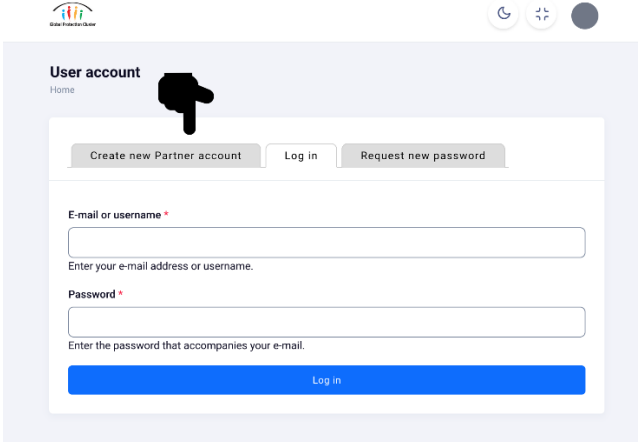


Create a partner account

1. Go to funding.gpcdata.im to register on the platform

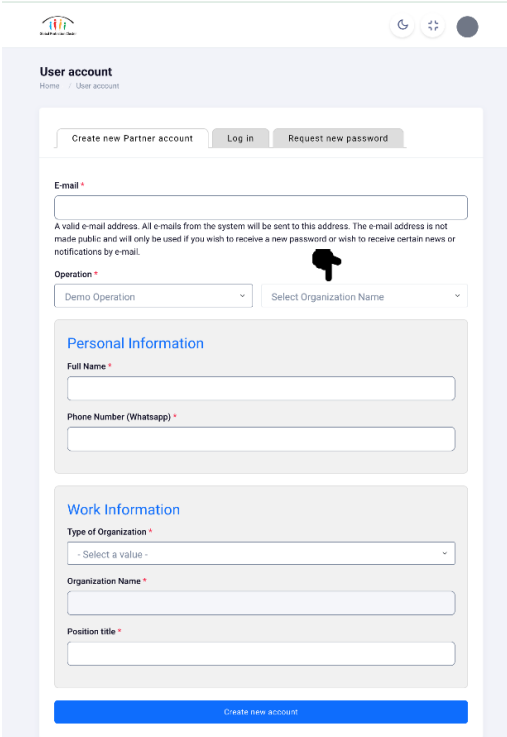


The screenshot shows the 'User account' page with a navigation bar at the top containing the logo and three icons. Below the navigation bar, there are three buttons: 'Create new Partner account', 'Log in', and 'Request new password'. The 'Create new Partner account' button is highlighted with a black arrow. Below the buttons, there are two input fields: 'E-mail or username' and 'Password', each with a red asterisk indicating a required field. Below the 'E-mail or username' field, there is a small text note: 'Enter your e-mail address or username.' Below the 'Password' field, there is another small text note: 'Enter the password that accompanies your e-mail.' At the bottom of the form, there is a blue button labeled 'Log in'.

2. Fill in the information

N.B.: Each registered partner organisation can have as many staff registered as necessary.

N.B.: After selecting your “Operation”, a new dropdown menu will appear to allow to select your organization. If your organization name does not appear, contact your cluster coordinator or IMO for assistance.



The screenshot shows the 'User account' page with a navigation bar at the top containing the logo and three icons. Below the navigation bar, there are three buttons: 'Create new Partner account', 'Log in', and 'Request new password'. The 'Create new Partner account' button is highlighted with a black arrow. Below the buttons, there are two input fields: 'E-mail' and 'Operation'. Below the 'E-mail' field, there is a small text note: 'A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.' Below the 'Operation' field, there is a dropdown menu with 'Demo Operation' selected. To the right of the 'Operation' dropdown, there is a button labeled 'Select Organization Name' with a black arrow pointing to it. Below the 'Operation' field, there is a section titled 'Personal Information' with two input fields: 'Full Name' and 'Phone Number (Whatsapp)'. Below the 'Personal Information' section, there is a section titled 'Work Information' with three input fields: 'Type of Organization', 'Organization Name', and 'Position title'. At the bottom of the form, there is a blue button labeled 'Create new account'.

3. Once you are done filling in the required information, click on the blue button “Create new account” at the bottom of the form. An email notification will then be sent automatically to your account with additional instructions to create your password and activate your account.

Upload and manage funding data

1. Once you logged in, the system will lead you to your organisation's main page and if it is your first time, the system will take you automatically to the "Create Funding" page.

2. First enter information regarding the donor or source of funding. Each 'Source of funding' donor category will ask you to either select another option (e.g. if you select "Government", the system will ask you to indicate which government among the main protection donors – see below), or to provide the name of a donor (e.g. if you select "INGO").

