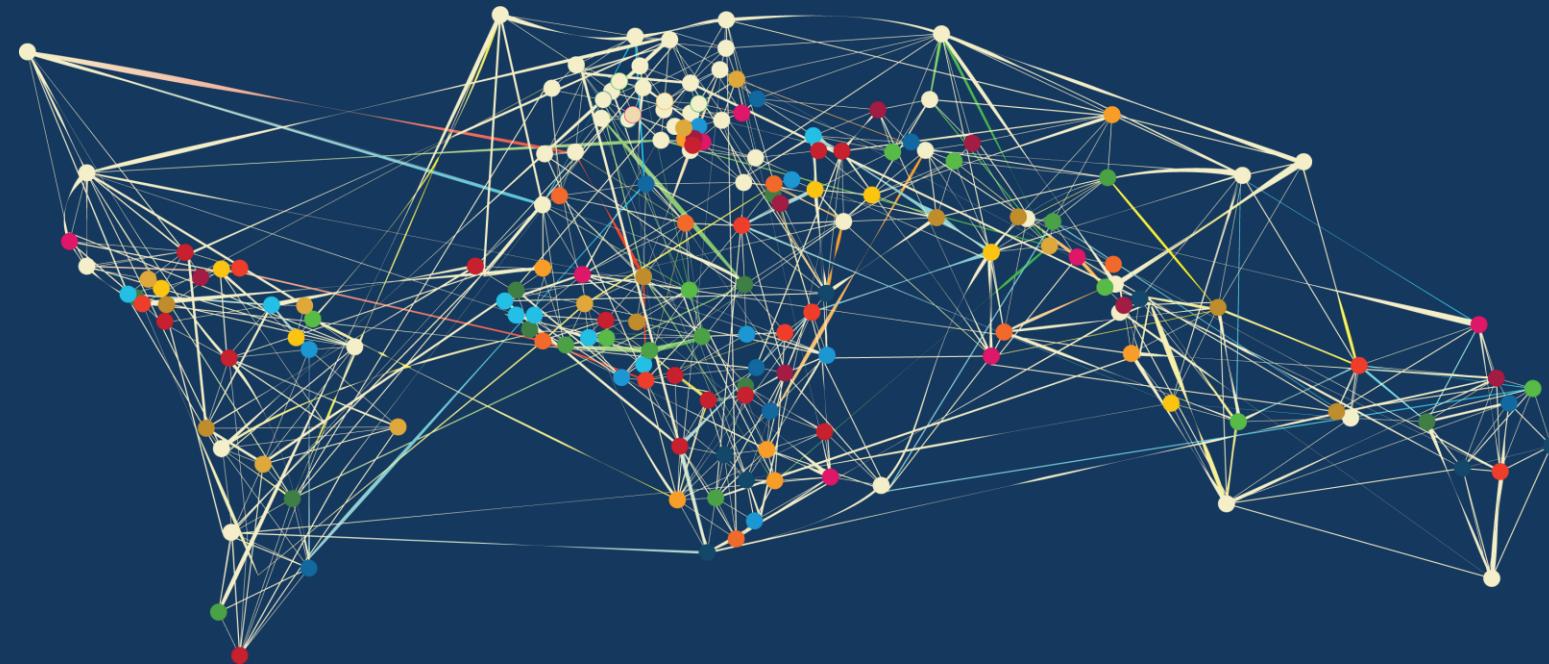




Multi-Partner Trust Fund Office

The United Nations center of expertise on pooled funding mechanisms



Mastering the Digital FTR

MPTF Office GW2.0
November 2024



Agenda: Mastering the Digital FTR



Part 1 – Introduction and Key Messages



Part 2 – Key Features and Technical Demo



Part 3 – Q&A

Access to FAS/FMP for the digital FTR

Link to:

MPTFO Fund Management System - Home
(sharepoint.com)

MPTFO OFFICE | FAS
Multi-Partner Trust Fund Office | Management Tools (FAS)
The Gateway GW2.0 is an integrated system designed as management tool for pooled funding mechanism. The Fund Administration System (FAS) is a management tool to configure the Fund ... [Read More](#)

[FAS LINK →](#)

MPTFO OFFICE | FMP
Multi-Partner Trust Fund Office | Management Tools (FMP)
The Fund Management Platform (FMP), is a tool that enables project management, including digital project application, digital funding process and monitoring.

