**Local Organization Profile Creation – Organization profile**

**Objective:** Create your Local organization's profile after successful registration of the organization.

| Steps | Description | Action | Notes |
|---|---|---|---|
| 0 | Profile | Once you have logged into the application, you land on your Organization dashboard. On the left navigation bar, select *Profile* (1) | You will be directed to the *Profile* page. |
| 1 | Edit NGO Profile | In the right upper corner, click on *Edit* button. | This action will enable the users to edit the Headquarters Profile and lead the user to various tabs, with the 'Identification' tab being the first one. |
| 2 | Edit NGO Profile | You are redirected to the identification tab | **A section that shows the following symbol next to a section ⚠ (2) indicates that the partner has not completed that section of the profile. A partner will not be able to submit a concept note until his profile his completed, thus take the time to fill in all required information that will be highlighted in the different tabs.** |
| 3 | Edit Headquarters / identification Tab | View pre-populated data in the basic Information and Legal Status section (1). If all the information is correct, click on *Save & Continue*. (2) You will automatically be redirected to the "Contact Information tab". | The 'Basic Information and Legal Status' section in the identification tab is pre-populated with information from account registration period and is not editable for some information. Please note the areas that indicate (optional) are not conditional to having a complete profile. |
| 4 | Contact Information tab – | Under the Contact Information tab, fill in the requested information for the mailing address. View pre-populated data regarding the head of the organization. Add additional information or edit existing information. Provide information regarding the key personnel of your organization, including your board of directors. Fill in information regarding connectivity and working languages. | Please ensure that the contact information that is entered is up-to-date so that UN agencies can use this information to contact your organization. |
| 5 | Mandate & Mission tab - | Under the "Mandate & Mission tab", please provide background information, including the rationale for the establishment of the organization and its mandate & mission.<br><br>Please provide information regarding the Governance and Ethics of your organization, your sectors and areas of specialization with the number of years of experience.<br><br>Provide information on whether or not you work with persons of concern with UNHCR. Detail the list of countries your organization operates in, and whether it has the capacity to work in difficult security environments. | |
| 6 | Funding tab - | Please select the appropriate budget range for your organization's annual budget (in USD equivalent) for current year as well as for two previous years. | Annual budget refers to the total planned expenditure for a fiscal year. |

| | | Please provide information regarding the organization's major donors. | |
|---|---|---|---|
| 7 | Collaboration tab - | Please answer the question 'Has your organization collaborated with any UN agency?'<br>If yes, please indicate which agency selecting the UN agency from the list, and explain the collaboration. Please provide the organization's Vendor/Partner Number (If applicable).<br><br>Please share the organizations' accreditations and references as well. | For UNICEF and WFP, this is vendor ID. For UNHCR, this is partner code (Partner MSRP code). |
| 8 | Project Implementation tab - | Please answer the question: 'Does the organization use a results-based approach to managing programmes and projects?<br>If yes, please provide a brief description of your management approach.<br><br>Please select your organization's accounting system from the list: Computerized Accounting system, Paper-based accounting system, no accounting system.<br><br>Please indicate if there is a formal documented policy in place stipulating segregation of duties.<br><br>Please indicate if the organization regularly audited and share audit reports.<br><br>Briefly explain the key results achieved by your organization over the last year and upload (if applicable) the organization's last annual report. | Results-based approach: aims to improve management effectiveness and accountability by defining realistic expected results, monitoring progress toward the achievement of expected results, integration lessons learned into management decisions and reporting on performance. (2) |
| 9 | Other information tab | Please indicate if there is any other information the organization may wish to share (this is optional)<br><br>The Partner declaration has been pre-populated from registration information.<br><br>Please tick the box that 'The organization confirms that the information provided in the profile is accurate to the best of its knowledge, and understands that any misrepresentations, falsifications or material omissions in the profile, whenever discovered, may result in disqualification from or termination of partnership with the UN.' | Please click the 'SAVE & EXIT' button to finalize the profile. |

| 0 | Profile | Once you have logged into the application, you land on your Organization dashboard.<br>On the left navigation bar, select *Profile* (1) | You will be directed to the *Profile* page. |
|---|---------|---|---|

| Steps | Description | Action | Notes |
|-------|-------------|--------|-------|
| 1 | Edit NGO Profile | In the right upper corner, click on *Edit* button. | This action will enable the users to edit the Headquarters Profile and lead the user to various tabs, with the 'Identification' tab being the first one. |
| 2 | Edit NGO Profile | You are redirected to the identification tab | **A section that shows the following symbol next to a section ⚠ (2) indicates that the partner has not completed that section of the profile. A partner will not be able to submit a concept note until his profile his completed, thus take the time to fill in all required information that will be highlighted in the different tabs.** |

