INGO Profile Creation – Headquarters' profile
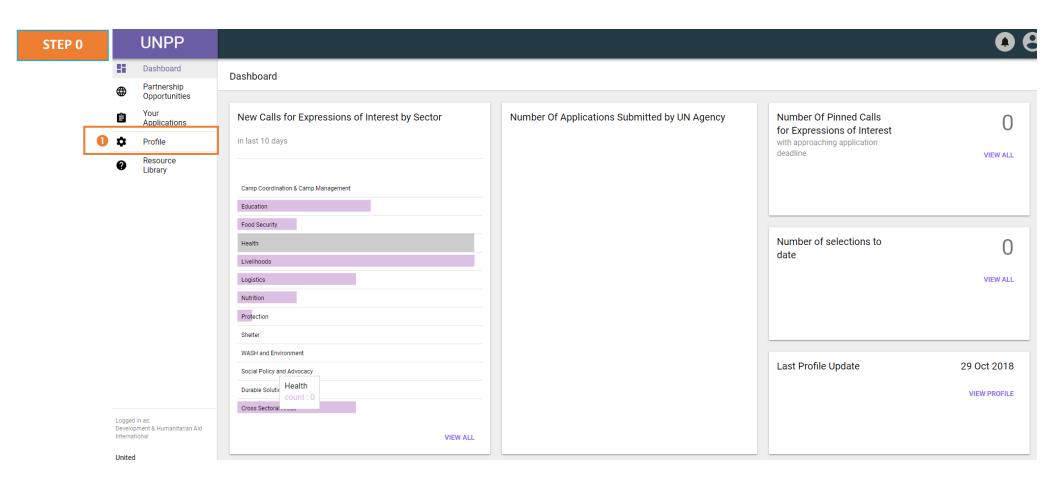
Objective: Create your organization's profile after successful registration of the organization.

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	Profile	Click on the arrow (1) that is on the right hand side of the *Headquarters Profile* line	After you click on the arrow on the Headquarters Profile, you will be directed to your headquarters profile 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	Edit Headquarters 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. **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. 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 -	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. Please provide information regarding the organization's major donors.	Annual budget refers to the total planned expenditure for a fiscal year.
7	Collaboration tab -	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). 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? If yes, please provide a brief description of your management approach. Please select your organization's accounting system from the list: Computerized Accounting system, Paper-based accounting system, no accounting system. Please indicate if there is a formal documented policy in place stipulating segregation of duties. Please indicate if the organization regularly audited and share audit reports. 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) The Partner declaration has been pre-populated from registration information. 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 HQ profile.

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.

Steps	Description	Action	Notes
1	Profile	Click on the arrow (1) that is on the right hand side of the *Headquarters Profile* line	After you click on the arrow on the Headquarters Profile, you will be directed to your headquarters profile 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. |

STEP 1

UNPP

Dashboard
CFEIs
Your Applications
Profile

Profile

Headquarters Profile   1 user   29 Apr 2018   ❶   >

Country Profiles   NEW

Steps	Description	Action	Notes
2	Edit Headquarters 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. **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 2

‹ Headquarters Profile   Last update: 29 Oct 2018   **EDIT** ⋮ ❶

OVERVIEW   UN DATA

⌃ Identification

✔ Basic Information

Organization's Legal Name
Development & Humanitarian Aid International

‹ Headquarters Profile

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

✔ Basic Information

Organization's Legal Name
Development & Humanitarian Aid International

Example of warning triangle highlighting some information is missing for the profile to be completed.

⚠ Legal Status

Year of establishment in country

1990

Does the Organization have a Governing Document?

○ Yes   ● No

Please comment

Provide please comment

Required

Steps	Description	Action	Notes
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. If you do not have the time to continue the process, you can click on *Save and Exit* to save the information edited and exit the portal. You will be able to start the process next time, where you left of. Please note the areas that indicate (optional) are not conditional to having a complete profile.

STEP 3

Review-pre-populated data completed.

