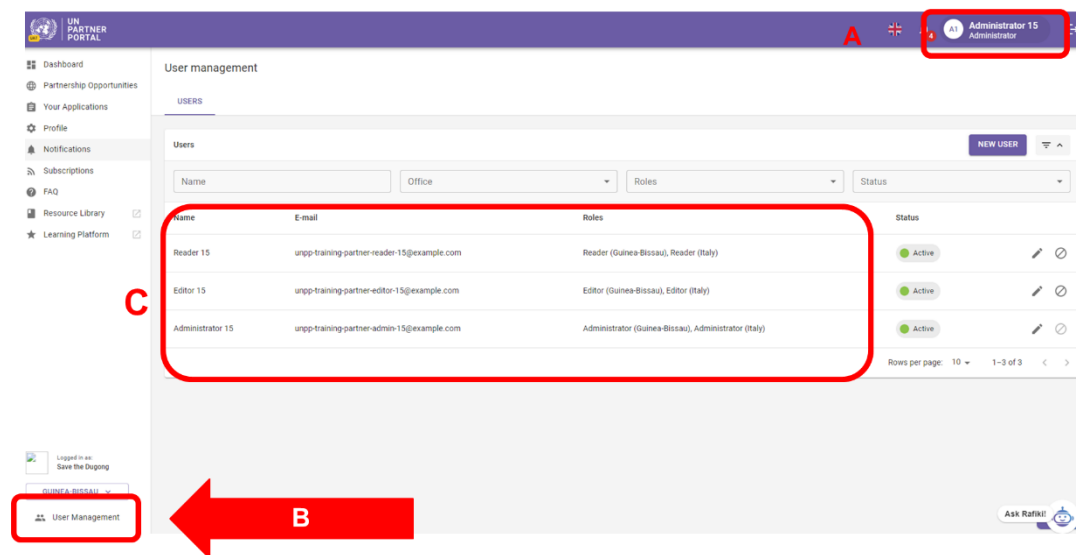
Access to UNFPA’s QuantumPlus is a three step process:

- 1) CSO partner administrator “sets up” user in the UNPP
- 2) Individual from CSO registers their email address in the UNPP and gets login credentials (user ID and password)
- 3) Individual from CSO enters UNFPA QuantumPlus via the UNFP dedicated link.

User set up in the UNPP

The CSO UNPP Administrator (A) is responsible for centrally managing the contact information and user roles for all of its personnel who will be allowed to access its UNPP profile and complete any financial or programmatic monitoring in UNFPA’s QuantumPlus system.

In the UNPP “User Management” section (B), the administrator adds the name(s), email address(es) and role² (C) of individuals who will be given access to both systems. Please note, the roles are specific to the UNPP profile only. UNFPA will assign user roles in QuantumPlus.