[FMP Link →](#)

MPTFO OFFICE GUIDE
User Guide
This comprehensive user guide provides step-by-step instructions for navigating and using the MPTFO GW2.0 integrated platform integrated platform, which includes the GW website and its internal application (FAS/FMP)...
[Continue reading →](#)

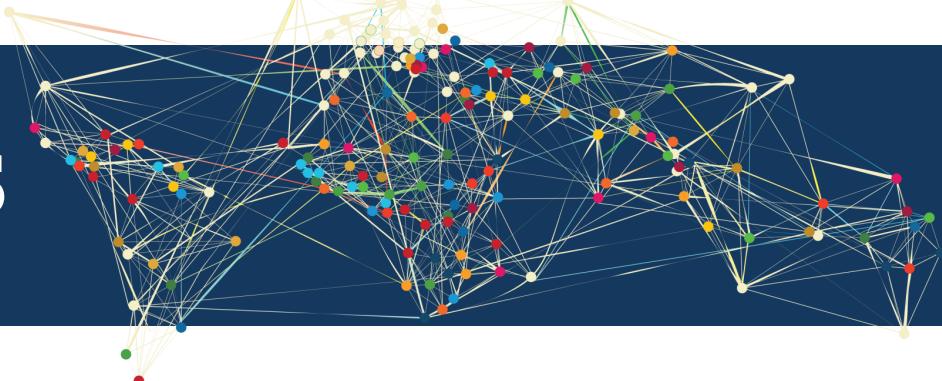
MPTFO OFFICE WEBSITE
Multi-Partner Trust Fund Office | Gateway
The Gateway is the foremost communication and partnership vehicle that the United Nations Multi-Partner Trust Fund Office (MPTFO) has developed with a partner-centered approach in mind. The GW 2.0 platform is...
[Visit the GW 2.0 Website →](#)

UN Multi-Partner Trust Fund Office

Gateway
Integrated Platform

Share

FAS Fund Requirements



- **Partners tab**
 - FTR Signatories
 - Approval Authority
- **Staff**
- **Fund Structure**
 - Child Codes

Liaising with the MPTFO Portfolio Team to set these Requirements



Fund Name

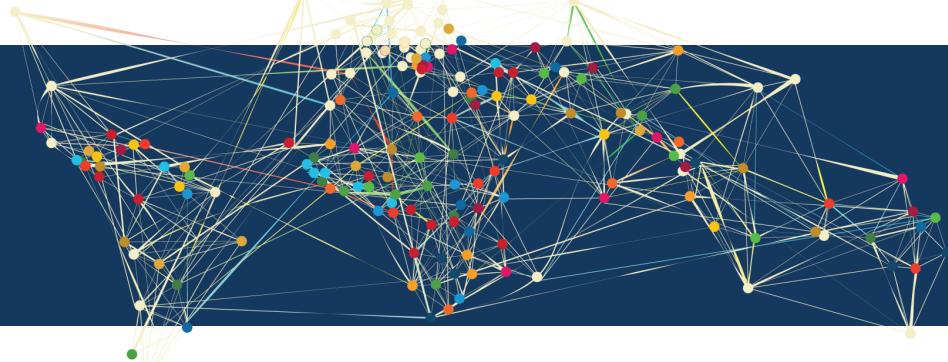
Pre-requirements

General Information Partners Fund Dates Capitalization Staff Administration Fund Structure Fund Transfer Requests RBM Configuration Projects



United Nations
MPTF Office

FAS Fund Configuration



• Fund Configuration

- **Basic** (minimum requirement for all Funds)
- **Plus**

MPTF Office Gateway **FAS** FMP Contacts Entities Admin ▾

⚠ Warning: This is staging enviroment.

