PART I: Register Yourself and Your Organization

Introduction
The HPC projects module (formerly the Online Project Planning System - OPS) is part of the HPC tools suite which enables users to create projects and submit them for review and approval for inclusion within response plans. The system has been designed to facilitate information sharing and the review process for humanitarian actors. The projects submitted to a plan will follow a basic workflow for approval by sector leads.

Registering on HPC MODULE will take between 1 and 3 steps for you, depending on whether you have been registered to HPC MODULE before. If you are already registered on Humanitarian ID (HID) and if your organisation is already listed on HPC MODULE, you can jump straight to step 3. If you are already registered on HID but your organisation is not yet listed on HPC MODULE, you can jump to step 2.

User login and registration
All users of the projects module must log into the application with a Humanitarian ID (HID) account.

1) Go to https://projects.hpc.tools/user/profile Click on Login

Acceptable Use Notification
Unauthorized access to this United Nations Computer System is prohibited by ST/SGB/2004/15 ("Use of information and communication technology resources and data" of 29 November 2004).

Authorized users shall ensure that their use of Information and Communication Technology (ICT) resources and ICT data is consistent with their obligations as staff members or such other obligations as may apply to them.

All use of ICT resources and ICT data is subject to monitoring and investigation as set forth in ST/SGB/2004/15.

Use of this system by any user, authorized or unauthorized, constitutes consent to the applicable UN regulations and rules.
a) If you do have a Humanitarian ID (HID) account enter your HID email and password, and then click on login.

b) If you do not have a Humanitarian ID (HID) account click on ‘register’ you will be redirected to a page with some brief instructions.

Fill out the details and click register. You will then receive a confirmation email from HID to verify your address. Open the email and click on the link. Now return to https://projects.hpc.tools, click login, and enter your email and password to login.
c) Approving access to HID and entering the project module for the first time

You will then be asked if you want to allow HPC project module to access your HID details. Click “Allow”

You will now see the “User profile screen”. You must fill out your organization and the country in which you are working in. Start typing into the box and the system will try to find a match for your organization and country. Note that you may select more than one country. When complete, click “save and continue” and you will be directed to the map screen.

Click ‘this form’ If you cannot find the organization you are looking for, then click on the link circled

You will be redirected to the Organization Registration Form (Project Planning’)

Register Your Organization – if not on the list

We will review your submission and add the organization for you and inform you by email. You will not be able to proceed until you have added this organization, so you will have to return to the HPC projects module https://projects.hpc.tools after you have received this confirmation.
Finalize the User Account Registration

This is the new standard screen that you will see when you have registered and logged in successfully to the HPC projects module. Further instructions on how to navigate and fill out the projects template will be shared in due time.
PART II Guidance on HPC: How to Upload My Project

Now that you have registered, go to [https://projects.hpc.tools](https://projects.hpc.tools) and log in!

**NOTE:** The Bangladesh Online Project form will only be visible on the 29 November 2021

1. **Creating a New Project**
On the landing page for the HPC projects module (formerly Online Project Planning System - OPS), click on *New Project* to begin a project submission.

2. **Complete the Online Project Form**
Once on the project page, **Copy & Paste** the information from your project excel sheets to the corresponding textboxes on the online platform.

**All mandatory fields on the online platform are marked with an orange Asterix (*)&

On the left of the screen, you will see a navigation pane which indicates your progress.
The tables below the screenshots in this document will help you locate the data in the Excel Project Template that needs to be copied into Online Project Sheet.

### 2.1 - Basic Information

**Copy & Paste / Type** the project name and summary into the online template. And skip the project tag option.

Please enter a name, brief description, and dates for this project.

**Project Name**
Please provide a short and succinct name, e.g. ‘Food Assistance for Returnees in the South’

| Project Name: TESTJRP2022 Project name Food Assistance for Rohingya in the Cox's Bazar |

**Project Summary**
Please provide a short summary of the intervention, describing its purpose and target

https://projects.hpc.tools/map is the landing of of Humanitarian Programme Cycle (HPC) projects module. Click on 'new project' to begin a project submission.

Max value: 157/4000

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Set standard dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2022</td>
<td>31/12/2022</td>
<td>USE 2022</td>
</tr>
</tbody>
</table>

**Project Tags:** PRP, COVID-19

Enter Tag.