² Partner user roles are Administrator, Editor and Reader

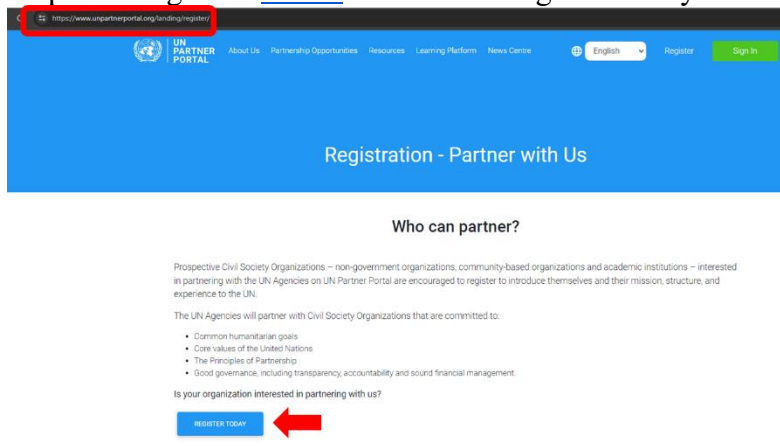
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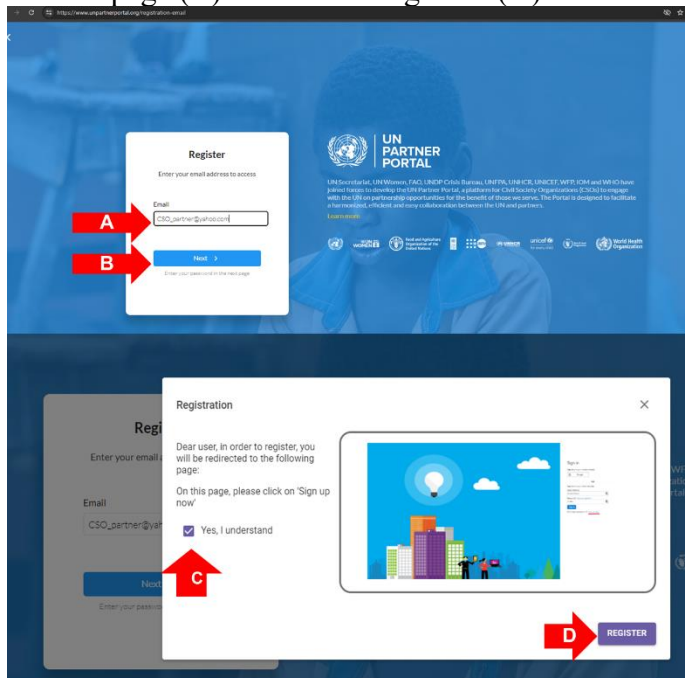
Registration of Individual’s Email Address

CSO partner personnel listed in the “User Management” section of their profile need to register their email address and obtain a password that will be used to access both their UNPP profile and UNFPA’s QuantumPlus system. Please follow the instructions below and *do not register* using the UNFPA QuantumPlus link:

Step 1: Navigate to [UNPP³](https://www.unpartnerportal.org/landing/register/) and click “Register Today”.



Step 2: Enter your email address (A), click “Next” (B), acknowledge you will be taken to another page (C) and click “Register” (D).