Fund Name

General Information Partners Fund Dates Capitalization **Staff** Administration Fund Structure Fund Transfer Requests RBM **Configuration** Projects

• Manage Users

(to set up the Secretariat Users)

- Creator of the FTR
- FTR Approval Authority

Liaising with the MPTFO Portfolio Team to set the Configuration for Secretariat Users

MPTF Office Gateway **FAS** FMP Contacts Entities Admin ▾ Cristina Bertarelli (cristina.bertarelli@undp.org)

⚠ Warning: This is staging enviroment.

Secretariat Users

Search Contact search in the Contact database Add New Contact

if the contact is not available

Roles *	Name	User e-mail	Save	Cancel
Delete Secretariat User x Head of Secretariat x			Save	Cancel
Delete Secretariat User x Fund Leadership x			Save	Cancel
Delete Secretariat User x			Save	Cancel

Go Back

Project in the FMP to enabling the FTR



**Create the FMP Project Record
in the System**
*This will be then done by the
Secretariat User*



FMP Basic

- Gen Information (including universal markers)
- SDGs
- Document (Prodoc and other relevant documents)

FMP Plus

The full digital project and workflow is created by the POs, reviewed and approved by the Secretariat.
All information are already available

Create the FTR in the FAS
*This will be done by the
Secretariat User for both versions
of the FMP (Basic or Plus)*



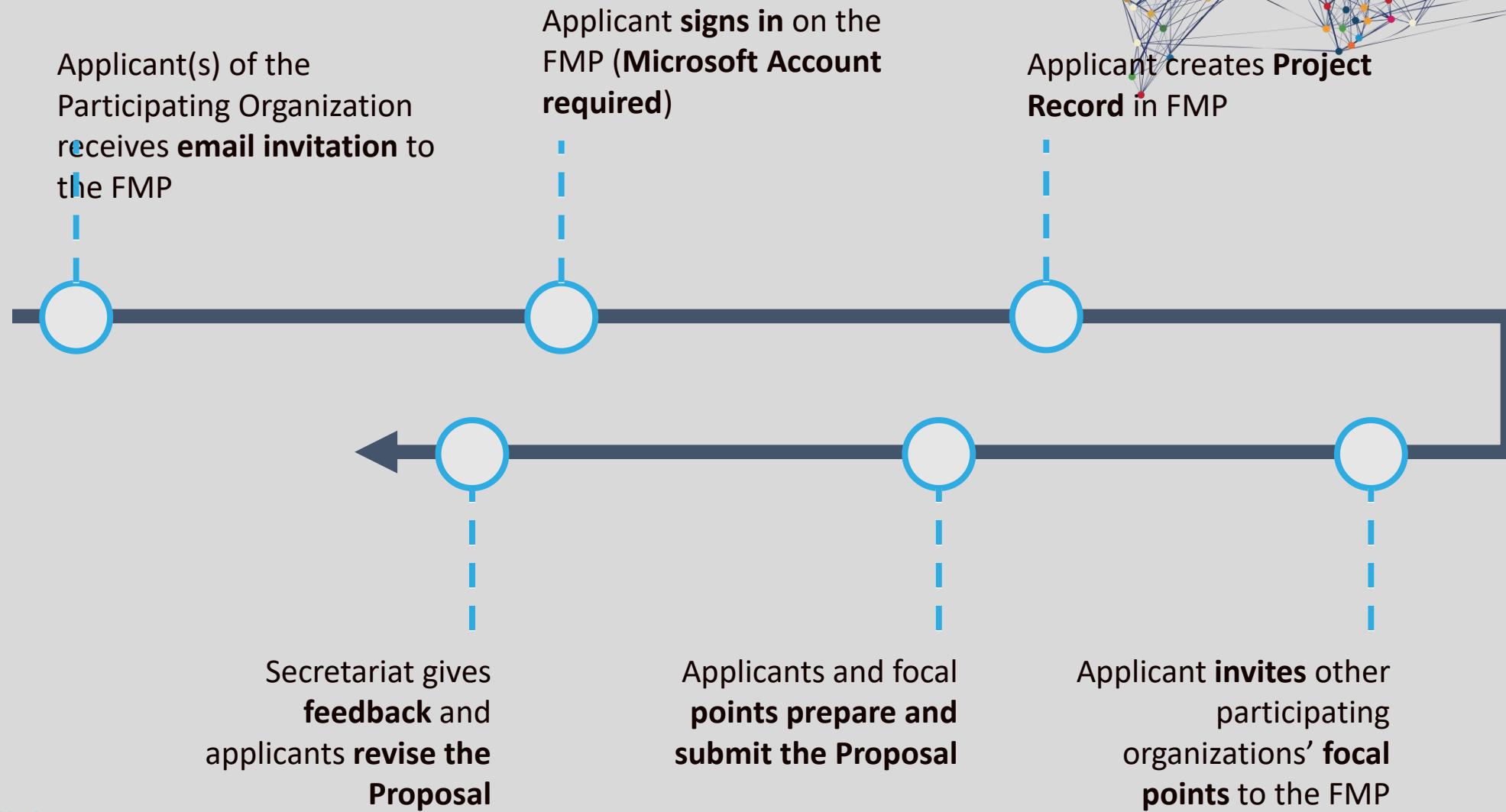
- MPTFO PA User **creates the checklist** and begins the digital process for funds transfer