**STEP 1**



**STEP 2**

| 3a | Edit Profile-<br>Basic<br>Information | View pre-populated data | Edit the 'Basic Information' section in the identification tab is pre-populated with information from account registration period and is not editable. |
|---|---|---|---|

**STEP 3a**

✓ Basic Information

Organization's Legal Name
Youth Network for the Rehabilitation of Afghanistan

Alias (if applicable)
-

Acronym (If applicable)
-

Organization's former Legal Name (optional)
-

Country of Origin
Afghanistan

Type of organization
National NGO

| 3b | Identification tab – *Legal Status* | Complete the required fields of 'Year of establishment in country' (1) and answer the question of 'Does the Organization have a Governing Document' (2) If yes, the document must be uploaded (3).<br><br>Answer the question of 'Is the organization registered to operate in the country of origin?' (5) If yes, 'Registration date' and 'Registration number (6) to be added. Upload 'Registration Document'. (7)<br><br>Click on 'Save & Continue' (9) to go to the next section. | If you answer 'No" to the Registration, the Portal will request that you provide an explanation instead of the additional information associated with the Registration. Maximum size of the document uploads are 32 MB<br><br>Click on "+ADD NEW" if you want to add another governing document (4)<br><br>Click on "+ADD NEW" if you want to add another registration number (8) |
| --- | --- | --- | --- |

**STEP 3b**

⚠ Legal Status

Year of establishment in country of operation

❶ Please provide

Required

Does the Organization have a Governing Document?

❷ ◉ Yes  ○ No

Governing Document ⓘ

❸ ⬆ UPLOAD FILE

Required

❹ + ADD NEW

Is the organization registered to operate in the country?

❺ ◉ Yes  ○ No

| Registration Date | Name of registering authority | Registration number (If applicable) |
| --- | --- | --- |
| ❻ Please provide | Please provide | Please provide |
| Required | Required | |
| Expiration Date | Registration Document | |
| Please provide | ⬆ UPLOAD FILE ❼ | |
| | Required | |

❽ + ADD NEW

❾ SAVE & CONTINUE    SAVE & EXIT

| Steps | Description | Action | Notes |
|-------|-------------|--------|-------|
| 4a | Contact Information tab – *Mailing Address* | Under the Contact Information tab, fill in the requested information for the mailing address. Select the 'Type of mailing address' (1) and provide the information for the mailing address. (2) | Please ensure that the contact information that is entered is up-to-date so that UN agencies can use this information to contact your organization. When you select *'PO Box'* the 'Street Address' option will change to P.O. Box Please note the areas that indicate (optional) are not conditional to having a complete profile. |

**STEP 4a**

IDENTIFICATION    **CONTACT INFORMATION**    MANDATE AND MISSION    FUNDING    COLLABORATION    PROJECT IMPLEMENTATION    OTHER INFORMATION

⚠ Mailing Address

❶ Type of mailing address
  ⦿ Street Address    ○ PO Box

❷
| Street Address | City | Country | Zip Code (optional) |
|---|---|---|---|
| Provide street address | Provide city | Provide country | Provide zip code (optional) |
| Required | Required | Required | |

| Telephone | Fax (optional) | Website (optional) | Organization Email (optional) |
|---|---|---|---|
| Provide telephone | Provide fax (optional) | Provide website (optional) | Provide organization email (optional) |
| Required | | | |

