# INGO Profile Creation – Country profile

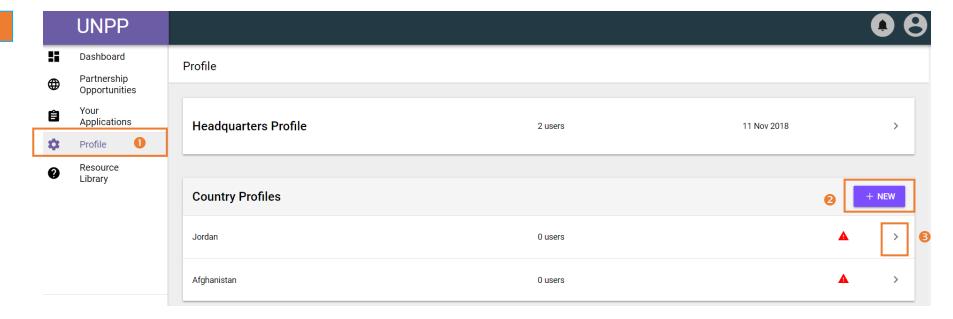
**Objective:** Create your organization's country profile after successful registration of the organization.

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 +New (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	View pre-populated data in the bas and Legal Status section (1).  If all the information is correct, clic Continue. (2) You will automatically be the "Contact Information tab".		The 'Basic Information and Legal Status' section in the identification tab is prepopulated 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, in-country.  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.	

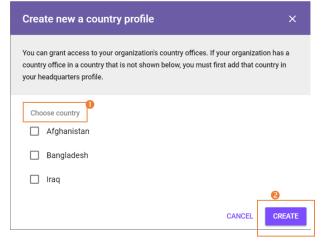
		Detail the list of countries your organization operates in, and whether it has the capacity to work in difficult security environments.	
6	Funding tab -	Please select the appropriate budget range for your organization's annual budget (in USD equivalent) for current year as well as for two previous years.	Annual budget refers to the total planned expenditure for a fiscal year.
		Please provide information regarding the organization's major donors.	
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).	For UNICEF and WFP, this is vendor ID. For UNHCR, this is partner code (Partner MSRP code).
		Please share the organizations' accreditations and references as well.	
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 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)	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
2	Country Profile		added.  Only those countries can be selected here that were added in the headquarters profile.  This will display the country profile overview.

# STEP 1

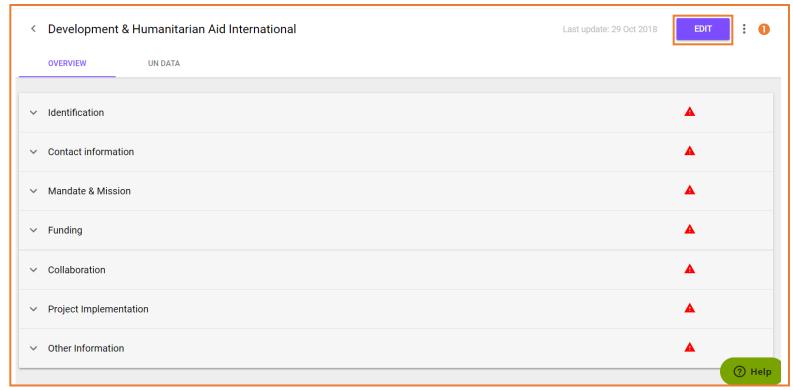


STEP 2

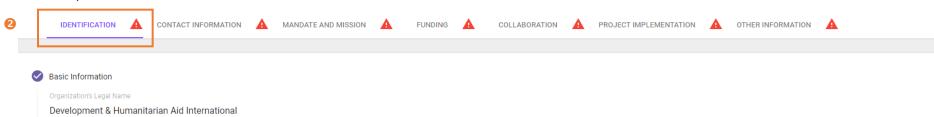


Steps	Description	Action	Notes
3	Identification tab – Basic Information	In the right upper corner, click on <i>Edit</i> button (1).	This action will lead the user to 'Identification' tab  'Basic Information' section is pre-populated with information from account registration and is not editable.