<table>
<thead>
<tr>
<th>Online Project Sheet</th>
<th>Excel Template</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name</td>
<td>'Project Title' - Row 8 (Part I)</td>
</tr>
<tr>
<td>Project Summary</td>
<td>'Project Summary' - Row 9 (Part I)</td>
</tr>
<tr>
<td>Start Date – End Date</td>
<td>'Project Duration' - Row 10 (Part I)</td>
</tr>
</tbody>
</table>

Search for the **Appealing** Organizations by typing in the name of the organization and clicking on the name the appears in the popup box as illustrated below.
NOTE: for multiple Appealing organizations repeat the search and click on the name of the other organizations.

**Organizations**
Enter the names of all organizations and implementing partners that will be participating in this project.

**Appealing Organizations**
Organization(s) receiving primary funding for this project

- United Nations High
- United Nations High Commissioner for Refugees
- International Organization for Migration
- United Nations High Commissioner for Refugees

**Online Project Sheet**

<table>
<thead>
<tr>
<th>Appealng Organization</th>
<th>Excel Template</th>
</tr>
</thead>
<tbody>
<tr>
<td>'Agency Name' – Row 6 (Part I)</td>
<td></td>
</tr>
</tbody>
</table>

**Implementing Partners**
Organization(s) assisting in project implementation with funding provided by the appealing organizations

- CARE, Terre des Hommes International, World Vision International, etc...

**Online Project Sheet**

<table>
<thead>
<tr>
<th>Implementing Partners</th>
<th>Excel Template</th>
</tr>
</thead>
<tbody>
<tr>
<td>'Implementing Partners’ – Row 7 (Part I)</td>
<td></td>
</tr>
</tbody>
</table>

**Copy & Paste / Type** the Implementing Partners information.

**Primary Contact**
Enter the primary contact details for this project. Additional contacts may be also added. Please note that these details will be publicly visible so do not enter in any details that should be kept private.

**Name**
Sk Sabbir Hossain

**Email**
im2@iscgiov.org

**Phone Number**
01717659051

**ADD ANOTHER CONTACT**

**Online Project Sheet**

<table>
<thead>
<tr>
<th>Name</th>
<th>Excel Template</th>
</tr>
</thead>
<tbody>
<tr>
<td>‘Contact Focal Point (Name)’ - Row 46 (Part I)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone Number</th>
<th>Excel Template</th>
</tr>
</thead>
<tbody>
<tr>
<td>‘Contact Number’ - Row 47 (Part I)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email</th>
<th>Excel Template</th>
</tr>
</thead>
<tbody>
<tr>
<td>‘Contact Details (Email)’ - Row 48 (Part I)</td>
<td></td>
</tr>
</tbody>
</table>

**CLICK SAVE & NEXT >>** to move onto the next page.
2.2 - Response Plan

Select the Bangladesh response plan in the dropdown list to continue.

After selecting the Bangladesh Response Plan the page will load and display the rest of the online form. Select the corresponding sector by clicking on the checkboxes as illustrated below.

Select Sectors

If unsure of which cluster/sector to select, please consult with relevant cluster/sector coordinators.

- Communication with Communities
- Coordination
- Education
- Emergency Telecommunications
- Food Security
- Health
- Logistics
- Nutrition
- Protection
  - Child Protection
  - Protection
  - Gender Based Violence
- Shelter/Non-Food Items
- Site Management and Site Development
- Water Sanitation and Hygiene

<table>
<thead>
<tr>
<th>Online Project Sheet</th>
<th>Excel Template</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sector</td>
<td>‘Sector’ - Row 4 (Part I)</td>
</tr>
<tr>
<td>Sub-sector</td>
<td>‘Sector’ - Row 5 (Part I)</td>
</tr>
</tbody>
</table>

Copy & Paste /Type the project Needs information & the project Activities

NOTE: 4000 characters limit for textboxes.
Plan Fields

1 - Identified Needs

TESTJRP2021: Identified of your project Needs

Max length: 45/4000

2 - Activities or outputs

TESTJRP2021: Activities or outputs list of your project specific

Activity 1:
Activity 2:

Max length: 132/4000

Online Project Sheet | Excel Template
--- | ---
Identified Needs | ‘Identified Needs’ - Row 11 (Part I)
Activities or Outputs | ‘Activities or Outputs’ - Row 21 – 35 (Part I)

Contingency Plan

For contingency plan, Click on the checkbox if YES (then what is the percentage of the total budget allocated for a response to natural disasters) or skip this section if NO.