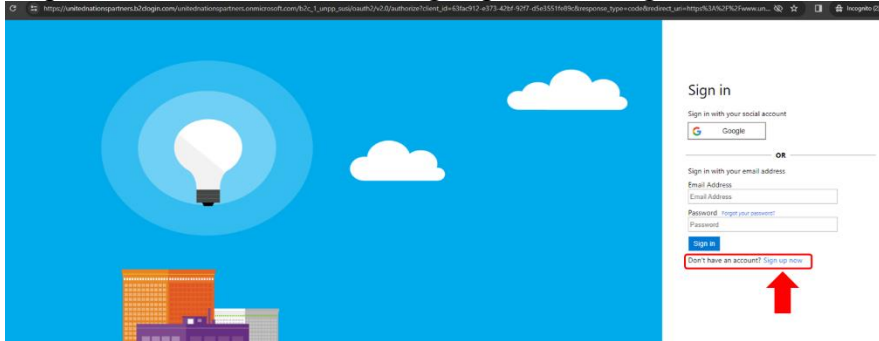


³ <https://www.unpartnerportal.org/landing/register/>

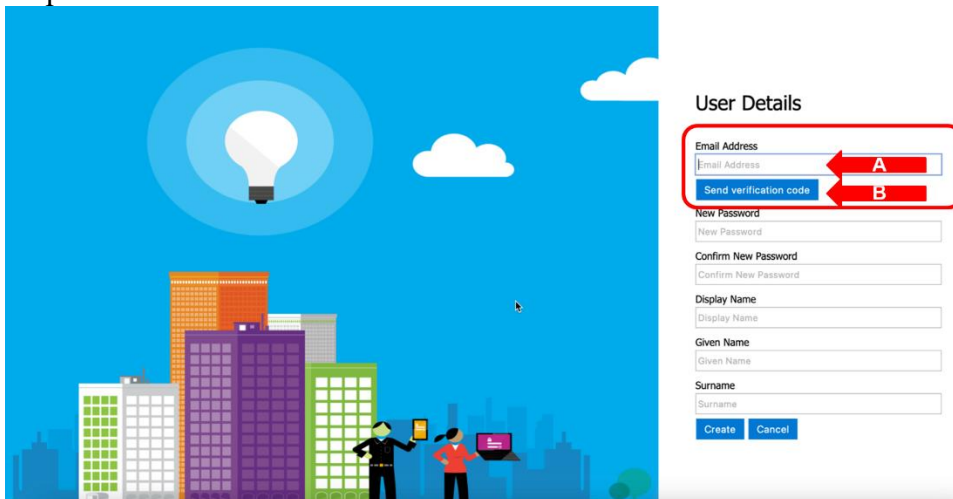
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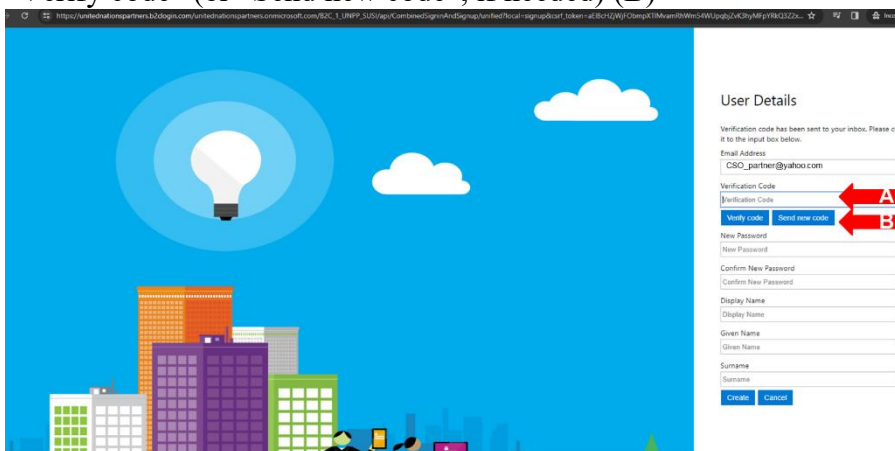
Step 3: First time users, click “Sign up now” to register a new email address



Step 4: Enter email address and click “Send verification code” button



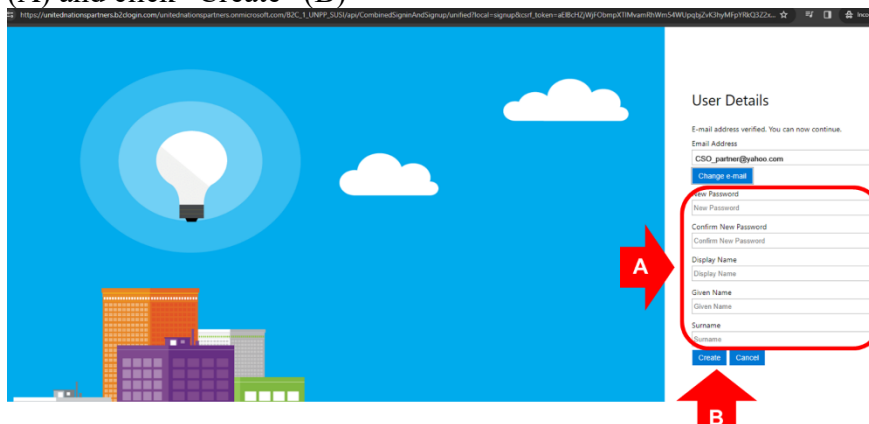
Step 5: Retrieve verification code from email (please check the spam filter if it does not show up within a few minutes), enter the verification code on the screen (A) and click “Verify code” (or “Send new code”, if needed) (B)