STEP 3



Development & Humanitarian Aid International



Alias (if applicable)

Provide alias (if applicable)

aranum (Manuliaahla)

3a	Edit Profile-	View pre-populated data	Edit the 'Basic Information' section in the identification tab is pre-populated with information from
	Basic		account registration period and is not editable.
	Information		

STEP 3a





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)

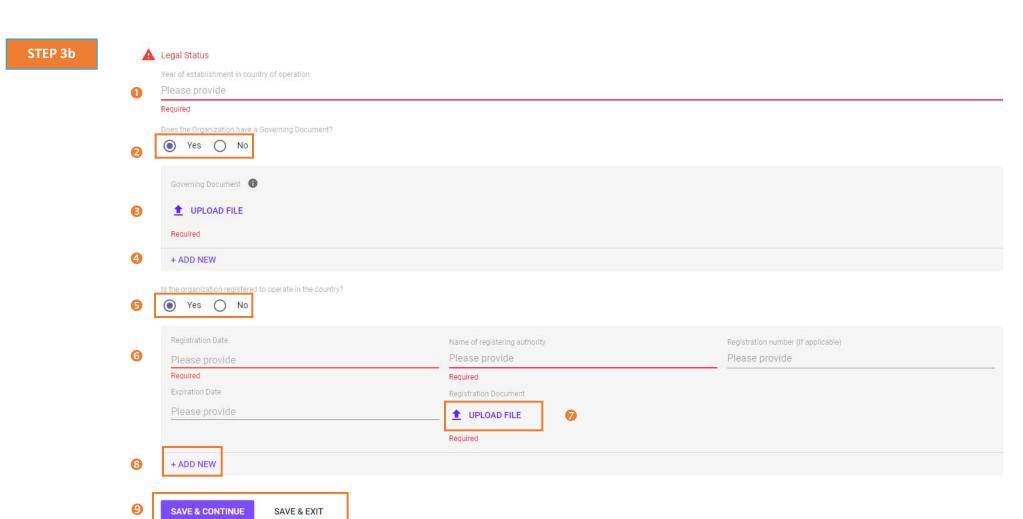
Country of Origin

United Kingdom

Type of organization

International NGO (INGO)

Identification Complete the required fields of 'Year of establishment in country' If you answer 'No" to the Registration, the Portal will request that you provide an (1) and answer the question of 'Does the Organization have a tab – *Legal* explanation instead of the additional information associated with the Registration. Governing Document' (2) If yes, the document must be uploaded Status Maximum size of the document uploads are 32 MB (3). Click on "+ADD NEW" if you want to add another governing document (4) 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) Click on "+ADD NEW" if you want to add another registration number (8) Click on 'Save & Continue' (9) to go to the next section.



Steps	Description		Action		Notes				
4a	Contact Information tab – Mailing Address	information for the mailing address.  Select the 'Type of mailing address' (1) and provide the		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 th	ne areas that indic	ate (optional) are no	t conditional to having a co	mplete profile.
STE	P 4a	IDENTIFICATION	CONTACT INFORMATION	MANDATE	E AND MISSION	FUNDING	COLLABORATION	PROJECT IMPLEMENTATION	OTHER INFORMATION
		Mailing Address							
	0	Type of mailing address  Street Address	O PO Box						
2		Street Address Provide street addr	City ess Pro	vide city		Country Provide co	untry	Zip Code (optional) Provide zip code (opt	ional)
		Required	Requ	ired		Required			
		Telephone Provide telephone		optional) vide fax (opti	ional)	Website (optio Provide we	<sup>nal)</sup> bsite (optional)	Organization Email (optional Provide organization	
		-				15 37		77	

United Kingdom

Website (optional)

Provide website (optional)

London

Fax (optional)

Provide fax (optional)

Zip Code (optional)

Organization Email (optional)

Provide organization email (optional)