✔ Mailing Address

*Example of section filled.*

Type of mailing address
⦿ Street Address    ○ PO Box

| Street Address | City | Country | Zip Code (optional) |
|---|---|---|---|
| 42  Guild Street | London | United Kingdom | SE26 4TY |

| Telephone | Fax (optional) | Website (optional) | Organization Email (optional) |
|---|---|---|---|
| 7848183025 | Provide fax (optional) | Provide website (optional) | Provide organization email (optional) |

| Steps | Description | Action | Notes |
|---|---|---|---|
| 4b | Contact Information tab – *head of Organization* | View pre-populated data regarding the head of the organization. (1)<br>Add additional information or edit existing information.<br><br>You have the possibility to add additional contact information as head of Organization with the "+ Add New" button.(2)<br><br>Fill the information regarding the Head of the organization, in-country.(3) | The name and e-mail of the 'Head of Organization' that was entered in the registration section is prepopulated in the 'Head of Organization' section. This information cannot be amended.<br><br><br>You have the possibility to add additional contact information with the "+ Add New" button.(4) |

**STEP 4b**

Head of Organization

❶

Full name
Phillip Collins

Job Title/Position
Executive Director

Telephone
Provide telephone

Mobile (optional)
Provide mobile (optional)

Fax (optional)
Provide fax (optional)

Email
unpp_test-dhaihead@yahoo.com

Authorised Officer?
◉ Yes  ○ No

Member of the Board of Directors?
◉ Yes  ○ No

+ ADD NEW  ❷

Country office - Head(s) of Organization

❸

Full name
Provide full name

Job Title/Position
Provide job title/position

Telephone
Provide telephone

Mobile (optional)
Provide mobile (optional)

Fax (optional)
Provide fax (optional)

Email
Provide email

Authorised Officer?
○ Yes  ○ No

Member of the Board of Directors?
○ Yes  ○ No

+ ADD NEW  ❹

| Steps | Description | Action | Notes |
|---|---|---|---|
| 4c | Contact Information tab – *Key Personnel* | Answer the question 'Does your organization have a board of director(s)?' with a 'Yes' or 'No'<br><br>Answer the question 'Does your organization have any other authorized officers who are not listed above?'<br><br>In case other board members or authorized officers can be added, with '+ADD NEW' button. | If 'yes', complete the information a new data box opens with information about the Board of Directors. Fill in all required fields: 'Full name', 'Job Title/Position', Telephone', 'Fax', 'Email'<br><br>If 'yes', complete the information a new data box opens with information about authorized officers. Fill in all required fields: 'Full name', 'Job Title/Position', Telephone', 'Mobile', 'Fax', 'Email' |

**STEP 4c**

Key Personnel

Does your organization have a board of director(s)?

◉ Yes   ○ No

Board of Director(s)

Full Name: Jane Smith

Job Title/Position: Chairman

Authorised Officer? ◉ Yes ○ No

Telephone: 7848183025

Fax (optional): Provide fax (optional)

Email: jsmith@yahoo.com

*Add one additional contact information*

+ ADD NEW

Does your organization have any other authorized officers who are not listed above? ⓘ

◉ Yes   ○ No

Authorised Officer(s)

Full Name: Ronald Stiltskin

Job Title/Position: Finance Director

Telephone: 7848183025

Fax (optional): Provide fax (optional)

Email: rstiltskin@yahoo.com

*Add one additional contact information*

+ ADD NEW

| Steps | Description | Action | Notes |
|-------|-------------|--------|-------|
| 4d | Contact Information tab – *Connectivity* | Answer the question 'Does the organization have reliable access to internet in all of its operations?' (1)<br><br>If 'no', please explain how communication is done with non-connected operations. (2) | |

**STEP 4d**



| Steps | Description | Action | Notes |
|-------|-------------|--------|-------|
| 4f | Contact Information tab – *Working Languages* | Add working languages of the organization by clicking on the downward facing.(1)<br><br>Click on *Save & Continue* (2). You will automatically be redirected to the "Mandate and Mission tab". | If one of the working languages is not available for selection then please select 'Other' and add it next to the selection box. |

**STEP 4f**

| Steps | Description | Action | Notes |
|---|---|---|---|
| 5a | Mandate & Mission tab - *Background* | Under the "Mandate & Mission tab", please provide background information, including the rationale for the establishment of the organization (1) and its mandate & mission.(2) | |

**STEP 5a**

< Headquarters Profile

IDENTIFICATION       CONTACT INFORMATION       MANDATE AND MISSION       FUNDING       COLLABORATION       PROJECT IMPLEMENTATION       OTHER INFORMATION

