

User Manual

Project Connect

Partner Organizations



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@redeekind.nl.

1a- How to log into Project Connect?

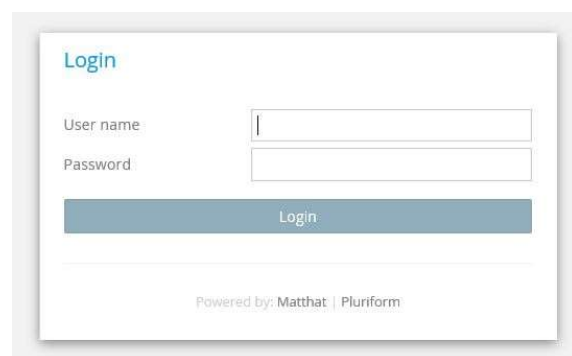
You can login to the projects portal using the following link:

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

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

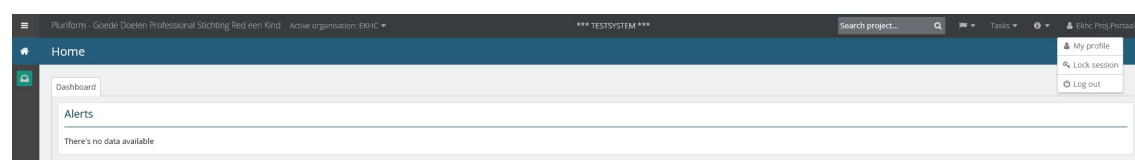
Find the user name and password in the accompanied e-mail.

Then click on the 'Login' button



1b- How to use Project Connect in general?

Please find the home screen below:

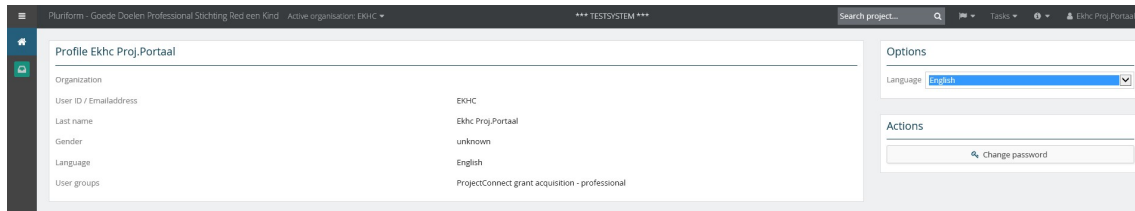


If you click on the name right above in the screen, the following options appear:

- 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.

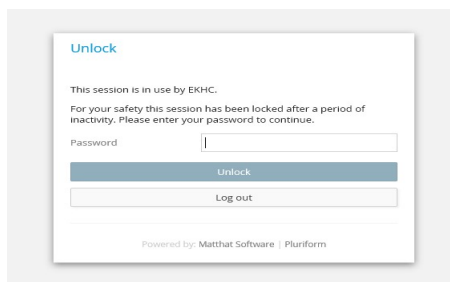


It is preferable to change your password after the first login.

The 'Change Password' form has a title bar at the top. Below it, there are three input fields labeled '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, there 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.