SE26 4TY

Required

Mailing Address

Type of mailing address

Street Address
42 Guild Street

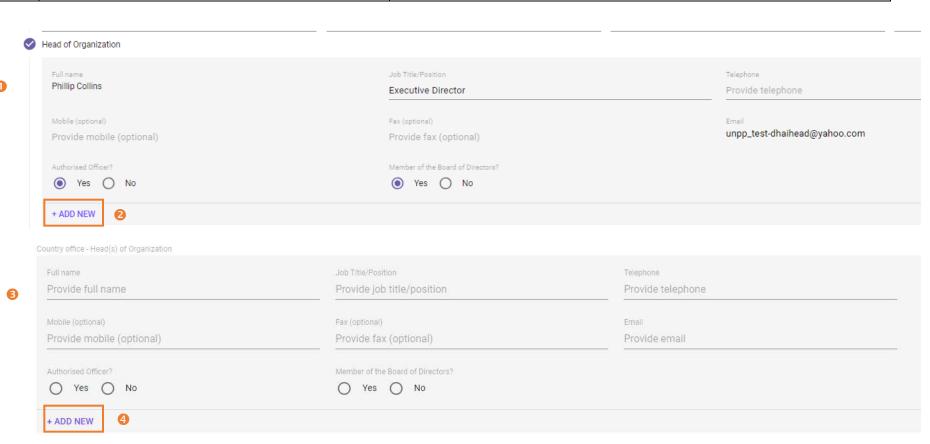
Telephone

7848183025

Example of section filled.

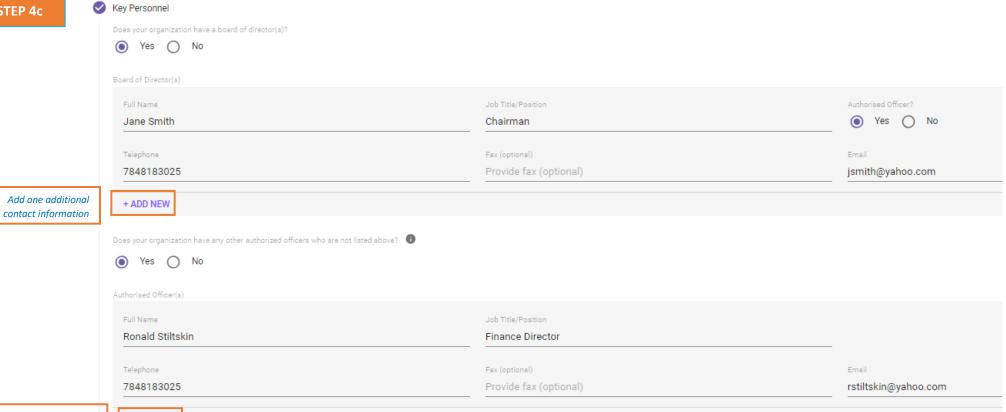
Steps	Description	Action	Notes
4b	Contact Information tab - head of	View pre-populated data regarding the head of the organization. (1)  Add additional information or edit existing information.	The name and e-mail of the 'Head of Organization' that was entered in the registration section is prepopulated in the 'Head of Organization' section. This information cannot be amended.
	Organization	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, incountry.(3)	You have the possibility to add additional contact information with the "+ Add New" button.(4)

STEP 4b



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

STEP 4c

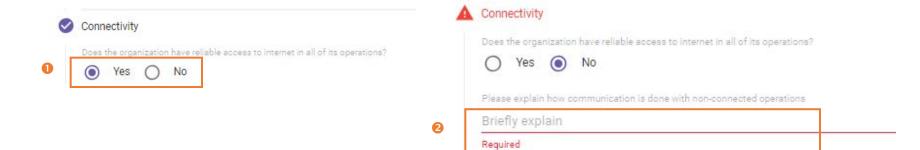


Add one additional contact information

+ ADD NEW

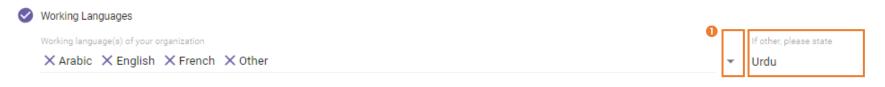
Steps	Description Action		Notes
4d	Contact Information tab — Connectivity  Answer the question 'Does the organization have reliable access to internet in all of its operations?' (1)		
	If 'no', please explain how communication is done with non-connected operations. (2)		

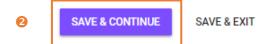
# STEP 4d



Steps	Description	Action	Notes
4f	Contact Information tab – Working	Add working languages of the organization by clicking on the downward facing.(1)	If one of the working languages is not available for selection then please select 'Other' and add it next to the selection box.
	Languages	Click on <i>Save &amp; Continue</i> (2). You will automatically be redirected to the "Mandate and Mission tab".	

