



UNHCR INNOVATION FUNDS – Programme 101

Part of a UNHCR team planning to apply to an Innovation Fund? Here's a one-page resource on the RMU essentials

This Innovation Fund is open to colleagues in UNHCR Country Operations, Multi-Country, Regional and HQ entities. Financial resources unlocked by this Fund are made available by charging the Innovation Service's cost centre /PTEO.

Options for project delivery/implementation include:

1. **Project Partnership Agreements (PPAs)**, which can be split across multiple cost centres in accordance with the Innovation Service's relevant Standard Operating Procedures;
2. **Direct Implementation**, which also covers procurement of goods and services; or
3. **Blended/Hybrid Approach**, which combines elements of the previous two options. This funding is not usually used to cover staffing, but may – to an extent – be used to bring on board [temporary workforce](#) (e.g., affiliate workforce, JPOs), if required.

In accordance with the budget allocation per year (for multi-year projects), all commitments must be raised before UNHCR's internal [end-of-year deadlines](#) for the relevant implementation year (e.g. purchase orders). In certain cases, additional deadlines to enable various processes (e.g., early booking of funds) may be requested by the Innovation Service's Resource Management Unit (RMU) in coordination with the respective projects' focal points.



Access to financial resources

Financial resources secured through the Innovation Fund will be accessed by charging the Innovation Service's Cost Centre/PTEO.



Direct Implementation

For activities implemented by UNHCR directly, Country Operations/HQ entities will be required to charge the costs to the Innovation Service PTEO Codes (Project, Task, Expenditure Type, and Expenditure Organisation). Raising of REQs and generation

of POs are done in conformity with the standard UNHCR deadlines for the relevant budget year, and/or as authorized to the relevant Country Operation or HQ entity. Unused Requisitions that are not converted to Purchase Orders prior to the deadline must be cancelled. It is the responsibility of the team that is implementing the project to ensure adequate tracking of expenditures, including commitments and obligations.



Partnership Agreements

Often, UNHCR teams deliver projects through Project Partnership Agreements (PPAs). Please note that if an Innovation Project is endorsed, **this does not constitute endorsement of the identified partner** (or vendor, in the event of a collaboration with the private sector entity). The partnership selection and/or procurement processes should be led and managed by the Operation and must follow the formal procurement or partnership selection processes as well as UNHCR rules and regulations. This means that even if the Project team has collaborated with an entity during the application/submission process, the final partner selection will follow established procedures to ensure the best entity for implementation of the Project is selected.



Deadlines

In accordance with the budget allocation per year (for multi-year projects), commitments and obligations must be made before the [close of accounts](#) for the respective budget year – with no exceptions. The financial resources provided are made available through earmarked contributions from our various state and private sector donors only. Extensions of implementation will only be considered under exceptional circumstances and based on operational exigencies. The Innovation Service has the right to reallocate funds if not committed by the Country Operation or Regional/HQ entity. Check-ins will be frequent to ensure schedules are met. A review of expenditures, commitments, and obligations will be undertaken on a quarterly basis by the Innovation Service's RMU team.