1. **GENERAL INFORMATION**

|  |  |
| --- | --- |
| General Information | Detailed Information |
| Name of Organization |  |
| Address of Head office |  |
| Address of Sub-Office/S |  |
| Name of Chief Executive Officer/ Executive Director |  |
| Contact Person |  |
| Mobile/Tel No. |  |
| Email Address |  |
| Organization Web Address |  |
| Date of Registration with Ministry of Interior (MoI) |  |
| MoI Registration Number |  |

1. **DESCRIPTION OF ORGANISATION**

*(Maximum 200 words; Provide information on organization’s mission, objectives, key achievements, future direction, specific areas of expertise, etc.)*

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1. **Expertise in Humanitarian Aid**

*(Maximum 200 words; explain in a short text your experience in Humanitarian Aid including work experience, human resources, innovations.)*

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1. **Expertise in livelihoods**

*(Maximum 200 words; explain in a short text your experience in Food Security and Livelihoods including work experience, human resources, innovations.)*

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1. **Expertise in SHELTER REHABILITATION**

(*Maximum 200 words; explain in a short text your experience in Shelter Rehabilitation including work experience, human resources, innovations.)*

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1. **Expertise in Cash/CASH For WORK**

(*Maximum 200 words; explain in a short text your experience in Cash/Cash For Work including work experience, human resources, innovations.)*

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1. **CURRENT GEOGRAPHICAL AREAS OF OPERATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Governorate | Name of Locality | Years of Presence in the Locality | Current Number of Projects in the Locality |
|  |  |  |  |
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1. **PROJECT DETAILS**

*Please list all the completed and ongoing projects in the last 5 years + planned projects for 2019.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Project | Description of the project | Location | Donor | Total project budget (USD) | Duration of the project (mm.yyyy to mm.yyyy) |
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1. **HUMAN RESOURCES**

|  |  |  |  |
| --- | --- | --- | --- |
| Category | Regular staff | Temporary staff | Volunteers |
| Total | % of female | Total | % of female | Total | % of female |
| Management |  |  |  |  |  |  |
| Monitoring & Evaluation |  |  |  |  |  |  |
| Training |  |  |  |  |  |  |
| Finance |  |  |  |  |  |  |
| HR |  |  |  |  |  |  |
| Logistics |  |  |  |  |  |  |
| Administration |  |  |  |  |  |  |
| Field staff |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |

1. **FINANCIAL CONTROL/MANAGEMENT**

|  |  |
| --- | --- |
| Particulars | Detailed information |
| Accounting System and accounting software application |  |
| Procurement and asset management system |  |

1. **SWOT ANALYSIS OF THE ORGANIZATION**

|  |  |
| --- | --- |
| Strengths | Weaknesses |
| Opportunities | Threats |

1. **OTHER RELEVANT INFO OF THE ORGANIZATION**

*(Maximum 500 words)*

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|  |

1. **POLICIES/MANUAL/REPORTS TO BE ATTACHED**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the documents | Does this document exist in your organization (if yes, please checked the box) | Checked the box, if the document is attached as evidence | Explain if not attached |
| 1. Registration certificate
 | [ ]  | [ ]  |  |
| 1. HR policy/manual
 | [ ]  | [ ]  |  |
| 1. Administration and finance policy
 | [ ]  | [ ]  |  |
| 1. Financial risk management policy
 | [ ]  | [ ]  |  |
| 1. Internal financial control framework
 | [ ]  | [ ]  |  |
| 1. Fraud / Anti-Corruption policy
 | [ ]  | [ ]  |  |
| 1. External audit report 2017
 | [ ]  | [ ]  |  |
| 1. Annual report 2017
 | [ ]  | [ ]  |  |
| 1. Procurement policy
 | [ ]  | [ ]  |  |
| 1. Safety/Security policy
 | [ ]  | [ ]  |  |
| 1. Latest strategic plan
 | [ ]  | [ ]  |  |
| 1. Staff organogram
 | [ ]  | [ ]  |  |
| 1. Gender policy
 | [ ]  | [ ]  |  |
| 1. Monitoring and Evaluation framework
 | [ ]  | [ ]  |  |

*This is to certify the above provided information is true and fair representation of I/NGO work and information about the organization.*

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Signature

Name:

Designation:

Date: