

User Manual

Project Connect

Country Offices



July 2019

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Manual Project Connect – Country Offices

The Project Connect Portal is our primary tool for documentation of planning, budgeting and monitoring the implementation of our projects both for Help a Child Country Offices and our partner organizations. In this manual will be explained how to use the Project Connect portal. In case of any questions, please feel free to send these to projects@redeenkind.nl.

1a- How to log into Project Connect?

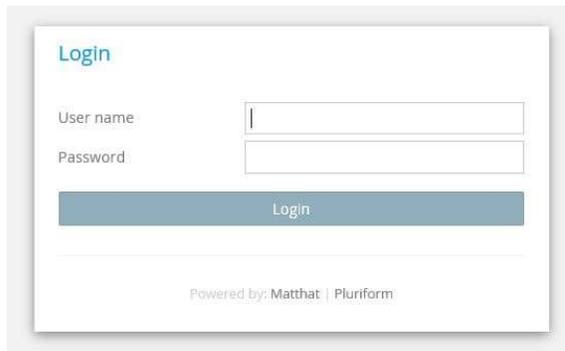
You can login to the projects portal using the following link:

<https://projects.redeenkind.nl/login>

Please enter in the next screen your user name and password.

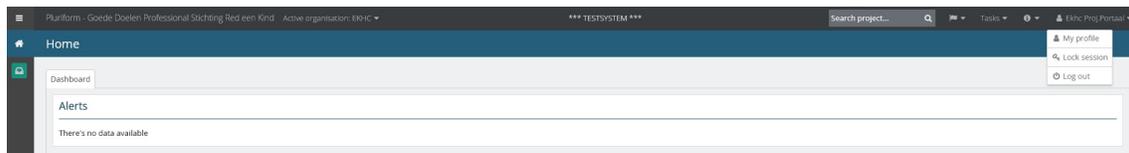
Find the user name and password in the accompanied e-mail.

Then click on the 'Login' button



1b- How to use Project Connect in general?

Please find the home screen below:

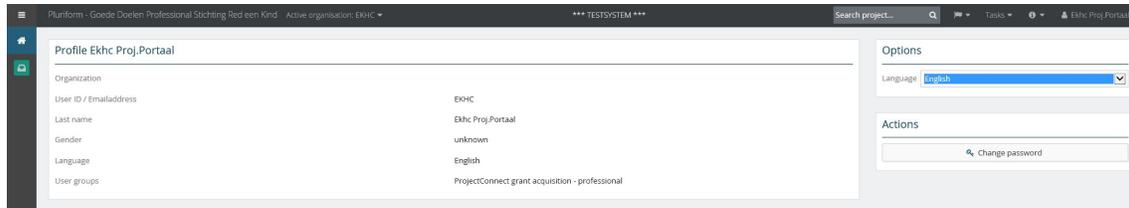


If you click on the name right above in the screen, the following options appear:

- My profile
- Lock session
- Log out

My profile

Click on my profile. In your profile overview you can change the language (standard language is English) and the password.

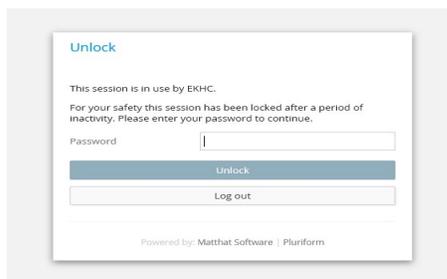


It is preferable to change your password after the first login.

A screenshot of a 'Change Password' form. The form has a title 'Change Password' at the top. Below the title are three input fields: 'Current password', 'New password', and 'Confirm password'. Below these fields, the text 'Password Date: 23-10-2018 14:53. Change after 23-10-2018 14:58:27.' is displayed. At the bottom of the form are two buttons: 'Save' and 'Cancel'.

Lock session

When your session is locked, please click on 'Unlock' button. Please enter your password to continue your session.



Log out

Click on the 'Log out' button to end your session.

2- How to enter a project in Project Connect?

All projects that are included in the approved plan (including own implementation of Help a Child Country Office) should be entered and monitored through Project Connect.

Click on projects on the left side of your screen. The projects screen appears:

Click on the button 'Create a new project' to create a new project. The following screen will appear:

Fill in all relevant information:

General data:

- Project code/ Project ID (organization name and year; sometimes this field will be filled automatically)
- Description (project name)
- Explanation (not applicable)
- Date start planned (01-01-2019 in case of annual plan; or select start date of project)
- Date end planned (31-12-2019 in case of annual plan; or select end date of project)
- Project type (select what is applicable; in case of CCCD program select 'International development project')
- Main project (only applicable in case of ARC/ DRA projects)

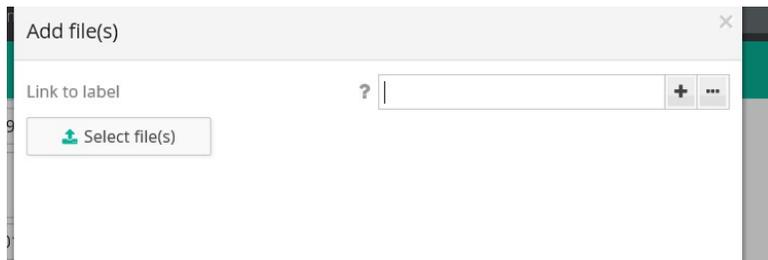
Aspects of the project:

- Programme (please select 'Int prog Integrated CCCD program')
- Themes (please select the themes that are part of the programme. When you select 'select all themes' all themes will be selected automatically. Afterwards you can de-select the themes that are not applicable.)

Involved parties at the project:

- Project owner (will be filled in automatically)
- Contact person of project owner (not applicable)
- Project manager (not applicable)
- PME manager (not applicable)
- Finance officers (not applicable)

When you click on 'Add file(s)', the following screen will appear:



Please click on 'Select file(s)' to select the files of the approved annual plan (narrative document) and budget (excel sheet). Click on the 'Ok button' to add the files.

Click on the button 'Save' and the button 'Close' to conclude the process of creating a new project.

When you have finalized this step and you select the newly created project, the following screen will appear:

3- How to enter a result plan in Project Connect?

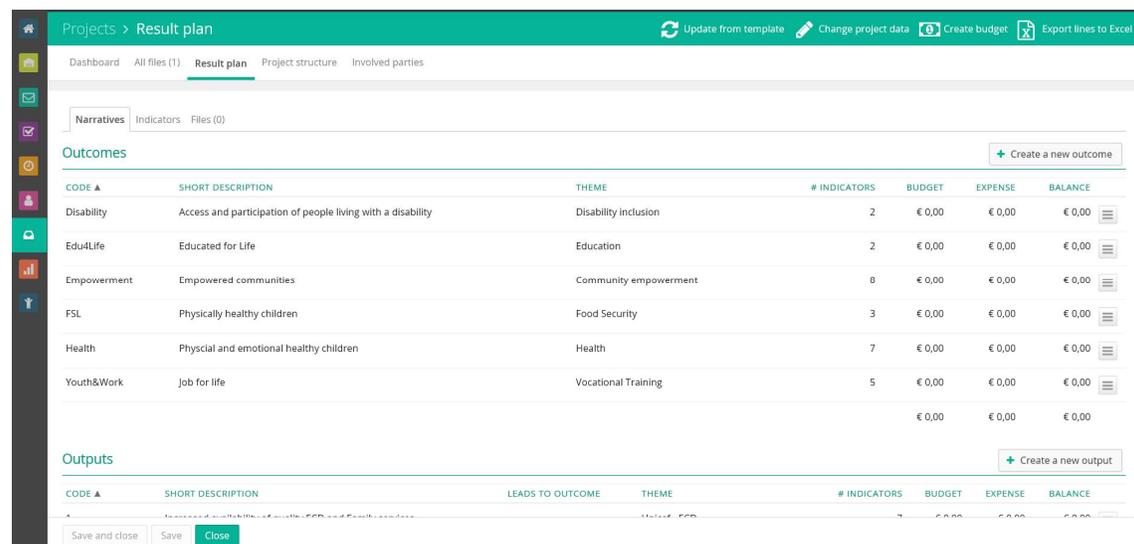
Red een Kind (Help a Child) requests each partner organization to report on their multi-annual indicator framework. This multi-annual indicator framework has been developed at the start of your project for multiple years, based on the Theory of Change of the project in your Strategic Programme Plan (SPP) or Multi-Annual Project Plan (MAPP) .

The multi-annual indicator framework consists of output and outcome indicators. Part of these indicators are minimum required indicators, a part is tailor-made to the context and focus of your project. The former part (required indicators) are the indicators that you need to fill in Project Connect, the other indicators are reported by sending the multi-annual indicator framework filled to the projects@redeenkind.nl and by attaching the file to Project Connect.

In this short manual we explain how to feed in the plans and results of the minimum required indicators into Project Connect.

Click on the button 'Create result plan'

You start each project by filling in your annual and/or multi-annual planning per indicator. If you go to the tab 'Result plan' in your project, you can see there are indicators linked to certain themes (Disability, Edu4Life, Empowerment, FSL, ECD, Health and Youth & Work).



The screenshot shows the 'Result plan' tab in Project Connect. It features a table of 'Outcomes' with columns for CODE, SHORT DESCRIPTION, THEME, # INDICATORS, BUDGET, EXPENSE, and BALANCE. Below the table, there is an 'Outputs' section with a similar table structure. The interface includes a sidebar with navigation icons and a top navigation bar with options like 'Update from template', 'Change project data', 'Create budget', and 'Export lines to Excel'.

CODE	SHORT DESCRIPTION	THEME	# INDICATORS	BUDGET	EXPENSE	BALANCE
Disability	Access and participation of people living with a disability	Disability inclusion	2	€ 0,00	€ 0,00	€ 0,00
Edu4Life	Educated for Life	Education	2	€ 0,00	€ 0,00	€ 0,00
Empowerment	Empowered communities	Community empowerment	8	€ 0,00	€ 0,00	€ 0,00
FSL	Physically healthy children	Food Security	3	€ 0,00	€ 0,00	€ 0,00
Health	Physical and emotional healthy children	Health	7	€ 0,00	€ 0,00	€ 0,00
Youth&Work	Job for life	Vocational Training	5	€ 0,00	€ 0,00	€ 0,00
				€ 0,00	€ 0,00	€ 0,00

If you click on 'Indicators' (at the right of 'Narratives') you will see the list of indicators that we request you to report on. This list of indicators matches with a part of the indicators in your own multi-annual indicator framework.

When clicking on 'Indicators' you see that the list appears with some columns behind it. If an indicator is not relevant to you (you do not work on a certain theme, or you do not plan to achieve anything on this indicator) please tick the box with n.a. (not applicable).

Projects > Result plan

Update from template | Change project data | Create budget | Export lines to Excel

Dashboard | All files (1) | **Result plan** | Project structure | Involved parties

Narratives | **Indicators** | Files (0)

Hide indicators n.a.

Outcome indicators

NARRATIVE	THEME	INDICATOR	N.A.	VALUE	UNIT	DESCRIPTION	MILESTONES	REGISTER MILESTONES	STATUS
FSL Physically healthy c	Food Security	CSI01 Child Status Index: A:	<input type="checkbox"/>		no.		<input type="checkbox"/>	<input type="checkbox"/>	
FSL Physically healthy c	Food Security	CSI02 Child Status Index: A:	<input type="checkbox"/>		no.		<input type="checkbox"/>	<input type="checkbox"/>	
FSL Physically healthy c	Food Security	MOR39 Number of hectare:	<input type="checkbox"/>		PCS		<input type="checkbox"/>	<input type="checkbox"/>	
Health Physcial and em	Health	CSI03 Child Status Index: A:	<input type="checkbox"/>		no.		<input type="checkbox"/>	<input type="checkbox"/>	
Health Physcial and em	Health	CSI04 Child Status Index: A:	<input type="checkbox"/>		no.		<input type="checkbox"/>	<input type="checkbox"/>	
Health Physcial and em	Health	CSI07 Child Status Index: A:	<input type="checkbox"/>		no.		<input type="checkbox"/>	<input type="checkbox"/>	
Health Physcial and em	Health	CSI08 Child Status Index: A:	<input type="checkbox"/>		no.		<input type="checkbox"/>	<input type="checkbox"/>	
Health Physcial and em	Health	CSI09 Child Status Index: A:	<input type="checkbox"/>		no.		<input type="checkbox"/>	<input type="checkbox"/>	
Health Physcial and em	Health	CSI10 Child Status Index: A:	<input type="checkbox"/>		no.		<input type="checkbox"/>	<input type="checkbox"/>	
Health Physcial and em	Health	CSI11 Child Status Index: A:	<input type="checkbox"/>		no.		<input type="checkbox"/>	<input type="checkbox"/>	

Save and close | Save | **Close**

You need to fill a value for each indicator. You can copy paste this from your multi-annual indicator framework. Please click on the button 'Save' to conclude this step.

When you enter a score it will look like this (see below):

Projects > Result plan

Update from template | Change project data | Create budget | Export lines to Excel

Dashboard | All files (1) | **Result plan** | Project structure | Involved parties

Narratives | **Indicators** | Files (0)

Hide indicators n.a.

Outcome indicators

NARRATIVE	THEME	INDICATOR	N.A.	VALUE	UNIT	DESCRIPTION	MILESTONES	REGISTER MILESTONES	STATUS
FSL Physically healthy c	Food Security	CSI01 Child Status Index: A:	<input type="checkbox"/>	2,2	no.		<input type="checkbox"/>	<input type="checkbox"/>	
FSL Physically healthy c	Food Security	CSI02 Child Status Index: A:	<input type="checkbox"/>	2,4	no.		<input type="checkbox"/>	<input type="checkbox"/>	
FSL Physically healthy c	Food Security	MOR39 Number of hectare:	<input type="checkbox"/>	0	PCS		<input type="checkbox"/>	<input type="checkbox"/>	
Health Physcial and em	Health	CSI03 Child Status Index: A:	<input type="checkbox"/>	3,0	no.		<input type="checkbox"/>	<input type="checkbox"/>	
Health Physcial and em	Health	CSI04 Child Status Index: A:	<input type="checkbox"/>	1,0	no.		<input type="checkbox"/>	<input type="checkbox"/>	
Health Physcial and em	Health	CSI07 Child Status Index: A:	<input type="checkbox"/>	1,0	no.		<input type="checkbox"/>	<input type="checkbox"/>	
Health Physcial and em	Health	CSI08 Child Status Index: A:	<input type="checkbox"/>	1,0	no.		<input type="checkbox"/>	<input type="checkbox"/>	
Health Physcial and em	Health	CSI09 Child Status Index: A:	<input type="checkbox"/>	1,0	no.		<input type="checkbox"/>	<input type="checkbox"/>	
Health Physcial and em	Health	CSI10 Child Status Index: A:	<input type="checkbox"/>	1,0	no.		<input type="checkbox"/>	<input type="checkbox"/>	

Milestones are only applicable when you have a multi-annual project entered in Project Connect. The milestones will then be the planned target per year. The value will be the end result.

Projects > Project EPR 2019 > Result plan Update from template

Dashboard All files (1) **Result plan** Project structure Involved parties

Narratives **Indicators** Milestones Files (0)

Hide indicators n.a.

Outcome indicators

NARRATIVE	THEME	INDICATOR	N.A.	VALUE	UNIT	DESCRIPTION	MILESTONES	REGISTER MILESTONES	STATUS
FSL Physically healthy c	Food Security	CSI01 Child Status Index: Av...	<input type="checkbox"/>	2,2	no.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
FSL Physically healthy c	Food Security	CSI02 Child Status Index: Av...	<input type="checkbox"/>	2,4	no.		<input type="checkbox"/>	<input type="checkbox"/>	

If you select 'Milestones' (see above) and press on the button 'Register Milestones', the following screen will appear:

Register milestones ✕

Milestones in year Entry: Cumulative

INDICATOR	2019 NUMBER	TOTAL NUMBER	STATUS
CSI01 Child Status Index: Av...	<input type="text"/>	n.a.	n.a.

CSI01 Child Status Index: Average score Food security

First of all you need to select the year of the milestone. In 2019 you can enter the end target of 2019. In case more years can be selected, please fill in the end target of that specific year. You do not need to fill the 2019.1-2019.11 cells.

Note: In some cases you can only fill one target for the whole year, in that case you just fill that box for every year of your multi-annual plan.

After filling in, you confirm by clicking the 'Ok' button at the bottom of your screen.

4- How to enter a budget in Project Connect?

Before you can enter the budget for the direct/ activity costs, first the activity lines need to be entered. Click on the button 'Result plan'. The following screen will appear (scroll down a little bit on your screen):

Projects > Project EPR 2019 > Result plan

Update from template Change project data Create budget Export lines to Excel

Dashboard All files (1) **Result plan** Project structure Involved parties

ID	Description	Theme	# Indicators	Budget	Expense	Balance
3	Effective and efficient programme management	Unicef - ECD	0	€ 0,00	€ 0,00	€ 0,00
ECD	Young Children prepared for the future	Early Child Development	5	€ 0,00	€ 0,00	€ 0,00
Edu outputs	Education outputs	Education	6	€ 0,00	€ 0,00	€ 0,00
Empowerment	Empowered communities	Community empowerment	18	€ 0,00	€ 0,00	€ 0,00
FSL	Physically healthy children	Food Security	1	€ 0,00	€ 0,00	€ 0,00
Health	Physical and emotional healthy children	Health	7	€ 0,00	€ 0,00	€ 0,00
PMEL	PMEL	Economic Development	0	€ 0,00	€ 0,00	€ 0,00
Youth&Work	Job for life	Vocational Training	2	€ 0,00	€ 0,00	€ 0,00
				€ 0,00	€ 0,00	€ 0,00

Activities + Create a new activity

CODE	SHORT DESCRIPTION	LEADS TO OUTPUT	THEME	# INDICATORS	BUDGET	EXPENSE	BALANCE
No items							

Save and close Save **Close**

Please go to 'Activities' and click on the button 'Create a new activity'. The following screen will appear:

Projects > Project EPR 2019 > Result plan > New activity

General

Leads to output	?	Search or select item	...
Theme	?	Search or select item	...
Code	?	<input style="width: 90%;" type="text"/>	
Short description		<input style="width: 90%;" type="text"/>	

Financial

Budget		<input style="width: 95%;" type="text" value="€ 0,00"/>
Expense		<input style="width: 95%;" type="text" value="€ 0,00"/>
Balance		<input style="width: 95%;" type="text" value="€ 0,00"/>

Click on the box 'Theme' to select the theme related to the specific activity line, you would like to enter:

Choose theme

NAME ▲

CAM Quality

Community empowerment

Disability inclusion

Early Child Development

Economic Development

Education

Food Security

Health

Unicef - ECD

Vocational Training

When you have selected the theme, the output will be filled automatically. Fill in the 'Code' and 'Short Description'. For 'Code' please use the same code for this activity as the one in the budget (excel sheet). The 'Short Description' can be copied from the budget (excel sheet). For example:

Projects > Project EPR 2019 > Result plan > New activity

General

Leads to output ? Search or select item ...

Theme ? Disability inclusion ...

Code ? 1.3.1.1

Short description Train Head teachers and local leaders on rights of X

Financial

Budget € 0,00

Expense € 0,00

Balance € 0,00

And press the button 'Save and close'.

Please continue till all activity lines have been entered (in line with the specification of the budget – excel sheet). It will look like this:

Activities Leads to output

CODE ▲	SHORT DESCRIPTION	LEADS TO OUTPUT	THEME	# INDICATORS	BUDGET	EXPENSE	BALANCE
1.1.1	Awareness building training for 150 caregivers on nutritious	ECD Young Children prepared for the future	Early Child Development	0	€ 304,73	€ 0,00	€ 304,73
1.1.2	Strengthen 3 existing ECD centers through extra class rooms	ECD Young Children prepared for the future	Early Child Development	0	€ 3.450,00	€ 0,00	€ 3.450,00
1.1.3	Train 3 ECDC teachers assigned from the community on child I	ECD Young Children prepared for the future	Early Child Development	0	€ 4.464,63	€ 0,00	€ 4.464,63
1.1.4	Mobilizing community to make contribution for ECD center est	ECD Young Children prepared for the future	Early Child Development	0	€ 0,00	€ 0,00	€ 0,00
1.2.1	Facilitate exposure visits among relative best schools for 1	Edu outputs Education outputs	Education	0	€ 312,50	€ 0,00	€ 312,50
1.2.2	Identify disable children and link them with service provide	Disability incl Disability inclusion	Disability inclusion	0	€ 104,06	€ 0,00	€ 104,06
1.2.3	Facilitate refresher training for 40 school admin on inclusi	Edu outputs Education outputs	Education	0	€ 166,26	€ 0,00	€ 166,26
1.2.4	Facilitating 2 discussion sessions in primary schools manage	Edu outputs Education outputs	Education	0	€ 249,36	€ 0,00	€ 249,36
1.2.5	Conducting 4 child day events and giving award for best-pe	Edu outputs Education outputs	Education	0	€ 666,00	€ 0,00	€ 666,00
1.3.1	Facilitate awareness building discussion session among commu	Health Physical and emotional healthy children	Health	0	€ 1.040,63	€ 0,00	€ 1.040,63
1.3.2	Facilitate refreshment training about basic hygiene and san	Health Physical and emotional healthy children	Health	0	€ 618,72	€ 0,00	€ 618,72
1.3.3	Promote safe water through rehabilitating existing water po	Health Physical and emotional healthy children	Health	0	€ 2.915,91	€ 0,00	€ 2.915,91

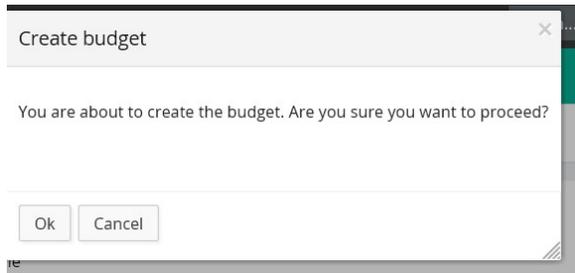
When you have finalized this step, you can enter the budget. Please click on the button 'Create budget' to create a new budget.

Projects > Project EPR 2019 Change project data Delete project Create budget

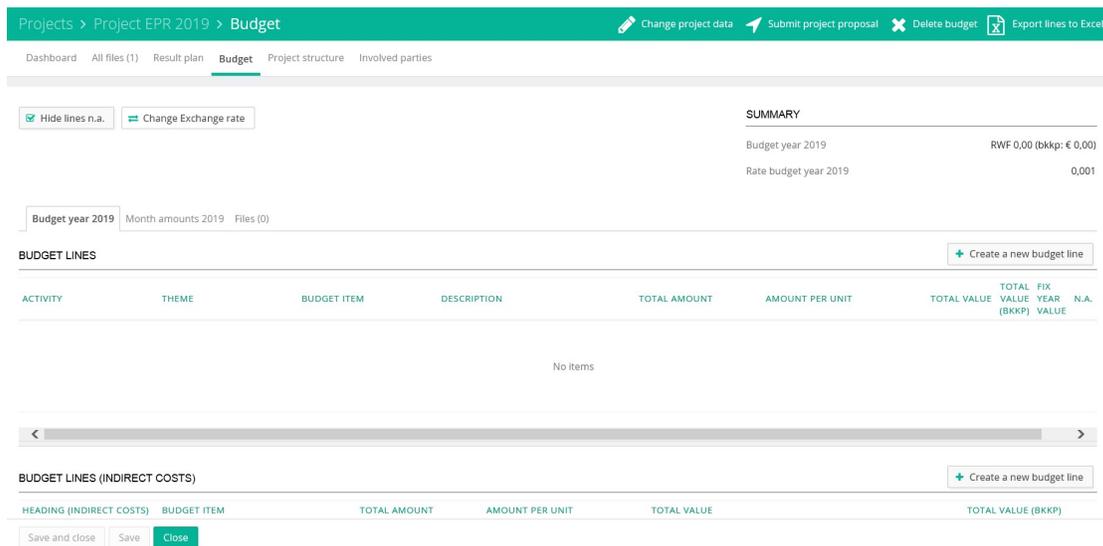
Dashboard All files (1) Result plan Project structure Involved parties

GENERAL INFO | PROGRESS OF RESULTS | BUDGET CONSUM.. | BURN RATE (RWF) |

The following screen will appear:

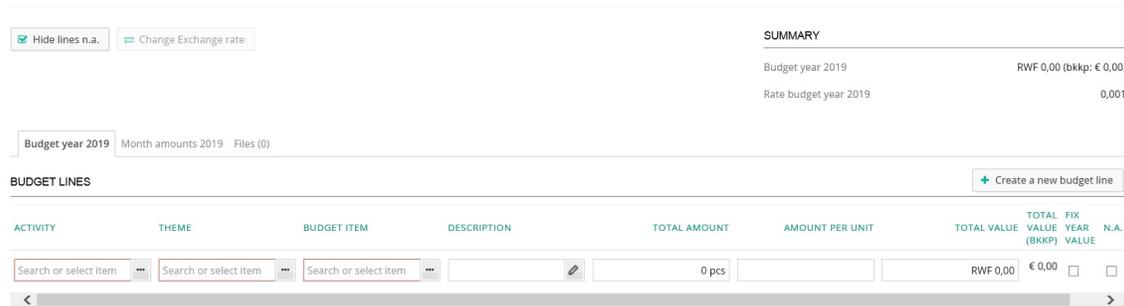


Please click 'Ok'. The following screen will appear:



Click on 'Create a new budget line' to add a new budget line for the direct/ activity costs.

The following screen will appear:



Click on the box 'Activity' to select the activity line, for which you would like to enter the budget. The following screen will appear:

Choose activity			
CODE ▲	INTERVENTION STRATEGY	SHORT DESCRIPTION	THEME
1a.		Conduct quarterly mentoring and coaching of the existing	Early Child Develop
1b.		Organise seven exchange visits	Early Child Develop
1c.		Organize 3 open days during the end of terms targeting 1	Early Child Develop
1d.		Facilitate monthly meetings to enable interaction betwee	Early Child Develop
1e.		Support six CBCC mentors with molbility by procuring 6 b	Early Child Develop
1f.		Procure construction materials for two grain banks.	Early Child Develop
1g.		Procure construction materials for the following CBCCs;	Early Child Develop
1h.		Organise ECD basic training for 17 people	Early Child Develop
1i.		Organise Mentor and coaching of the 18 parenting groups	Early Child Develop
1j.		Orientation of 18 parenting facilitators in HIV and AIDS	Early Child Develop

When you have selected the activity line, please fill in the other information:

- Theme (will be filled automatically)
 - Budget item (select the item applicable)
 - Description (complete description of the budget line from excel sheet; you can copy it from the budget)
 - Total amount (Quantity/unit of the budget line)
 - Amount per unit (unit cost)
 - Total value (will be calculated automatically)
- You can also choose to fill in the column 'Total value' and leave 'Total amount' and 'Amount per unit' blank.

The amount in euro's will be calculated automatically based on the agreed upon budget exchange rate.

See for example the filled in budget lines below:

BUDGET LINES		SUMMARY						
<input type="checkbox"/> Hide lines n.a. <input type="checkbox"/> Change Exchange rate		Budget year 2019 RWF 505,000.00 (bkkp: € 505,00)						
Budget year 2019 Month amounts 2019 Files (0)		Rate budget year 2019 0,001						
ACTIVITY	THEME	BUDGET ITEM	DESCRIPTION	TOTAL AMOUNT	AMOUNT PER UNIT	TOTAL VALUE	TOTAL FIX VALUE YEAR (BKKP)	N.A.
1.3.1.1 Train Head teac	Disability inclusion	Budget Disability	Train Head teachers an	0 pcs		RWF 490,000,00	€ 490,00	<input type="checkbox"/>
3.1.1.1 Attend reflectio	Education	Budget Education	Attend reflection sessio	0 pcs		RWF 15,000,00	€ 15,00	<input type="checkbox"/>
						RWF 505,000,00	€ 505,00	

Please continue till all direct/ activity costs have been filled in.

The indirect costs need to be summarized as a total amount per category; see overview below:

HEADING (INDIRECT COSTS)	BUDGET ITEM	TOTAL AMOUNT	AMOUNT PER UNIT	TOTAL VALUE	TOTAL VALUE (BKKP)
1 Management costs	2018.1 Management cost	0 pcs		RWF 0,00	€ 0,00
1 Management costs	2018.1a Management cost	0 pcs		RWF 0,00	€ 0,00
1 Management costs	2018.1b Management cost	0 pcs		RWF 0,00	€ 0,00
2 PMEL costs	2018.40 PMEL	0 pcs		RWF 0,00	€ 0,00
3 Purchase of assets	2018.2 Purchase of assets	0 pcs		RWF 0,00	€ 0,00
4 Organisational Developm	2018.4 Organisational deve	0 pcs		RWF 0,00	€ 0,00
5 Head Office Contribution	2018.5 Overhead	0 pcs		RWF 0,00	€ 0,00
6 Own Contribution	2016 Budget	0 pcs		RWF 0,00	€ 0,00
6 Own Contribution	2018.6 Community contribs	0 pcs		RWF 0,00	€ 0,00
7 Exchange gains and loss	2018.7 Exchange gains and	0 pcs		RWF 0,00	€ 0,00

Save and close Save **Close**

- Management costs (have been divided into staff costs (2018.1a Management costs - staff costs and 2018.1b Management costs – other admin costs)
- PMEL costs
- Purchase of assets
- Organizational development
- Head office contribution
- Own contribution (community contribution, please enter as a negative amount)

When you have entered all the data, please click the button ‘Save’.

Please find an example of indirect costs filled in below:

BUDGET LINES (INDIRECT COSTS)						+ Create a new budget line
HEADING (INDIRECT COSTS)	BUDGET ITEM	TOTAL AMOUNT	AMOUNT PER UNIT	TOTAL VALUE	TOTAL VALUE (BKKP)	
1 Management costs	2018.1 Management cost	0 pcs		ETB 1.365.039,32	€ 42.657,48	
2 PMEL costs	2018.40 PMEL	0 pcs		ETB 53.305,00	€ 1.665,78	
3 Purchase of assets	2018.2 Purchase of assets	0 pcs		ETB 0,00	€ 0,00	
4 Organisational Developm	2018.4 Organisational deve	0 pcs		ETB 16.638,74	€ 519,96	
5 Head Office Contribution	2018.5 Overhead	0 pcs		ETB 107.065,09	€ 3.345,78	
6 Own Contribution	2016 Budget	0 pcs		ETB -183.869,16	€ -5.745,91	
6 Own Contribution	2018.6 Community contribs	0 pcs		ETB -240.495,00	€ -7.515,47	
				ETB 1.117.683,99	€ 34.927,62	

When you have filled in the budget, please check the total amount in the summary to make sure that the total amount in local currency and in euros are in line with your approved budget. See example below:

Projects > Project EKHC SWZ CCCD 2019 > Budget

Change project data Re-open project Export lines to Excel

Dashboard All files (4) Result plan **Budget** Result justifications Expenses Contract Involved parties

Hide lines n.a.

SUMMARY	
Budget year 2019	ETB 2.559.999,99 (bkkp: € 80.000,01)
Rate budget year 2019	0,03125

Budget year 2019 Month amounts 2019 Files (0)

BUDGET LINES + Create a new budget line

Please click on the button 'Save and close' to finalize entering the budget.

5- How to attach files (narrative, PMEL, budget file) to the project in Project Connect?

Click on the tab 'All files'.

Projects > Project EPR 2019

Change project data Delete project Submit project proposal

Dashboard **All files (1)** Result plan Budget Project structure Involved parties

Select the button 'Add file(s)' to attach the relevant documents: narrative, PMEL database, budget, etc.

Projects > Project EPR 2019 > All files (1)

Change project data

Dashboard **All files (1)** Result plan Budget Project structure Involved parties

Files + Add file(s)

FILE	AT
Copy of EPR plan and budget 2019 +JC.xlsx (04-07-2019)	Project EPR 2019

When you click on 'Add file(s)', the following screen will appear:

Add file(s)

Link to label ? + ...

Select file(s)

Please click on 'Select file(s)' to select the files concerned (like PMEL reporting format, narrative, and budget (excel sheet)). Click on the button 'Ok' to add the files. Please ensure that you attach all relevant files.

6- How to submit a project in Project Connect?

After all required data is entered and relevant documentation (narratives, etc.) are attached, you are ready for submission. You need to do the following:

Click on the button 'Save' and then click on the button 'Submit project proposal'.

You will be asked to confirm the submission (see below):

In this case, the project proposal will be submitted to Help a Child Rwanda. In case you are a Help a Child Country Office, the project proposals will be submitted to REK. In all other cases, the project proposals will be submitted to your local Help a Child Country Office or to REK.

7- How to review the progress of the project proposal in Project Connect?

Please check the progress of the submitted project proposal by clicking on the tab 'Dashboard' and scroll down to the bottom of the page.

When the proposal is submitted, the following will be shown on the Dashboard:



If the proposal is approved and/ or request is granted, you will receive a contract via Project Connect.

The following information will be shown on your Dashboard – Progress - Contract sent; see below:

The screenshot shows the Project Dashboard for 'Project EPR 2019'. At the top, there are navigation tabs: Dashboard, All files (1), Result plan, Budget, Result justifications, Project structure, Contract, and Involved parties. The 'Contract' tab is selected. The dashboard is divided into several sections:

- Project Details:** Includes fields for Regional Alliance (GLARA), Project type (International development project), Language (English), Currency (Euro), Budget/expense currency (Rwanda franc), Kind of planning period (year), Financial period type (month), and Revision number (0).
- LOCATION:** Shows Country as Rwanda (GLARA) and Language as English.
- DURATION:** Shows Startdate as 01-01-2019 and Enddate as 31-12-2019.
- PROGRESS:** A horizontal timeline with 9 steps: Entered, Proposal submitted, Proposal in progress, Proposal approved, Request granted, Contract sent (highlighted in blue), Contract signed, Prepared for closure, and Closed.
- SPENT:** Shows RWF 0,00.

Please select the tab 'Contract'. There you will find information about:

- General information
- Contract amounts
- Contract conditions
- Payment lines
- Payment orders

The contract to be signed can be found via the tab 'Files'.

The screenshot shows the 'Contract' tab selected, with a sub-tab 'Files'. Below the sub-tab, there are two sections: 'All contract documents' and 'Additional files'. The 'All contract documents' section contains a table with the following data:

FILE	KIND OF FILE	DATE
Annual program agreement EKHC SWZ 2019.pdf (04-07-2019)	Contract document	04-07-2019

Please open, print and sign the contract document.

The signed contract can be uploaded under the tab 'Result justifications'.

Projects > Project EPR 2019 > Result justifications

Dashboard All files (1) Result plan Budget **Result justifications** Project structure Contract Involved parties

Result justifications

JUSTIFICATION PERIOD	REQUESTED SUBMISSION DATE	ACTUAL RECEIPT DATE	STATUS	DATE OF APPROVAL	MODIFIABLE	SUSPECT MESSAGE
No items						

Reports

TYPE OF REPORT	DESCRIPTION	REQUESTED SUBMISSION DATE	ACTUAL RECEIPT DATE	STATUS	NUMBER OF FILES	SUBMIT	RE-OPEN
Signed contract received				Created	0	+	

Please open Reports – Signed contract received, by clicking on the line.

Dashboard Files Result plan Budget **Result justifications** Contract Involved parties

Result justifications

JUSTIFICATION PERIOD	REQUESTED SUBMISSION DATE	ACTUAL RECEIPT DATE	STATUS	DATE OF APPROVAL	MODIFIABLE	SUSPECT MESSAGE
No items						

Reports

TYPE OF REPORT	DESCRIPTION	REQUESTED SUBMISSION DATE	ACTUAL RECEIPT DATE	STATUS	NUMBER OF FILES	SUBMIT	RE-OPEN
Signed contract received				Created	0	+	↻

Please upload the signed contract by using the button 'Add file(s)'

Projects > ... > Result justifications > Report EPR 2019

Report

Type of report Signed contract received

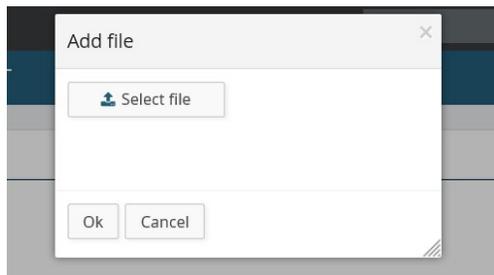
Status Created

Contract document Annual program agreement EKHC SWZ 2019.pdf

Files + Add file(s)

FILE

The following screen will appear:

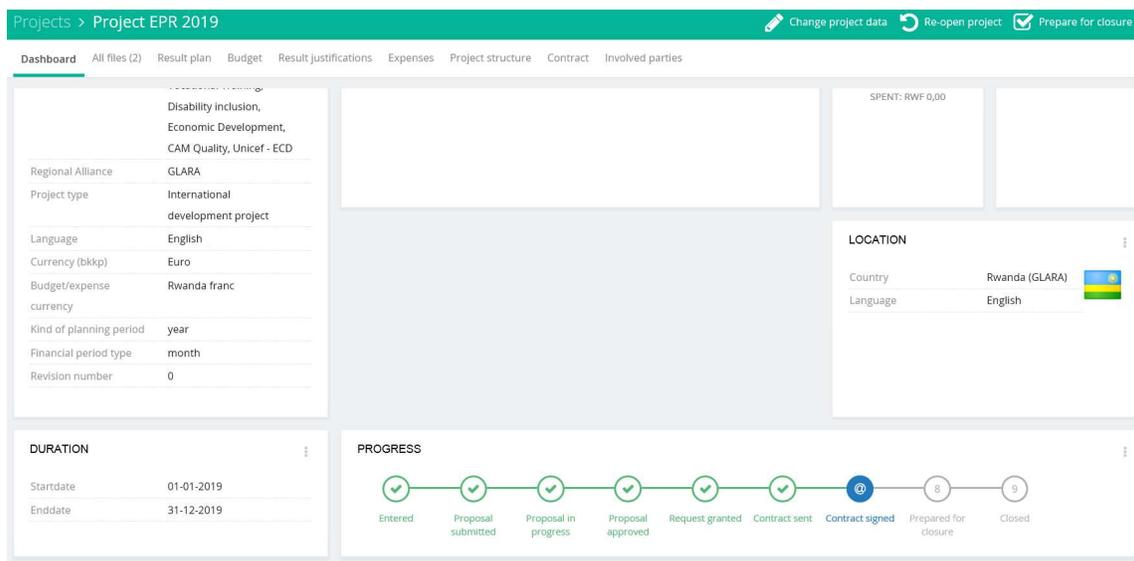


When you click on 'Select file' you can browse on your computer and select the file(s) concerned. By clicking 'Ok' the file(s) will be uploaded.



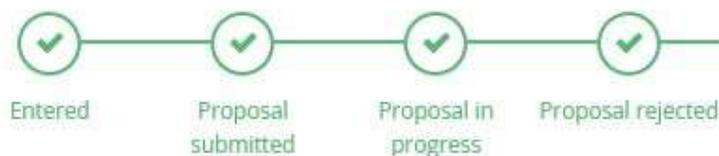
By selecting the button 'Submit general report' the signed contract will be submitted to the Help a Child Country Office or REK. You can 'Close' the project.

When Help a Child Country Office or REK has finalized the contract, the following information will be shown on the Dashboard – Progress - Contract signed, see below:

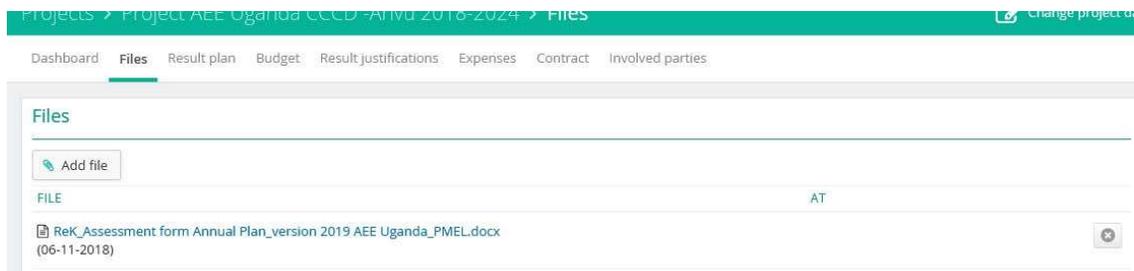


If the project proposal is rejected, you will see the following on the Dashboard:

PROGRESS



Under the tab 'Files' you will find the assessment form containing the comments on the project proposal.



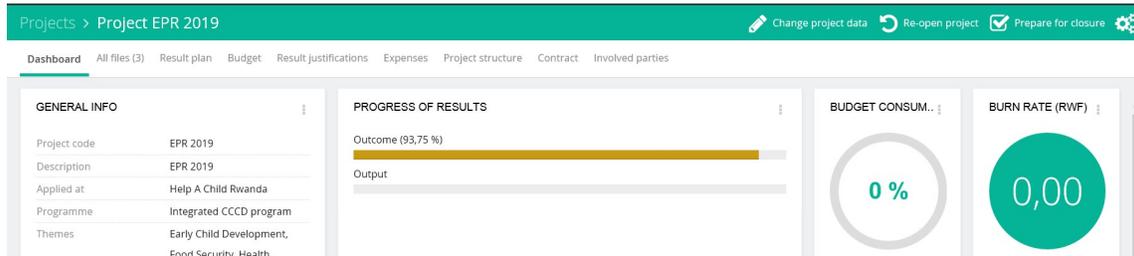
Please revise the relevant items and submit the project proposal again.

8- How to process a revision and/or amendment to the contract in Project Connect?

In case the signed contract will have to be amended, this will be done in close consultation with Help a Child Country Office.

The partner organization makes a revision in the result plan or budget (e.g. because of change in activities or additional budget has become available).

To revise your result plan or budget, please click on the button 'Re-open project'.



You can revise the result plan and the budget (see chapter 3 'How to enter a result plan in Project Connect?' and chapter 4 'How to enter a budget in Project Connect?').

You can also change the project data, by clicking on the button Change project data.



You can change the data as mentioned in chapter 2 'How to enter a project in Project Connect?'. Besides you can change the following items:



When you have finalized the revision, please submit the project proposal (see chapter 6 ‘How to submit a project in Project Connect?’).

Help a Child Country Office will assess the revision and will submit an amendment to the contract (see chapter 7 ‘How to review the progress of the project proposal in Project Connect?’).

Any amendments made by the Help a Child County Office will be shown on the tab ‘Result Justifications – Reports’. The following screen will appear:

Projects > Project EPR 2019 > Result justifications

Dashboard All files (3) Result plan Budget **Result justifications** Expenses Project structure Contract Involved parties

Note: the contract of this project is being amended at this moment. Note: the contract of this project is being amended at this moment. Therefore you cannot activate, submit or re-open Result justifications and Reports. It however to submit reports for signed contract amendments.

Result justifications

JUSTIFICATION PERIOD	REQUESTED SUBMISSION DATE	ACTUAL RECEIPT DATE	STATUS	DATE OF APPROVAL	MODIFIABLE	SUSPECT MESSAGE
2019	31-01-2020		Activated		Yes	

Reports

TYPE OF REPORT	DESCRIPTION	REQUESTED SUBMISSION DATE	ACTUAL RECEIPT DATE	STATUS	NUMBER OF FILES	SUBMIT
Signed contract received			04-07-2019	Approved	1	
Audited financial account (incl. managementletter)	Audited financial account 2018	31-07-2019	04-07-2019	Submitted	1	
! Signed contract amendment received				Created	0	

Please click on the line ‘Signed contract amendment received’.

The following screen will appear:

Projects > ... > Result justifications > Report EPR 2019

Report

Type of report: Signed contract amendment received

Status: Created

Amendment document: Amendment annual program agreement 2019.pdf

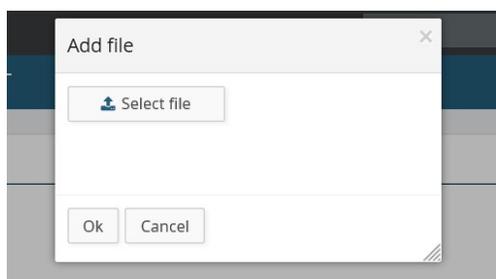
Files

Add file(s)

FILE
No items

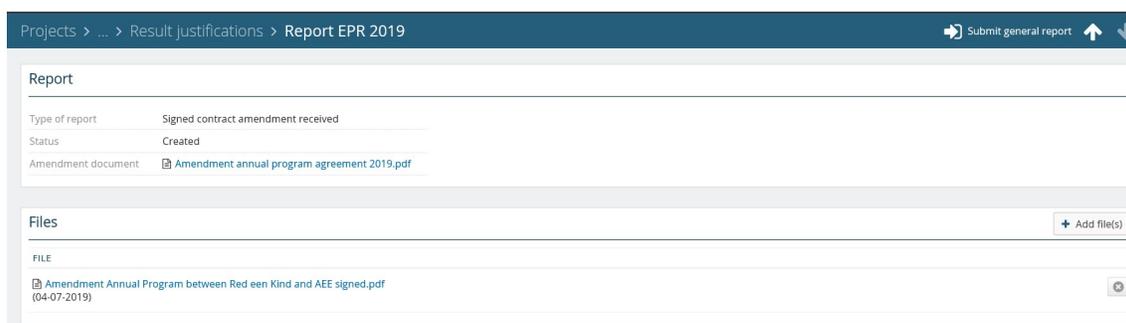
Please open, print and sign the amendment to the contract. You can add the signed amendment by clicking on ‘Add file(s)’.

The following screen will appear:



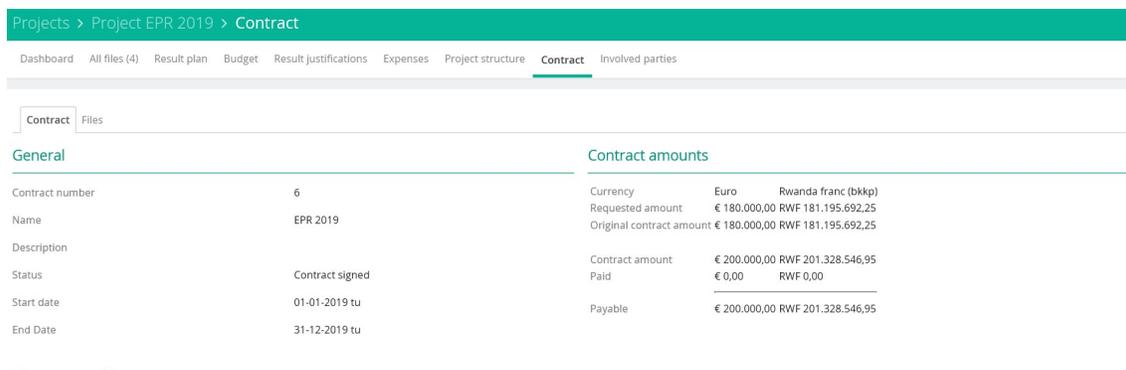
When you click on 'Select file' you can browse on your computer and select the file(s) concerned. By clicking 'Ok' the file will be uploaded.

You will then have to submit the amendment by clicking on the button 'Submit general report'.



And 'Close'.

When Help a Child Country Office has processed the amendment, the changes will be shown under 'Contract'. In this example, the contract amount has been increased by € 20.000.



Dashboard	All files (4)	Result plan	Budget	Result justifications	Expenses	Project structure	Contract	Involved parties
Start date	01-01-2019 tu	Payable	€ 200.000,00 RWF 201.328.546,95					
End Date	31-12-2019 tu							

Contract conditions

SEQUENCE NUMBER ▲	CONDITION TYPE	INFORMATION	FROM PERIOD	UNTIL PERIOD	REQUESTED SUBMISSION DATE	DATE SUBMITTED	STATUS
	Signed contract received					04-07-2019	Condition fulfilled
	Expense justification		2019.01	2019.06	31-07-2019	04-07-2019	Condition fulfilled
	Expense justification		2019.01	2019.12	31-01-2020		Condition open
	Result justification		2019	2019	31-01-2020		Condition open
	Audited financial account (incl. management letter)	Audited financial accoun...			31-07-2019	04-07-2019	Condition open
	Signed contract amendment received					04-07-2019	Condition fulfilled

9- How to enter results in Project Connect?

Reporting on monitoring results is done annually. Normally you fill in the results justification in January of each year, reporting on the year that has closed. So in January 2020 you will report results of 2019.

If you want to report on results, you go to the tab ‘Result Justifications’ and click on the justification period, for the specific period. The result justification will be opened.

Before you can enter any data, please activate the result justification.



The following screen will appear:

Projects > ... > Result justifications > Result justification 2018.12

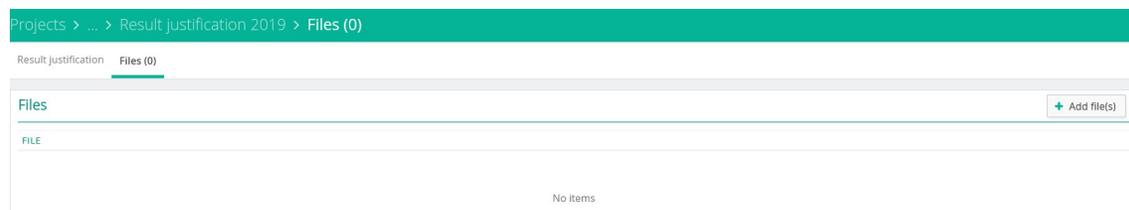
Export lines to Excel Submit

Result justification	Files	Indicator	Value unit	Total target	Unit	Value unit	Total target	%
Health Physical and em	MOR40 Number of adults b	120	0	per	0	-120	-100,00 %	
Health Physical and em	MOR30 Number of youth (1	250	0	per	0	-250	-100,00 %	
Edu outputs Education	MOR02 Number of children	9.338	0	chi	0	-9.338	-100,00 %	
Edu outputs Education	MOR03 Number of adolesc	7.914	0	per	0	-7.914	-100,00 %	
Edu outputs Education	MOR12 Number of primary	2	0	pcs	0	-2	-100,00 %	
Edu outputs Education	MOR13 Total number of chi	800	0	chi	0	-800	-100,00 %	
Edu outputs Education	MOR16 Total number of chi	800	0	chi	0	-800	-100,00 %	
Edu outputs Education	MOR21 Total number of ad	0		per	0	0		
Empowerment Empow	MOR05 Number of adults (:	23.929	0	chi	0	-23.929	-100,00 %	
Empowerment Empow	MOR10 Number of children	7	0	gro	0	-7	-100,00 %	
Empowerment Empow	MOR11 Total number of chi	100	0	chi	0	-100	-100,00 %	
Empowerment Empow	MOR22 Number of youth g	2	0	gro	0	-2	-100,00 %	
Empowerment Empow	MOR23 Total number of yo	30	0	per	0	-30	-100,00 %	
Empowerment Empow	MOR32 Number of adult er	3	0	gro	0	-3	-100,00 %	

For each indicator, the planned result is shown in the column ‘Total target’. You enter the result achieved in the column ‘Value unit’. You can fill in the list based on your multi-annual

indicator framework. After filling all results for both outcomes and outputs you click on 'Save'.

Please make sure you always attach your fully filled in multi-annual framework as a document to the result justifications. You click on the tab 'Files' and click on 'Add file(s)'.



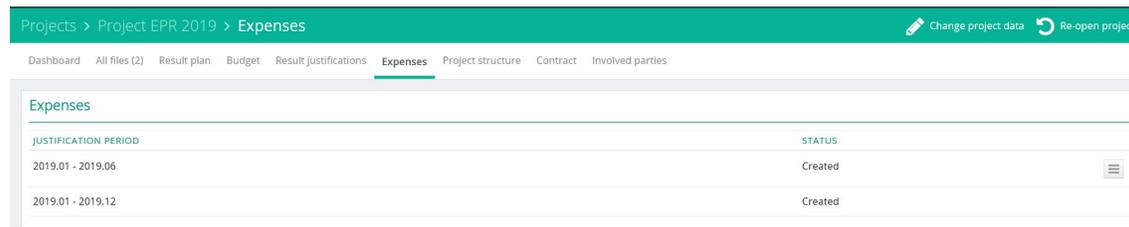
Attach your multi-annual indicator framework and if possible also the databases with specific information per type of indicator, for example a database with all results of the empowerment score, an education scorecard or the Child Status Index.

If you have also attached these files, you can submit your justification.



10- How to enter expenditures in Project Connect?

Click on the tab 'Expenses', see below:



The justification periods are available as agreed in the contract.

Click on the justification period, for the specific period you want to report. The expense sheet will be opened.

Before you can enter any data, please activate the expense sheet, by clicking on 'Activate'



Projects > Project EPR 2019 > Expenses > Expense 2019.06 Activate ↑ ↓

Expense Files (0)

GENERAL

Status: Created

Mode of registration: cumulative

This expense refers to: from 2019.01 to 2019.06

Hide lines n.a.

SUMMARY

Budget 2019 - 2019: RWF 180.000.000,00 (bkkp: € 180.000,00)

Spent until 2019.06: RWF 0,00 (bkkp: € 0,00)

Exchange rate Expense -> bookkeepi...: 0,0009934011

Expenditure lines

NARRATIVE	BUDGETITEM	BUDGET (TOTAL)	DESCRIPTION	SPENT (PRIOR TO)	SPENT IN PERIOD	SPENT UNTIL PERIOD	DEVIATION REG TOTAL BUDGET	DEV REG TOTAL BUDGET (PCT)	REMARK	EXPENDITURE (BKKP)	N.A.	STATUS
No items												

The following screen will appear:

Expense Files (0)

GENERAL

Status: Activated

Mode of registration: cumulative

This expense refers to: from 2019.01 to 2019.06

Hide lines n.a.

SUMMARY

Budget 2019 - 2019: RWF 180.000.000,00 (bkkp: € 180.000,00)

Spent until 2019.06: RWF 0,00 (bkkp: € 0,00)

Exchange rate Expense -> bookkeepi...: 0,0009934011

Expenditure lines + New

NARRATIVE	BUDGETITEM	BUDGET (TOTAL)	DESCRIPTION	SPENT (PRIOR TO)	SPENT IN PERIOD	SPENT UNTIL PERIOD	DEVIATION REG TOTAL BUDGET	DEV REG TOTAL BUDGET (PCT)	REMARK
1.3.1.1 Train Head teachers and local leaders on rights of	Budget Disability	RWF 490.000,00	Train Head teachers and local		RWF 0,00	RWF 0,00	RWF -490.000,00	-100,00 %	
3.1.1.1 Attend reflection sessions on the children's group	Budget Education	RWF 15.000,00	Attend reflection sessions on		RWF 0,00	RWF 0,00	RWF -15.000,00	-100,00 %	
		RWF 505.000,00			RWF 0,00	RWF 0,00	RWF -505.000,00		

Expenditure lines (indirect costs) + New

For filling in the expenditure lines of direct/ activity costs, please fill in the (cumulative) expenses in the column 'Spent in period'. Please explain the under- or over-expenditure in the column 'Remark'.

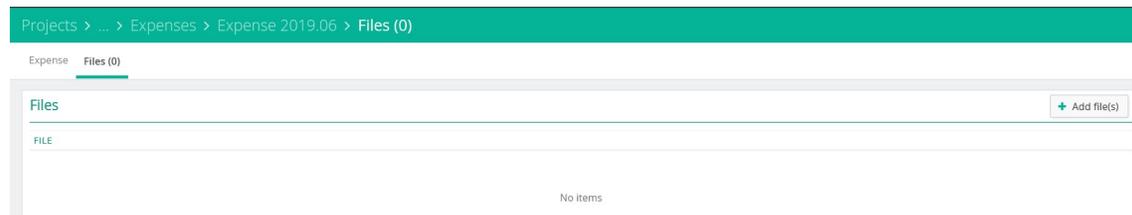
For filling in the indirect costs, please click on the budget line, you would like to fill in. Please explain the under- or over expenditure in the column 'Remark'.

Projects > ... > Expense 2019.06 > Expenditure line 2019.06

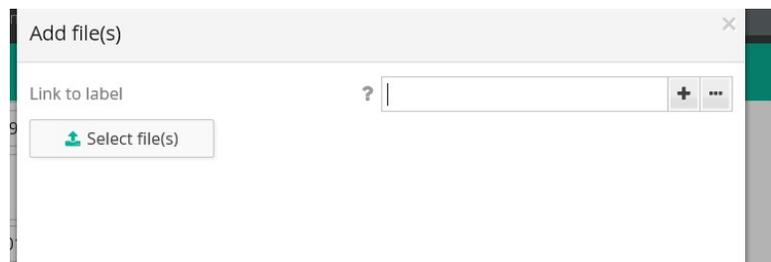
Heading (indirect costs)	1 Management costs
Budget item	2018.1 Management cost
Spent	0,00
Description	

It is always possible to save the expenditures by clicking the 'Save' button at the bottom of your screen.

Please click on the tab 'Files' to attach the narrative and the financial report.

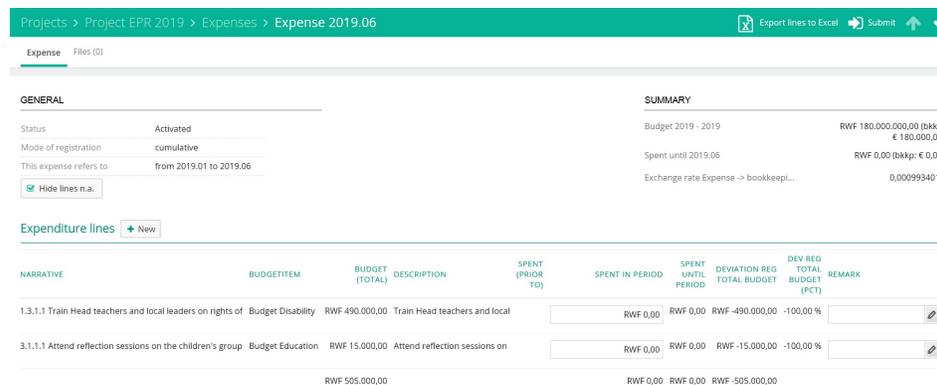


When you click on 'Add file(s)', the following screen will appear:



Please click on 'Select file(s)' to select the narrative plus annexes and the financial report. Click on the button 'Ok' to add the files. Please ensure that you attach all relevant files.

When all expenditures have been filled in, please submit the expenditures by clicking the button 'Submit'.



It is possible to export the budget or expenditures to excel. Click on the button 'Export lines to Excel'.

11- How to submit audited financial statements via Project Connect?

The audited financial statements and management letter must be submitted via 'Result justifications – Audited financial account (incl managementletter)'

Please click on the line 'Audited financial account incl. managementletter'. The following screen will appear:

Via 'Add file(s)' the relevant documents can be uploaded.

When you click on the button 'Submit general report' the audited financial statements will be submitted.

You have always the possibility to 'Reopen general report' and add more documents. Please note that you have to submit again.

Projects > ... > Result justifications > Report EPR 2019 Reopen general report ↑ ↓

Report

Type of report	Audited financial account (incl. managementletter)
Requested requested submission date	31-07-2019
Actual receipt date	04-07-2019
Status	Submitted
Description	Audited financial account 2018
Contract document	Annual program agreement EKHC SWZ 2019.pdf

Files

FILE
EKHC SWZ 2017 Audit Report.pdf (04-07-2019)

12- How to register a payment receipt in Project Connect?

When Help a Child Country Office releases a payment line in order to make a transfer of funds to the partner organization, it will be shown under 'Contract – Payment orders', see below:

Projects > Project KARAMOJA COMMUNITY EMPOWERMENT FOR HOLISTIC CD 2019 > Contract

Dashboard All files (6) Result plan Budget Result justifications Expenses Project structure **Contract** Involved parties

Expense justification	Annual report: narrative...	2019.01 2019.12	31-01-2020	Condition open
Expense justification	Annual report: narrative...	2019.01 2019.12	31-01-2020	Condition open
Result justification	PMEL database	2019 2019	31-01-2020	Condition open
Audited financial account (incl. managementletter)	Audited financial accoun...		31-01-2020	Condition open

Payment lines

SEQUENCE NUMBER ▲	EXPECTED DATE	DESCRIPTION	PERCENTAGE OF CONTRACT AMOUNT	AMOUNT	PAID	OPENSTAAND	ALL CONDITIONS FULLFILLED
	08-01-2019	Payment January - Marc...	25 %	€ 52.500,00	€ 52.500,00	€ 0,00	Yes
	29-03-2019	Payment April - June 2018	25 %	€ 52.500,00	€ 52.500,00	€ 0,00	Yes
	28-06-2019	Payment July - Septemb...	25 %	€ 52.500,00	€ 0,00	€ 52.500,00	No
	04-10-2019	Payment October - Dece...	25 %	€ 52.500,00	€ 0,00	€ 52.500,00	No

Payment orders

PAYMENT DATE	AMOUNT	DESCRIPTION	RECEIVED AMOUNT	DATE RECEIPT OF PAYMENT	RECEIPT	REGISTER PAYMENT RECEIPT
28-03-2019	€ 52.500,00	491 Payment January -...			<input type="checkbox"/>	<input type="button" value="Register"/>
01-04-2019	€ 52.500,00	491 Payment April - June...			<input type="checkbox"/>	<input type="button" value="Register"/>

You are requested to provide information about the currency, amount received and the date. When you click on 'Register payment receipt' of the payment order concerned, the following screen will appear:

Register payment receipt ✕

Currency of the received am...

Received amount

Date of receipt of payment

Upload Receipt

Ok
Cancel

Please fill in:

- Currency of the amount received (please select the correct currency)
- Received amount (please fill in the amount received)
- Date of payment receipt (select the date)

You can also upload the receipt, by clicking on 'Upload receipt'.

And click on the 'Ok' button.

When you have entered all data, the following will be shown:

Payment lines

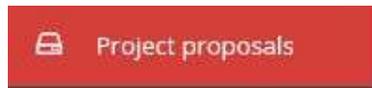
SEQUENCE NUMBER ▲	EXPECTED DATE	DESCRIPTION	PERCENTAGE OF CONTRACT AMOUNT	AMOUNT	PAID	OPENSTAAND	ALL CONDITIONS FULLFILLED
	08-01-2019	Payment January - Marc...	25 %	€ 52.500,00	€ 52.500,00	€ 0,00	Yes
	29-03-2019	Payment April - June 2018	25 %	€ 52.500,00	€ 52.500,00	€ 0,00	Yes
	28-06-2019	Payment July - Septemb...	25 %	€ 52.500,00	€ 0,00	€ 52.500,00	No
	04-10-2019	Payment October - Dece...	25 %	€ 52.500,00	€ 0,00	€ 52.500,00	No

Payment orders

PAYMENT DATE	AMOUNT	DESCRIPTION	RECEIVED AMOUNT	DATE RECEIPT OF PAYMENT	RECEIPT	REGISTER PAYMENT RECEIPT
28-03-2019	€ 52.500,00	491 Payment January -...				
01-04-2019	€ 52.500,00	491 Payment April - June...	€ 52.500,00	12-04-2019		

13- How to review and approve project proposals and amendments in Project Connect?

On the left side of your screen you will find the project proposals which need to be reviewed.



Project proposals						
PROJECT CODE	DESCRIPTION	PROGRESS	TOTAL BUDGET	SUBMITTED ON ▼	SUBMITTED BY	FROM ORGANISATION
EPR 2019	EPR 2019	Proposal submitted	RWF 180.000.000,00	04-07-2019 14:05 (th)	Jeanette Horinga-Renkema	EPR

By selecting the project proposal concerned, you can start reviewing the project proposal.

You will see the following information on the screen:

Project proposals > Project EPR 2019 Process

Project proposal Files (1) Result plan Budget

GENERAL INFO

Project code: EPR 2019

Description: EPR 2019

Applied at: Help A Child Rwanda

Submitted by: Jeanette Horinga-Renkema

Submitted on: 04-07-2019 14:05 (th)

Programme: Integrated CCCD program

Themes: Early Child Development, Food Security, Health, Education, Community empowerment, Vocational Training, Disability inclusion, Economic Development, CAM Quality, Unicef - ECD

Regional Alliance: GLARA

Project type: International development project

Language: English

Currency (bkkp): Euro

Budget/expense currency: Rwanda franc

PROGRESS

DURATION

Startdate: 01-01-2019

Enddate: 31-12-2019

LOCATION

Country: Rwanda (GLARA)

Language: English

Close
Horinga - Renkema J. th 04-07-2019 11:55 Horinga - Renkema J. th 04-07-2019 1

Project Proposal, which shows:

- General info
- Progress
- Duration
- Location

Files: you can find there the relevant documents, such as narrative, PMEL database, budget, etc.

Result Plan: please look at the tab 'Indicators'.

Project proposal Files **Result plan** Budget

Narratives **Indicators** Files

Hide indicators n.a.

Outcome indicators

NARRATIVE	THEME	INDICATOR	N.A.	VALUE	UNIT	DESCRIPTION	MILESTONES	REGISTER MILESTONES	STATUS
FSL Physically healthy c	Food Security	CSI01 Child Status Index: A\	<input type="checkbox"/>	1,0	no.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FSL Physically healthy c	Food Security	CSI02 Child Status Index: A\	<input type="checkbox"/>	1,0	no.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health Physcial and em	Health	CSI03 Child Status Index: A\	<input type="checkbox"/>	1,0	no.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health Physcial and em	Health	CSI04 Child Status Index: A\	<input type="checkbox"/>	1,0	no.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health Physcial and em	Health	CSI07 Child Status Index: A\	<input type="checkbox"/>	1,0	no.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health Physcial and em	Health	CSI08 Child Status Index: A\	<input type="checkbox"/>	1,0	no.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The PMEL database and the indicators will be assessed by the PMEL coordinator (REK HQ). Please inform the PMEL coordinator when he/she needs to asses this particular project.

Budget

Project proposals > Project EPR 2019 > **Budget** Process project proposal

Project proposal Files (1) Result plan **Budget**

SUMMARY

Budget year 2019	RWF 180.000.000,00 (bkkp: € 180.000,00)
Rate budget year 2019	0,001

Budget year 2019 | Month amounts 2019

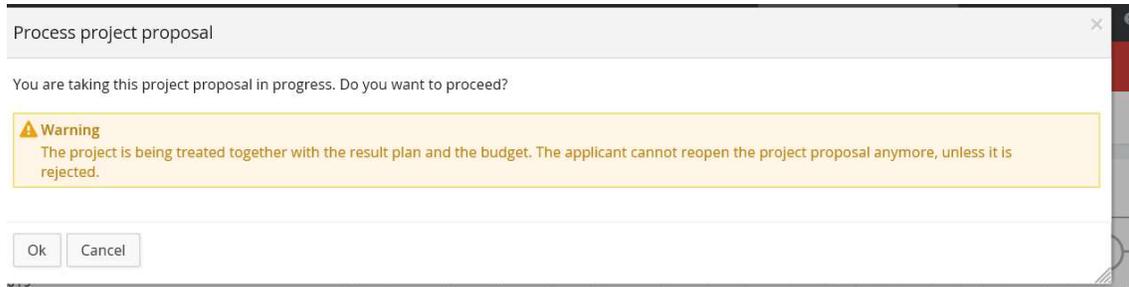
BUDGET LINES

ACTIVITY	THEME	BUDGET ITEM	DESCRIPTION	TOTAL AMOUNT	AMOUNT PER
1.3.1.1 Train Head teachers	Disability inclusion	Budget Disability	Train Head teachers and local leaders on rights of PwDs and inclusion of CwD at school	0 pcs	
3.1.1.1 Attend reflection se	Education	Budget Education	Attend reflection sessions on the children's group model	0 pcs	

BUDGET LINES (INDIRECT COSTS)

If you want to process the project proposal, please click the button 'Process project proposal'. Please make sure that you have reviewed and verified that all data entered by the partner organization are correct and in line with the approved budget.

You will be asked to confirm if you want to proceed (click on the 'Ok' button).



The results of the review, the assessment form, can be uploaded under the tab 'Files'.



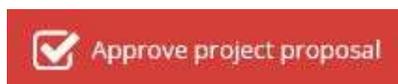
Following options are possible:



In case the project proposal cannot yet be approved, please click the button 'Reject project proposal' and inform the partner organization by mail.



In case the project proposal can be approved, please click the button 'Approve project proposal'



Or you can 'Reject project proposal definitively'.

When you select 'Approve project proposal' the following screen will appear:

Approve project proposal

GENERAL

Apply at Help A Child Rwanda

Donor programme

CONTRACT

Contract template to use Contract 2018

Register request in currency ?

Foundation for booking of obligations ? manual entry

Contract manager ? Search or select item

Contract administrators Search or select items

The proposal will be approved. Do you want to proceed?

Warning
There is no contract manager filled.

Ok Cancel

General

'Apply at': is your own Help a Child Country Office. This will be automatically filled in.

'Donor programme': for all CCCD programs, please select 'Int prog'.

Contract

'Contract template': please select the contract template for the relevant year.

NAME ▲	APPLICABLE FOR WEB PORTAL
ARC contract template	Yes
Contract 2018	Yes

By selecting the contract template, contract conditions and payment lines will be incorporated in the contract. These can be modified while preparing the contract in Project Connect.

'Register request in currency': all contracts need to be in Euro

'Foundation for booking obligations': you can choose 3 options to create the obligation. These are:

- Manual entry -> needs to be entered manually in Pluriform - Contract
- Release payment -> not applicable
- Sign contract -> if you approve the 'Signed contract received' the obligation line will be created in Pluriform. You will be asked to confirm by clicking 'Ok' (preferred option).

When you have filled in all items, you can click on the 'Ok' button to proceed.

An approved project (and contract) can be amended due to the following reasons:

- The partner organization adapts the approved project and submits a new project proposal due to new activities or because additional budget has become available;
- Help a Child Country Office changes the contract conditions and/ or payment lines.

When the partner organization has adapted the approved project and has submitted a new project proposal; the project proposal needs to be reviewed (see before in this chapter). When you have approved the project proposal, the following screen will appear:

Approve project proposal

GENERAL

Apply at Help A Child Rwanda

Donor programme Int prog

CONTRACT

Foundation for booking of obligations ? manual entry

INCREASED REQUESTED AMOUNT

Originally requested amount: RWF 180.000.000,00 (project currency).
New requested amount: RWF 200.000.000,00 (project currency).
Do you want to create a contract amendment?

Yes, create a contract amendment
 No, proceed without contract amendment

The proposal will be approved. Do you want to proceed?

Ok Cancel

In this case the partner organization has requested an increase in budget (see 'Increased requested amount'). When amendments in the project proposal require an amendment to

the signed contract, please select 'Yes, create a contract amendment'. See further chapter 15 'How to amend a signed contract in Project Connect'.

14- How to set up and submit a contract in Project Connect?

Please go to 'Contracts' on the left side of your screen



and select the contract concerned.

In the contract, general data and contract amounts are automatically filled in based upon the project data. It is therefore important to review the project proposal, before you approve it.

If needed, it is possible to change:

- Name of the contract
- Description
- Start date
- End date
- Bank account
- Contract amount

First you need to adjust the contract conditions, see below:

Conditions + Create a new condition								
SEQUENCE NUMBER	CONDITION TYPE	FROM PERIOD	UNTIL PERIOD	REQUESTED SUBMISSION DATE	ACTUAL RECEIPT DATE	INFORMATION	STATUS	SUSPECT
<input type="text"/>	Signed contract received <input type="text"/>			<input type="text"/>			Condition open	<input type="text"/>
<input type="text"/>	Expense justification <input type="text"/>		<input type="text"/>	31-07-2018 tu <input type="text"/>			Condition open	<input type="text"/> !
<input type="text"/>	Expense justification <input type="text"/>		<input type="text"/>	31-01-2019 th <input type="text"/>			Condition open	<input type="text"/> !
<input type="text"/>	Result justification <input type="text"/>		<input type="text"/>	31-01-2019 th <input type="text"/>			Condition open	<input type="text"/> !
<input type="text"/>	Audited financial account (ir) <input type="text"/>				31-07-2018 tu <input type="text"/>	Audited financial accou	Condition open	<input type="text"/>
<input type="text"/>	Audited financial account (ir) <input type="text"/>				31-07-2019 we <input type="text"/>	Audited financial accou	Condition open	<input type="text"/>

You can change the following information:

- Sequence number: you can add a sequence number
- Condition type: can be selected
- Until period: needs to be filled in when you have selected an expense justification or result justification
- Requested submission date: needs to be filled in
- Information: additional information can be added, if necessary

You can add a new condition by clicking on the button 'Create a new condition'.

You can delete a condition by clicking the button 'x' on the specific line.

To enable the partner organization to return the signed contract via Project Connect, please do not forget to select the condition type 'Signed contract received'.

When the conditions have been filled in, it may look like this:

Conditions + Create a new condition								
SEQUENCE NUMBER	CONDITION TYPE	FROM PERIOD	UNTIL PERIOD	REQUESTED SUBMISSION DATE	ACTUAL RECEIPT DATE	INFORMATION	STATUS	SUSPECT
<input type="text"/>	Signed contract received <input type="text"/>			<input type="text"/>			Condition open	<input type="text"/>
<input type="text"/>	Expense justification <input type="text"/>	2019.01	2019.06 <input type="text"/>	31-07-2019 we <input type="text"/>			Condition open	<input type="text"/>
<input type="text"/>	Expense justification <input type="text"/>	2019.01	2019.12 <input type="text"/>	31-01-2020 fr <input type="text"/>			Condition open	<input type="text"/>
<input type="text"/>	Result justification <input type="text"/>	2019	2019 <input type="text"/>	31-01-2020 fr <input type="text"/>			Condition open	<input type="text"/>
<input type="text"/>	Audited financial account (ir) <input type="text"/>				31-07-2019 we <input type="text"/>	Audited financial accou	Condition open	<input type="text"/>

Secondly, you need to adjust the payment lines.

Payment lines										+ Create a new payment line
SEQUENCE NUMBER	TYPE OF PAYMENT	EXPECTED DATE	PERCENTAGE OF CONTRACT AMOUNT	AMOUNT (IN CONTRACT CURRENCY)	PAID	PAYABLE	DESCRIPTION	CONDITIONS	STATUS	
!	Installment	05-01-2019 sa	25,00 %	€ 45.000,00	€ 0,00	€ 45.000,00	Payment January - Mar	Signed	Registered	
!	Installment	30-03-2019 sa	25,00 %	€ 45.000,00	€ 0,00	€ 45.000,00	Payment April - June 20	Choose	Registered	
!	Installment	29-06-2019 sa	25,00 %	€ 45.000,00	€ 0,00	€ 45.000,00	Payment July - Septem	Choose	Registered	
	Installment	28-09-2019 sa	25,00 %	€ 45.000,00	€ 0,00	€ 45.000,00	Payment October - Dec	(2) Exp	Registered	
				100,00 %	€ 180.000,00	€ 0,00	€ 180.000,00			

You can change the following information:

- Sequence number: you can add a sequence number
- Type of payment: please select relevant type
- Expected date: expected date when payment will be made
- Percentage of contract amount: please fill in
- Amount: will be calculated based on the percentage (or you can fill in the amount and the percentage will be calculated)
- Description: please add, since this will be shown on the payment confirmations in Pluriform
- Conditions: when selected, the condition needs to be met before a payment can be made (eg. return signed contract, submit audited report). These needs to be filled in.

You can add a new payment line by clicking on the button 'Create a new payment line'.

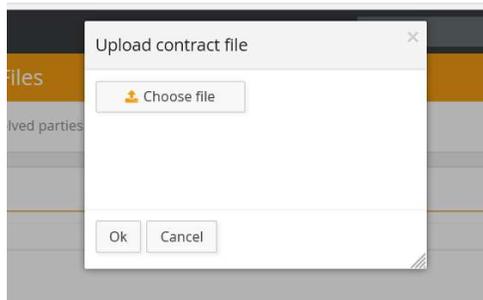
You can delete a payment line by clicking the button 'x' on the specific line.

When you have completed all information, please click the 'Save' button.

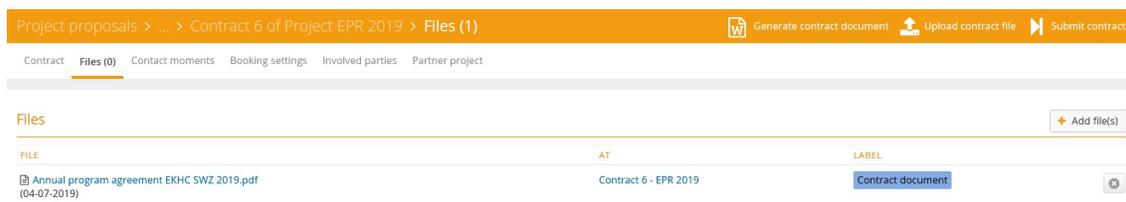
Next step is to upload the contract document, which need to be signed by the partner organization. Please go to 'Files' and click on the button 'Upload contract file'.



The following screen will appear:

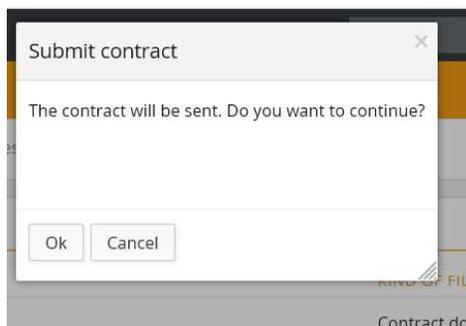


When you click on 'Choose file' you can browse on your computer and select the file(s) concerned. By clicking 'Ok' the file(s) will be uploaded.



When you have uploaded the contract file, please click on the button 'Submit contract'. The contract will then be submitted to the partner organization.

The following screen will appear:



Please confirm by clicking on the 'Ok' button and 'Close' the contract.

Booking obligation in Pluriform

As mentioned earlier, the obligation line can be booked manually in Pluriform or will be created automatically by approving 'Signed contract received' depending on the choice you have made.

Please go in Pluriform – File 'Contract' (F8)

Select the contract concerned

Go to the tab 'Financial'

Select 'Tasks – Manually create obligation'

In order to create the obligation, fill in:

- Date (please select the correct date, otherwise the obligation will not be booked in the correct month)
- Amount
- Description

Press the button 'Continue'.

When you have chosen the option 'Sign by contract' the obligation line is already filled in. Then you can create the obligation line for the booking, by using your right mouse and select 'New'. Please verify if the general ledger account is the right one (in most cases 8110. Integrated program 2016 – 2020 will have to be used).

Press the button 'Book' and the button 'Apply' and 'Close'.

In Project Connect, the booking settings will be shown as follows:

When the partner organization has returned the signed contract document, this will be shown as follows:

Contracts > Contract 6 of Project EPR 2019 Generate contract document Edit

Contract Files (1) Contact moments Booking settings Involved parties Partner project

Conditions

SEQUENCE NUMBER	CONDITION TYPE	FROM PERIOD	UNTIL PERIOD	REQUESTED SUBMISSION DATE	ACTUAL RECEIPT DATE	INFORMATION	STATUS	SUSPECT
1	Signed contract received				04-07-2019		Condition open	
	Expense justification	2019.01	2019.06	31-07-2019 we			Condition open	
	Expense justification	2019.01	2019.12	31-01-2020 fr			Condition open	
	Result justification	2019	2019	31-01-2020 fr			Condition open	
1	Audited financial account (fr)			31-07-2019 we		Audited financial accou	Condition open	

Payment lines

Please click on the line with condition type 'Signed contract received'. The following screen will appear:

Contracts > Contract 6 of Project EPR 2019 > Show condition Delete Reject general condition Approve general condition

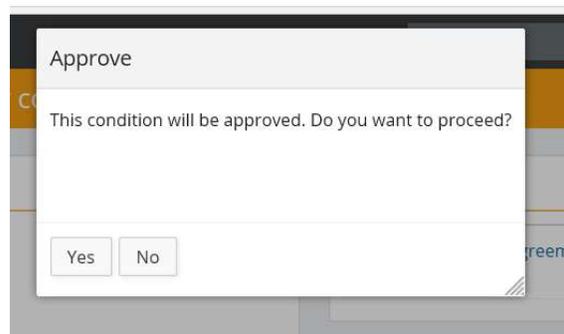
Signed contract received

Sequence number
Requested submission date
Actual receipt date: 04-07-2019
Status: Condition open
Status report: Submitted

Report

Annual program agreement EKHC SWZ 2019 signed.pdf (04-07-2019)

You are asked to 'Approve general condition' or 'Reject general condition' or 'Delete' the condition. In case the signed contract document has been returned, please select the button 'Approve general condition'. The following screen will appear:



Please confirm with 'Yes' to proceed and 'Close'. The condition has now the status 'Condition fulfilled'.