✔ Background

**❶**

Briefly state the background and rationale for the establishment of the organization

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**❷**

Briefly state the mandate and mission of the organization

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| 5b | Mandate & Mission tab - *Governance* | Describe the organization's governance structure. (1) | |
| | | Describe the headquarters' oversight of country/ branch office operations including any reporting requirements of the country/branch offices to HQ.(2) | |
| | | Upload the most up-to-date organigram of the organization. (3) | This step is optional. |

**STEP 5b**

✓ Governance

❶ Briefly describe the organization's governance structure

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❷ Briefly describe the headquarters' oversight of country/ branch office operations including any reporting requirements of the country/branch offices to HQ.

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Your most up-to-date organigram (optional)

❸ 🔗 Organization_Chart.docx?st=2018-11-11T15%3A04%3A52Z&se=2018-11-11T18%3A06%3A52Z&sp=r&sv=2014-02-14&sr=b&si... ✕

| Steps | Description | Action | Notes |
|---|---|---|---|
| 5c | Mandate & Mission tab - *Ethics* | Briefly describe the organization's mechanisms to safeguard against the violation and abuse of beneficiaries, including sexual exploitation and abuse.' (1) If these mechanisms are formally documented in an organizational policy or code of conduct, answer yes to the question (2) and upload the relevant document.(3)<br><br>Briefly describe the organization's mechanisms to safeguard against fraud, corruption and other unethical behaviour.?'(4) If these mechanisms are formally documented in an organizational policy or code of conduct, answer yes to the question (5) and upload the relevant document.(6) | If Yes, please upload policy, If no, please provide an explanation<br><br>If Yes, please upload policy, If no, please provide an explanation |

**STEP 5c**

✓ Ethics

Briefly describe the organization's mechanisms to safeguard against the violation and abuse of beneficiaries, including sexual exploitation and abuse.

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Are these mechanisms formally documented in an organizational policy or code of conduct?

❷ ⦿ Yes ◯ No

Copy of your policy or code of conduct

❸ 🔗 CSSeNkUA9dQMxUW6W86%2BLpN8HAcuNoVw%3D ✕

Briefly describe the organization's mechanisms to safeguard against fraud, corruption and other unethical behaviour.

❹ Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc dui mi, dictum ut turpis eu, iaculis condimentum justo. Nullam risus est, mattis eu pulvinar eu, laoreet ac nisl. Nullam purus nisl, imperdiet non consectetur viverra, tincidunt vel libero. Duis pellentesque ipsum eget finibus blandit. Cras eu ante eu turpis sollicitudin ullamcorper. Cras vulputate aliquam lectus ac pharetra. Quisque nec purus non odio porttitor finibus at in lectus. Integer sit amet nisl molestie, placerat arcu nec, semper diam. Proin commodo massa et lacus tempus semper. Vivamus blandit lacinia ipsum, eu dictum diam. Vivamus volutpat nec tortor a sodales. Aliquam erat volutpat. Mauris consequat tincidunt tincidunt. Sed eget eros id ante porttitor mattis non sed leo.

Are these mechanisms formally documented in an organizational policy or code of conduct?

❺ ⦿ Yes ◯ No

Copy of your policy or code of conduct

❻ 🔗 fraud_policy.docx?st=2018-11-11T15%3A04%3A52Z&se=2018-11-11T18%3A06%3A52Z&sp=r&sv=2014-02-14&sr=b&sig=H5fKL5mHss9iK%2BbNuwRhlYS9cciKpPpFJS8e... ✕

| Steps | Description | Action | Notes |
|-------|-------------|--------|-------|
| 5d | Mandate & Mission tab - *Experience* | Select sector (1), than select the number of years of experience range for the selected sector. (2)<br><br>For each sector Select area(s) of specialization in the selected sector. (3) You can choose multiple areas of specialization under one sector.<br><br>Use the "+ ADD NEW" to add a sector (4) fill and corresponding areas of specialization and years of experience.(5) | Please see example provided.<br><br><br><br>Use the bin to cancel a complete sector. |

**STEP 5d**



⚠ Experience

Sectors, areas of specialization, and years of experience

Sector
Food Security     ❶  ▾     Years of experience
10+ years     ❷  ▾

Area(s) of specialization     ❸  ▾
Select area(s) of specialization
Required

Sector
Select sector     ▾     Years of experience
Select years of experience     ▾     🗑
❺ Required                                         Required