### 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

C Headquarters Profile
IDENTIFICATION CONTACT INFORMATION MANDATE AND MISSION FUNDING COLLABORATION PROJECT IMPLEMENTATION OTHER INFORMATION



2

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

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 state the mandate and mission of the organization

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.

	5b	Mandate &	Describe the organization's governance structure. (1)	
		Mission tab -		
		Governance	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	This step is optional.
ı			organization. (3)	

#### STEP 5b



0

Briefly describe the organization's governance structure

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.

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

Your most up-to-date organigram (optional)

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)	If Yes, please upload policy, If no, please provide an explanation
		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

STEP 5c



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

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc dui mi, dictum ut turpis eu, jaculis 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?

Yes 
 No

Copy of your policy or code of conduct

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

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?

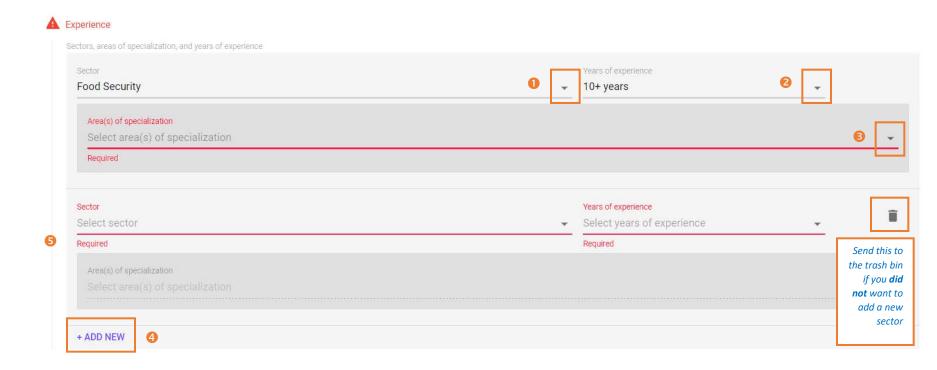
Yes No

Copy of your policy or code of conduct

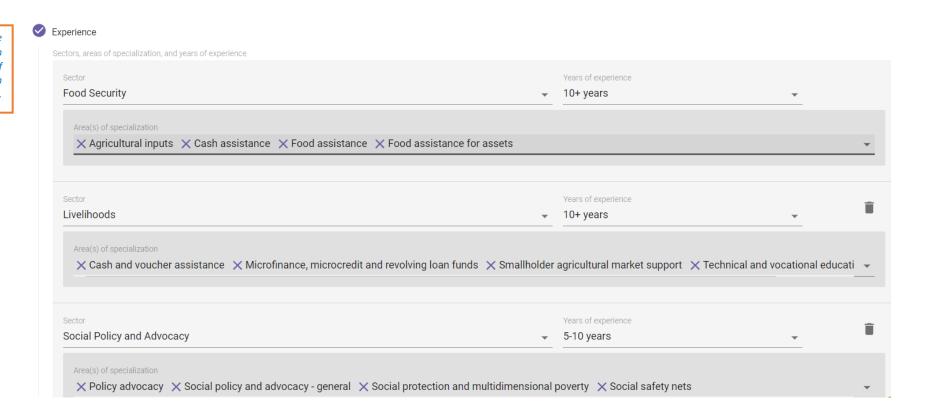
rraud\_policy.docx?st=2018-11-11T15%3A04%3A52Z&se=2018-11-11T18%3A06%3A52Z&sp=r&sv=2014-02-14&sr=b&sig=H5fKL5mHss9iK%2BbNuwRhlYS9cciKpPpFJS8e...

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



Please see here an example of this section filled.