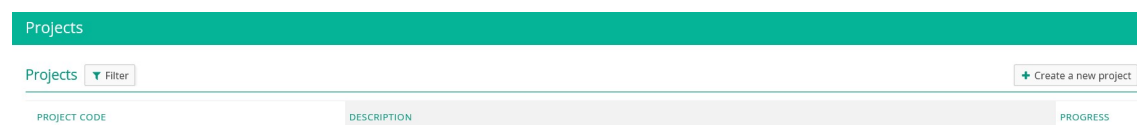
Log out

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

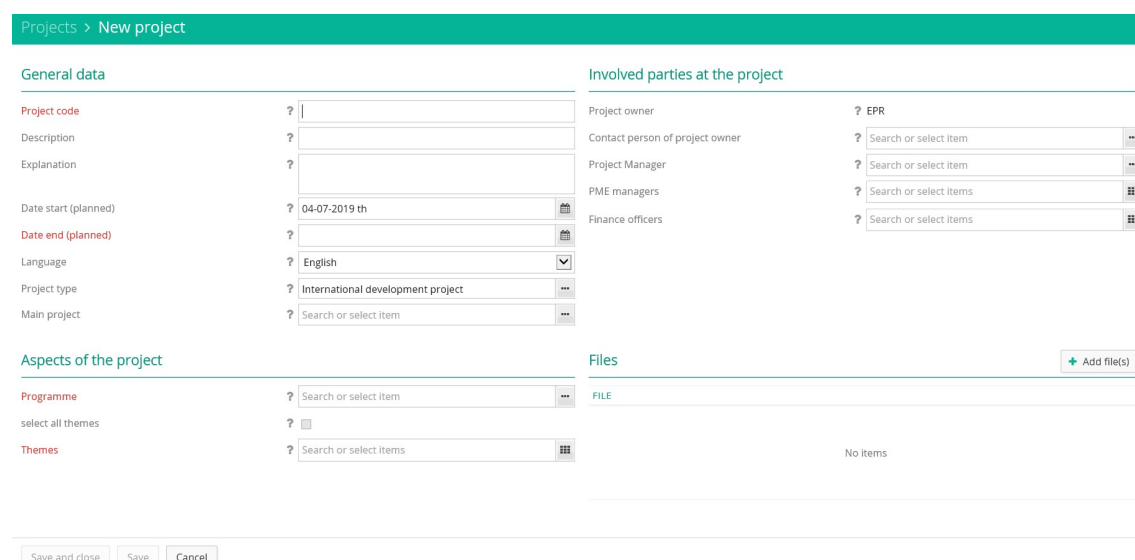
2- How to enter a project in Project Connect?

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)

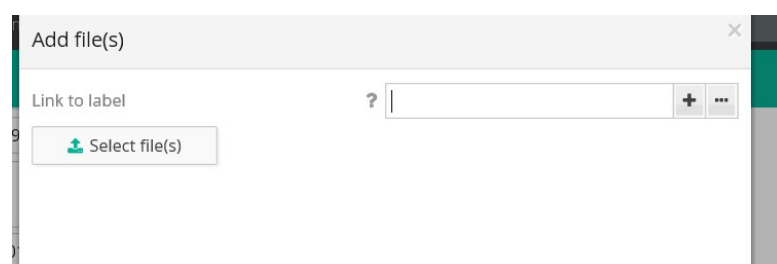
Aspects of the project:

- 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)

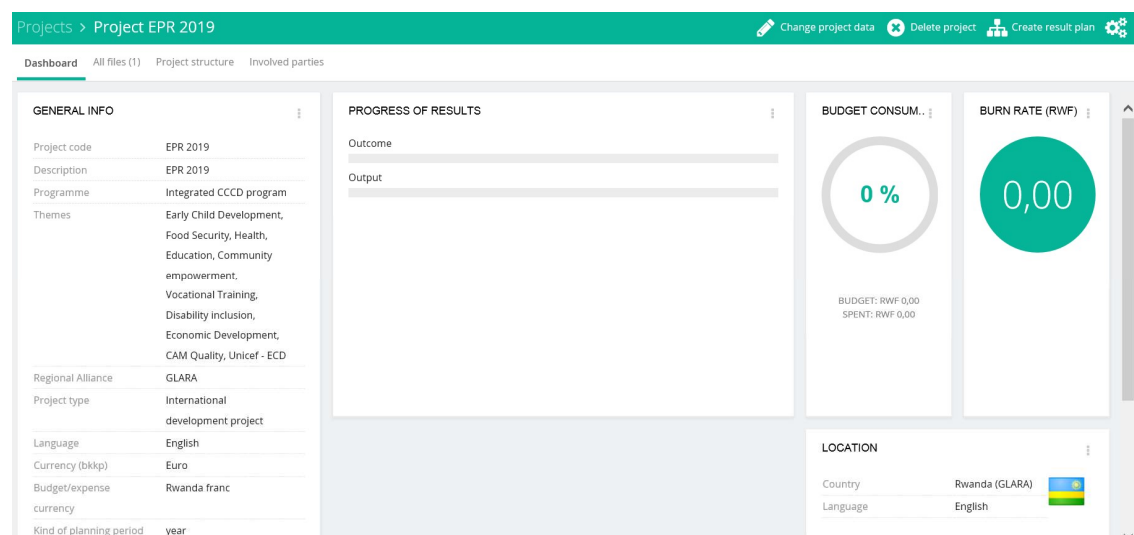
When you click on 'Add file(s)', the following screen will appear:



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?

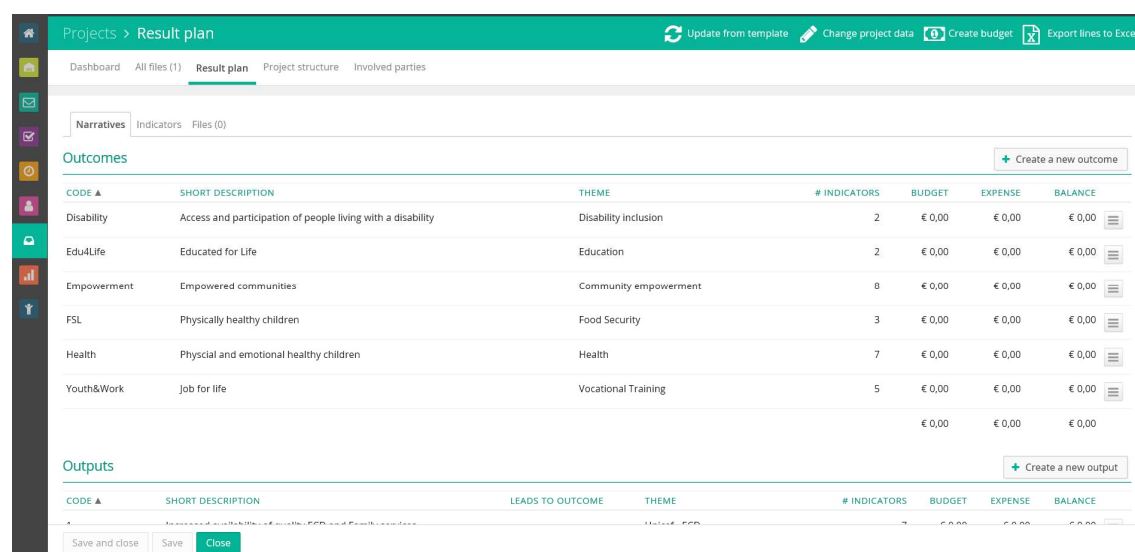
Red een Kind (Help a Child) requests each partner organization to report on their multi-annual indicator framework. This multi-annual indicator framework has been developed at the start of your project for multiple years, based on the Theory of Change of the project in your Strategic Programme Plan (SPP)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



