Annex 3: Documents Checklist

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| Key Doc | DOCUMENT | AVAILABLE (YES, NO) | SHARED (YES, NO: Why) |
| Key | 1. Annex 2 - Organizational Questionnaire |  |  |
| Preferred | 1. Annex 3 - Document Checklist |  |  |
| Key | 1. Annex 4 - Projects Summary |  |  |
| Key | 1. Copy of valid and active registration certificate/license |  |  |
| Preferred | 1. Organization profile and any other strategic documents (i.e. strategy, Mission, Vision, Objectives, etc) |  |  |
| Key | 1. Organizational organogram |  |  |
| Key | 1. Financial policy**,** accounting policy, annual financial statement |  |  |
| Key | 1. Human resources policy |  |  |
| Key | 1. Procurement policy |  |  |
| Key | 1. Code of conduct |  |  |
| Preferred | 1. Prevention of sexual exploitation and abuse policy |  |  |
| Preferred | 1. Security and safety policy |  |  |
| Preferred | 1. Information on existing complaint and feedback mechanisms |  |  |
| Preferred | 1. Copy of external audit report/s for the last year (2023) |  |  |
| Preferred | 1. Copy of annual reports for the past 2 years (2023, 2022) |  |  |
| Preferred | 1. Monitoring, evaluation, accountability and learning (meal) policy, plan or mechanisms. |  |  |
| Preferred | 1. Accountability to affected persons (AAP) policy, plan or mechanisms |  |  |