Annex 2: Organizational Questionnaire

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| **Full name of the Organization and abbreviation** |  |
| **E-mail of contact person** |  |
| **Mobile Phone of contact person** |  |
| **Main office address** |  |
| **Sub Offices Addresses** |  |
| **Establishment Date** |  |
| **Website or Facebook page** |  |
|  | |
| **GOVERNANCE AND COVERAGE** | |
| Is your organization registered in the country of implementation? If yes, please provide registration number/proof. If not, please explain. |  |
| Which are the geographical areas the organization works in in the country, and what is the field presence? |  |
| How many permanentstaff members work in the country office/program? |  |
| Is there a clear distinction between supervisory and executive powers/leadership, allowing for segregation of duties and authority? If yes, please provide details. |  |
| **EXTERNAL ENGAGEMENT** | |
| Which clusters and / or humanitarian networks are you actively engaging with? |  |
| Does the organization coordinate its work with other civil society organizations, community led organizations, authorities, or UN agencies at the local, national, or international levels? If yes, please provide details. |  |
| Does the organization engage in public or political processes (i.e. national and local government policy or budget discussions / decisions)? If yes, please provide details. |  |
| **PROGRAMMATIC CAPACITY** | |
| Does the organization have a stated mission and vision? Please provide the link if publicly available. |  |
| Who are the target groups, beneficiaries, or participants of the organization? Is there a specific focus on underrepresented groups? |  |
| What is the geographical focus of the organization? |  |
| What is the organization’s programmatic focus (e.g., sectors of intervention, initiatives, emergency response, etc.)? |  |
| What processes are in place for beneficiary/participant identification that allow us to independently target the most appropriate/vulnerable ones? |  |
| Is there a systematic process to gather feedback and complaints from the people/communities through safe, discreet feedback and complaints mechanisms that are easily accessible and known to all program participants and communities? |  |
| Does the organization have a documented risk register and a risk management process? |  |
| What is the current overall budget for the organization’s activities? For this year (2024) and the year before (2023), in USD. |  |
| **FINANCIAL CAPACITY** | |
| Does the organization have a financial policy that details its accounting standards, rules, and procedures? If yes, please provide details. |  |
| Does the organization have a documented approval process and internal controls in place that ensure a clear segregation of duties? If yes, please provide details. |  |
| Does the organization have a qualified finance team with clearly defined roles and responsibilities? If yes, please provide details. |  |
| Please provide details on the process for preparing, approval, and monitoring the annual budget plan. |  |
| Does the organization have an accounting system based on double-entry bookkeeping that meets basic accounting standards? If yes, please provide details. |  |
| Is expenditure supported by original invoices, duly authorized payment vouchers, and receipts from suppliers (i.e., adequate supporting documents)? If yes, please provide details. |  |
| Does the organization have a bank account registered in its own name? If yes, please provide details. |  |
| **PROCUREMENT AND SUPPLY CHAIN CAPACITY** | |
| Does the organization have and follow counterterrorism policies requiring systematically vetting partners and suppliers? If yes, please provide details. |  |
| Does the organization have clear procurement regulations/policy? (Yes, No) |  |
| Does the organization have a clear policy for segregation of duties and delegation of authority in the procurement process? If yes, please provide details. |  |
| Are quotations or invoices collected before purchases are made? If yes, please provide details. |  |
| Does the organization have an asset or inventory database? If yes, please provide details. |  |
| Does the organization have procedures for managing stocks and warehouses? If yes, please provide details. |  |
| **Does the organization Have** | |
| Strategy in place? If yes, please provide details. |  |
| Framework for Accountability to Affected Populations? If yes, please provide details. |  |
| Code of Conduct or other ethics policy? If yes, please provide details. |  |
| Policies and procedures to prevent sexual exploitation and abuse? Policies and procedures on child safeguarding? If yes, please provide details. |  |
| Policies on Protection Mainstreaming, Inclusion, Child Protection? If yes, please provide details on how the policies are operationalized. |  |
| Does your organization have specific policies, tools, or practices to promote Safe and Inclusive Programming (SIP)? Please provide examples (e.g., using a safe referrals mechanism, addressing barriers to accessibility for marginalized groups, conducting gender-sensitive assessments, integrating age, gender, and diversity mainstreaming into program design and implementation, ensuring personal data protection, engaging marginalized groups in decision-making, ensuring community feedback mechanisms are safe and accessible, etc.) |  |