**Partner assessment checklist (in case of new project partners)**

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|  | **Answer or explanatory notes** | **Yes** | **No** |
| Name of the organisation |       |
| Address, phone number, email address, website |       |
| Contact person |       |
| Year of foundation |       |
| Mission statement, goals and tasks | Available in writing? | [ ]  | [ ]  |
| Legal status | e.g. NGO, Association, etc. |
| Articles of association | Do articles of association exist? | [ ]  | [ ]  |
| Organisational chart | Available? | [ ]  | [ ]  |
| Which decision making structures do exist?  |  |  |  |
| Number of employees (permanent/ project based/volunteer staff)? |

|  |  |  |  |
| --- | --- | --- | --- |
| Total | Permanent  | Project based | Volunteers  |
| Female  |  | Male |  |

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| Control committees | Does a supervisory board exist? | [ ]  | [ ]  |
| Experience in handling grants | The biggest fund your organization managed and what was the project duration (last 3 years)?  | $ |
| Annual accounts | Are certified annual accounts available? A balance sheet? | [ ]  | [ ]  |
| Is your organization re-gistered with Ministry of Economy? Reg’tion No.  |  | [ ]  | [ ]  |
| Does your organization appear in any UN Security Council sanction lists? |  | [ ]  | [ ]  |
| Is your organisation re-gistered with ACBAR? |  | [ ]  | [ ]  |
| Existing policies, manuals and strategies |

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| --- | --- | --- |
| HR Policy | [ ]  | [ ]  |
| Financial Policy/Guideline | [ ]  | [ ]  |
| Logistic and Procurement Policy | [ ]  | [ ]  |
| Security Policy/Plan | [ ]  | [ ]  |
| Gender Policy | [ ]  | [ ]  |
| M&E Manual | [ ]  | [ ]  |
| Strategic Plan | [ ]  | [ ]  |
| Code of Conduct | [ ]  | [ ]  |
| PSEA Policy | [ ]  | [ ]  |
| Child Protection Policy | [ ]  | [ ]  |

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| In which provinces have you implemented projects?  |  |
| Does your organization have working experi-ence in NRM, DRR, WASH, Livelihoods? Humanitarian? Other Sectors? | If yes, please explain | [ ]  | [ ]  |
| List projects (incl. budgets, donors) you completed since 2017 |  |
| List current / running projects (as above) |  |
| In which sectors is your organisation experienced?  |  |
| How do you coordinate activities with authori-ties / other NGOs?  |  |
| How much do you involve communities during project implementation? What is your approach?  |  |
| Did your organization implement projects longer than 3 years?  |  |
| How did you develop & design projects so far? By yourself or hiring consultants?  |  |
| How does your organisation assure accountability?  |  |
| How do you ensure transparency?  |  |
| What are your organisation‘s strengths and weaknesses? |  |
| Practical example on specific case – challenges in the past |  |
| Are you eligible for OCHA AHF funding? |  |
| Testimonials and references |  |

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| --- | --- |
| **Date, signature** |       |