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| **Facilitators Regular Duties** |
| **Step 1: Create Service Provider profile for new FFPOs** |
| 1. **Only if an LoA is signed with a new FFPO you need to create a Service Provider profile in FORIS. Go to Provider tab, Click on C:\Users\guarascio.FAODOMAIN\Documents\Phase II\FORIS\Add New Button.PNG. Take the LoA and look for the information to fill in the fields in the Service Provider tab, url and contact included. Tip: the Document field is not for LoA pdf to upload but for any document relative to the FFPO. For example, the certificate of registration.**  |  | | --- | | **Team Assistant Regular Duties** |  1. **Go to Provider tab, enter the Supplier number**  |  | | --- | | **Facilitators Regular Duties** | | **Step 2: Data Entry for NEW LoAs** |  1. **Check Country Activity tab. Choose your country to have an overview of the Country Activities (LoAs; LoAs-FBAs; Consultancies, Exchange visits)** |
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| 1. **Upon signature of the LoA, go in Country Activities, do a free search for your country in the top left field. Click on C:\Users\guarascio.FAODOMAIN\Documents\Phase II\FORIS\Add New Button.PNG** |
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| 1. **Click on General Information, click on LOA button on the right and fill in every field with information. Tip: if the LoA is funded through a FBA click on both buttons** |
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| 1. **Click on LoA tab and fill in every field with information, including uploading a copy of the LoA signed by both parties as well as all relevant supporting documents (Quality Assurance; Note to the File; Routing Slip). Tip: always upload the final copy of the LoA in word in addition to the pdf copy. If the pdf copy is too heavy, upload only the page with the signatures and send a copy to** [**Francesca.guarascio@fao.org**](mailto:Francesca.guarascio@fao.org)**. I will compress and upload the file.** |
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| 1. **Click on LoA payments tab and click on C:\Users\guarascio.FAODOMAIN\Documents\Phase II\FORIS\Add New Button.PNGto enter information on the three payments.**   **To schedule the LoAs Payments as per LoA:**   * **Click on + icon. Tip: Do this for all the payments in the LoAs, for example click 3 times for three payments.** * **Click on the Amount field and enter the amount of the payment in the currency of your country** * **Click on Date Due field and through the calendar select the date when the payment is going to be disbursed.** * **Click on Condition field to select what condition need to be realized before the payment is disbursed. Select in the drop down menu: Upon signature; or progress report; or Final report.** * **Click Save =)** |
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| 1. **Go in General info tab and click on  to change the LoA status from Pending** |
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| 1. **Click on Monitoring tab to select the Outcome Indicators, Output Indicators and the Monitoring and Learning Questions as per Annex II of the LoA** |
| **Coaches, Facilitators and Team Assistant Regular Duties**  **Step 2: Monitoring and clearing the reports** |
| 1. **Coaches, team assistant and facilitators will receive a reminder from FORIS regarding the due date for the document and payment for every LoA they are responsible for** 2. **Upon the clearance of the Progress Report by the coach, the facilitator will, click on LoA Payments tab, upload the cleared document in the Document field.** 3. **The coach will check and click on CLEARED icon. Same procedure for final report.** |
| * **Step 3: Registering the Payments** |
| 1. **Only at this point the Team Assistant realizes the payment in GRMS. Immediately after that the Team Assistant click on LoA payments tab, click on Date Requested field and select through in the calendar the date when the invoice was issued in GRMS.** 2. **Click the red icon on the bottom right and save** |
| **Facilitators Regular Duties**  **Step 4: Evaluation** |

1. **Once the LoA is terminated, the facilitator will go to the Monitoring tab, click on Evaluation icon and fill in the fields named Progress against Baseline and M&L answers. Click save.**