

## PIMS+ Users

### Access, Roles and Responsibilities

**Effective Date: 3 April 2019**

This guidance outlines which projects should be entered in PIMS+, and lists the standard procedure to follow to request access to **PIMS+** and **UNDP-GEF email lists**.

The guidance is based on the following principles:

- PIMS+ is designed to support the UNDP-GEF Unit in providing high-quality oversight services to the vertical funds that pay us a Fee to deliver these services.
- Oversight services vary between vertical funds but are - in general - to design projects, critically examine the day-to-day management of the project providing advice and guidance to ensure the project achieves results, and to ensure compliance with the requirements of the vertical fund.
- Country Offices (CO) receive a portion of the Fee to provide oversight services. Moving forward, each CO will be granted access to a PIMS+ Country Office dashboard.
- Project execution is provided by project staff responsible for day-to-day management of the project (i.e. execution) who are typically paid by the project management costs (i.e. capped at 5% for GEF projects). PIMS+ is not designed to support project execution.
- Various email lists have been developed to support the UNDP-GEF Unit in providing high-quality oversight services to the vertical funds that pay us a Fee to deliver these services, as well as, share general information that impacts the UNDP-GEF unit and its DIM projects.

**1. System Boundaries:** The following projects should be entered in PIMS+:

- ✓ Projects financed by the GEF Trust Funds (TF, LDCF, SCCF, NPIF, CBIT)
- ✓ Projects financed by the Adaptation Fund
- ✓ Projects financed by the Green Climate Fund
- ✓ Projects funded by others that are direct cost sharing to any of the above listed projects when the project agreement has been signed by Pradeep in his role as the Executive Coordinator of the UNDP-GEF Unit

The following projects should **not** be entered in PIMS+:

- ✗ Projects that do not contribute to UNDP-GEF Unit resource mobilization targets
- ✗ UN REDD projects that are not financed by the GCF
- ✗ UNDP environment projects funded by bilateral donors under Pradeep in his role as Team Leader for Natural Capital and Environment unit, BPPS

2. **Access to PIMS+ and GEF All email list:** Access to PIMS+ and GEF All email list will be granted to those who provide oversight support. To maintain a firewall between oversight and execution service, those who execute projects will not be granted PIMS+ access and GEF All email list.

Automatic access for UNDP-GEF staff on FTAs or TAs: No approval is needed for UNDP-GEF staff to get access to PIMS+ and GEF All email list. Astrid will directly request Gabi and Joao to provide access for staff to PIMS+, other UNDP platforms, and GEF All email list.

**Approval needed for non-UNDP-GEF staff:** please follow this process

**STEP ONE:** Direct supervisor sends an e-mail to Astrid Matias, with the following information. Please do not copy Nancy. If this information is not complete, Astrid will not take further action and will send the request back to the sender.

1. Full name and email address of the intern, consultant, SC holder, or non-UNDP-GEF staff requiring access
2. Contract expiration date
3. Contract and TOR
4. Indication of equivalent UNDP-GEF function, if any, performed by the intern, consultant, SC holder or non-UNDP-GEF staff (functions would be RTA, regional PA, global PA, PTA, other)
5. Funding source of the contract (GEF fee, GEF funded project, other project funding, TRAC, etc.)
6. Justification why the person needs PIMS+ and GEF All email list access
7. Indicate whether access is needed for any other UNDP-GEF email list (GEF SGP, GEF Global Projects)

**STEP TWO:** Astrid will verify/provide the following details and send the request to Nancy:

1. Contract is an approved contract under the UNDP-GEF Unit
2. The end date of their contract is the same as that listed in the initial request e-mail
3. Note the source of funds paying for the contract as GEF, GCF, or the other source
4. Verify TOR

**STEP THREE:** Nancy will verify the following and send the request to Gabi and Joao:

1. TOR has tasks that require PIMS+ and GEF All email list access
2. If it is not clear why PIMS+ and GEF All email list access is needed, Nancy will contact the PTA to clarify

**STEP FOUR:** Gabi will then ensure PIMS+ access, Joao will ensure requested email group access, and inform the user directly.