SOURCE OF FUNDING	PROTECTION	CHILD PROTECTION	GENDER-BASED VIOLENCE	IHP	MINE ACTION	X
INGO	100,000	100,000	100,000	100,000	100,000	<input type="checkbox"/>
Humanitarian funding mechanism	0	0	0	0	0	<input type="checkbox"/>

Donor or source of funding include the following options:

- **Government**
 - Select the government concerned from the list
 - Then select the funding agency (when option available); if "other" please specify
- **Humanitarian Funding Mechanism**
 - Pooled Fund/Country-based Humanitarian Fund
 - CERF
 - if "other" please specify
- **UN Agency** (select from list; if "other" please specify)
- **INGO** (please specify the name of the organisation)
- **Unspecified/multiple sources of funding:** this should only be available to UN agencies
- **Core funding (from HQ)**
- **Private foundation or charity**
- **World Bank**

3. Then enter the total amount of funding received from that donor for Protection; Child Protection; GBV; Housing, Land and Property (HLP); or Mine Action.

- All amounts must be reported in US dollars (USD); Please only enter numbers, do not use 'commas', the system will add them automatically (e.g. 1,000,000)
- Only funding for protection activities planned or implemented in 2022 should be included
 - In case of multiyear funding, if no specific breakdown exists, please provide best estimate/projection of the funding allocated for 2022 activities
 - In case of multisectoral funding, provide the best estimate of the funding dedicated to Protection and/or AoR related activities
 - Amounts reported should include overhead, logistics, admin, and support costs
- Please indicate the total amount of funding from that particular donor/source of funding, whether you received funding through a single or multiple grants or projects

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View Edit

Funding Details

SOURCE OF FUNDING	PROTECTION	CHILD PROTECTION	GENDER-BASED VIOLENCE	HLP	MINE ACTION	X
INGO	100,000	100,000	100,000	100,000	100,000	<input type="button" value="X"/>
CARE						
Unspecified multiple sources of funding	20,000	200,000	20,000	20,000	20,000	<input type="button" value="X"/>

Do you have an implementing partner(s)?
Yes

Funding allocated to implementing partners

ORGANIZATION TYPE	PROTECTION	CHILD PROTECTION	GENDER-BASED VIOLENCE	HLP	MINE ACTION
INGO	10,000	10,000	10,000	10,000	10,000
Multi-level NGO	0	0	0	0	0

4. If you have no other source of funding, then go to step #6 below

5. If you have funding from another donor/source of funding, you can add another funding by clicking on the blue button “Add funding by other donor” below the table, which will make another row appear in the table. You can add as many rows of funding by donor/source of funding as needed.

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View Edit

Funding Details

SOURCE OF FUNDING	PROTECTION	CHILD PROTECTION	GENDER-BASED VIOLENCE	HLP	MINE ACTION	X
INGO	100,000	100,000	100,000	100,000	100,000	<input type="button" value="X"/>
CARE						
Unspecified multiple sources of funding	20,000	200,000	20,000	20,000	20,000	<input type="button" value="X"/>

Do you have an implementing partner(s)?
Yes

Funding allocated to implementing partners

ORGANIZATION TYPE	PROTECTION	CHILD PROTECTION	GENDER-BASED VIOLENCE	HLP	MINE ACTION
INGO	10,000	10,000	10,000	10,000	10,000
Multi-level NGO	0	0	0	0	0

6. Once you have entered all your current funding, please indicate whether you have any implementing partners (IP).

- If you do not have implementing partners, select "No", and go to step #9.
- If you select "Yes" a table will appear where you can indicate the total amount of funding you have allocated to your implementing partners per type of partner (NNGO, INGO, UN Agency). Please indicate the total amount per type of IP per sector, whether you have only one IP or several. Example below, this actor has several INGOs as implementation partners to which it gave 200,000 USD.

The screenshot shows a web form titled "Create Funding" with a "New" button and an "Add comment" link. The main section is "Funding Details" which contains a table with the following structure:

SOURCE OF FUNDING *	PROTECTION	CHILD PROTECTION	GENDER-BASED VIOLENCE	HLP	MINI ACTION	X
INGO	100,000	100,000	100,000	100,000	100,000	+
Humanitarian funding mechanism	0	0	0	0	0	+
CERF						

Below the table is a blue button labeled "Add Funding by other Dept".

Below that is the question "Do you have an implementing partner(s)?" with radio buttons for "None" (selected), "Yes", and "No".

Below the radio buttons is a "New version" link and a text area for providing an explanation of changes. At the bottom is a blue "Save" button.

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9. Once you have entered all the data, click on the blue button "Save" the bottom of the page, which should take you to "My Organization Page" which contains the funding details you added.

10. All your funding information is then consolidated on your main page – both your funding and funding to your implementing partners. You can also update your information by click on the "edit" button.

11. You add new funding by clicking on the button "add new funding".