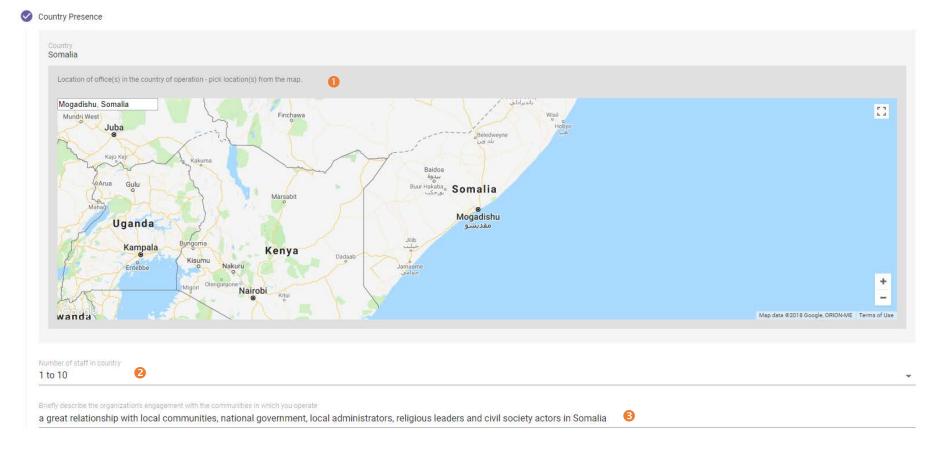
St	eps	Description	Action	Notes
į.	ōe .	Mandate & Mission tab - Population of Concern	Please indicate if your organization works with populations of concern (PoC) as defined by UNHCR. (2)  If yes, please select the group of PoCs your organization works with from the list. (2)	section head Population of Concern, the definition of the term will be provided to you (3)

STEP 5e



5f	Mandate & Mission tab - Country Presence		To un-drop a pin, click on the pin to remove it
		Please add the total number of staff globally (2), and describe your working relationships in the communities in which you operate (3).	Select number of staff from the provided ranges.

STEP 5f

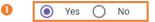


Steps	Description	Action	Notes
	Mandate & Mission tab - Security	Answer the question 'Does the organization have the ability to work in high-risk security locations?' (1)  Answer the question 'Does the organization have policies, procedures and practices related to	
		security risk management?'(2)  Please 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



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



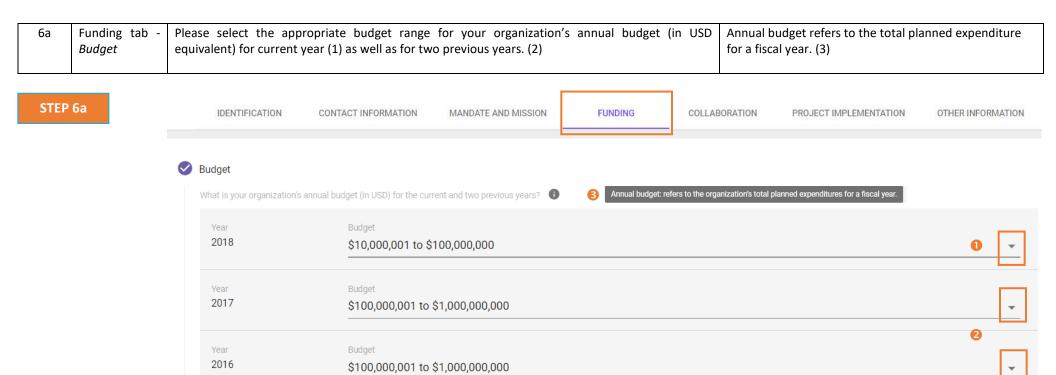
Does the organization have policies, procedures and practices related to security risk management?



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 portitor 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 portitior mattis non sed leo.





