

## INGO Profile Creation – Country profile

**Objective:** Create your organization’s country profile after successful registration of the organization.

Steps	Description	Action	Notes
1	Profile	On the left navigation bar, select <i>Profile</i> (1) and click on arrow that is on the Country Profiles <i>+New</i> (2) for opening a new country profile. If you want to edit an existing country profile, click on the arrow on the right-hand side of a country profile (3)	You will be directed to the <i>Profile</i> page.  In order to be able to create profiles for an international NGO, the user has to create ‘Headquarters’ profile first. Once the HQ profile is completed, Country profiles can be added.
2	Country Profile	After having clicked on “+NEW”, country operations are listed. Please select the country first. (1) and Click ‘CREATE’. (2)	Only those countries can be selected here that were added in the headquarters profile. This will display the country profile overview.
3	Identification Tab	View pre-populated data in the basic Information and Legal Status section (1). If all the information is correct, click on <i>Save &amp; Continue</i> . (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. Fill the information regarding the Head of the organization, <b>in-country</b> . 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.  Please provide information regarding the Governance and Ethics of your organization, your sectors and areas of specialization with the number of years of experience.  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 -	<p>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.</p> <p>Please provide information regarding the organization's major donors.</p>	Annual budget refers to the total planned expenditure for a fiscal year.
7	Collaboration tab -	<p>Please answer the question 'Has your organization collaborated with any UN agency?' 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).</p> <p>Please share the organizations' accreditations and references as well.</p>	For UNICEF and WFP, this is vendor ID. For UNHCR, this is partner code (Partner MSRP code).
8	Project Implementation tab -	<p>Please answer the question: 'Does the organization use a results-based approach to managing programmes and projects?' If yes, please provide a brief description of your management approach.</p> <p>Please select your organization's accounting system from the list: Computerized Accounting system, Paper-based accounting system, no accounting system.</p> <p>Please indicate if there is a formal documented policy in place stipulating segregation of duties.</p> <p>Please indicate if the organization regularly audited and share audit reports.</p> <p>Briefly explain the key results achieved by your organization over the last year and upload (if applicable) the organization's last annual report.</p>	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	<p>Please indicate if there is any other information the organization may wish to share (this is optional)</p> <p>The Partner declaration has been pre-populated from registration information.</p> <p>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.'</p>	Please click the 'SAVE & EXIT' button to finalize the Country profile.

Steps	Description	Action	Notes
1	Profile	On the left navigation bar, select <i>Profile</i> (1) and click on arrow that is on the Country Profiles <i>+New</i> (2) for opening a new country profile. If you want to edit an existing country profile, click on the arrow on the right-hand side of a country profile (3)	You will be directed to the <i>Profile</i> page.  In order to be able to create profiles for an international NGO, the user has to create 'Headquarters' profile first. Once the HQ profile is completed, Country profiles can be added.
2	Country Profile	After having clicked on "+NEW", country operations are listed. Please select the country first. (1) and Click 'CREATE'.(2)	Only those countries can be selected here that were added in the headquarters profile. This will display the country profile overview.

STEP 1

UNPP
🔔
👤

- 🏠 Dashboard
- 🌐 Partnership Opportunities
- 📁 Your Applications
- ⚙️ Profile 1
- 📖 Resource Library

### Profile

Headquarters Profile

2 users

11 Nov 2018

>

### Country Profiles

+ NEW 2

Jordan	0 users	⚠️	<span style="border: 2px solid #f4a460; padding: 2px 5px; font-size: 20px;">&gt;</span> <span style="background-color: #f4a460; border-radius: 50%; padding: 2px 5px; font-size: 8px;">3</span>
Afghanistan	0 users	⚠️	>

STEP 2

Create new a country profile
✕

You can grant access to your organization's country offices. If your organization has a country office in a country that is not shown below, you must first add that country in your headquarters profile.

Choose country
1

- Afghanistan
- Bangladesh
- Iraq

CANCEL
CREATE 2

Steps	Description	Action	Notes
3	Identification tab – Basic Information	In the right upper corner, click on <i>Edit</i> button (1).	This action will lead the user to 'Identification' tab  'Basic Information' section is pre-populated with information from account registration and is not editable.