Area(s) of specialization
Select area(s) of specialization

+ ADD NEW     ❹

*Send this to the trash bin if you **did not** want to add a new sector*

✓ **Experience**

Sectors, areas of specialization, and years of experience

Sector
Food Security ▾

Years of experience
10+ years ▾

Area(s) of specialization
✕ Agricultural inputs  ✕ Cash assistance  ✕ Food assistance  ✕ Food assistance for assets ▾

Sector
Livelihoods ▾

Years of experience
10+ years ▾                                🗑

Area(s) of specialization
✕ Cash and voucher assistance  ✕ Microfinance, microcredit and revolving loan funds  ✕ Smallholder agricultural market support  ✕ Technical and vocational educati ▾

Sector
Social Policy and Advocacy ▾

Years of experience
5-10 years ▾                                🗑

Area(s) of specialization
✕ Policy advocacy  ✕ Social policy and advocacy - general  ✕ Social protection and multidimensional poverty  ✕ Social safety nets ▾

| Steps | Description | Action | Notes |
|-------|-------------|--------|-------|
| 5e | Mandate & Mission tab - *Population of Concern* | Please indicate if your organization works with populations of concern (PoC) as defined by UNHCR. (2)  If yes, please select the group of PoCs your organization works with from the list. (2) | By putting your mouse over the information button next to the section head Population of Concern, the definition of the term will be provided to you (3) |

**STEP 5e**

✓ Population of Concern ⓘ

❸ Populations of Concern: is composed of various groups of people including refugees, asylum-seekers, internally displaced persons (IDPs) protected/assisted by UNHCR, stateless persons and returnees (returned refugees and IDPs).

Does your organization work with populations of concern as defined by UNHCR?
❶ ⦿ Yes  ○ No

Please indicate which group(s)
✕ Asylum seekers  ✕ Refugees                                ❷ ▾

| 5f | Mandate & Mission tab - *Country Presence* | Please enter the location name of your field offices in the country and drop a pin to mark each location(1) | To un-drop a pin, click on the pin to remove it |
| --- | --- | --- | --- |
| | | Please add the total number of staff globally (2), and describe your working relationships in the communities in which you operate (3). | Select number of staff from the provided ranges. |

**STEP 5f**

| Steps | Description | Action | Notes |
|-------|-------------|--------|-------|
| 5g | Mandate & Mission tab - *Security* | Answer the question 'Does the organization have the ability to work in high-risk security locations?' (1)<br><br>Answer the question 'Does the organization have policies, procedures and practices related to security risk management?'(2)<br><br>Please describe briefly the organization's ability, if any, to scale-up operations in emergencies or other situations requiring rapid response.(3)<br><br>Please click on 'SAVE & CONTINUE'. (4)You will automatically be redirected to the next tab "Funding". | |

**STEP 5g**

✔ Security

Does the organization have the ability to work in high-risk security locations?

❶ ◉ Yes ◯ No

Does the organization have policies, procedures and practices related to security risk management?

◉ Yes ◯ No ❷

Briefly describe the organization's ability, if any, to scale-up operations in emergencies or other situations requiring rapid response.

❸ Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc dui mi, dictum ut turpis eu, iaculis condimentum justo. Nullam risus est, mattis eu pulvinar eu, laoreet ac nisl. Nullam purus nisl, imperdiet non consectetur viverra, tincidunt vel libero. Duis pellentesque ipsum eget finibus blandit. Cras eu ante eu turpis sollicitudin ullamcorper. Cras vulputate aliquam lectus ac pharetra. Quisque nec purus non odio porttitor finibus at in lectus. Integer sit amet nisl molestie, placerat arcu nec, semper diam. Proin commodo massa et lacus tempus semper. Vivamus blandit lacinia ipsum, eu dictum diam. Vivamus volutpat nec tortor a sodales. Aliquam erat volutpat. Mauris consequat tincidunt tincidunt. Sed eget eros id ante porttitor mattis non sed leo.