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

CODE	SHORT DESCRIPTION	LEADS TO OUTCOME	THEME	# INDICATORS	BUDGET	EXPENSE	BALANCE

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 Physical and em	Health	CSI03 Child Status Index: A:	<input type="checkbox"/>		no.		<input type="checkbox"/>	<input type="checkbox"/>	
Health Physical and em	Health	CSI04 Child Status Index: A:	<input type="checkbox"/>		no.		<input type="checkbox"/>	<input type="checkbox"/>	
Health Physical and em	Health	CSI07 Child Status Index: A:	<input type="checkbox"/>		no.		<input type="checkbox"/>	<input type="checkbox"/>	
Health Physical and em	Health	CSI08 Child Status Index: A:	<input type="checkbox"/>		no.		<input type="checkbox"/>	<input type="checkbox"/>	
Health Physical and em	Health	CSI09 Child Status Index: A:	<input type="checkbox"/>		no.		<input type="checkbox"/>	<input type="checkbox"/>	
Health Physical and em	Health	CSI10 Child Status Index: A:	<input type="checkbox"/>		no.		<input type="checkbox"/>	<input type="checkbox"/>	
Health Physical 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 Physical and em	Health	CSI03 Child Status Index: A:	<input type="checkbox"/>	3,0	no.		<input type="checkbox"/>	<input type="checkbox"/>	
Health Physical and em	Health	CSI04 Child Status Index: A:	<input type="checkbox"/>	1,0	no.		<input type="checkbox"/>	<input type="checkbox"/>	
Health Physical and em	Health	CSI07 Child Status Index: A:	<input type="checkbox"/>	1,0	no.		<input type="checkbox"/>	<input type="checkbox"/>	
Health Physical and em	Health	CSI08 Child Status Index: A:	<input type="checkbox"/>	1,0	no.		<input type="checkbox"/>	<input type="checkbox"/>	
Health Physical and em	Health	CSI09 Child Status Index: A:	<input type="checkbox"/>	1,0	no.		<input type="checkbox"/>	<input type="checkbox"/>	
Health Physical 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 checked="" 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

2019

▼

Entry: Cumulative

INDICATOR	2019	NUMBER	TOTAL NUMBER	STATUS
CSI01 Child Status Index: Av...		n.a.	n.a.	

CSI01 Child Status Index: Average score Food security

Ok

Cancel

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							
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 type="text"/>
Short description	<input type="text"/>

Financial	
Budget	€ 0,00
Expense	€ 0,00
Balance	€ 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.

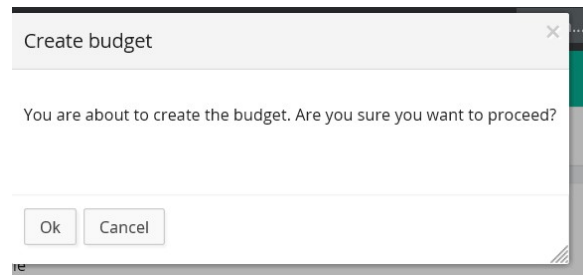
Projects > Project EPR 2019

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:

Projects > Project EPR 2019 > Budget

Change project data Submit project proposal Delete budget Export lines to Excel

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

☒ Hide lines n.a. ☐ Change Exchange rate

SUMMARY

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

Budget year 2019 Month amounts 2019 Files (0)

BUDGET LINES [+ Create a new budget line](#)

ACTIVITY	THEME	BUDGET ITEM	DESCRIPTION	TOTAL AMOUNT	AMOUNT PER UNIT	TOTAL VALUE	TOTAL FIX VALUE YEAR (BKKP)	N.A. VALUE
No items								

BUDGET LINES (INDIRECT COSTS) [+ Create a new budget line](#)

HEADING (INDIRECT COSTS)	BUDGET ITEM	TOTAL AMOUNT	AMOUNT PER UNIT	TOTAL VALUE	TOTAL VALUE (BKKP)
Save and close	Save	Close			

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

The following screen will appear:

☒ Hide lines n.a. ☐ Change Exchange rate

SUMMARY

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

Budget year 2019 Month amounts 2019 Files (0)

BUDGET LINES [+ Create a new budget line](#)

ACTIVITY	THEME	BUDGET ITEM	DESCRIPTION	TOTAL AMOUNT	AMOUNT PER UNIT	TOTAL VALUE	TOTAL FIX VALUE YEAR (BKKP)	N.A. VALUE
Search or select item	Search or select item	Search or select item		0 pcs		RWF 0,00	€ 0,00	<input type="checkbox"/>

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 mobility 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:

☒ Hide lines n.a.
 ☐ Change Exchange rate

Budget year 2019
 Month amounts 2019
 Files (0)

SUMMARY

Budget year 2019
 RWF 505.000,00 (bkkp: € 505,00)

Rate budget year 2019
 0,001

Budget year 2019
 Month amounts 2019
 Files (0)