**STEP 3**

Development & Humanitarian Aid International Last update: 29 Oct 2018 [EDIT](#) 1

[OVERVIEW](#) [UN DATA](#)

- Identification ▲
- Contact information ▲
- Mandate & Mission ▲
- Funding ▲
- Collaboration ▲
- Project Implementation ▲
- Other Information ▲

[Help](#)

< Development & Humanitarian Aid International

2 [IDENTIFICATION](#) ▲ [CONTACT INFORMATION](#) ▲ [MANDATE AND MISSION](#) ▲ [FUNDING](#) ▲ [COLLABORATION](#) ▲ [PROJECT IMPLEMENTATION](#) ▲ [OTHER INFORMATION](#) ▲

✓ Basic Information

Organization's Legal Name  
 Development & Humanitarian Aid International

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Alias (if applicable)  
 Provide alias (if applicable)

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Acronym (if applicable)

3a	Edit Profile- Basic 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.
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**STEP 3a**

✓ Basic Information

1

Organization's Legal Name

**Development & Humanitarian Aid International**

Alias (if applicable)

Provide alias (if applicable)

Acronym (if applicable)

Provide acronym (if applicable)

Organization's former Legal Name (optional)

Provide organization's former legal name (optional)

Country of Origin

**United Kingdom**

Type of organization

**International NGO (INGO)**

3b	Identification tab – <i>Legal Status</i>	<p>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).</p> <p>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)</p> <p>Click on ‘Save &amp; Continue’ (9) to go to the next section.</p>	<p>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</p> <p>Click on “+ADD NEW” if you want to add another governing document (4)</p> <p>Click on “+ADD NEW” if you want to add another registration number (8)</p>
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**STEP 3b**

**Legal Status**

Year of establishment in country of operation

1 Please provide  
Required

Does the Organization have a Governing Document?

2  Yes  No

Governing Document ⓘ

3 [↑ UPLOAD FILE](#)  
Required

4 [+ ADD NEW](#)

Is the organization registered to operate in the country?

5  Yes  No

6

Registration Date Please provide Required	Name of registering authority Please provide Required	Registration number (If applicable) Please provide
Expiration Date Please provide	Registration Document <a href="#">↑ UPLOAD FILE</a> 7 Required	

8 [+ ADD NEW](#)

9 [SAVE & CONTINUE](#) [SAVE & EXIT](#)

Steps	Description	Action	Notes
4a	Contact Information tab – <i>Mailing Address</i>	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)	<p>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.</p> <p>When you select ‘<i>PO Box</i>’ the ‘Street Address’ option will change to P.O. Box</p> <p>Please note the areas that indicate (optional) are not conditional to having a complete profile.</p>

**STEP 4a**

IDENTIFICATION	<b>CONTACT INFORMATION</b>	MANDATE AND MISSION	FUNDING	COLLABORATION	PROJECT IMPLEMENTATION	OTHER INFORMATION
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**Mailing Address**

1 Type of mailing address  
 Street Address  PO Box

2

Street Address Provide street address <b>Required</b>	City Provide city <b>Required</b>	Country Provide country <b>Required</b>	Zip Code (optional) Provide zip code (optional)
Telephone Provide telephone <b>Required</b>	Fax (optional) Provide fax (optional)	Website (optional) Provide website (optional)	Organization Email (optional) Provide organization email (optional)

*Example of section filled.*

✓ Mailing Address

Type of mailing address  
 Street Address  PO Box

Street Address <b>42 Guild Street</b>	City <b>London</b>	Country <b>United Kingdom</b>	Zip Code (optional) <b>SE26 4TY</b>
Telephone <b>7848183025</b>	Fax (optional) Provide fax (optional)	Website (optional) Provide website (optional)	Organization Email (optional) Provide organization email (optional)

Steps	Description	Action	Notes
4b	Contact Information tab – <i>head of Organization</i>	View pre-populated data regarding the head of the organization. (1) Add additional information or edit existing information.  You have the possibility to add additional contact information as head of Organization with the “+ Add New” button.(2)  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.  You have the possibility to add additional contact information with the “+ Add New” button.(4)