Conditions

SEQUENCE NUMBER	CONDITION TYPE	FROM PERIOD	UNTIL PERIOD	REQUESTED SUBMISSION DATE	ACTUAL RECEIPT DATE	INFORMATION	STATUS	SUSPECT
	Signed contract received				04-07-2019		Condition fulfilled	
1	Expense justification	2019.01	2019.06	31-07-2019 we			Condition open	
	Expense justification	2019.01	2019.12	31-01-2020 fr			Condition open	

In case the first payment line has the condition 'Signed contract received' and the condition has been fulfilled, the first payment line can now be released. Please click on the payment line with the condition 'Signed contract received'.

SEQUENCE NUMBER	TYPE OF PAYMENT	EXPECTED DATE	PERCENTAGE OF CONTRACT AMOUNT	AMOUNT (IN CONTRACT CURRENCY)	PAID	PAYABLE	DESCRIPTION	CONDITIONS	STATUS
1	Installation	05-01-2019 sa	25,00 %	€ 45.000,00	€ 0,00	€ 45.000,00	Payment January - Mar	Signed	Requested
2	Installation	30-03-2019 sa	25,00 %	€ 45.000,00	€ 0,00	€ 45.000,00	Payment April - June 20	No conditions linked	Requested
3	Installation	29-06-2019 sa	25,00 %	€ 45.000,00	€ 0,00	€ 45.000,00	Payment July - Septem	No conditions linked	Requested
4	Installation	28-09-2019 sa	25,00 %	€ 45.000,00	€ 0,00	€ 45.000,00	Payment October - Dec	(2) Exp	Planned
				100,00 %	€ 180.000,00	€ 0,00	€ 180.000,00		

The following screen will appear:

Contracts > Contract 6 of Project EPR 2019 > Payment line Payment line 4203
Release Change amount and expected date

General information		Amount paid/Balance		Contract amounts	
Type of payment	Installation	Amount	€ 45.000,00 RWF 45.298.923,06	Currency	Euro Rwanda franc (bkkp)
Description	Payment January - March 2019 ...	Paid	€ 0,00 RWF 0,00	Requested amount	€ 180.000,00 RWF 181.195.692,25
Sequence number		Balance	€ 45.000,00 RWF 45.298.923,06	Contract amount	€ 180.000,00 RWF 181.195.692,25
Expected date	05-01-2019			Paid	€ 0,00 RWF 0,00
Percentage of contract amount	25,00 %			Payable	€ 180.000,00 RWF 181.195.692,25
Amount (in contract currency)	€ 45.000,00			Obligations	€ 0,00 RWF 0,00
Status	Requested				

Conditions for payment

Signed contract received

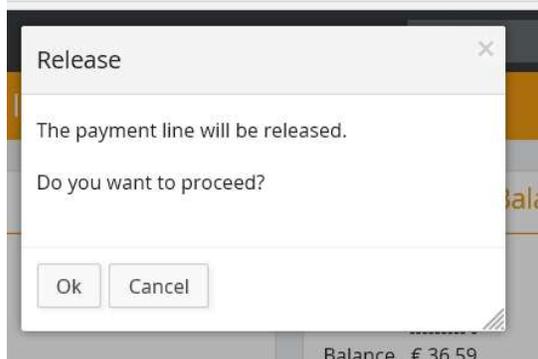
Payments

TYPE	PAYMENT DATE	AMOUNT PAID	TO PAY	DESCRIPTION	RECEIVED AMOUNT	DATE RECEIPT OF PAYMENT	RECEIPT
No items							

Save and close Save **Close**

Horinga - Renkema J. th 04-07-2019 14:38 Horinga - Renkema J. th 04-07-2019 15:12 Ac: 42

When you select the button 'Release', the following screen will appear:



Please click 'Ok' to proceed.

The released payment amount will appear on your screen – Payments:

Contracts > Contract 6 of Project EPR 2019 > Payment line Payment line 4203

General information		Amount paid/Balance		Contract amounts	
Type of payment	Installment	Amount	€ 45.000,00 RWF 45.298.923,06	Currency	Euro Rwanda franc (bkkp)
Description	Payment January - March 2019 ...	Paid	€ 0,00 RWF 0,00	Requested amount	€ 180.000,00 RWF 181.195.692,25
Sequence number		Balance	€ 45.000,00 RWF 45.298.923,06	Contract amount	€ 180.000,00 RWF 181.195.692,25
Expected date	05-01-2019			Paid	€ 0,00 RWF 0,00
Percentage of contract amount	25,00 %			Payable	€ 180.000,00 RWF 181.195.692,25
Amount (in contract currency)	€ 45.000,00			Obligations	€ 180.000,00 RWF 181.195.692,25
Status	Released				

Conditions for payment

Signed contract received

Payments

TYPE	PAYMENT DATE	AMOUNT PAID	TO PAY	DESCRIPTION	RECEIVED AMOUNT	DATE RECEIPT OF PAYMENT	RECEIPT
Installment	04-07-2019	€ 45.000,00 No	€ 45.000,00	6 Payment January - March 2019			

When the partner organization has filled in and submitted an expense justification or result justification, it will be shown under the contract condition concerned.

Contracts > Contract 6 of Project EPR 2019

Generate contract document Start amendment Prepare for d

Contract Files (1) Contact moments Booking settings Involved parties Partner project

Bank Account 04000692745539
Programme Int prog

Conditions

SEQUENCE NUMBER	CONDITION TYPE	FROM PERIOD	UNTIL PERIOD	REQUESTED SUBMISSION DATE	ACTUAL RECEIPT DATE	INFORMATION	STATUS	SUSPECT
	Signed contract received				04-07-2019		Condition fulfilled	
!	Expense justification	2019.01	2019.06	31-07-2019 we	04-07-2019		Condition open	
	Expense justification	2019.01	2019.12	31-01-2020 fr			Condition open	
	Result justification	2019	2019	31-01-2020 fr			Condition open	
!	Audited financial account (fr)			31-07-2019 we		Audited financial accou	Condition open	

Please click on the condition type 'Expense justification' and the following screen will appear:

Contracts > Contract 6 of Project EPR 2019 > Show condition

Delete Reject financial condition Approve financial condition

Condition Reporting (spending)

Expense justification

About period	2019.06
Sequence number	
Requested submission date	31-07-2019
Actual receipt date	04-07-2019
Status	Condition open
Status expense	Submitted

Under the tab 'Reporting (spending)', you will find the expense details of direct costs and indirect costs as submitted by the partner organization and files, if any, see below:

Contracts > ... > Show condition > Reporting (spending) ✓ Approve ✗ Reject ✕ Delete

Condition Reporting (spending)

GENERAL		SUMMARY	
Status	Submitted	Budget 2018 - 2018	UGX 600,000,00 (bkkp: € 146,34)
Mode of registration	cumulative	Spent until 2018.06	UGX 100,000,00 (bkkp: € 22,31)
This expense refers to	from 2018.01 to 2018.06	Exchange rate Expense -> bookkeep...	0,00022314

Hide lines n.a.

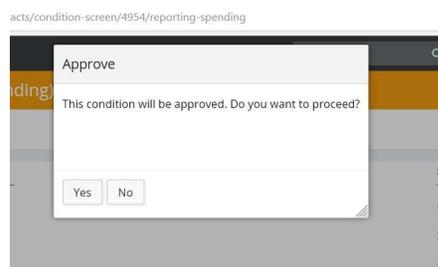
Expenditure lines

NARRATIVE	BUDGET ITEM	BUDGET (TOTAL)	DESCRIPTION	SPENT (PRIOR TO)	SPENT IN PERIOD	SPENT UNTIL PERIOD	DEVIATION REG TOTAL BUDGET	DEV REG TOTAL BUDGET (PCT)	REMARK	EXPENDITURE (BKKP)	N.A.	STATUS
Youth&Work job for life	2018 Vocational Training	UGX 600,000,00			UGX 100,000,00	UGX 100,000,00	UGX -500,000,00	-83,33 %		€ 22,31		

Expenditure lines (indirect costs)

HEADING (INDIRECT COSTS)	BUDGET ITEM	BUDGET (TOTAL)	DESCRIPTION	SPENT (PRIOR TO)	SPENT IN PERIOD	SPENT UNTIL PERIOD	DEVIATION REG TOTAL BUDGET	DEV REG TOTAL BUDGET (PCT)	REMARK	EXPENDITURE (BKKP)	N.A.	STATUS
1 Management costs	2018.1 Management cost	UGX 0,00			UGX 0,00	UGX 0,00	UGX 0,00	-100,00 %		€ 0,00		

After reviewing the expense justification, you will be asked to 'Approve financial condition' or 'Reject financial condition' or "Delete" the justification. The following screen will appear:



Please click 'Ok' to proceed and 'Close'.

You always have the possibility to 'Rollback approval' or 'Disapprove after approval'; see below:

Contracts > Contract 6 of Project EPR 2019 > Show condition ↺ Rollback approval 🗨 Disapprove after approval ✕ Delete

Condition Reporting (spending)

Expense justification

About period	2019.06
Sequence number	
Requested submission date	31-07-2019
Actual receipt date	04-07-2019
Status	Condition fulfilled
Status expense	Approved

After 'Approval financial condition' the status of the contract condition will be changed. It has now the status 'Condition fulfilled', see below:

SEQUENCE NUMBER	CONDITION TYPE	FROM PERIOD	UNTIL PERIOD	REQUESTED SUBMISSION DATE	ACTUAL RECEIPT DATE	INFORMATION	STATUS	SUSPECT
	Signed contract received				04-07-2019		Condition fulfilled	
	Expense justification	2019.01	2019.06	31-07-2019 we	04-07-2019		Condition fulfilled	
	Expense justification	2019.01	2019.12	31-01-2020 fr			Condition open	
	Result justification	2019	2019	31-01-2020 fr			Condition open	
	Audited financial account (fr)			31-07-2019 we		Audited financial accou	Condition open	

The same procedure applies to 'Result justification' and 'Audited financial account'.

15- How to amend a signed contract in Project Connect?

In case you have selected to approve an amendment on the contract (see chapter 13) and, by doing so, to amend the contract, the following screen will appear:

Project proposals > ... > Contract 6 of Project EPR 2019

Generate contract document Submit amendment Prepare for closure

Contract Files (1) Contact moments Booking settings Involved parties Partner project

Bank Account 04000692745539
Programme Int prog

Amendment

Start date 04-07-2019 th Change end date ? Change amount to be paid ? Change conditions+payment schedule ?
Status In process New end date Change to contract a... ? Upload amendment document
New amount to be paid € 180.000,00

Conditions [+ Create a new condition](#)

SEQUENCE NUMBER	CONDITION TYPE	FROM PERIOD	UNTIL PERIOD	REQUESTED SUBMISSION DATE	ACTUAL RECEIPT DATE	INFORMATION	STATUS	SUSPECT
-----------------	----------------	-------------	--------------	---------------------------	---------------------	-------------	--------	---------

You will have to add:

- Change amount to be paid (add the additional budget amount. In case you intend to lower the budget amount, please use minus sign before the amount)
- Change or create a new payment line

Via 'Upload amendment document' you can add the amendment to the contract, which has to be signed by the partner organization.

Project proposals > ... > Contract 6 of Project EPR 2019

Generate contract document Submit amendment Prepare for closure

Contract Files (1) Contact moments Booking settings Involved parties Partner project

End Date 31-12-2019 tu Obligations € 180.000,00 RWF 181.195.692,25
Bank Account 04000692745539
Programme Int prog

Amendment

Start date 04-07-2019 th Change end date ? Change amount to be paid ? Change conditions+payment schedule ?
Status In process New end date Change to contract a... ? € 20.000,00 Upload amendment document
New amount to be paid € 200.000,00 Amendment annual program agreement 2019.pdf

Conditions [+ Create a new condition](#)

When you have uploaded the amendment document, please click on button 'Submit amendment'.

The following screen will appear:

Submit amendment

A report will be prepared with which the partner can return the signed contract amendment. Do you want to proceed?

Press 'Ok' and 'Close' the contract.