Create a new budget line

ACTIVITY	THEME	BUDGET ITEM	DESCRIPTION	TOTAL AMOUNT	AMOUNT PER UNIT	TOTAL VALUE	TOTAL FIX VALUE YEAR (BKKP)	N.A	VALUE
1.3.1.1 Train Head teach	Disability inclusion	Budget Disability	Train Head teachers an	0 pcs		RWF 490.000,00	€ 490,00	<input type="checkbox"/>	<input type="checkbox"/>
3.1.1.1 Attend reflectio	Education	Budget Education	Attend reflection sessi	0 pcs		RWF 15.000,00	€ 15,00	<input type="checkbox"/>	<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'.

The screenshot shows the 'Project EPR 2019' page in Project Connect. The top navigation bar includes 'Change project data', 'Delete project', 'Submit project proposal', and a settings icon. The main content area is divided into four sections: 'GENERAL INFO', 'PROGRESS OF RESULTS', 'BUDGET CONSUM.', and 'BURN RATE (RWF)'. The 'GENERAL INFO' section shows project details like 'Project code', 'Description', 'Programme', and 'Themes'. The 'PROGRESS OF RESULTS' section shows 'Outcome' and 'Output'. The 'BUDGET CONSUM.' section shows a progress bar at 0%. The 'BURN RATE (RWF)' section shows a value of 0,00.

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

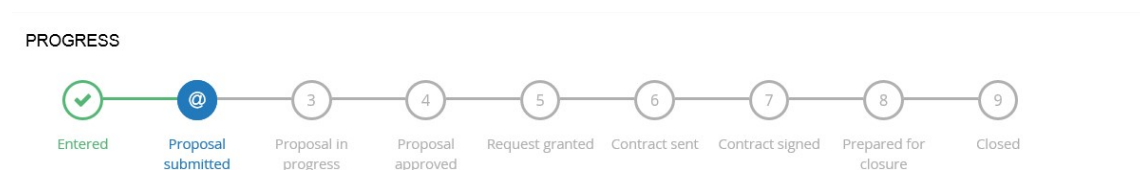
The screenshot shows a confirmation dialog titled 'Submit project proposal'. It includes a dropdown menu for 'Apply at organisation' set to 'Help A Child Rwanda'. Below the dropdown, a message asks: 'You are about to submit the project, the result plan and the budget for authorisation. Are you sure you want to proceed?'. At the bottom, there are 'Ok' and 'Cancel' buttons.

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 EPR 2019' dashboard. At the top, there are tabs for 'Dashboard', 'All files (1)', 'Result plan', 'Budget', 'Result justifications', 'Project structure', 'Contract', and 'Involved parties'. The 'Dashboard' tab is active. On the left, there is a sidebar with project details: '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', 'Kind of planning period: year', 'Financial period type: month', and 'Revision number: 0'. On the right, there is a 'LOCATION' section showing 'Country: Rwanda (GLARA)' and 'Language: English'. Below this, there is a 'DURATION' section with 'Startdate: 01-01-2019' and 'Enddate: 31-12-2019'. At the bottom, there is a 'PROGRESS' section showing a timeline with steps: 'Entered', 'Proposal submitted', 'Proposal in progress', 'Proposal approved', 'Request granted', 'Contract sent' (highlighted with a blue circle), 'Contract signed', 'Prepared for closure', and 'Closed'.

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 of the 'Project EPR 2019' dashboard. At the top, there are tabs for 'Dashboard', 'All files (1)', 'Result plan', 'Budget', 'Result justifications', 'Project structure', 'Contract', and 'Involved parties'. The 'Contract' tab is active. Below the tabs, there is a section for 'Contract' with a sub-tab 'Files'. Under 'Files', there is a section 'All contract documents' with a table showing contract documents. The table has columns 'FILE', 'KIND OF FILE', and 'DATE'. There is one row with the file 'Annual program agreement EKHC SWZ 2019.pdf (04-07-2019)', 'Contract document', and '04-07-2019'. Below this, there is a section 'Additional files'.