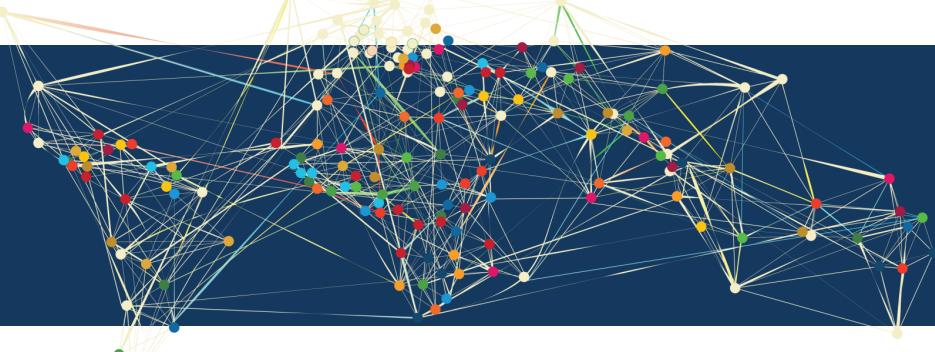
**Secretariat User Submits
to MPTFO FTR and
supporting documents**

Fund Management Platform

FMP Plus



Project Creation



- Select FMP
- Click the blue button – **CREATE PROJECT**

MPTF Office Gateway FAS **FMP** Contacts Entities Admin ▾

⚠ Warning: This is Staging environment.

Fund Name

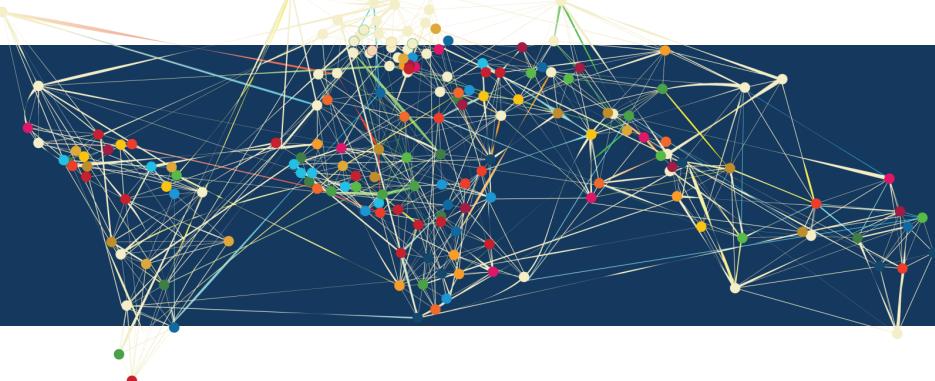
General Information Partners Fund Dates Capitalization Staff Administration Fund Structure RBM Configuration Projects