**STEP 4b**

✓ Head of Organization

1

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? <input checked="" type="radio"/> Yes <input type="radio"/> No	Member of the Board of Directors? <input checked="" type="radio"/> Yes <input type="radio"/> No	
<b>+ ADD NEW</b> 2		

3

Country office - Head(s) of Organization

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? <input type="radio"/> Yes <input type="radio"/> No	Member of the Board of Directors? <input type="radio"/> Yes <input type="radio"/> No	
<b>+ ADD NEW</b> 4		

Steps	Description	Action	Notes
4c	Contact Information tab – Key Personnel	<p>Answer the question ‘Does your organization have a board of director(s)?’ with a ‘Yes’ or ‘No’</p> <p>Answer the question ‘Does your organization have any other authorized officers who are not listed above?’</p> <p>In case other board members or authorized officers can be added, with ‘+ADD NEW’ button.</p>	<p>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’</p> <p>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’</p>

STEP 4c

Key Personnel

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

Yes  No

Board of Director(s)

Full Name	Job Title/Position	Authorised Officer?
Jane Smith	Chairman	<input checked="" type="radio"/> Yes <input type="radio"/> No
Telephone 7848183025	Fax (optional) Provide fax (optional)	Email jsmith@yahoo.com

[+ ADD NEW](#)

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

Yes  No

Authorised Officer(s)

Full Name	Job Title/Position	Email
Ronald Stiltskin	Finance Director	
Telephone 7848183025	Fax (optional) Provide fax (optional)	Email rstiltskin@yahoo.com

[+ ADD NEW](#)

Add one additional contact information

Add one additional contact information

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

**STEP 4d**

✓ Connectivity

Does the organization have reliable access to internet in all of its operations?

1  Yes  No

2 Briefly explain  
Required

Steps	Description	Action	Notes
4f	Contact Information tab – <i>Working Languages</i>	Add working languages of the organization by clicking on the downward facing.(1)  Click on <i>Save &amp; Continue</i> (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**

✓ Working Languages

Working language(s) of your organization

× Arabic × English × French × Other

1 If other, please state  
Urdu

2 SAVE & CONTINUE SAVE & EXIT

Steps	Description	Action	Notes
5a	Mandate & Mission tab - <i>Background</i>	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

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

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2 Briefly state the mandate and mission of the organization

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

✓ Governance

Briefly describe the organization's governance structure

1

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2

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)

3

 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	<p>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)</p> <p>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)</p>	<p>If Yes, please upload policy, If no, please provide an explanation</p> <p>If Yes, please upload policy, If no, please provide an explanation</p>

**STEP 5c**

✓ Ethics

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

1

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2

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

Yes  No

3

Copy of your policy or code of conduct

X

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

4

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.

5

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

Yes  No

6

Copy of your policy or code of conduct

X

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

**STEP 5d**

**Experience**

Sectors, areas of specialization, and years of experience

Sector: Food Security Years of experience: 10+ years

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

Sector: Select sector Years of experience: Select years of experience

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

+ ADD NEW

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

Please see here an example of this section filled.

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

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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 education

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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 ⓘ

1  Yes  No

Does your organization work with populations of concern as defined by UNHCR?

Please indicate which group(s)

Asylum seekers  Refugees

3

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).

2

▼

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

Country Presence

Country  
Somalia

Location of office(s) in the country of operation - pick location(s) from the map. 1

Mogadishu, Somalia



Number of staff in country 2  
1 to 10

Briefly describe the organization's engagement with the communities in which you operate 3  
a great relationship with local communities, national government, local administrators, religious leaders and civil society actors in Somalia

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

**STEP 5g**

✓ Security

1  Yes  No

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

2  Yes  No

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

3

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

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.

4  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)
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**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? i 3 Annual budget: refers to the organization's total planned expenditures for a fiscal year.