Does this project include contingency for natural disaster? *

Yes

If yes, then what is the percentage of the total budget allocated for a response to natural disasters? *

5%

Online Project Sheet | Excel Template
--- | ---
Does this Project include contingency for natural disaster? | ‘Does this Project include contingency for natural disaster?’ - Row 13 (Part I)
If yes, then what is the percentage of the total budget allocated for a response to natural disasters? | If yes, then what is the percentage of the total budget allocated for a response to natural disasters? - Row 14 (Part I)

Gender Age Marker

Partners have been requested to obtain a GAM code for the project prior to the submission for projects. Should you not have a GAM code at this point, open a NEW TAB in your web browser and Copy & Paste the following link https://ee.humanitarianresponse.info/single/::lKbQTg7d Once you have obtained your GAM code return to the project submission and follow the instructions below.

NOTE:

Refer to the GAM code obtained from GAM application done on: https://iascgenderwithagemarker.com/en/home/
On the HPC select one of the two options of your GAM code, as follows: **NOTE:** (T) stands for Targeted and (M) stands for Mainstreaming.

- **0**: There is no evidence that the project will contribute towards gender equality
- **1 (M)**: The project does not intentionally contribute to gender equality
- **1 (T)**: The project aims to principally promote gender equality without the necessary gender equality measures
- **2 (M)**: The project addresses age differences but does not intentionally contribute to gender equality
- **2 (T)**: The project addresses age differences and aims to promote gender equality but without the necessary gender equality measures
- **3 (M)**: The project will contribute to gender equality but without full attention to age groups
- **3 (T)**: The project is principally about promoting gender equality without full attention to age groups
- **4 (M)**: The project will significantly contribute to gender equality, including across age groups
- **4 (T)**: The project is principally about promoting gender equality, including across age groups
- **N/A**: The project does not have any contact with or direct influence on the affected population, and the programming actions are not linked

Select the appropriate Gender with Age Marker from the dropdown and then Copy & Paste / Type the GAM Reference Code you have obtained.

<table>
<thead>
<tr>
<th>Online Project Sheet</th>
<th>Excel Template</th>
</tr>
</thead>
<tbody>
<tr>
<td>IASC Gender with Age Marker (GAM)</td>
<td>‘Project Proposal Reviewed for Gender Responsiveness?’ - Row 20 (Part I)</td>
</tr>
<tr>
<td>Please provide the GAM Reference code for this project</td>
<td>‘GAM Generated Project Number’ - Row 21 (Part I)</td>
</tr>
</tbody>
</table>

**Cash Based Interventions**

For cash based intervention, Click on the checkbox if **YES** (project has cash-based intervention) or skip this section if **NO**.

**Note:** Should you not have further information regarding the breakdown of the cash-based intervention please select ‘Unknown’ in the restrictions dropdown and type in ‘0’ (zero) in the estimated percentage of project section to move on with the submission.
Online Project Sheet | Excel Template
--- | ---
Is any part of this project cash-based intervention? | ‘Is any part of this project cash transfer programming (including vouchers)?’ - Row 16 (Part I)
Estimated % of requirements to be used for cash transfer. | If yes, specify the estimated % of requirements to be used for cash transfer. - Row 16 (Part I)
Estimated % of requirements to be used for voucher assistance. | If yes, specify the estimated % of requirements to be used for voucher assistance. - Row 16 (Part I)

### 2.3: Location

Do **double click** on the checkbox to select locations (Camps/Unions), where only your project would be implemented. For example, your project will be implemented in camp 22 and camp 24. See the photo below.

![Location Selection](image)

**CLICK SAVE & NEXT >>** to move onto the next page.
# 2.4: Cluster/Sector

Add your **project target** according to your **Sector/Sub Sector only**. And click ‘**Include disaggregation and targets**’. For example, the see the illustration below only for Protection Sector/Sub-sector.

Select the applicable response plan indicators and enter the corresponding disaggregation targets for this project

- Water Sanitation and Hygiene
- Protection

## Protection

### CASELOADS

Enter the target amounts for this cluster. If a metric or location is not applicable for this cluster, leave the target field blank.