❹ **SAVE & CONTINUE**    SAVE & EXIT

| 6a | Funding tab - *Budget* | Please select the appropriate budget range for your organization's annual budget (in USD equivalent) for current year (1) as well as for two previous years. (2) | Annual budget refers to the total planned expenditure for a fiscal year. (3) |
|---|---|---|---|

**STEP 6a**

IDENTIFICATION      CONTACT INFORMATION      MANDATE AND MISSION      **FUNDING**      COLLABORATION      PROJECT IMPLEMENTATION      OTHER INFORMATION

✓ Budget

What is your organization's annual budget (in USD) for the current and two previous years? ⓘ      ❸  Annual budget: refers to the organization's total planned expenditures for a fiscal year.

Year
2018

Budget
$10,000,001 to $100,000,000                                                                                          ❶   ▾

Year
2017

Budget
$100,000,001 to $1,000,000,000                                                                                           ▾

                                                                                                                    ❷

Year
2016

Budget
$100,000,001 to $1,000,000,000                                                                                           ▾

| 6b | Funding tab - *Major Donors* | Please select the type of donors that fund your agency. (1) | |
| --- | --- | --- | --- |
| | | Please list your main donors for programme activities. (2) | |
| | | Please list your main donors for core funding. (3) | Core Funding refers to financial support that covers the basic 'core' organizational and administrative costs.(4) |
| | | At the end of Funding tab please click on either 'SAVE & EXIT' or 'SAVE & CONTINUE'. (5) | |

**STEP 6b**

✓ Major Donors

Please select the type of donors that fund your agency

❶ ✕ Bilateral Agency/Multilateral Agency/Development Banks ✕ Private companies and corporations ✕ Trusts and foundations ✕ United Nations Agency

Please list your main donors for programme activities

❷ USAID, DFID, UNICEF, UNHCR, Bill and Melinda Gates Foundation

Please list your main donors for core funding ⓘ

❸ Trusts and Foundations, DFID

❹ Core funding: refers to financial support that covers an organization's basic "core" organizational and administrative costs, including salaries of non-project staff, rent, equipment, utilities and communications.

❺ **SAVE & CONTINUE**    SAVE & EXIT

| 7a | Collaboration tab - *History of Partnership* | Please answer the question 'Has your organization collaborated with any UN agency?'(1) | If you answer no, go directly to step 7b. |
|---|---|---|---|
| | | If yes, please indicate which agency selecting the UN agency from the list.(2) | |
| | | Please explain the collaboration with the agency selected (optional). (3) | |
| | | Please provide the organization's Vendor/Partner Number (If applicable). (4) | For UNICEF and WFP, this is vendor ID. For UNHCR, this is partner code (Partner MSRP code). |
| | | Click on "+ADD NEW" if you have collaborated with more than one UN agency. Fill the same steps described above for this collaboration. (5) | |

**STEP 7a**

| Steps | Description | Action | Notes |
|-------|-------------|--------|-------|
| 7b | Collaboration tab - *Accreditation* | Please answer question 'Has the organization collaborated with or participated as a member of a cluster, professional network, consortium or any similar institution?' (1)<br><br>If yes, please state which cluster, network or consortium and briefly explain the collaboration. (2) | |

**STEP 7b**

Has the organization collaborated with or participated as a member of a cluster, professional network, consortium or any similar institution?

❶ ◉ Yes ○ No

Please state which cluster, network or consortium and briefly explain the collaboration

❷ Please state

Required

| Steps | Description | Action | Notes |
|-------|-------------|--------|-------|
| 7c | Collaboration tab - *Accreditation* | Please indicate if you would like to upload any accreditations received by your organization? (1)<br>Please provide certifying/ accrediting body. (2)<br>Please also provide the date when received. (3)<br>The accreditation has to be uploaded at 'UPLOAD FILE'. (4)<br><br>You can add further accreditations with '+ADD NEW'(5). Follow the same steps as described above. | Providing accreditations are optional. If however the answer is yes to the first question, the further fields are mandatory to be filled. |

**STEP 7c**

⚠ Accreditation (optional)

Would you like to upload any accreditations received by your organization?