Create Project

Mandatory fields are

- **Title**
- **Duration**
- **Project Description**

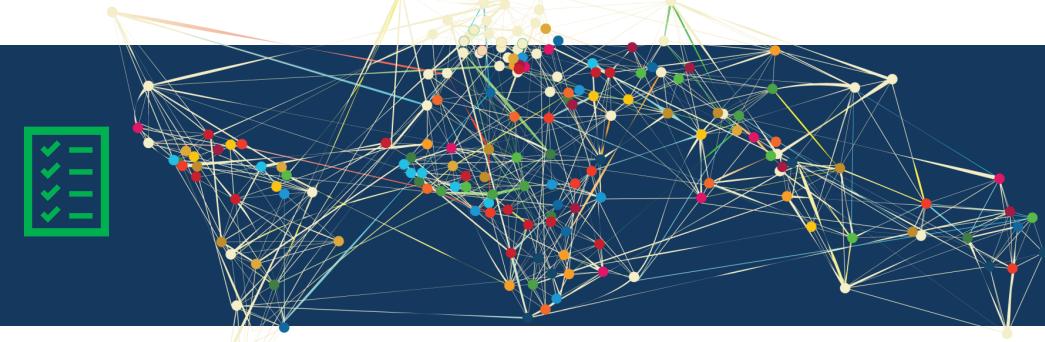
Project form sections



COMPLETE ALL sections

- ✓ General Information – Basic and Plus
- ✓ Narrative - Plus
- ✓ RBM - Plus
- ✓ Risk Management - Plus
- ✓ SDGs – Basic and Plus
- ✓ Budget - Plus
- ✓ Work Plan - Plus
- ✓ Documents – Basic and Plus

FTR Form and Process

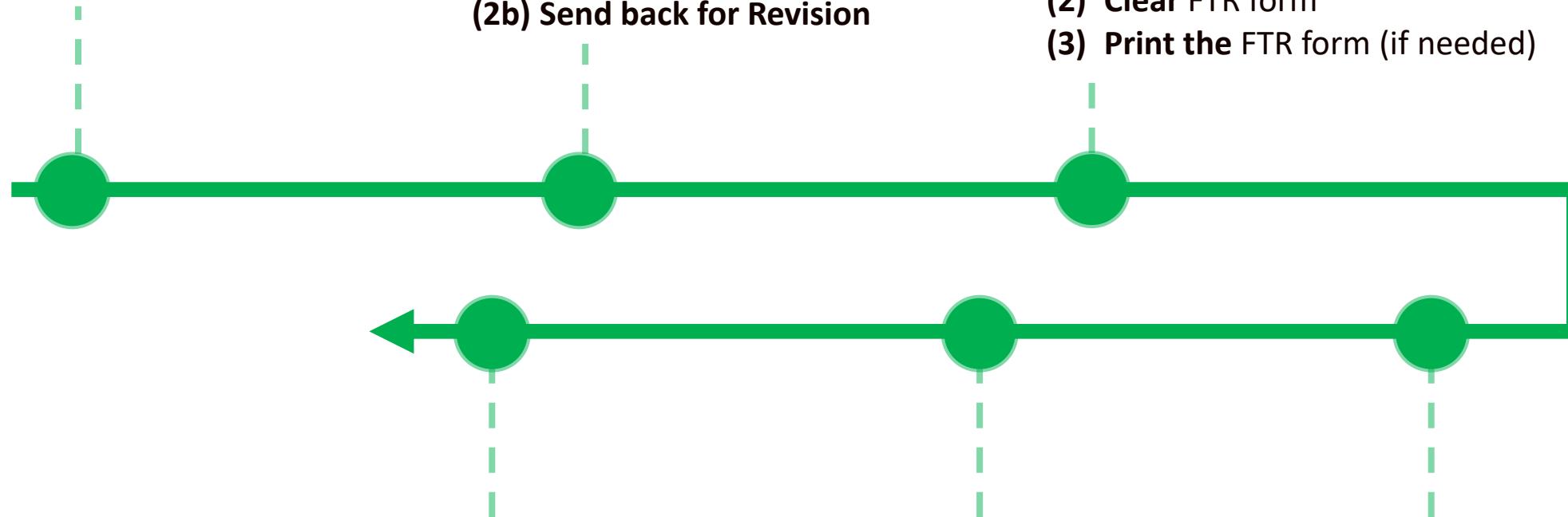


FTR Creator **Create** the FTR Form and **Submit** to the Fund Approval Authority