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

# STEP 6b



Please select the type of donors that fund your agency

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

Please list your main donors for programme activities

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



Core funding: refers to financial support that covers an organization's basic "core" organizational and ministrative costs, including salaries of non-project staff, rent, equipment, utilities and communications

Trusts and Foundations, DFID



**SAVE & CONTINUE** 

SAVE & EXIT

Collaboration tab - History of Partnership

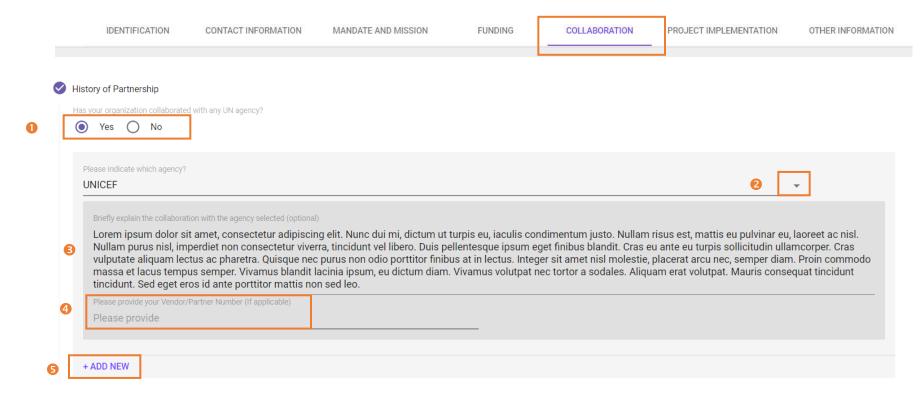
If yes, please indicate which agency selecting the UN agency from the list.(2)

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)

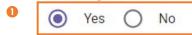
STEP 7a



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?



Please state which cluster, network or consortium and briefly explain the collaboration



7c	Collaboration	Please indicate if you would like to upload any accreditations received by your organization? (1)	Providing accreditations are optional. If however the
	tab -	Please provide certifying/ accrediting body. (2)	answer is yes to the first question, the further fields are
	Accreditation	Please also provide the date when received. (3)	mandatory to be filled.
		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.	

STEP 7c



Steps	Description	Action	Notes
7d	Collaboration tab -	Please indicate if you would like to upload any reference letters for your organization.(1)	
	References	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



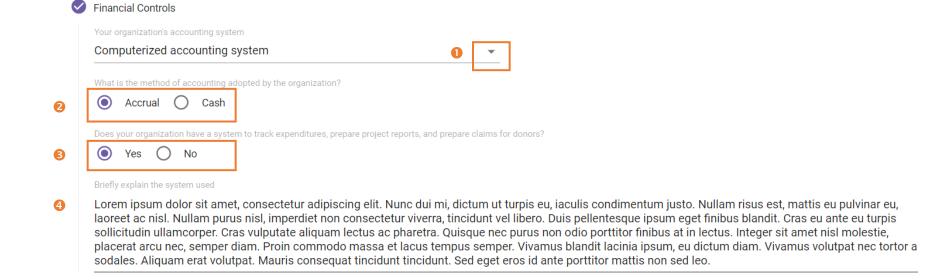
Please answer the question: 'Does the organization use a results-based approach to managing Project Results-based approach: aims to improve management 8a programmes and projects? (1) effectiveness and accountability by defining realistic Implementation If yes, please provide a brief description of your management approach.(3) expected results, monitoring progress toward the tab Programme achievement of expected results, integration lessons Management Please answer the question: 'Does your organization have a system for monitoring and evaluating learned into management decisions and reporting on its programmes and projects?' (4) performance. (2) 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)