When the partner organization has signed the amendment and has returned the signed amendment to the contract, it will be shown as follows:

Contracts > Contract 6 of Project EPR 2019 Generate contract document Prepare for closure

Contract Files (2) Contact moments Booking settings Involved parties Partner project

Status Submitted New end date Change to contract a... ? € 20.000,00 [Amendment annual program agreement 2019.pdf](#)

New amount to be paid € 200.000,00

Conditions

SEQUENCE NUMBER	CONDITION TYPE	FROM PERIOD	UNTIL PERIOD	REQUESTED SUBMISSION DATE	ACTUAL RECEIPT DATE	INFORMATION	STATUS	SUSPECT
<input type="text"/>	Signed contract received			<input type="text"/>	04-07-2019	<input type="text"/>	Condition fulfilled	<input type="button" value="o"/>
<input type="text"/>	Expense justification	2019.01	2019.06	31-07-2019 we	04-07-2019	<input type="text"/>	Condition fulfilled	<input type="button" value="o"/> <input type="button" value="≡"/>
<input type="text"/>	Expense justification	2019.01	2019.12	31-01-2020 fr		<input type="text"/>	Condition open	<input type="button" value="o"/>
<input type="text"/>	Result justification	2019	2019	31-01-2020 fr		<input type="text"/>	Condition open	<input type="button" value="o"/>
<input type="text"/>	Audited financial account (fr)			31-07-2019 we	04-07-2019	Audited financial accou	Condition open	<input type="button" value="o"/>
<input type="text"/>	Signed contract amendmen			<input type="text"/>	04-07-2019	<input type="text"/>	Condition open	<input type="button" value="o"/>

Please select the line 'Signed contract amendment'. The following screen will appear:

Contracts > Contract 6 of Project EPR 2019 > Show condition Delete Reject general condition Approve general condition

Signed contract amendment received

Sequence number

Requested submission date

Actual receipt date 04-07-2019

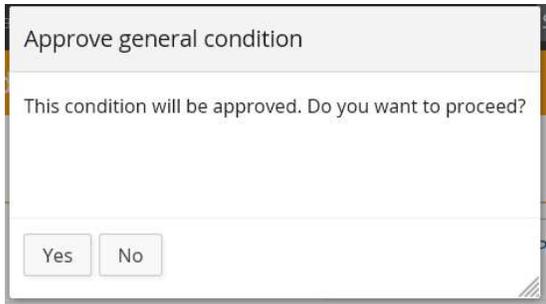
Status Condition open

Status report Submitted

Report

Amendment Annual Program between Red een Kind and AEE signed.pdf (04-07-2019)

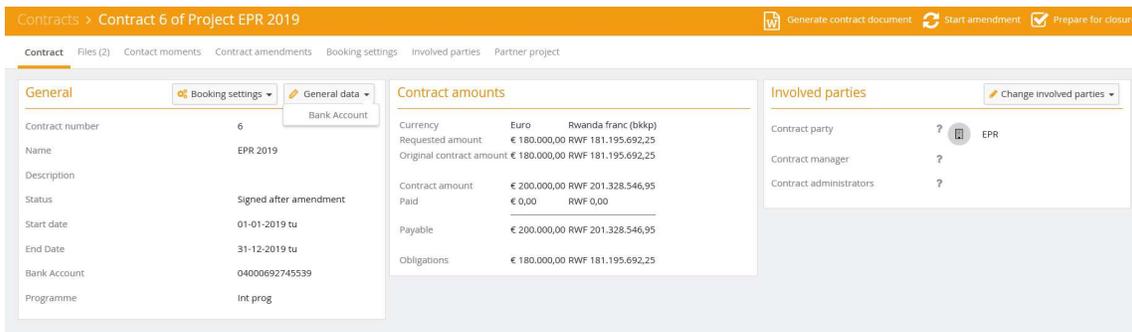
Please select 'Approve general condition'. The following screen will appear:



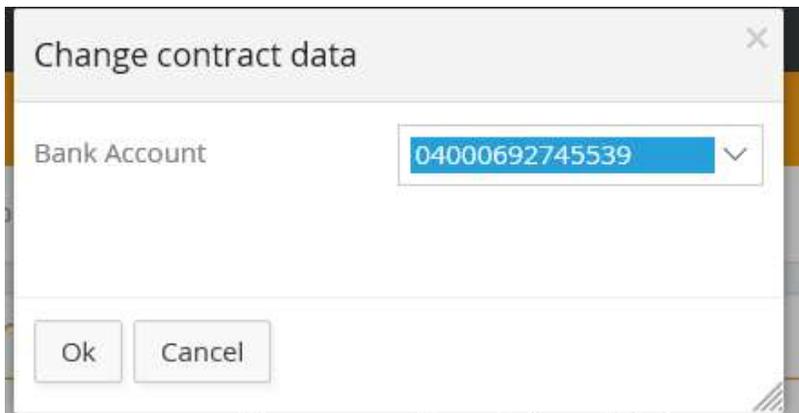
Select 'Yes' and 'Close'.

When the amendment has been processed, the contract amount will be increased.

In case you need to change general contract data (e.g. bank account number), please select 'General data'.



When you click on 'Bank Account' the available and approved bank account numbers of the partner organization in Pluriform will be shown.



Please select the bank account number and confirm the adjustment by clicking 'Ok' and 'Close'.

In case a contract is already signed and e.g. the budget amount needs to be changed, this will have to be done via an amendment. The partner organization can submit a new project proposal (see chapter 8) or Help a Child Country Office can make an amendment.

If Help a Child Country office wants to make an amendment, please click on the button 'Start amendment'

The screenshot shows the 'Contract 6 of Project EPR 2019' interface. The top navigation bar includes 'Generate contract document', 'Start amendment', and 'Prepare for closure'. The main content area is divided into three sections: 'General', 'Contract amounts', and 'Involved parties'. The 'General' section lists contract details such as number (6), name (EPR 2019), status (Signed after amendment), and dates. The 'Contract amounts' section shows currency (Euro/Rwanda franc), requested amount (€ 180,000.00 / RWF 181,195,692.25), and contract amount (€ 200,000.00 / RWF 201,328,546.95). The 'Involved parties' section lists the contract party (EPR), manager, and administrators.

The following screen will appear:

The screenshot shows a dialog box titled 'Start amendment' with a close button (X) in the top right corner. Below the title, the text reads: 'There will be a contract amendment created. Do you want to proceed?'. At the bottom of the dialog, there are two buttons: 'Ok' and 'Cancel'.

When you have selected 'Ok', the following screen will appear:

The screenshot shows the 'Amendment' screen within the 'Contract 6 of Project EPR 2019' interface. The top navigation bar includes 'Generate contract document', 'Submit amendment', 'Cancel amendment', and 'Prepare for closure'. The main content area is divided into two sections: 'Contract details' and 'Amendment'. The 'Contract details' section lists contract information such as start date (01-01-2019), end date (31-12-2019), bank account (04000692745539), and programme (Int prog). The 'Amendment' section includes fields for 'Start date' (05-07-2019 fr), 'Status' (In process), and checkboxes for 'Change end date?', 'Change amount to be paid?', and 'Change conditions+payment schedule?'. There are also input fields for 'New end date', 'Change to contract amount', and 'New amount to be paid', along with an 'Upload amendment document' button.

You can:

- Change end date
- Change amount to be paid
- Change conditions and payment schedule

In this example, we would like to change the amount to be paid. Please select the box 'Change amount to be paid'. You will be asked to fill in the amount to be added or the amount to be deducted (use minus sign).

Contracts > Contract 6 of Project EPR 2019

Generate contract document Prepare for closure

Contract Files (2) Contact moments Contract amendments Booking settings Involved parties Partner project

Start date	01-01-2019 tu	Payable	€ 200.000,00 RWF 201.328.546,95
End Date	31-12-2019 tu	Obligations	€ 180.000,00 RWF 181.195.692,25
Bank Account	04000692745539		
Programme	Int prog		

Amendment

Start date: 05-07-2019 fr Change end date ?

Status: In process Change amount to be paid ? Change conditions+payment schedule ?

Change to contract amount: € -20.000,00

New amount to be paid: € 180.000,00

'Save' the changes made. Then you will be able to adjust the conditions and payment schedule (see chapter 14).

Click on the button 'Upload amendment document' and add the contract amendment.

Contracts > Contract 6 of Project EPR 2019

Generate contract document Submit amendment Prepare for closure

Contract Files (2) Contact moments Contract amendments Booking settings Involved parties Partner project

Programme: Int prog

Amendment

Start date: 05-07-2019 fr Change end date ?

Status: In process Change amount to be paid ? Change conditions+payment schedule ?

Change to contract amount: € -20.000,00

New amount to be paid: € 180.000,00 [Amendment annual program agreement 2019.pdf](#)

Please click on 'Submit amendment' to submit the amendment to the partner organization.

Contracts > Contract 478 of Project TEST TEST

Generate contract document Change contract data Submit amendment

Contract Files Project Contact moments Booking settings Involved parties

Contract administrators

Amendment

Start date: 15-11-2018 th Change end date ?

Status: In process Change amount to be paid ? Change conditions+payment schedule ?

Change to contract amount: € 1.000,00

New amount to be paid: € 1.146,34 [Program agreement AEE Uganda 2018_bats problem signed.pdf](#)

Contract conditions

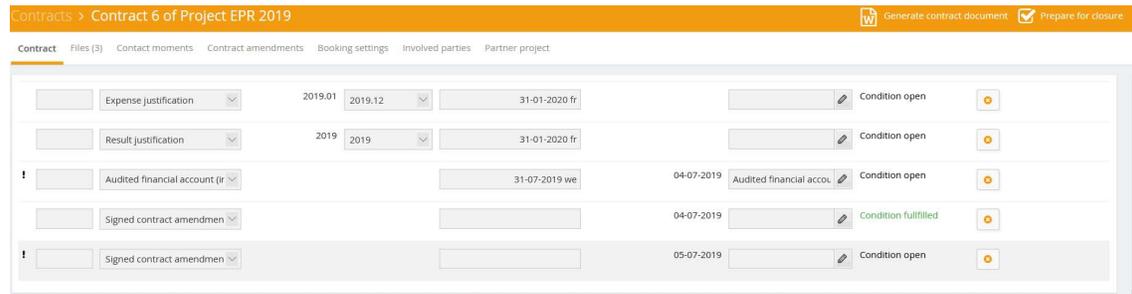
SEQUENCE	CONDITION TYPE	FROM	UNTIL	REQUESTED SUBMISSION	ACTUAL RECEIPT DATE	STATUS	INFORMATION	SUSPECT
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The following screen will appear:



Press 'Ok' to submit and 'Close' the contract.

When the partner organization has signed the contract amendment and submitted it, the following will be shown under 'Conditions':



Please click on the line 'Signed contract amendment received'. The following screen will appear:



Please click on the button 'Approve general condition'. The following screen will appear:

Approve general condition

This condition will be approved. Do you want to proceed?

Click 'Yes' to proceed and 'Close'.

As a result, the contract amount has been changed.

Contracts > Contract 6 of Project EPR 2019

Generate contract document Start amendment Prepare for closure

Contract Files (3) Contact moments Contract amendments Booking settings Involved parties Partner project

General Booking settings General data

Contract number: 6
Name: EPR 2019
Description:
Status: Signed after amendment
Start date: 01-01-2019 tu
End Date: 31-12-2019 tu
Bank Account: 04000692745539
Programme: Int prog

Contract amounts

Currency	Euro	Rwanda franc (bkgp)
Requested amount	€ 180,000,00	RWF 181.195.692,25
Original contract amount	€ 180,000,00	RWF 181.195.692,25
Contract amount	€ 180,000,00	RWF 181.195.692,25
Paid	€ 0,00	RWF 0,00
Payable	€ 180,000,00	RWF 181.195.692,25
Obligations	€ 180,000,00	RWF 181.195.692,25

Involved parties Change involved parties

Contract party	?	EPR
Contract manager	?	
Contract administrators	?	

16- How to release a payment in Project Connect?

In case you want to make a transfer of funds to a partner organization, you will have to release a payment line. Please select the payment line concerned (see below):

Payment lines

SEQUENCE NUMBER	TYPE OF PAYMENT	EXPECTED DATE	PERCENTAGE OF CONTRACT AMOUNT	AMOUNT (IN CONTRACT CURRENCY)	PAID	PAYABLE	DESCRIPTION	CONDITIONS	STATUS
1	Installment	05-01-2019 sa	25,00 %	€ 45.000,00	€ 0,00	€ 45.000,00	Payment January - Mar	Signed	Released
2	Installment	30-03-2019 sa	25,00 %	€ 45.000,00	€ 0,00	€ 45.000,00	Payment April - June 20	No conditions linked	Requested
3	Installment	29-06-2019 sa	25,00 %	€ 45.000,00	€ 0,00	€ 45.000,00	Payment July - Septem	No conditions linked	Requested
4	Installment	28-09-2019 sa	25,00 %	€ 45.000,00	€ 0,00	€ 45.000,00	Payment October - Dec	(2) Exp	Planned
				100,00 %	€ 180.000,00	€ 0,00	€ 180.000,00		

Click on the payment line concerned. The following screen will appear:

Contracts > Contract 6 of Project EPR 2019 > Payment line Payment line 4204 Release Change amount and expected date

General information		Amount paid/Balance		Contract amounts	
Type of payment	Installment	Amount	€ 45.000,00 RWF 45.298.923,06	Currency	Euro Rwanda franc (bkkp)
Description	Payment April - June 2019 ...	Paid	€ 0,00 RWF 0,00	Requested amount	€ 180.000,00 RWF 181.195.692,25
Sequence number		Balance	€ 45.000,00 RWF 45.298.923,06	Contract amount	€ 180.000,00 RWF 181.195.692,25
Expected date	30-03-2019			Paid	€ 0,00 RWF 0,00
Percentage of contract amount	25,00 %			Payable	€ 180.000,00 RWF 181.195.692,25
Amount (in contract currency)	€ 45.000,00			Obligations	€ 180.000,00 RWF 181.195.692,25
Status	Requested				

Conditions for payment
No conditions linked

Please click the button 'Release' and the following screen will appear:

Release

The payment line will be released.

Do you want to proceed?

Please click 'Ok'.

In case you want to change the amount and/or the date, please click the button 'Change amount and expected date'.

The following screen will appear:

Change amount and expected date ✕

Amount		Expected date	
Current	€ 45.000,00	Current	30-03-2019 sa
New	<input type="text" value="45000,00"/> ✕	New	<input type="text" value="30-03-2019 sa"/>

Please adjust and click 'Ok'.

When you have changed the amount to be paid (eg. lowered the amount by € 5.000), the amount of € 5.000 will automatically be added to the next payment line.