

Agreement Symbol: <insert data from PA Art. 4.2>

Agreement Amendment, if any <#>

**Partner Personnel List /Report (template) Annex E:**

<b>Project title:</b>	<insert project title from PA Art. 4.1>
<b>Budget Year:</b>	<insert data from PA Art. 4.4 (a)>
<b>Situation(s):</b>	<insert data from PA Art. 4.4 (b)>
<b>Operation:</b>	<insert data from PA Art. 4.4 (c)>
<b>Population Planning Group(s):</b>	<insert data from PA Art. 4.4 (d)>
<b>Goal(s):</b>	<insert data from PA Art. 4.4 (e)>
<b>Cost Centre(s):</b>	<insert data from PA Art. 4.4 (f)>
<b>Partner Code:</b>	<insert data from PA Art. 4.4 (g)>
<b>Project Implementation Period:</b>	<DD-MM-YYYY to DD-MM-YYYY from PA Art. 3.2>

### Section 1- Planned (attached to PA as Annex E)

#	Functional Category	Position title	Name of incumbent*	Full /part time engagement in the project (%)	Employment/ engagement during project period: [date].... [date]	Monthly cost of actual engagement (in budgeted currency)	UNHCR contribution towards actual engagement cost (amount and %)	Partner contribution towards actual engagement cost (amount and %)**
<b>EXAMPLE (for illustration only):</b>								
<b>Partner National Personnel: account 622300</b>								
1.	D (Senior Officer)	Snr. Education specialist	SIMS, Judy	50%	01/01-31/12/2017	RWF 1,000,000	RWF 800,000 (80%)	RWF 200,000 (20%)
2.	A (Support)	Driver	PORTER, Ryan	100%	01/05-31/12/2017	RWF 100,000	RWF 100,000 (100%)	0

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3.	C (Senior Assistant)	Nurse	BURTON, Angela	100%	01/05-31/12/2017	RWF 525,000	RWF 525,000	0
<b>Partner International Expatriate Personnel: account 622250</b>								
1.	Expert	Health Coordinator	PAYN, Adam	100%	01/01-31/12/2017	US\$ 8,000 +US\$500 (R&R)	US\$ 8,000 (100%) +US\$500 (R&R)	0
2.	Junior	Finance Officer	HILL, Denis	100%	01/01-31/12/2017	US\$ 6,000 +US\$500 (R&R)	US\$4,800 (80%) +US\$500 (R&R)	US\$1,200 (20%)
3.	Expert	Child protection Associate	ALLEN, David	50%	01/01-31/12/2017	US\$ 2,000 +US\$500 (R&R)	US\$ 2,000 (100%) +US\$500 (R&R)	0
<b>POCs hired for performing professional services: account 622650</b>								
1.	A (Professional)	Teacher	HART, Henry	50%	01/01-31/12/2017	RWF 54,000	RWF 37,800 (70%)	RWF 16,200 (30%)
2.	B (Professional)	NFI Distributor	COLE, John	100%	01/01-31/12/2017	RWF 34,000	RWF 34,000 (100%)	0
<b>POCs hired for casual labour: account 622750</b>								
1.	Persons of Concern hired for casual labour	To be confirmed/tracked separately (for reporting/verification purposes)						

\*The name of incumbent may not be required at the time of signature but should be available later for verification purposes.

\*\*Partners may also show their own contribution towards Partner Personnel Costs to the project

## Section 2-Partner Personnel Report (used for periodic reporting)

<b>Reporting Period:</b>	<DD-MM-YYYY – DD-MM-YYY>
<b>Date of Report:</b>	<DD-MM-YYYY>

#	Functional Category	Position title	Name of incumbent	Full /part time engagement in the project (%)	Employment/engagement during project period: [date].... [date]	Monthly cost of actual engagement (in budgeted currency)	UNHCR contribution towards actual engagement cost (amount and %) <sup>1</sup>

**Signed by the Authorized signatory on behalf of the partner**

Signature

Name

Title

Organization Name

Date

Place

_____
_____
_____
_____
_____
_____

<sup>1</sup> - The allowed budgetary flexibility for partner personnel cost is 20% at Output level (ref. Art. 6.11 of PA). This covers changes in number of positions; duration of engagement; number of months. The increase of the agreed UNHCR contribution levels per position/full-month is not permitted (e.g. an increase above \$8,000 maximum contribution for full-time engagement of an expatriate personnel). Partners may incur variations within project period, provided the overall annual expenditure does not exceed 20% at Output level. Partner must retain documentation justifying and tracking changes for verification and audit purposes (please refer to FAQ on Partner Personnel for more guidance).