STEP 8a

Programme Management    Programme Management		IDENTIFICATION	CONTACT INFORMATION	MANDATE AND MISSION	FUNDING	COLLABORATION	PROJECT IMPLEMENTATION	OTHER INFORMATION
Does the organization use a results-based approach to managing programmes and projects?    Commission does not consider the project of the pr								
Action to the organization use a resultabased approach to managing programmes and projects?    Soliton   Please provide a brief description of your management approach   Lorem ipsum dolor sit amet, consectedur 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 consectetur viverra, tiniciduru tel libero. Duis pellentesque ipsum eget finibus blandit. Cras eu ante eu turpis sollicitudin ullamcorper. Cras vulputate aliquam lectus ac pharetra. Quisque nec purus non of 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 ne sodales. Aliquam erat volutpat. Mauris consequat tincidunt tincidunt. Sed eget eros id ante portitior mattis non sed leo.    Does your organization base a system	<b>⊘</b> Pro	ogramme Management		Park banda				
Please provide a brief description of your management approach  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 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 o 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 ne sodales. Aliquam erat volutpat. Mauris consecutur 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 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 o 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 ne sodales. Aliquam erat volutpat. Mauris consecutur 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 consectetur viverra, tincidunt elitoro. Duis pellentesque ipsum defendacion project activities?  © Yes No  Briefly explain your feedback mechanism  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 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 n	Doe	es the organization use a results-base	ed approach to managing programmes and	projects? 😈 🚧				ss toward the
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 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 of 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 ne sodales. Aliquam erat volutpat. Mauris consequat tincidunt tincidunt. Sed eget eros id ante portitior mattis non sed leo.  **Poes your organization have a system**  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 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 of 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 ne sodales. Aliquam erat volutpat. Mauris consequat tincidunt tincidunt. Sed eget eros id ante portitior mattis non sed leo.  **Poes No**  Briefly explain your feedback mechanism  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 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 of finibus at in lectus. Integer sit amet nisl molestie, placerat arcu nec, semp	1	Yes No						
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 of finibus at in lectus. Integer sit amet nisi molestie, placerat arcu nec, semper dlam. Proin commodo massa et lacus tempus semper. Vivamus blandit lacinia ipsum, eu dictum diam. Vivamus volutpat ne sodales. Aliquam erat volutpat. Mauris consequat tincidunt tincidunt. Sed eget eros id ante portitior mattis non sed leo.  Does your organization have a system for monitoring and evaluating its programmes and projects?  Pres No  Briefly explain your M&E system  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 nisi. Nullam purus nisi, imperdiet 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 of finibus at in lectus. Integer sit amet nisi molestie, placerat arcu nec, semper diam. Proin commodo massa et lacus tempus semper. Vivamus blandit lacinia ipsum, eu dictum diam. Vivamus volutpat ne sodales. Aliquam erat volutpat. Mauris consequat tincidunt tincidunt. Sed eget eros id ante portitior mattis non sed leo.  Does the organization have systems or procedures in place for beneficiaries to provide feedback on project activities?  Pres No  Briefly explain your feedback mechanism  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 nisi. Nullam purus nisi, imperdiet consectetur viverra, tincidunt vel libero. Duis pellentesque ipsum eget finibus blandit. Cras eu ante eu utrpis sollicitudin ullamcorper. Cras vulputate aliquam lectus ac pharetra. Quisque nec purus non of finibus at in lectus. Integer sit amet nisi molestie, placerat arcu n	Plea	ase provide a brief description of your	r management approach					
Briefly explain your M&E system  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 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 o 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 ne sodales. Aliquam erat volutpat. Mauris consequat tincidunt tincidunt. Sed eget eros id ante portitior mattis non sed leo.  Briefly explain your feedback mechanism  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 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 o 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 ne	© cor	nsectetur viverra, tincidunt v ibus at in lectus. Integer sit a	rel libero. Duis pellentesque ipsur amet nisl molestie, placerat arcu	n eget finibus blandit. Cras eu ante nec, semper diam. Proin commod	e eu turpis sollicitudin o massa et lacus temp	ullamcorper. Cras vulputate ous semper. Vivamus bland	e aliquam lectus ac pharetra. Quisque	e nec purus non odio porttitor
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 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 o 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 ne sodales. Aliquam erat volutpat. Mauris consequat tincidunt tincidunt. Sed eget eros id ante porttitor mattis non sed leo.  Does the organization have systems or procedures in place for beneficiaries to provide feedback on project activities?  No  Briefly explain your feedback mechanism  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 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 of 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 ne			or monitoring and evaluating its programme:	s and projects?				
Briefly explain your feedback mechanism  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 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 o 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 ne	Loi coi fini	rem ipsum dolor sit amet, co nsectetur viverra, tincidunt v ibus at in lectus. Integer sit a	el libero. Duis pellentesque ipsur amet nisl molestie, placerat arcu	n eget finibus blandit. Cras eu ante nec, semper diam. Proin commod	e eu turpis sollicitudin o massa et lacus temp	ullamcorper. Cras vulputate ous semper. Vivamus bland	e aliquam lectus ac pharetra. Quisque	e nec purus non odio porttitor
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 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 o 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 ne			procedures in place for beneficiaries to provi	de feedback on project activities?				
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 o 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 ne	Brie	efly explain your feedback mechanism	1					
	7 cor	nsectetur viverra, tincidunt v ibus at in lectus. Integer sit a	rel libero. Duis pellentesque ipsur amet nisl molestie, placerat arcu	n eget finibus blandit. Cras eu ante nec, semper diam. Proin commod	e eu turpis sollicitudin o massa et lacus temp	ullamcorper. Cras vulputate ous semper. Vivamus bland	e aliquam lectus ac pharetra. Quisque	e nec purus non odio porttitor

