**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 |  | | | |
| 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 | |  |  |  | | --- | --- | --- | | 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 |  |  | | | |
| 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** |  |