❶ ◉ Yes ○ No

Certifying/Accrediting Body

❷ Finance Accreditation

Date Received                              Accreditation

❸ 04 May 2016                    ❹ ⬆ UPLOAD FILE

Required

❺ + ADD NEW

| Steps | Description | Action | Notes |
|---|---|---|---|
| 7d | Collaboration tab - *References* | Please indicate if you would like to upload any reference letters for your organization.(1)<br><br>If yes, please provide the name of referring organization.(2)<br><br>Please also provide the date when received. (3)<br><br>The reference letter has to be uploaded at 'UPLOAD FILE'.(4)<br><br>You can add further references with '+ADD NEW'(5). Follow the same steps as described above.<br><br>At the end of Collaboration tab please click on either 'SAVE & EXIT' or 'SAVE & CONTINUE'.(6) | |

**STEP 7d**

⚠ References (optional)

Would you like to upload any reference letters for your organization?

❶ ⦿ Yes ◯ No

Name of referring organization
❷ UK Foreign Ministry

Date Received
❸ 05 Mar 2018

Reference
❹ ⬆ UPLOAD FILE
Required

❺ + ADD NEW

❻ SAVE & CONTINUE    SAVE & EXIT

| 8a | Project Implementation tab - *Programme Management* | Please answer the question: 'Does the organization use a results-based approach to managing programmes and projects? (1) <br><br> If yes, please provide a brief description of your management approach.(3) <br><br> Please answer the question: 'Does your organization have a system for monitoring and evaluating its programmes and projects?' (4) <br><br> If yes, Briefly explain your M&E system. (5) <br><br> Please answer the question: 'Does the organization have systems or procedures in place for beneficiaries to provide feedback on project activities?' (6) <br><br> If yes, briefly explain your feedback mechanism. (7) | Results-based approach: aims to improve management effectiveness and accountability by defining realistic expected results, monitoring progress toward the achievement of expected results, integration lessons learned into management decisions and reporting on performance. (2) |

| Steps | Description | Action | Notes |
|---|---|---|---|
| 8b | Project Implementation tab – *Financial Controls* | Please select your organization's accounting system from the list: Computerized Accounting system, Paper-based accounting system, no accounting system. (1)<br><br>Please indicate the method of accounting adopted by the organization? Accrual or cash. (2)<br><br>Please answer the question: 'Does your organization have a system to track expenditures, prepare project reports, and prepare claims for donors?'(3)<br><br>If yes, please briefly explain the system used. (4) | |

**STEP 8b**

Financial Controls

Your organization's accounting system

Computerized accounting system ❶

What is the method of accounting adopted by the organization?

❷ ⦿ Accrual ○ Cash

Does your organization have a system to track expenditures, prepare project reports, and prepare claims for donors?

❸ ⦿ Yes ○ No

Briefly explain the system used

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| Steps | Description | Action | Notes |
|---|---|---|---|
| 8c | Project Implementation tab – *Internal Controls* | Please indicate if there is a formal documented policy in place stipulating segregation of duties covering the following areas: 'Authorization to execute a transaction', ' Payment approvals', 'Procurement', 'Custody of assets involved in a transaction', 'Bank reconciliation', 'Recording of a transaction'. (1)<br>Answer the question 'Does the organization have an adequate number of experienced staff responsible for financial management in all operations?'(3) Provide a comment (4).<br><br>Please indicate if there is a formal documented policy in place covering the following areas: 'Asset and Inventory Management', 'Human Resources', 'Procurement'.  (5) | Answering all the questions in this section, please indicate if the organization have formal documented policies applicable to all operations that cover each area.(2) |

**STEP 8c**

⚠ **Internal Controls**

Does the organization have segregation of duties in the following areas of responsibility?

Subject Area
Authorization to execute a transaction

Segregation of Duties
❶ ◉ Yes ○ No

❷ Please comment
Provide comment
Required

Subject Area
Bank reconciliation

Segregation of Duties
◉ Yes ○ No

Please comment
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Subject Area
Custody of assets involved in a transaction

Segregation of Duties
◉ Yes ○ No

Please comment
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Subject Area
Procurement

Segregation of Duties
◉ Yes ○ No

Please comment
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Subject Area
Payment approvals

Segregation of Duties
◉ Yes ○ No

Please comment
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Subject Area
Recording of a transaction

Segregation of Duties
◉ Yes ○ No

Please comment
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Does the organization have an adequate number of experienced staff responsible for financial management in all operations?