**CLPRO-CPN|PRO-GBV|PRO/8F3 - PROTECTION**

<table>
<thead>
<tr>
<th>Location</th>
<th>In Need</th>
<th>Targeted</th>
<th>Project Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Locations</td>
<td>861,545</td>
<td>861,545</td>
<td></td>
</tr>
</tbody>
</table>

- **Include disaggregation and targets**

**CLPRO-CPN|PRO-GBV|PRO/8F2 - CHILD PROTECTION**

<table>
<thead>
<tr>
<th>Location</th>
<th>In Need</th>
<th>Targeted</th>
<th>Project Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Locations</td>
<td>861,545</td>
<td>861,545</td>
<td></td>
</tr>
</tbody>
</table>

- **Include disaggregation and targets**

**CLPRO-CPN|PRO-GBV|PRO/8F1 - GENDER BASED VIOLENCE**

<table>
<thead>
<tr>
<th>Location</th>
<th>In Need</th>
<th>Targeted</th>
<th>Project Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Locations</td>
<td>861,545</td>
<td>861,545</td>
<td></td>
</tr>
</tbody>
</table>

- **Include disaggregation and targets**
After clicking on ‘Include disaggregation and targets’

Copy & Paste /Type the project beneficiary information from the excel projects spreadsheet as illustrated below.

Online Project Sheet | Excel Template
---|---
Project Target | ‘Grand Total’ – Sum of Cell AM:AM *(Part III)*
Girls (<18yrs) | ‘Child Female (< 18yrs)’ K Column *(Part III)*
Boys (<18yrs) | ‘Child Male (<= 18yrs)’ L Column *(Part III)*
Women (18-59yrs) | ‘Adult Females (>=18yrs)’ M Column *(Part III)*
Men (18-59yrs) | ‘Adult Male (>=18yrs)’ N Column *(Part III)*
Women (> 59yrs) | ‘Adult Females (> 59yrs)’ O Column *(Part III)*
Men (>59yrs) | ‘Adult Male (>59yrs)’ P Column *(Part III)*
Total | ‘Grand Total’ – AM Column *(Part III)*
After clicking on ‘Sector Objectives’

Click on the plus sign (++) next to ‘Cluster Objectives’ and select (by clicking on the checkboxes) the associated indicator/s that the project relates to. Once you have selected the indicator/s enter the project target (the same number used for ‘Number of Beneficiaries’).

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Description</th>
<th>Unit</th>
<th>Plan Target</th>
<th>Project Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td># of situational protection reports produced by the Protection Working Group (PWG), based on common Protection Monitoring Framework and/or ad hoc assessments (e.g. rapid protection Assessments, Border Monitoring, Settlement Protection Profiles, etc.), with recommendation on programming and advocacy priorities</td>
<td>Reports</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td># of cases supported with legal aid and related services including victims of trafficking and exploitation disaggregated by age and sex</td>
<td>Individuals</td>
<td>1,400</td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td>% of camps and targeted host community locations in which trainings on mediation and other alternative dispute resolution mechanisms are organized for</td>
<td>Locations</td>
<td>70</td>
<td></td>
</tr>
</tbody>
</table>

**Online Project Sheet** | **Excel Template**  
Project Target | ‘Estimated target for indicator’ – (Part II)

**CLICK SAVE & NEXT >>** to move onto the next page.
2.5 – Budget

Copy & Paste /Type the project budget information from the excel projects spreadsheet as illustrated below. Make sure to enter the total project cost at the top of the form as well as the breakdown in the table below. If you need to add more rows, click on ‘ADD ANOTHER ITEM’. Should you need to delete a row you can click on the ‘x’ next to the row. We would suggest to breakdown the budget into the operational cost by activities, office and staff cost. Once completed, make sure to read the disclaimer and to check the checkbox. For example, please see the photo below.

Enter the total cost, line items, and allocations by cluster and organization for this project.