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

Change project data Re-open project

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:

Add file

Select file

Ok Cancel

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.

Projects > ... > Result justifications > Report EPR 2019 Submit general report

Report

Type of report:	Signed contract received
Status:	Created
Contract document:	Annual program agreement EKHC SWZ 2019.pdf

Files + Add file(s)

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

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:

Projects > Project EPR 2019 Change project data Re-open project Prepare for closure

Dashboard All files (2) Result plan Budget Result justifications Expenses Project structure Contract Involved parties

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

Kind of planning period: year

Financial period type: month

Revision number: 0

SPENT: RWF 0,00

LOCATION

Country: Rwanda (GLARA)

Language: English

DURATION

Startdate: 01-01-2019

Enddate: 31-12-2019

PROGRESS

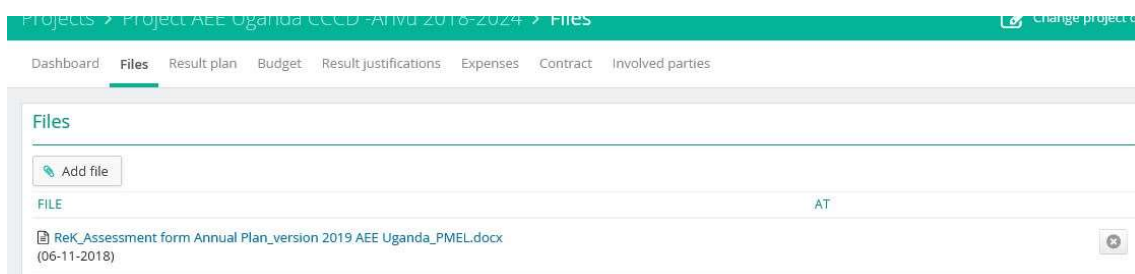
Entered Proposal submitted Proposal in progress Proposal approved Request granted Contract sent **Contract signed** Prepared for closure Closed

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.



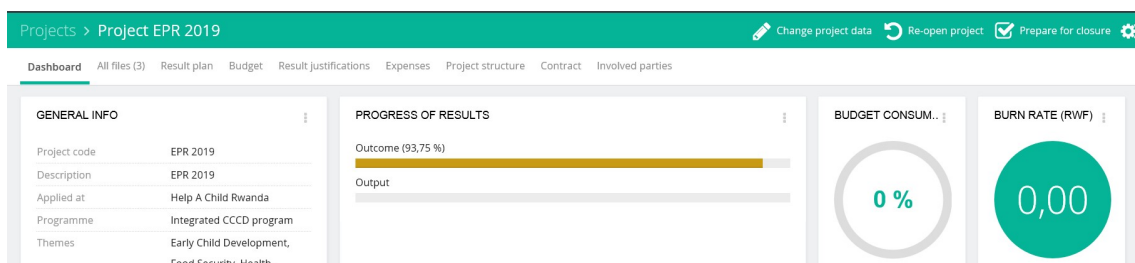
Please revise the relevant items and submit the project proposal again.

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 Change project data

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.

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

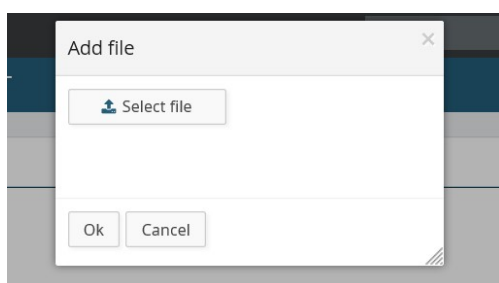
Amendment document: Amendment annual program agreement 2019.pdf

Files + Add file(s)

