



**UNHCR**

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

UNHCR

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Notre/Our code: CM00/2014/0058/IPMS/P.6/FSN/fsn

Re: **New Documents (Policy on Selection and Retention of Partners and Project Partnership Agreement)**

Dear Colleagues,

UNHCR is currently undertaking the development of the Enhanced Framework for Implementation with Partners. The Framework embodies governing instruments, policies and procedures for managing the partnerships. Policies and procedures are being reviewed and revised to address operational needs and challenges, enhance accountability and strengthen partnerships. Given the complex and multi-faceted nature of the Framework, its development is being carried out in phases so that changes can be introduced seamlessly and incorporated into existing UNHCR programmes and financial processes and cycles. The process is being undertaken in consultation with stakeholders internally within UNHCR and externally with partners.

I would like to share with you the following documents that have been recently issued:

- a) Implementing Partnership Management Guidance Note No. 1, Policy and Procedures for Selection and Retention of Partners for Project Partnership Agreements, in effect as of 30 July 2013.
- a) Standard Format Bipartite Project Partnership Agreement (for entering into agreements between UNHCR and non-governmental and other not-for-profit partners, to undertake projects providing protection and assistance to refugees and other persons of concern). This standard format (including its appendices, annexes and amendments) became effective as of 1 April 2014 and replaces all prior formats. However, agreements signed prior to 1 April 2014 will use the existing format and remain valid and in force until their expiry date.

UNHCR is also working with a group of NGO partners and network organizations on developing guidance materials, as well as dissemination and learning approaches for roll-out, to facilitate the application of the newly introduced policies and documents. We will update you in due course.

I wish to express my deepest gratitude to the persons and organizations that have contributed to the development of the above documents. Special thanks are also extended to all partners for their continued support and joint collaboration in addressing the needs of refugees and other persons of concern.

I remain at your disposal, as well as my colleagues in countries of operation, should you need additional information or clarification. Queries may also be sent to [epartner@unhcr.org](mailto:epartner@unhcr.org)

Thank you and best regards,



Yours Sincerely,

Fatima Sherif-Nor  
Head

Implementing Partnership Management Service

Non-Governmental and Non-for Profit Partners