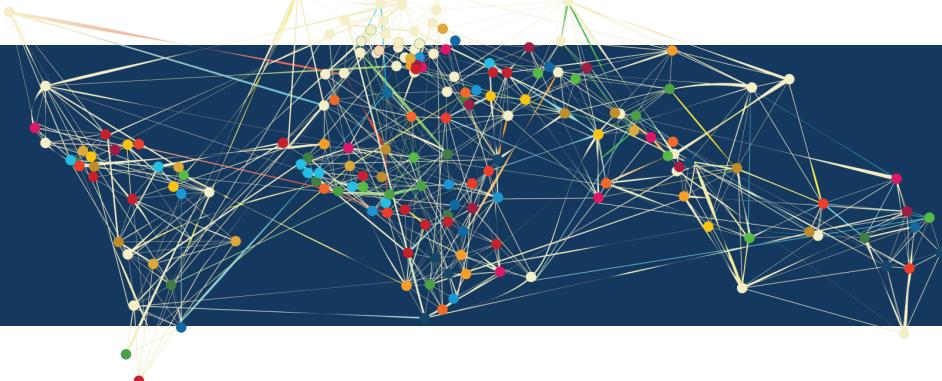
The Fund Approval Authority (signatory):
(1) Review the FTR form
(2a) Sign and Confirm
(2b) Send back for Revision

The FTR form is back to the FTR Creator:

(1) Revise and Resubmit
(2) Clear FTR form
(3) Print the FTR form (if needed)



FTR Form in the FAS



Located in the FAS main menu of the Fund page

MPTF Office Gateway **FAS** FMP Contacts Entities Admin ▾

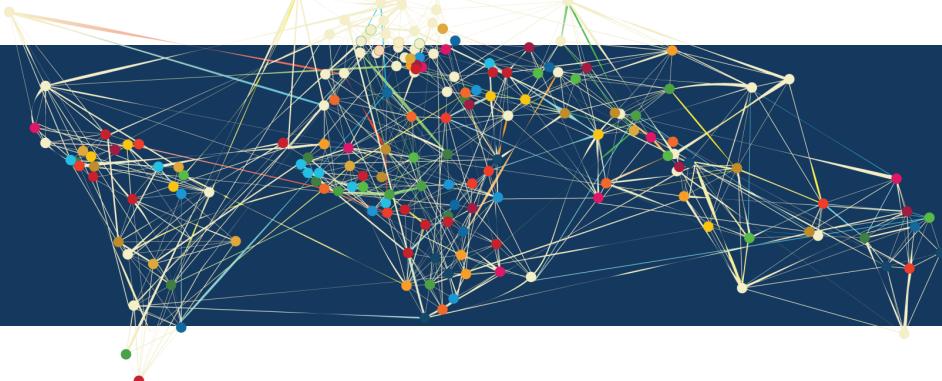
⚠ Warning: This is staging environment.

Fund Name

General Information Partners Fund Dates Capitalization Staff Administration Fund Structure **Fund Transfer Requests** RBM Configuration Projects

Click on the blue button → **Create FTR**

FTR Form



Click on the blue button → **Create FTR**

MPTF Office Gateway FAS FMP Contacts Entities Admin ▾

⚠ Warning: This is staging environment.

