## CSO Partner Declaration and Due Diligence Verification Form

*(Use* [*UN Partner Portal*](http://www.unpartnerportal.org)*, this form is for CSOs with no internet access)*

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| Name of organization:  |  |
| Acronym: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |
| Website: |  |
| Type of organization (select only one) | **[ ]** National NGO (an NGO that is established in only one country)**[ ]** Community-based organization (grassroots association)**[ ]** Academic institution (a degree conferring institution)**[ ]** International NGO (an NGO that has offices in more than one country)**[ ]** IFRC, ICRC and Red Cross/Red Crescent National Societies |

|  |  |  |
| --- | --- | --- |
| The undersigned, being a duly authorized representative of the Organization, represents and declares that: | YES | NO |
|  | The Organization is a non-profit civil society organization. | [ ]  | [ ]  |
|  | The Organization is committed to the core values of the UN, including the *Charter of the United Nations* and the *Universal Declaration of Human Rights*. | [ ]  | [ ]  |
|  | The Organization is committed to the principles of a) Equality b) Transparency c) Result-orientated approach d) Responsibility and e) Complementarity, as endorsed by the Global Humanitarian Platform in July 2007. | [ ]  | [ ]  |
|  | The Organization will not discriminate against any person or group on the basis of race, colour, sex, sexual orientation, gender, gender identity, language, religion, political or other opinion, national, ethnic or social origin, property, health, disability, birth, age or other status. | [ ]  | [ ]  |
|  | The Organization ensures that all its employees, personnel, contractors and sub-contractors comply with the standards of conduct listed in Section 3 of the UN Secretary-General’s Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (https://documents-dds-ny.un.org/doc/UNDOC/GEN/N03/550/40/PDF/N0355040.pdf). | [ ]  | [ ]  |
|  | The Organization and its Management[[1]](#footnote-2) are not included on the Consolidated United Nations Security Council Sanctions List, and have not supported and do not support, directly or indirectly, individuals and entities sanctioned by the Security Council or otherwise engaged in activities prohibited by a Security Council resolution adopted under Chapter VII of the Charter of the United Nations (https://www.un.org/securitycouncil/content/un-sc-consolidated-list). | [ ]  | [ ]  |
|  | The Organization and its Management are not involved in any of the following: |  |  |
|  | 1. fraud;
 | [ ]  | [ ]  |
|  | 1. corruption;
 | [ ]  | [ ]  |
|  | 1. conduct related to a criminal organisation;
 | [ ]  | [ ]  |
|  | 1. money laundering or terrorist financing;
 | [ ]  | [ ]  |
|  | 1. terrorist offences or offences linked to terrorist activities;
 | [ ]  | [ ]  |
|  | 1. sexual exploitation and abuse;
 |  |  |
|  | 1. child labour, forced labour, human trafficking; or
 |  |  |
|  | 1. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).
 |  |  |
|  | The Organization and its Management have not been found guilty pursuant to a judgment or an administrative decision of grave professional misconduct.  |  |  |
|  | The Organization and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law. | [ ]  | [ ]  |
|  | The Organization and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.  | [ ]  | [ ]  |
|  | The Organization and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business (*creating a shell company*).  | [ ]  | [ ]  |
|  | The Organization and its Management have not been the subject of a final judgment or a final administrative which found the Organization was created with the intent referred to in point (11) (*being a shell company*). | [ ]  | [ ]  |

The UN reserves the right to disqualify the Organization or terminate any partnership or other arrangement between the UN and the Organization, with immediate effect and without liability, in the event of any misrepresentation made by the Organization in this Declaration.

It is the responsibility of the Organization to immediately inform the UN of any changes in the situations declared.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UN and the Organization.

|  |  |
| --- | --- |
| Name of the Head of organization: |  |
| Title of the Head of organization: |  |
| Signature and Date:  |  |

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| **FOR UNICEF OFFICE USE ONLY**This form is to be completed by the PRC Secretary, his/her supervisor or the Partnership Officer. |
| Due diligence verification  | Yes | No | Comment if applicable |
| 1. Organization status confirmed as non-profit

*Check the statute or constitutional document. It the organization is not non-profit the Procedure does not apply.* | [ ]  | [ ]  |  |
| 1. Organization values/mandate in line with UNICEF mandate and principles

*Check the statute or constitutional document.*  | **[ ]**  | **[ ]**  |  |
| 1. Organization is registered in country of implementation

*Check the official registration document.* | **[ ]**  | **[ ]**  |  |
| 1. Organization, its head, deputy head and board members are not included in the [UN Security Council Consolidated Sanctions List](https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list)
 | **[ ]**  | **[ ]**  | Provide details of name(s) listed in the [UN Security Council Consolidated Sanctions List](https://www.un.org/securitycouncil/content/un-sc-consolidated-list): |
| 1. No apparent impropriety that poses a reputational risk to the UN has been identified regarding fraud and corruption[[2]](#footnote-3), sexual exploitation and abuse[[3]](#footnote-4), child safeguarding violations[[4]](#footnote-5), or other misconduct

*Check media reports, internet and other information sources.* | **[ ]**  | **[ ]**  | Provide details and information source if reputational risk was identified: |
| 1. *For INGOs only.* Organization meets minimum standards of transparency
 | **[ ]**  | **[ ]**  | Provide audited financial statements and public annual report. |
| By signing this form, I certify that the prospective CSO partner has undergone due diligence verification and is eligible for implementing partnership with UNICEF.Name: ……………………………………… Signature: ……………………………Title: ….…………………………………… Date: …………………………………. |

1. “Management” means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders. [↑](#footnote-ref-2)
2. In line with provisions of [CF/EXD/2013-008](https://unicef.sharepoint.com/sites/portals/RF/Regulatory%20Framework%20Library/DHR%20Exec%20Dirs%20CFEXD2013-008%20Policy%20Prohibiting%20and%20Combatting%20Fraud%20and%20Corruption.pdf) “Policy Prohibiting and Combatting Fraud and Corruption” [↑](#footnote-ref-3)
3. In line with provisions of [ST/SGB/2003/13](https://undocs.org/ST/SGB/2003/13) entitled “Special Measures for Protection from Sexual Exploitation and Sexual Abuse” [↑](#footnote-ref-4)
4. in line with provisions of [CF/EXD/2016-006](https://unicef.sharepoint.com/sites/portals/RF/Regulatory%20Framework%20Library/DHR%20Exec%20Dirs%20CF%20EXD%20006%20Child%20Safeguarding%20Policy%2001-Jul-2016.pdf) "Policy on Conduct and Promoting the Protection and Safeguarding of Children" [↑](#footnote-ref-5)