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



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)

A Internal Controls

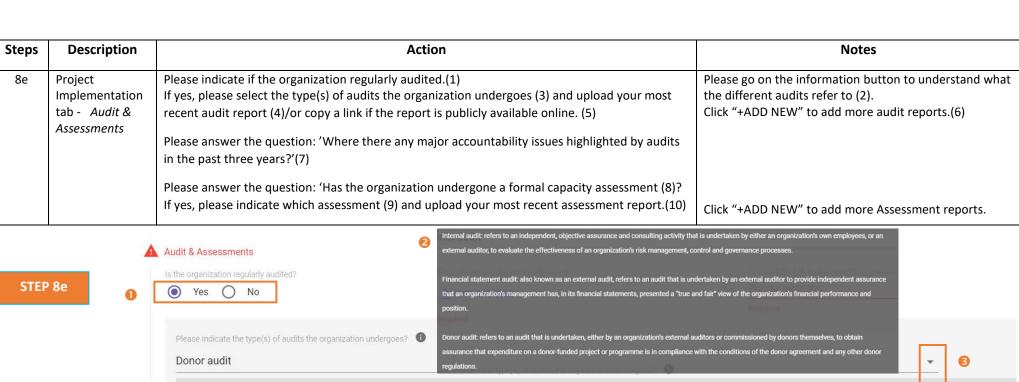
0	oes the organization have segregation of duties in the following areas of responsibility?	
_	Subject Area Authorization to execute a transaction	Segregation of Duties  Yes No
2	Please comment Provide comment	
	Required	
	Subject Area Bank reconciliation	Segregation of Duties  Yes No
	Please comment  Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc dui mi, dictum ut turpis eu, iaculis condimentum justo.	
	Subject Area 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  Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc dui mi, dictum ut turpis eu, iaculis condimentum justo.	
	Subject Area Payment approvals	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 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?

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





that an organization's management has, in its financial statements, presented a "true and fai" view of the organization's financial performance and position.

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

Donor audit

Copy of your most recent audit report

The audit refers to an audit that is undertaken, either by an organization's external auditors or commissioned by donor sitement-with the conditions of the donor agreement and any other donor regulations.

Copy of your most recent audit report

The audit refers to an audit that is undertaken, either by an organization's external auditors or commissioned by donors it increates. The conditions of the donor agreement and any other donor regulations.

Copy of your most recent audit report

The audit refers to an audit that is undertaken, either by an organization's external auditors or commissioned by donors it increates. The donor agreement and any other donor agreement



Steps	Description	Action	Notes
8f	Project Implementation	Briefly explain the key results achieved by your organization over the last year. (1)	
	tab - <i>Reporting</i>	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

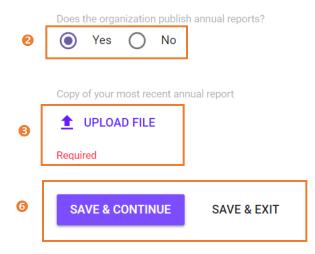


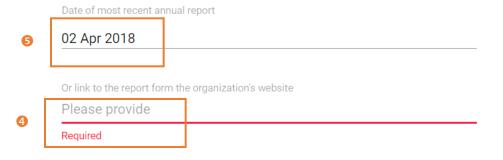
### Reporting



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

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
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.'	

STEP 9