Create FTR Form

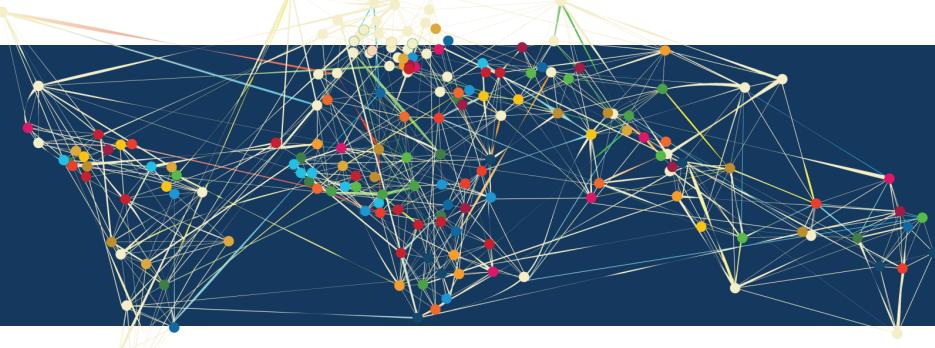
Fund Name	<input type="text" value="Fund Name"/>
Projects *	<input type="button" value="Select..."/> <input type="checkbox"/> Project Name Project Test for FTR Creation Basic Configuration <input type="checkbox"/> MPTF_00283_00001: (00129785 - AFG01) 01 A North Essential Services <input type="checkbox"/> MPTF_00283_00002: (00129786 - AFG02) 01 B North Livelihoods & Econ Activ

Save **Go Back**

Click on the blue button → **Save** to select the project

FTR Form Information

The Secretariat User fills in the FTR form



MPTF_00283_00019: STFA Project Test for FTR Creation Basic Configuration					
Project Title	MPTF_00283_00019: STFA Project Test for FTR Creation Basic Configuration				
Outcome/ Pillar/ Cluster/ Theme	Select..				
Country of Disbursement	Afghanistan (AFG)				
ERP Reference Project Number	00140696				
Tranche	Select..				
Participating Organization	Approved/ Allocated Amounts	Previously Transferred Amounts	Current Transfer Amount	Remaining Balance	
IOM	\$301,350.00	\$0.00	\$ 0	\$301,350.00	
ILO	\$587,000.00	\$0.00	\$ 0	\$587,000.00	
UNFPA	\$618,000.00	\$0.00	\$ 0	\$618,000.00	
UNHABITAT	\$800,000.00	\$0.00	\$ 0	\$800,000.00	
UNOPS	\$1,360,000.00	\$0.00	\$ 0	\$1,360,000.00	
Supporting Documents					

FTR Form Information

The Secretariat User provides supporting documentation, confirm due diligence and indicates the contacts for funds transfer notification



MPTF Office Gateway FAS FMP Contacts Entities Admin Cristina Bertarelli (cristina.bertarelli@undp.org)

Supporting Documents

A document is attached that evidences the fund allocation decisions made by the Special Trust Fund for Afghanistan [Steering Committee] pertaining to each Participating Organization.

Yes
 N/A

When n/a is selected then the user should include a comment

For new projects and revisions/cost-extensions to existing projects, an approved programmatic document (e.g. programme document/project document/joint programme document, UNDAF, etc) signed by the Participating Organizations is attached.

Yes
 N/A

Other

Documents

Document	Origin	Type	Classification	Status	Abstract
No data available.					

Select Documents

linking the documents uploaded in the FMP Project record

Fund Secretariat Confirmations

Have any conditions imposed by the Special Trust Fund for Afghanistan [Steering Committee] on the approved allocation or transfer to a Participating Organization (or other entities) been reviewed and cleared by the Special Trust Fund for Afghanistan Steering Committee (or the fund secretariat if authority to clear conditions has been granted to the fund secretariat.)

Yes
 N/A

Has the fund secretariat confirmed that the NUO registration to operate is still valid at the time of this Fund Transfer Request?

Yes
 N/A

Enter contact information (e-mail addresses) for payment notification

To Emails:

Add TO

CC Emails:

Add CC



FTR Form Signatures and Workflow

The Secretariat User verify the signature modality and complete the workflow before submitting the FTR form

MPTF Office Gateway **FAS** FMP Contacts Entities Admin ▾

⚠ Warning: This is staging environment.