**❸** ⦿ Yes ○ No

Please comment

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Does the organization have documented policies in the following subject areas?

| Subject Area | **❺** Documented Policies? |
|---|---|
| Procurement | ⦿ Yes ○ No |
| Human Resources | ⦿ Yes ○ No |
| Asset and Inventory Management | ⦿ Yes ○ No |

| Steps | Description | Action | Notes |
|---|---|---|---|
| 8d | Project Implementation tab - *Banking Information* | Please indicate the organization has a bank account. (1)<br><br>Please answer the question 'Does the organization currently maintain, or has it previously maintained, a separate interest-bearing account for UN funded projects that require a separate account?'(2) | |

**STEP 8d**

✓ Banking Information

Does the organization have a bank account?

**❶** ⦿ Yes ○ No

Does the organization currently maintain, or has it previously maintained, a separate interest-bearing account for UN funded projects that require a separate account?

**❷** ⦿ Yes ○ No

| Steps | Description | Action | Notes |
|---|---|---|---|
| 8e | Project Implementation tab - *Audit & Assessments* | Please indicate if the organization regularly audited.(1)<br>If yes, please select the type(s) of audits the organization undergoes (3) and upload your most recent audit report (4)/or copy a link if the report is publicly available online. (5)<br><br>Please answer the question: 'Where there any major accountability issues highlighted by audits in the past three years?'(7)<br><br>Please answer the question: 'Has the organization undergone a formal capacity assessment (8)?<br>If yes, please indicate which assessment (9) and upload your most recent assessment report.(10) | Please go on the information button to understand what the different audits refer to (2).<br>Click "+ADD NEW" to add more audit reports.(6)<br><br><br><br><br><br>Click "+ADD NEW" to add more Assessment reports. |

| Steps | Description | Action | Notes |
|-------|-------------|--------|-------|
| 8f | Project Implementation tab - *Reporting* | Briefly explain the key results achieved by your organization over the last year. (1)<br><br>Please indicate if the organization publish annual reports. (2)<br>If yes, please upload the most recent annual report(3)/or copy a link if the report is publicly available online.(4)<br>Please add the date of the most recent audit report. (5)<br><br>At the end of Project Implementation tab please click on either 'SAVE & EXIT' or 'SAVE & CONTINUE'. (6) | |

**STEP 8f**

⚠ Reporting

❶ Briefly explain the key results achieved by your organization over the last year

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Does the organization publish annual reports?

❷ ◉ Yes  ◯ No

Date of most recent annual report

❺ 02 Apr 2018

Copy of your most recent annual report

❸ ⬆ UPLOAD FILE

Required

Or link to the report form the organization's website

❹ Please provide

Required

❻ SAVE & CONTINUE    SAVE & EXIT

| Steps | Description | Action | Notes |
|---|---|---|---|
| 9 | Other information tab | Please indicate if there is any other information the organization may wish to share (this is optional).(1) <br><br> Please Upload up to 3 documents that may be useful (2). Please upload the logo of your organization (3). The Partner declaration has been pre-populated from registration information (4). <br><br> Please tick the box (5) that 'The organization confirms that the information provided in the profile is accurate to the best of its knowledge, and understands that any misrepresentations, falsifications or material omissions in the profile, whenever discovered, may result in disqualification from or termination of partnership with the UN.' | Please click the 'SAVE & EXIT' button to finalize the profile. (6) |

STEP 9

IDENTIFICATION    CONTACT INFORMATION    MANDATE AND MISSION    FUNDING    COLLABORATION    PROJECT IMPLEMENTATION    OTHER INFORMATION

Other information the organization may wish to share? (optional)

❶ Provide other information the organization may wish to share? (optional)

Upload up to 3 documents that may be useful

❷ 
⬆ UPLOAD FILE

⬆ UPLOAD FILE

⬆ UPLOAD FILE

Organization Logo

❸ ⬆ UPLOAD FILE

Partner Declaration

❹ 🔗 geJA%3D

❺ ☐ The organization confirms that the information provided in the profile is accurate to the best of its knowledge, and understands that any misrepresentations, falsifications or material omissions in the profile, whenever discovered, may result in disqualification from or termination of partnership with the UN.

Required

❻ SAVE & EXIT