< Headquarters Profile

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

❶

✓ Basic Information

Organization's Legal Name
Development & Humanitarian Aid International

Alias (if applicable)
-

Acronym (If applicable)
DHAI

Organization's former Legal Name (optional)
-

Country of Origin
United Kingdom

Type of organization
International NGO (INGO)

✓ Legal Status

Year of establishment in country
1990

Does the Organization have a Governing Document?
◉ Yes   ○ No

Governing Document ⓘ
🔗 Governing_Document.docx?st=2018-11-11T14%3A37%3A55Z&se=2018-11-11T17%3A39%3A55Z&sp=r&sv=2014-02-14&sr=b&sig=MlTgQhhUbHx5U%2BEqQdQ8%2BJNaUwrAy5PLX5PM4xYnvaQ%3D

+ ADD NEW

Is organization registered to operate in the country of origin?
◉ Yes   ○ No

Registration Date	Name of registering authority	Registration number (If applicable)
📅 31 Oct 2015	Ministry of the Interior	GB-84789652
Expiration Date	Registration Document	
📅 30 Oct 2020	🔗 SJ11CMKddaPj%2BJB%2BeJCUkRM%3D	

+ ADD NEW

❷ **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

‹ Headquarters Profile

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

Type of mailing address
◉ Street Address   ○ PO Box

Example of section filled.

| 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. 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.	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.

STEP 4b

❶

Head of Organization

Full name	Job Title/Position	Telephone
Phillip Collins	Executive Director	Provide telephone

Mobile (optional)	Fax (optional)	Email
Provide mobile (optional)	Provide fax (optional)	unpp_test-dhaihead@yahoo.com

Authorised Officer? ⦿ Yes ○ No   Member of the Board of Directors? ⦿ Yes ○ No

+ ADD NEW

Add one additional contact as head of organization if you wish

Head of Organization

Full name	Job Title/Position	Telephone
Phillip Collins	Executive Director	Provide telephone

Mobile (optional)	Fax (optional)	Email
Provide mobile (optional)	Provide fax (optional)	unpp_test-dhaihead@yahoo.com

Authorised Officer? ⦿ Yes ○ No   Member of the Board of Directors? ⦿ Yes ○ No

Fill in the required information for this new contact

Full name	Job Title/Position	Telephone	🗑
Provide full name	Provide job title/position	Provide telephone	

Mobile (optional)	Fax (optional)	Email
Provide mobile (optional)	Provide fax (optional)	Provide email

Authorised Officer? ○ Yes ○ No   Member of the Board of Directors? ○ Yes ○ No

+ ADD NEW

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

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' Answer the question 'Does your organization have any other authorized officers who are not listed above?' 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' 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'

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)

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)

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

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

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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

Briefly describe the organization's governance structure

❶ 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.

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) 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 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.

❶ 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?

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.

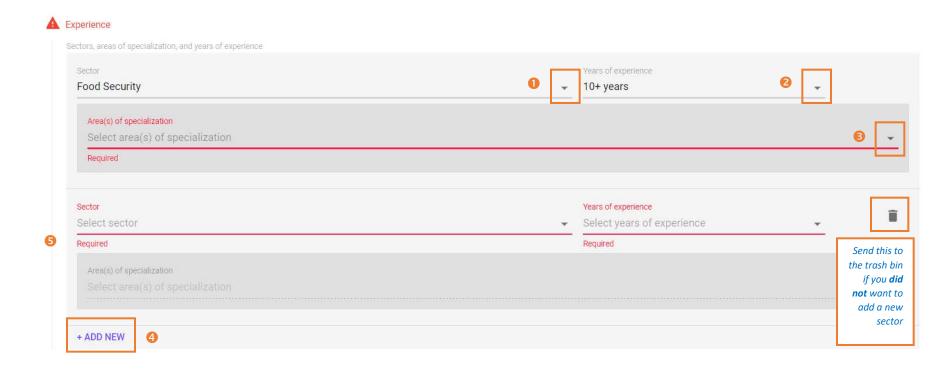Are these mechanisms formally documented in an organizational policy or code of conduct?