Fund Name

General Information Partners Fund Dates Capitalization Staff Administration Fund Structure Fund Transfer Requests RBM Configuration Projects

FTR Workflow

FTR Forms Information Documents **Signatures** Workflow

Section status: Please fill-in (0) below details

Information

- Outcome/ Pillar/ Cluster/ Theme
- Country of disbursement
- Participating Organizations
- Supporting Documents
- Fund Secretariat Confirmations
- Supporting Documents
- Fund Secretariat Confirmations
- Supporting Documents
- TO and CC emails

Workflow Status

In Progress	Comments
Workflow in progress	

Comments

MPTF Office Gateway **FAS** FMP Contacts Entities Admin ▾

⚠ Warning: This is staging environment.

Fund Name

General Information Partners Fund Dates Capitalization Staff Administration Fund Structure Fund Transfer Requests RBM Configuration Projects

FTR Workflow

FTR Forms Information Documents **Signatures** Workflow

Workflow Status	Comments
Submitted for review	Could you please sign. Thank you.
Signed and ready for approving authority	Ok I've approved.
Submitted to MPTFO for review	Please over to you
Cleared and ready for checklist creation	Please pay
Cleared and ready for checklist creation	
Submitted for review, project and budget creation	questions completed

Workflow Completed

Comments

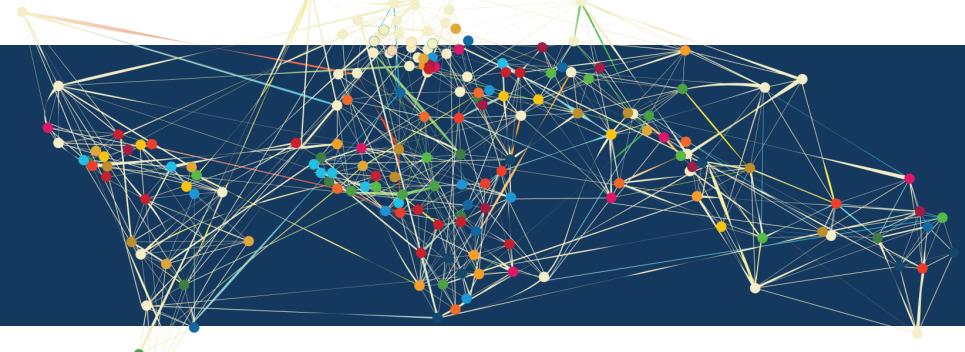
Tips and useful info:

** The system allows FTR-specific document uploading

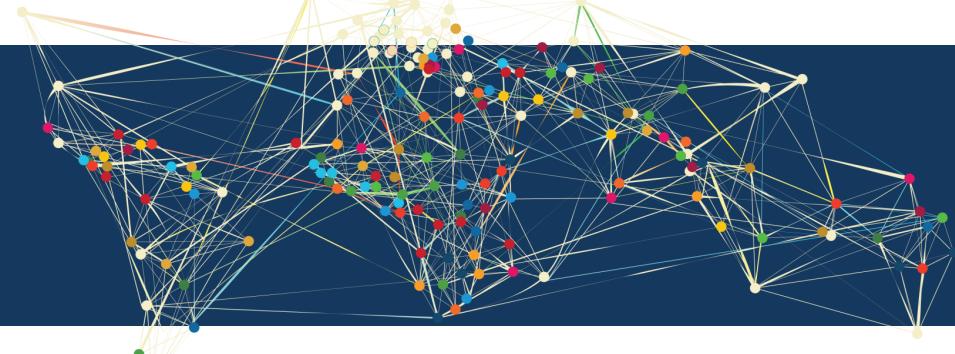
**The system allows Printout of the Form

**The system retrieve signatory(s) information and approval authority from the FAS (Fund level)

Q&A



Resources and links



Resources - links

Gateway 2.0 Website

GW 2.0 Learning Center

GW 2.0 Internal Application (FAS-FMP)

[Multi-Partner Trust Fund Office | Gateway](#)

[Learning center | MPTF Office](#)

[MPTFO Fund Management System - Home
\(sharepoint.com\)](#)

GW2.0 Supporting Team:

Cristina Bertarelli – Cristina.Bertarelli@undp.org

Sillas Molosiwa – sillas.Molosiwa@undp.org

Patrick Byrne – Patrick.byrne@undp.org



Thank you
GW 2.0 Supporting Team