Year 2018	Budget \$10,000,001 to \$100,000,000	<span style="color: orange; font-weight: bold;">1</span> <span style="border: 1px solid orange; padding: 2px;">▼</span>
Year 2017	Budget \$100,000,001 to \$1,000,000,000	<span style="border: 1px solid orange; padding: 2px;">▼</span>
Year 2016	Budget \$100,000,001 to \$1,000,000,000	<span style="color: orange; font-weight: bold;">2</span> <span style="border: 1px solid orange; padding: 2px;">▼</span>

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

✓ Major Donors

Please select the type of donors that fund your agency

- 1  Bilateral Agency/Multilateral Agency/Development Banks  Private companies and corporations  Trusts and foundations  United Nations Agency

Please list your main donors for programme activities

- 2 USAID, DFID, UNICEF, UNHCR, Bill and Melinda Gates Foundation

Please list your main donors for core funding ⓘ

- 3 Trusts and Foundations, DFID

4 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.

- 5

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

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

✓ History of Partnership

1 
 Yes
  No

Please indicate which agency?

2 UNICEF ▾

3 
 Briefly explain the collaboration with the agency selected (optional)  
 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.

4 
 Please provide your Vendor/Partner Number (If applicable)  
 Please provide

5 + ADD NEW

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

**STEP 7b**

1  Yes  No

2 Please state  
Required

7c	Collaboration tab <i>Accreditation</i>	Please indicate if you would like to upload any accreditations received by your organization? (1) Please provide certifying/ accrediting body. (2) Please also provide the date when received. (3) The accreditation has to be uploaded at 'UPLOAD FILE'. (4)  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)

1  Yes  No

2 Certifying/Accrediting Body  
Finance Accreditation

3 Date Received  
04 May 2016

4 Accreditation  
UPLOAD FILE  
Required

5 + ADD NEW

Steps	Description	Action	Notes
7d	Collaboration tab <i>References</i>	Please indicate if you would like to upload any reference letters for your organization.(1) If yes, please provide the name of referring organization.(2) Please also provide the date when received. (3) The reference letter has to be uploaded at 'UPLOAD FILE'.(4) You can add further references with '+ADD NEW'(5). Follow the same steps as described above. 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?

1  Yes  No

2 Name of referring organization  
UK Foreign Ministry

3 Date Received  
05 Mar 2018

4 Reference  

  
Required

5

6

8a	Project Implementation tab - Programme Management	<p>Please answer the question: 'Does the organization use a results-based approach to managing programmes and projects?' (1) If yes, please provide a brief description of your management approach.(3)</p> <p>Please answer the question: 'Does your organization have a system for monitoring and evaluating its programmes and projects?' (4) If yes, Briefly explain your M&amp;E system. (5)</p> <p>Please answer the question: 'Does the organization have systems or procedures in place for beneficiaries to provide feedback on project activities?' (6) If yes, briefly explain your feedback mechanism. (7)</p>	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)
----	---	--	---

STEP 8a

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

✓ Programme Management

1 Does the organization use a results-based approach to managing programmes and projects? 1 2

Yes  No

Results-based approach: aims to improve management effectiveness and accountability by defining realistic expected results, monitoring progress toward the achievement of expected results, integrating lessons learned into management decisions and reporting on performance

3 Please provide a brief description of your management approach

3 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.

4 Does your organization have a system for monitoring and evaluating its programmes and projects?

Yes  No

5 Briefly explain your M&E system

5 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.

6 Does the organization have systems or procedures in place for beneficiaries to provide feedback on project activities?

Yes  No

7 Briefly explain your feedback mechanism

7 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.

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

### STEP 8b

#### ✓ Financial Controls

Your organization's accounting system

Computerized accounting system

1

What is the method of accounting adopted by the organization?

2

Accrual  Cash

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

3

Yes  No

Briefly explain the system used

4

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Steps	Description	Action	Notes
8c	Project Implementation tab – <i>Internal Controls</i>	<p>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)</p> <p>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).</p> <p>Please indicate if there is a formal documented policy in place covering the following areas: ‘Asset and Inventory Management’, ‘Human Resources’, ‘Procurement’. (5)</p>	<p>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)</p>

STEP 8c

**Internal Controls**

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

Subject Area	Segregation of Duties
<p><b>Authorization to execute a transaction</b></p> <p>Please comment</p> <p>Provide comment</p> <p>Required</p>	<p>1 <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><b>Bank reconciliation</b></p> <p>Please comment</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc dui mi, dictum ut turpis eu, iaculis condimentum justo.</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><b>Custody of assets involved in a transaction</b></p> <p>Please comment</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc dui mi, dictum ut turpis eu, iaculis condimentum justo.</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><b>Procurement</b></p> <p>Please comment</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc dui mi, dictum ut turpis eu, iaculis condimentum justo.</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><b>Payment approvals</b></p> <p>Please comment</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc dui mi, dictum ut turpis eu, iaculis condimentum justo.</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><b>Recording of a transaction</b></p> <p>Please comment</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc dui mi, dictum ut turpis eu, iaculis condimentum justo.</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>

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

3  Yes  No

Please comment

4 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.

