IOM Mission –

IOM Call for Expression of Interest ID#:

ANNEX C1 - Implementing Partners General Information Questionnaire

**Implementing Partners General Information Questionnaire**

Information provided in this form will be used as input to the Due Diligence Assessment of applicants

|  |  |
| --- | --- |
| Call for Interest ID number: |  |
| Full name of the Organization and abbreviation: |   |
| Address and e-mail of contact person: |   |
| Date of completion: |   |
| Existing partnership with IOM? |   |
| If yes, when did the cooperation with start? |   |
|  |  |
| **A. BACKGROUND AND GOVERNANCE**  |
| Is your organization legally registered in the country(ies) of implementation? If yes, please provide registration number/proof. If not, please explain.  |  |
| What is the status of the organization (e.g. IO/iNGO, NGO, Government Agency etc.)?  |  |
| Does the organization produce an annual audited financial statement that is publicly available? If not, please explain.  |  |
| Does the organization`s management or ownership have any affiliation to IOM that would result in a conflict of interest?  |  |
| Who has influence over the organization? |   |
| When was the Organization founded? |  |
| When was the Organization last assessed by IOM or another UN entity?  |   |
| Date of last external evaluation and the name of the evaluator. Can the evaluation be shared with IOM? |   |
| **B. Organizational Structure**  |
| Is an updated organizational structure/chart and the CVs of key personnel attached to the application? |  |
| Where does the organization work in the country and what is its in-country structureand field presence? |   |
| How many staff members work in the country office/programme? |   |
| Are all the main operational functions adequately staffed and resourced (finance, logistics, implementation, M&E)? |  |
| Does the organization have personnel guidelines? |  |
| Does the organization have personnel security procedures? |  |
| **C. EXTERNAL ENGAGEMENT AND INFLUENCE** |   |
| **Networks and coordination** |  |
| Is the organization involved in networking with other Civil Society Organizations, humanitarian organizations or networks? If yes, please provide details.  |  |
| Does the organization coordinate its work with other Civil Society Organizations (local, national, international)? If yes, please provide details. |  |
| How does the organization interact with beneficiaries and communities? |  |
| Does the organization coordinate with the government/authorities? |  |
| Does the organization engage in public or political processes (i.e. national and local government policy or budget discussions / decisions) |  |
| **Information and advocacy** |  |
| Does the organization produce information materials regularly? If yes, please describe. |  |
| Does the organization hold public events for fundraising or other purposes? If yes, please describe. |  |
| Does the organization work through the media? |  |
| Does the organization use advocacy as a foundation of its work? If yes, please describe. |  |
| Does the organization perform any lobbying activities? If yes, please describe. |  |
| **D. PROGRAMMATIC CAPACITY** |   |
| Does the organization have a stated mission and vision? Please provide the link if publicly available. |   |
| What are the target group(s)/ beneficiaries of the organization? |   |
| What is the geographical focus of the organization? |   |
| What is the programmatic focus of the organization? |   |
| Does the organization have a documented risk register and a risk management process? |  |
| **Does the organization:** |  |
| Uphold and abide by the humanitarian principles? |  |
| Support the provision of impartial assistance solely based on needs? |  |
| Operate independently without the imposition of a political agenda? |  |
| Uphold a do-no-harm approach? |  |
| Have a long-term plan/strategy in place? |  |
| Have a framework for Accountability to Affected Populations? |  |
| Have a Code of Conduct or other ethics policy? |  |
| Have policies and procedures to prevent sexual exploitation and abuse? |  |
| **E. FINANCIAL CAPACITY** |  |
| What donors are currently supporting the organization’s programmatic activities? |   |
| What is the current overall budget for the organization’s activities? |   |
| Has the organization faced any liquidity or solvency related challenges during the past three years? If yes, how was it resolved?  |   |
| **Accounting system** |  |
| Does the organization have detailed policies documenting its accounting standards, rules and procedures?  |  |
| Which accounting standards the organization follows (IPSAS; IFRS, national)?  |   |
| Which accounting software does the organization use and is it integrated with other functions (e.g. HR, procurement, etc.)?  |   |
| What is the document retention policy in relation to accounting and supporting documents? How does the organization ensure the safety of archives from theft, fire, flooding etc.? Were there any challenges faced in this respect during the last three years? |   |
| Are all costs booked in the organizations accounts in a timely manner? |  |
| Can the organization provide periodic financial reports at the project level? |  |
| **Financial control** |  |
| Does the organization have its own bank account registered in its own name? |  |
| Does the organization have established internal audit functions?  |  |
| Is there a regular requirement for external audit on the organization's accounts and if yes, is it carried out in a timely manner? |  |
| Does the organization comply with the audit recommendations received? |  |
| What are the main characteristics of the internal control system in place? Were there any challenges faced in this respect during the last three years? |   |
| How does the organization ensure sufficient segregation of duties?  |   |
| Is there a system in place to avoid double reporting of expenses to donors? Does the organization have a project accounting solution in place to facilitate related controls?  |   |
| **Cost effectiveness** |  |
| Is the organization cost conscious? What principles are followed to minimize costs? |  |
| Are quotations or invoices collected before purchases are made? |  |
| **F. PROCUREMENT AND SUPPLY CHAIN CAPACITY** |  |
| Describe the logistical setup of the organization. |   |
| Does the organization have and follow counterterrorism policies requiring systematically vetting partners and suppliers against recognized lists of terrorists? |  |
| **Procurement** |  |
| Does the organization have clear procurement regulations? If yes, please share a copy.  |  |
| Was the organization's procurement policy reviewed and accepted by other organizations and/or donors? |  |
| Does the organization have a clear policy for segregation of duties and delegation of authority in the procurement process? |  |
| Does the organization use a procurement plan? |  |
| Does the organization use ERP system to post procurement transactions? |  |
| **Asset and warehouse management** |  |
| Does the organization have an asset database? |  |
| Does the organization have established protocols for handing over, write-off, sale and disposal of assets? |  |
| Does the organization have procedures for managing stocks and warehouses? |  |

I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:

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Name/ Signature/ Date