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) For each sector Select area(s) of specialization in the selected sector. (3) You can choose multiple areas of specialization under one sector. Use the "+ ADD NEW" to add a sector (4) fill and corresponding areas of specialization and years of experience.(5)	Please see example provided. Use the bin to cancel a complete sector.

STEP 5d

✓ 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

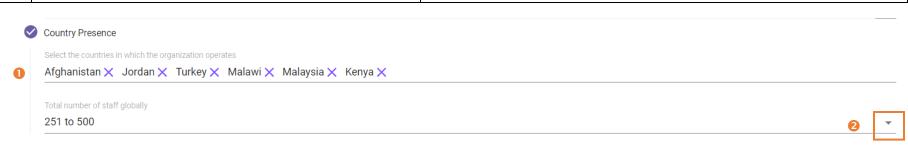| Steps	Description	Action	Notes
5e	Mandate & Mission tab - *Population of Concern*	Please indicate if your organization works with populations of concern (PoC) as defined by UNHCR. (2) If yes, please select the group of PoCs your organization works with from the list. (2)	By putting your mouse over 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 ⓘ

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

❶ ● Yes ○ No

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).

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

5f	Mandate & Mission tab - *Country Presence*	Select the countries in which the organization operates. (1) You can add multiple countries. Please add the total number of staff globally. (2)	Typing in the first letters of the country, the full name of the country appears for selection. Select number of staff from the provided ranges.

STEP 5f

✓ Country Presence

Select the countries in which the organization operates

❶ Afghanistan ✕ Jordan ✕ Turkey ✕ Malawi ✕ Malaysia ✕ Kenya ✕

Total number of staff globally

251 to 500   ❷ ▼

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) Answer the question 'Does the organization have policies, procedures and practices related to security risk management?'(2) Please describe briefly the organization's ability, if any, to scale-up operations in emergencies or other situations requiring rapid response.(3) 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?
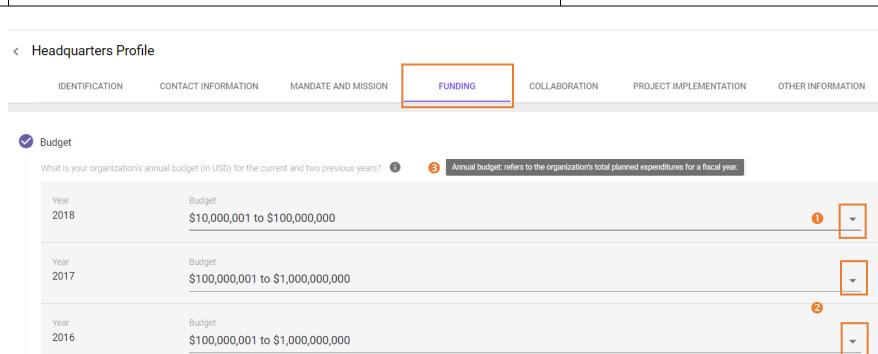
◉ Yes ◯ No ❷

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

Steps	Description	Action	Notes
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

‹ Headquarters Profile

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	Budget	
2018	$10,000,001 to $100,000,000	❶ ▾
Year	Budget	
2017	$100,000,001 to $1,000,000,000	▾
		❷
Year	Budget	
2016	$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) At the end of Funding tab please click on either 'SAVE & EXIT' or 'SAVE & CONTINUE'. (5)	Core Funding refers to financial support that covers the basic 'core' organizational and administrative costs.(4)

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 ⓘ

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.
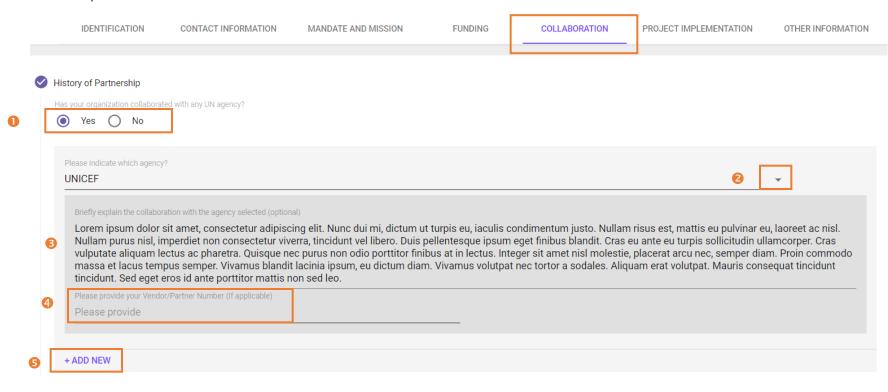
❸ Trusts and Foundations, DFID

❺ **SAVE & CONTINUE**   **SAVE & EXIT**

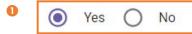| Steps	Description	Action	Notes
7a	Collaboration tab - *History of Partnership*	Please answer the question 'Has your organization collaborated with any UN agency?'(1) If yes, please indicate which agency selecting the UN agency from the list.(2) Please explain the collaboration with the agency selected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

STEP 7a

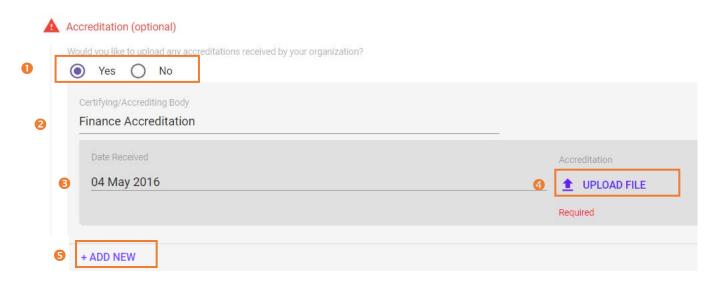| Steps	Description	Action	Notes
7b	Collaboration tab - *Accreditation*	Please answer question 'Has the organization collaborated with or participated as a member of a cluster, professional network, consortium or any similar institution?' (1) If yes, please state which cluster, network or consortium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

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)	
		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?

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

Steps	Description	Action	Notes
8a	Project Implementation tab - *Programme Management*	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) 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&E system. (5) 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)	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

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) Please indicate the method of accounting adopted by the organization? Accrual or cash. (2) Please answer the question: 'Does your organization have a system to track expenditures, prepare project reports, and prepare claims for donors?'(3) 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) 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). 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)

⚠ **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
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc dui mi, dictum ut turpis eu, iaculis condimentum justo.

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
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc dui mi, dictum ut turpis eu, iaculis condimentum justo.

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
Subject Area Human Resources	Documented Policies? ◉ Yes ○ No
Subject Area Asset and Inventory Management	Documented Policies? ◉ Yes ○ No

Steps	Description	Action	Notes
8d	Project Implementation tab - *Banking Information*	Please indicate the organization has a bank account. (1) 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) 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) Please answer the question: 'Where there any major accountability issues highlighted by audits in the past three years?'(7) 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)	Please go on the information button to understand what the different audits refer to (2). Click "+ADD NEW" to add more audit reports.(6) Click "+ADD NEW" to add more Assessment reports.

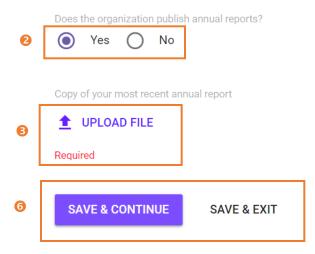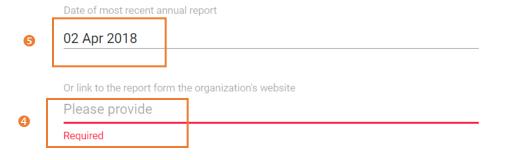| Steps	Description	Action	Notes
8f	Project Implementation tab - *Reporting*	Briefly explain the key results achieved by your organization over the last year. (1) Please indicate if the organization publish annual reports. (2) If yes, please upload the most recent annual report(3)/or copy a link if the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

STEP 9

‹ Headquarters Profile

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