FILE
No items

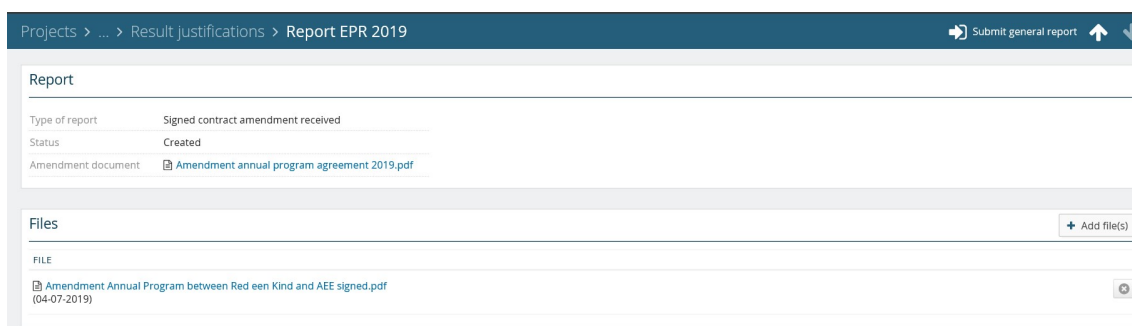
Please open, print and sign the amendment to the contract. You can add the signed amendment by clicking on ‘Add file(s)’.

The following screen will appear:



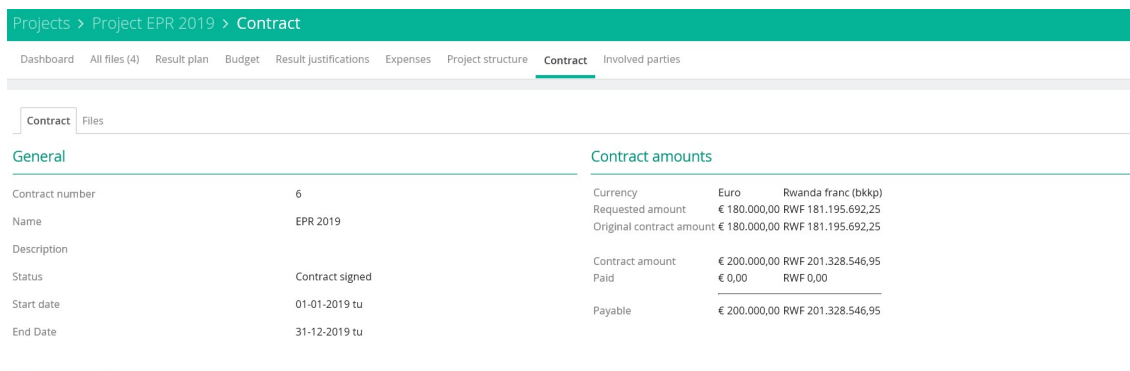
When you click on 'Select file' you can browse on your computer and select the file(s) concerned. By clicking 'Ok' the file will be uploaded.

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.



Projects > Project EPR 2019 > Contract

DashboardAll files (4)Result planBudgetResult justificationsExpensesProject structureContractInvolved 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 account...			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									
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 adoles	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	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 en	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 -> bookkeep... 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 -> bookkeep... 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)
Budget item
Spent
Description

1 Management costs
2018.1 Management cost
0,00

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)'

Projects > Project EPR 2019 > Result justifications

Change project data Re-open project

Dashboard > All files (2) > Result plan > Budget > Result justifications > Expenses > Project structure > Contract > Involved parties

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	RE-OPEN
Signed contract received			04-07-2019	Approved	1		
! Audited financial account (incl. managementletter)	Audited financial account 2018	31-07-2019		Created	0		

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

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

Submit general report Re-open project Add file(s)

Report

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

Files

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

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

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

Submit general report Re-open project Add file(s)

Report

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

Files

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

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 EKHG 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

DashboardAll files (6)Result planBudgetResult justificationsExpensesProject structureContractInvolved 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 account...			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 ~...				
01-04-2019	€ 52.500,00	491 Payment April - June...				

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 -...				[C]	
01-04-2019	€ 52.500,00	491 Payment April - June...	€ 52.500,00	12-04-2019		[C]	