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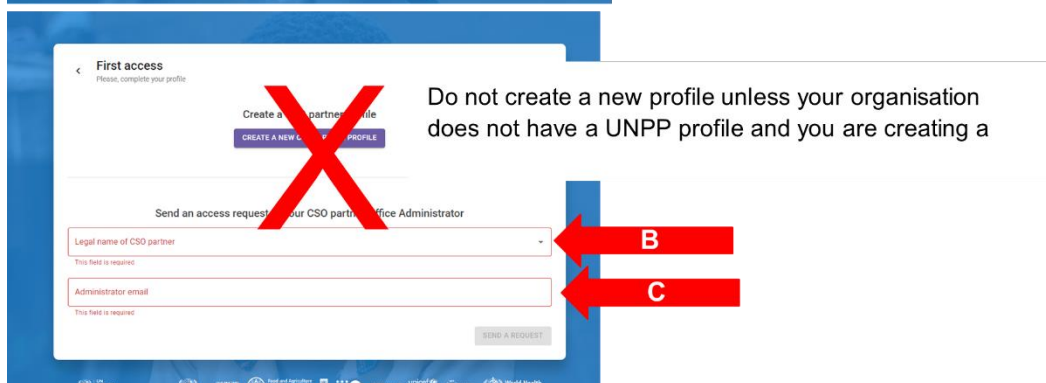
Step 6: Fill in the requested information (password, display name, given name, surname) (A) and click “Create” (B)



Step 7: Once you create an account, the first time you access the UNPP, click “Continue as CSO Partner” (A), select your organisation from the dropdown list (B), add your administrator email address (C) and click “Send a request” so your administrator can link you to your organisation’s UNPP profile.

Notes:

- Do not create a new profile (X) unless your organisation does not have a UNPP profile and you are creating a profile on its behalf.



- If your administrator has already entered your information in the user management, you will be taken directly to your UNPP profile.

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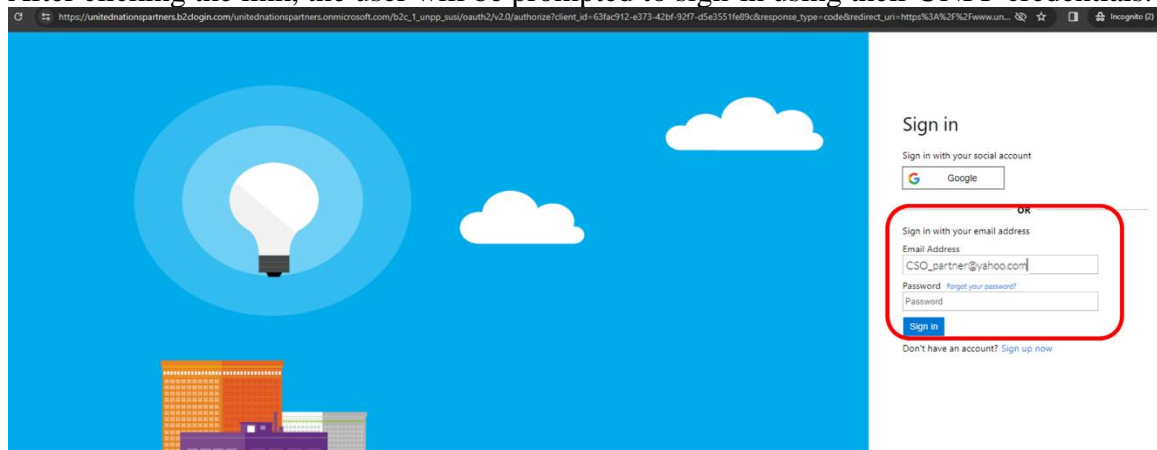


- If you do not know who your administrator is, please contact your UNFPA focal person, send them the link to your UNPP profile and they can send you the information..

Accessing UNFPA’s QuantumPlus System

Access to UNFPA’s QuantumPlus system is only available from this link <https://unip.unfpa.org/>.

After clicking the link, the user will be prompted to sign-in using their UNPP credentials.



There might be a slight delay between registration and access to the partner’s QuantumPlus profile(s). UNFPA must first authenticate the information.

As a reminder, all CSO individuals authorized to enter QuantumPlus must be listed in the UNPP “User Management” section of a valid UNPP profile.

D. UNPP Resource Library

Quick Guides

The UNPP resource library contains numerous resources to support your organization in registering, logging in and maintaining your profile, as well as applying for partnership opportunities in the UNPP.

