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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **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? | [ ]  | [ ]  |
| Annual turnover in USD |  |
| Is your organization re-gistered with Ministry of Economy? Reg’tion No.  |  | [ ]  | [ ]  |
| Does your organization appear in any UN Security Council sanction lists? |  | [ ]  | [x]  |
| Is your organisation re-gistered with ACBAR? |  | [x]  | [ ]  |
| 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. Send as an Annex |  |
| List current / running projects (as above). Send as an Annex |  |
| In which sectors is your organisation experienced?  |  |
| Have your organization implemented any CASH related, Humanitarian Project? If yes, please explain. |  |
| 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?Have you received any AHF funding during 2018, 2019 and 2020. |  |
| Have you carried out any similiar projects/assessment and surveys for emergency/humanitarian project. Are any assessment/survey reports available. If yes, please attach.  |  |
| Does the Organization has a complaints handling mechanism as a formal, publicly communicated, feedback mechanism |  |
| Formal and appropriate complaints handling procedures for staff as well as beneficiaries and other stakeholders are in place and applied  |  |
| A whistle blowing policy for staff, beneficiaries and other stakeholders is documented, known and applied |  |
| The Organisation ensures to recruit and endeavours to retain qualified staff to deliver its work |  |
| Does the Organisation have a strategic plan reflecting its' mission. |  |
| Funds are used for achieving the pre-agreed project results for which they have been received, and administered accordingly in the accounts. |  |
| A Code of Ethics/Code of Conduct is present and adhered to. Staff policies and procedures respecting the dignity of staff and promote equality, fair, transparent, non-discriminatory treatment are in place and adhered to. |   |
| Policies and procedures that realistically reduce the risk of fraud, corruption, money laundering and misappropriation including the use of funds for terrorist activities are in place, and appropriate action is taken where risks or breaches of procedure are identified and in place. |  |
| Is there a policy and a monitoring system in place/available to minimize negative impact on environment |  |
| Are the staff in the organization experienced and reliable in the development of projects? Do they have experience and knowledge of assessments, surveys? |  |
| Testimonials and references (at least three organizations) |  |

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