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

Subject Area Procurement	5	Documented Policies? <input checked="" type="radio"/> Yes <input type="radio"/> No
Subject Area Human Resources		Documented Policies? <input checked="" type="radio"/> Yes <input type="radio"/> No
Subject Area Asset and Inventory Management		Documented Policies? <input checked="" type="radio"/> Yes <input type="radio"/> No

Steps	Description	Action	Notes
8d	Project Implementation tab - <i>Banking Information</i>	<p>Please indicate the organization has a bank account. (1)</p> <p>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)</p>	

**STEP 8d**

Banking Information

Does the organization have a bank account?

1  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?

2  Yes  No

Steps	Description	Action	Notes
8e	Project Implementation tab - <i>Audit &amp; Assessments</i>	<p>Please indicate if the organization regularly audited.(1)            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)</p> <p>Please answer the question: 'Where there any major accountability issues highlighted by audits in the past three years?'(7)</p> <p>Please answer the question: 'Has the organization undergone a formal capacity assessment (8)?            If yes, please indicate which assessment (9) and upload your most recent assessment report.(10)</p>	<p>Please go on the information button to understand what the different audits refer to (2).            Click "+ADD NEW" to add more audit reports.(6)</p> <p>Click "+ADD NEW" to add more Assessment reports.</p>

**STEP 8e**

⚠ Audit & Assessments

2

Is the organization regularly audited?

1
 Yes  No

Please indicate the type(s) of audits the organization undergoes? ⓘ

Donor audit

Copy of your most recent audit report

4

Required

Or insert the link to the report from the organization's website

5

Required

3

6

Were there any major accountability issues highlighted by audits in the past three years?

7
 Yes  No

Has the organization undergone a formal capacity assessment?

8
 Yes  No

Please indicate which assessment(s)

DFID pre-grant due diligence assessment

9

Copy of the assessment report

10

Required

11

Internal audit: refers to an independent, objective assurance and consulting activity that is undertaken by either an organization's own employees, or an external auditor, to evaluate the effectiveness of an organization's risk management, control and governance processes.

Financial statement audit: also known as an external audit, refers to an audit that is undertaken by an external auditor to provide independent assurance that an organization's management has, in its financial statements, presented a "true and fair" view of the organization's financial performance and position.

Donor audit: refers to an audit that is undertaken, either by an organization's external auditors or commissioned by donors themselves, to obtain assurance that expenditure on a donor-funded project or programme is in compliance with the conditions of the donor agreement and any other donor regulations.

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

## STEP 8f

### Reporting

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

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Does the organization publish annual reports?

- Yes  No

Date of most recent annual report

- 02 Apr 2018

Copy of your most recent annual report

-  **UPLOAD FILE**

Required

Or link to the report form the organization's website

- Please provide

Required

- SAVE & CONTINUE**      SAVE & EXIT

Steps	Description	Action	Notes
9	Other information tab	<p>Please indicate if there is any other information the organization may wish to share (this is optional).(1)</p> <p>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).</p> <p>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.'</p>	Please click the 'SAVE & EXIT' button to finalize the Country profile. (6)

**STEP 9**

IDENTIFICATION	CONTACT INFORMATION	MANDATE AND MISSION	FUNDING	COLLABORATION	PROJECT IMPLEMENTATION	<b>OTHER INFORMATION</b>
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Other information the organization may wish to share? (optional)

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

---

Upload up to 3 documents that may be useful

2

- UPLOAD FILE
- UPLOAD FILE
- UPLOAD FILE

Organization Logo

3

- UPLOAD FILE

Partner Declaration

4

- geJA%3D

5

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

6

SAVE & EXIT