Please refer to the [UNPP quick guides](#) for more information on registration and login, profile maintenance, Calls for Expressions of Interest (partnership opportunities), and general guidance on user roles and permissions and user management.

Individual Agency Resources

Additional resources for individual UN agencies are also available in the [UNPP resource library](#). The following information is available for UNFPA partners: UNPP instructions for UNFPA

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partners, the implementing partner manual, and UNFPA’s Policy for Selection, Registration and Assessment of Implementing Partners.

IP Protocol for PSEA Resources

In addition to the general UNPP guidance available in the resource library, there is also a dedicated section for [PSEA \(preventing sexual exploitation and abuse\) resources](#). This section includes an interagency PSEA implementing partner protocol resource package, resources to support PSEA capacity strengthening, and PSEA module user guides and resource materials.

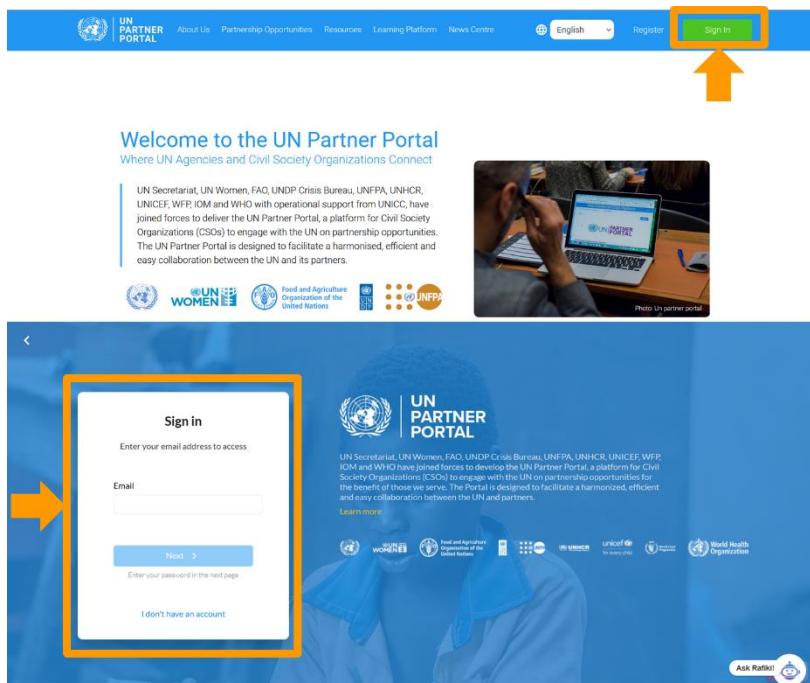
Because United Nations entities require our partners to be assessed on their capacity to prevent and respond to sexual exploitation and abuse (SEA), we recommend you take the self assessment, if you haven’t already. Your capacity will not negatively impact your selection, rather, it is a good starting point to start to strengthen your capacity in this area.

Please access this section of the UNPP resource library for more information on how PSEA assessments are completed at UNFPA, and for instructions on how to use the PSEA module available in your UNPP profile.

