



## 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. Not only will it give our partners more control over their profile, it will also provide the ability to apply for various partnership opportunities issued by UNFPA and other UN agencies including the UN Secretariat, UNHCR, UNICEF, and WFP, with other agencies joining soon.

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 UNPP will depend on the partner’s organisation type, but all instructions can be found under [‘Create and Edit Organization Profile’](#).

Partners already registered in UNPP should make sure their profiles are complete and up-to-date to help enable a smooth and speedy selection process. For women-led organizations, please make sure to self-identify in the profile.

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 organisation’s headquarters is already registered, please liaise directly with your organisation’s headquarters for access to the UNPP.

## Quick Start Guide

**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 received an email in December and clicked on the link, your profile should have been automatically linked to your UNFPA Implementing Partner (IP). If you did not see the email and you .
- 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.

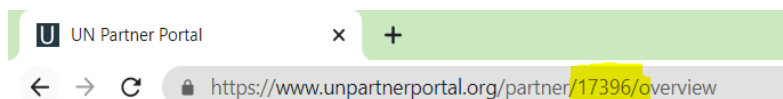
The screenshot shows the UN Partner Portal interface. The left sidebar contains navigation options: Dashboard, Partnership Opportunities, Your Applications, Profile, Notifications, FAQ, Resource Library, and Learning Platform. The main content area is titled 'Org Name' and shows the 'UN DATA' tab selected. Under the 'UNFPA' section, there is a 'CASH TRANSFERS' table. The table has columns for 'Legal Name', 'Country', and years from 2016 to 2021, plus a 'Total' column. The data row shows values for 2018, 2019, 2020, and 2021, with a total of \$339,539. The user is logged in as 'Save the Cuscut' and the location is 'Bahamas'.

Legal Name	Country	2016	2017	2018	2019	2020	2021	Total
Org Name	Country Name			\$38,788	\$85,971	\$117,824	\$96,956	\$339,539

## Quick Start Guidance on Using the UNPP for UNFPA Partners



- If you see a message that says “Partner Code not provided by agency” this could be because we haven’t uploaded the expenditure data yet. If you’d like to see if your UNFPA IP code is linked, you can send your organisation name, UNPP profile ID, and UNFPA partner/IP code (available through the [UNFPA Global Programming System](#)) to [unpp@unfpa.org](mailto:unpp@unfpa.org) and we can check it for you. 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:**

- All existing UNFPA partners who do not currently have a UNPP profile should have received an email notifying them of the creation of a temporary placeholder profile in the UNPP. The email contained a link and instructions on how to register in the UNPP and it automatically linked UNFPA data to the UNPP profile.
- If you did not receive the email then your organization can simply register yourselves on the portal using this [link](#).
- Once you register and complete your profile, please send an email to [unpp@unfpa.org](mailto:unpp@unfpa.org) with your organisation’s name and UNFPA IP code (available through the [UNFPA GPS](#)) and the link to your UNPP profile and we will link the code for you.
- Please note, you do not need to have the original email sent to you in order to register.

### 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](#). More information on [how to register](#) can be found directly on the UNPP registration page under resources:

