# Annex II – Capacity Assessment Checklist for NGO

Interested NGOs are requested to fill out the below questionnaire, attaching supporting documentation as much as possible.

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| **Topic** | **Areas of Inquiry**  **Please Attach Supporting Documentation for Each Question** | **Response** |
| 1. Proscribed organizations | a. Is the NGO listed in the UN’s list of proscribed organizations, UNDP Vendor Sanctions List, or indicted by the International Criminal Court? |  |
| b. Is the NGO banned by any other institution? If, yes, please provide information regarding the institution and reasons. |  |
| 2. Funding  Sources | a. Who are the NGO’s key donors? |  |
| b. How much percentage share was contributed by each donor during the last 2 years? |  |
| c. How many projects has each donor funded  since the NGO’s inception? |  |
| d. How much cumulative financial contribution was provided for each project by each donor? |  |
| e. How is the NGO’s management cost  funded? |  |
| 3. Audit | a. Did the NGO have an audit within the last two years? |  |
| b. Are the audits conducted by an officially accredited independent entity? If yes, provide name. |  |
| 4. Leadership and Governance Capacities | a. What is the structure of the NGO’s  governing body? Please provide Organigramme. |  |
| b. Does the NGO have a formal oversight mechanism in place? |  |
| c. Does the NGO have formally established internal procedures in the area of: |  |

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|  | * Project Planning and Budgeting * Financial Management and Internal Control Framework * Procurement * Human Resources * Reporting * Monitoring and Evaluation |  |
| d. Asset and Inventory Management |  |
| e. Other |  |
| f. What is the NGO’s mechanism for  handling legal affairs? |  |
| g. Ability to work (prepare proposals) and report in English |  |
| 5. Personnel Capacities | a. What are the positions in the NGO that  are empowered to make key corporate decisions? Please provide CVs of these staff |  |
| b. Which positions in the NGO lead the areas of project management, finance, procurement, and human resources? Please provide CVs of these staff |  |
| 6. Infrastructure and Equipment Capacities | a. Where does the NGO have an official presence? Please provide details on duration and type of presence (e.g. field offices, laboratories, equipment, software, technical data bases, etc.) |  |
| b. What resources and mechanisms are  available by the NGO for transporting people and materials? |  |
| 7. Quality  Assurance | 1. Please provide references who may be   contacted for feedback on the NGO’s  performance regarding:   * + Delivery compared to original planning   + Expenditure compared to budget   + Timeliness of implementation   + Timeliness and quality of reports   + Quality of Results |  |