**Annex III – Capacity Assessment Checklist for NGO**

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

If you are an international NGO, please provide information relating to your local presence in this country only.

Please note that attachments should be provided to support each answer. Extraneous information not directly responding to the questions will constrain the ability of UNDP to positively assess the NGOs alignment with UNDP requirements.

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| **Topic** | **Areas of Inquiry****Please Attach Supporting Documentation for Each Question** | **Response** |
| 1. Proscribed organizations
 | 1. Is the NGO listed in the UN’s list of proscribed organizations, UNDP Vendor Sanctions List, or indicted by the International Criminal Court?
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| 1. Is the NGO banned by any other institution? If, yes, please provide information regarding the institution and reasons.
 |  |
| 1. Funding Sources
 | 1. Who are the NGO’s key donors?
 |  |
| 1. How much percentage share was contributed by each donor during the last 2 years?
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| 1. How many projects has each donor funded since the NGO’s inception?
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| 1. How much cumulative financial contribution was provided for each project by each donor?
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| 1. How is the NGO’s management cost funded?
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| 1. Audit
 | 1. Did the NGO have an audit within the last two years?
 |  |
| 1. Are the audits conducted by an officially accredited independent entity? If yes, provide name.
 |  |
| 1. Leadership and Governance Capacities
 | 1. What is the structure of the NGO’s governing body? Please provide Organigramme.
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| 1. Does the NGO have a formal oversight mechanism in place?
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| 1. Does the NGO have formally established internal procedures in the area of:
* Project Planning and Budgeting
* Financial Management and Internal Control Framework
* Procurement
* Human Resources
* Reporting
* Monitoring and Evaluation
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| 1. Asset and Inventory Management
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| 1. Other
 |  |
| 1. What is the NGO’s mechanism for handling legal affairs?
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| 1. Ability to work (prepare proposals) and report in English
 |  |
| 1. Personnel Capacities
 | 1. What are the positions in the NGO that are empowered to make key corporate decisions? Please provide CVs of these staff
 |   |
| 1. Which positions in the NGO lead the areas of project management, finance, procurement, and human resources? Please provide CVs of these staff
 |  |
| 1. Infrastructure and Equipment Capacities
 | 1. 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.)
 |  |
| 1. What resources and mechanisms are available by the NGO for transporting people and materials?
 |  |
| 1. 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
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