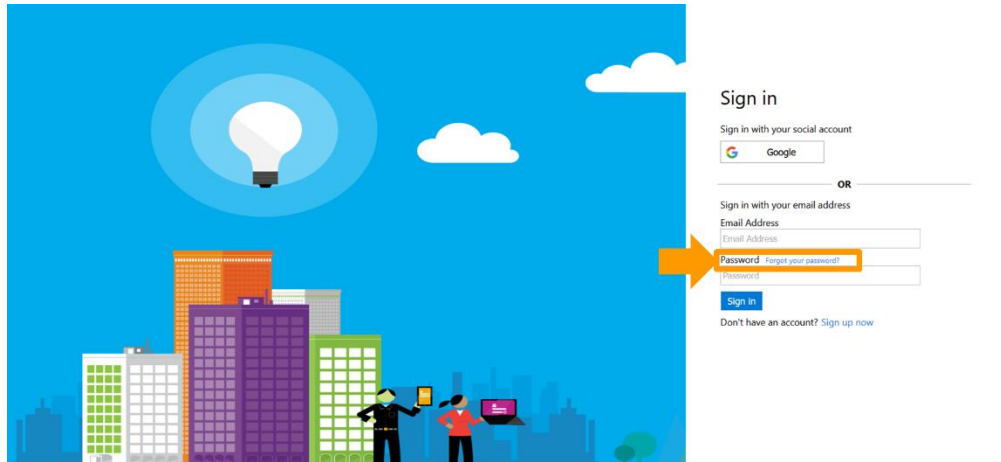
E. Available Support on the UNPP

Forgot Password

Users who have forgotten their UNPP password reset the password by clicking on ‘Sign in’ on the [UNPP main page](#), entering their email address and clicking on ‘Next’. On the login page, use the ‘Forgot your password’ link to reset the password and access the UNPP account.



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Ask Rafiki

If you encounter any technical issues with the UNPP, please use the 'Ask Rafiki' chat available in the UNPP (located in the bottom right corner of your screen). The Rafiki chat is available on all pages of the UNPP.



The Rafiki chat should be used to submit a support request to the UNPP HelpDesk if you require technical assistance, such as:

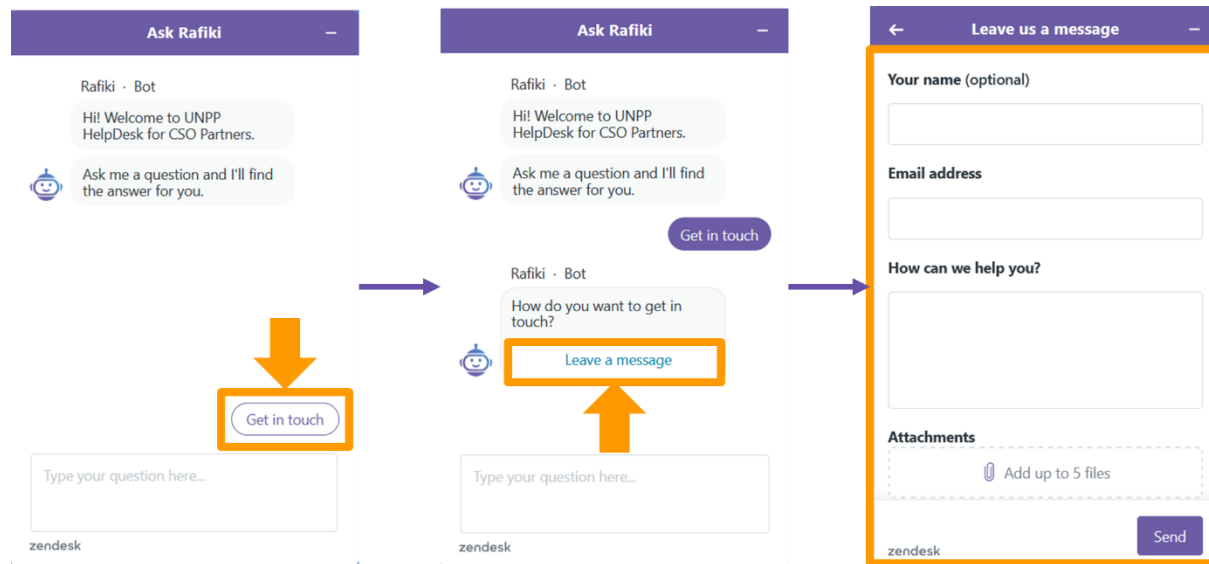
- You need help accessing your UNPP account (e.g., the users on your organization's account have lost access and new users need to be added)
- You need to update uneditable information in your profile
- Your organization mistakenly created more than one profile in the UNPP and needs to delete the duplicate(s)

To submit a support request, click 'Ask Rafiki'. In the chat, you can ask a question or select the 'Get in touch' option. After clicking 'Get in touch', select 'Leave a message' and enter the details

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of your support request. Please be sure to include your organization’s name (as it appears in the UNPP), a link to your UNPP profile and be as specific as possible about your request.



Support from UNFPA

For any additional support related to your partnership with UNFPA and not related to technical issues with the UNPP, please contact your UNFPA point of contact.