<table>
<thead>
<tr>
<th>Line Items</th>
<th>Cost or % of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office and Staff cost</td>
<td>$ 1</td>
</tr>
<tr>
<td></td>
<td>20 %</td>
</tr>
<tr>
<td>Operation cost for Objective 1</td>
<td>$ 1</td>
</tr>
<tr>
<td></td>
<td>20 %</td>
</tr>
<tr>
<td>Operation cost for Objective 2</td>
<td>$ 1</td>
</tr>
<tr>
<td></td>
<td>20 %</td>
</tr>
<tr>
<td>Operation cost for Objective 3</td>
<td>$ 1</td>
</tr>
<tr>
<td></td>
<td>20 %</td>
</tr>
<tr>
<td>Contingency budget (if Yes)</td>
<td>$ 1</td>
</tr>
<tr>
<td></td>
<td>20.00 %</td>
</tr>
</tbody>
</table>

Total $5 100 %

ADD ANOTHER LINE ITEM

Online Project Sheet | Excel Template
---|-------------------
Project Cost | $ Total Budget – Row 112 *(Part III)*
contract, overheads etc. | Rows 53 – Rows 110 *(Part III)*
NOTE 1: If the total project cost entered at the top of the form does not equal the breakdown in the table below. The table will display red as illustrated below

<table>
<thead>
<tr>
<th>Contract 3</th>
<th>$ 30,000</th>
<th>5.00%</th>
<th>x</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. contracts, overhead, etc</td>
<td>$</td>
<td>0%</td>
<td>x</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$330,000</strong></td>
<td><strong>55%</strong></td>
<td>x</td>
</tr>
</tbody>
</table>

Your budget lines must add up to your total project cost.

ADD ANOTHER LINE ITEM

NOTE 2: If the total project has two or more Appealing Organizations, you will be required to indicate the percentage split of the funding requested by each organization as illustrated below.

**Budget Breakdown**

<table>
<thead>
<tr>
<th>Organization</th>
<th>$ 300,000</th>
<th>50.00%</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Organization for Migration</td>
<td>$ 300,000</td>
<td>50.00%</td>
</tr>
<tr>
<td>United Nations High Commissioner for Refugees</td>
<td>$ 300,000</td>
<td>50.00%</td>
</tr>
</tbody>
</table>

**Total for Organizations** | $ 600,000 | 100% |

Your budget lines must add up to your total project cost.

CLICK SAVE & NEXT >> to move onto the next page.
3. Review Your Submission

You will now have an opportunity to review your submission. Take time to read through the summary page and should you need to go back to any form the Previous button at the bottom of the page. Should you be satisfied with your submission, click Submit Project for Review.

Your project is now successfully uploaded for approval!
Handling ERROR Messages

Errors on the new online platform appear as ‘pop up’ boxes as illustrated below. If you skip a mandatory cell or enter an invalid entry into the textboxes, an error message will appear. Kindly read the error message carefully as they will assist you to solve the issue and allow you to move forward with the submission.

Video link: HPC Projects Module Tutorial (general): How to Log in and Register a Project
Quiz 1: Who is going to upload project?

Appealing Organization (Programme Partner)
Implementing partner organization/s do not need to upload project in HPC. Just need to be ensured that IP’s name should be there.

* If
  * Your programme partner is a UN agency, UN agency will upload the project
  * Your programme partner is an INGO, then INGO will upload the project
  * Your programme partner is an INGO but they don’t have registration, then NNGO partner would upload the project
  * You have a project managed by yourself, then you should upload the project
Joint Response Plan 2022

Quiz 2: What is the first step for project submission?
Register Yourself and Your Organization

https://humanitarian.id | https://projects.hpc.tools/user/profile

Quiz 3: Which browser needed for GAM application form?

Google Chrome
Joint Response Plan 2022

Quiz 4: where do you get GAM reference code, in case you don’t have?

Please contact with your Gender focal point
OR
Visit: Website: https://iascgenderwithagemarker.com/en/home/

How to use the marker

Design: We recommend using the GAM during the design of your programme, to enable effectively planned programmes that consider age and gender throughout.

Monitoring: If your program or project been underway for three months or more, it’s time to use the GAM for monitoring.

Please remember to use Chrome or Firefox to open the GAM – it does not work in Internet Explorer.

Direct Form: https://ee.humanitarianresponse.info/single/:lKbQ7g7d
Quiz 5: Which sign need to be clicked for extending location for age-sex disaggregation figure?

Quiz 6: Which sign need to be clicked for extending Sector/Cluster objective?

For example

Education

Cluster Objective
Joint Response Plan 2022

- Project should be filled up through ISCG Project Template
- Submit to relevant Sector/s Coordinator
- Reviewed by sector/s Peer Review Committee
- Approved by relevant sector/s Coordinator
- Qualified to upload through HPC