**SAWASYA II: Promoting the Rule of law in Palestine (2018-2023)**

**PRE-QUALIFICATION PROCESS**

**FOR ROSTER OF CIVIL SOCIETY ORGANISATIONS**

**IN THE FIELD OF RULE OF LAW, JUSTICE AND SECURITY**

REQUEST FOR INFORMATION AND CAPACITY ASSESSMENT FORM

***April 2018***

1. BASIC INFORMATION

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| 1. **NAME OF ORGANISATION**): |  | | |
| 1. **FULL ADDRESS OF ORGANISATION:** |  | | |
| 1. **Website/Facebook page(s)** |  | | |
| 1. **Year of Establishment** |  | | |
| 1. **How has your organization evolved since its establishment? (no more than 2 paragraphs)** |  | | |
| 1. **Registration Authority and Registration number** |  | | |
| 1. **Have you ever encountered any problem with the registration authority?** | YES  NO If yes, please provide details about the problem, time, and the result | | |
| 1. **CONTACT PERSONS**: | **Director** (authorised person for signature on contract): | **Officer in charge of project** (primary contact person): | **Financial Officer**: |
| *Name:*  *Job title:*  *Email address:*  *Telephone number:* | *Name:*  *Job title:*  *Email address:*  *Telephone number:* | *Name:*  *Job title:*  *Email address:*  *Telephone number:* |
| 1. **Is your organization listed in the UN’s list of proscribed organizations, UNDP Vendor Sanctions List, or indicted by the International Criminal Court?** | | | YES  NO |
| 1. **Is your organization banned by any other institution? If, yes, please provide information regarding the institution and reasons.** | | | YES  NO |
| 1. **Have you previously been included in the UNDP/PAPP’s Civil Society Roster?** | | | YES  NO |
| 1. **Have you partnered previously with SAWASYA programme within the period from (2014-2017)?** | | | YES  NO  If yes, please specify how much support was provided and project duration |

1. ORGANISATIONAL FOCUS AREA(S)

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| 1. **Please check the relevant focus areas in which your organisation is working** | Legal aid service provision:  Legal consultation  Legal awareness  Legal representation  before Palestinian jurisdictions  before Israeli jurisdictions  Legal education  Women’s rights  Children’s rights  Informal justice  Advocacy and networking (domestic Palestinian context only)  For justice sector  For security sector  Capacity development in the justice & security sectors (state & non-state actors)  For justice sector  For security sector  Accountability and anti-corruption  Human rights promotion and protection  Oversight and monitoring of the justice and security sectors  Support the Justice sector reunification and legal harmonization  Support the Palestinian Reconciliation Process  Other (please specify):\_\_\_\_\_\_\_\_\_\_\_\_  Please include (briefly) any additional details here: | |
| 1. **Primary Geographical Coverage** | West Bank  Gaza  Both  (If WB):  East Jerusalem  Area C  Other (please specify region or district/s)  (If Gaza):  Rafah  Khan Younis  Middle area  Gaza City  North area | |
| 1. **Does your organisation have field offices other than the main office?** | YES  NO (if yes, where) | |
| 1. **Does your organisation target vulnerable social groups?** | Women  Children  People with disabilities  Elderly people  Other group/s (please specify) | |
| 1. **Does your organisation have a multi-year strategic plan?** | | YES  NO  (if yes, please specify years) |
| 1. **Have you completed and attached to this application the three-year strategic framework template?** | | YES  NO |

1. MANDATORY CRITERIA ASSESSMENT

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| 1. Is your organisation a non-state actor whose aims are neither to generate profit nor seek governing power? | YES  NO |
| 1. Is your organisation registered as a non-profit organisation (company) and/or nongovernmental organisation in accordance with the national legislation in the location of the head office of the organisation? \* | YES  NO |
| 1. Is your organization committed to principles of human development? | YES  NO |
| 1. Does your organisation possess a demonstrable history of engagement in the areas of rule of law, justice, security, human rights, anti-corruption and/or accountability? | YES  NO |

\* In exceptional circumstances this criterion may be waived.

1. ORGANISATIONAL CAPACITY ASSESSMENT

*NB The following questions are designed solely to capture a ‘snapshot’ assessment of organisations’ capacities. Negative answers will not preclude inclusion in the CSO roster. A more thorough, assessment will be made on the basis of the complete documentation provided, upon which final decisions will be made concerning inclusion in the roster (or otherwise) and threshold eligibility for support.*

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| 1. **PROJECT MANAGEMENT CAPACITY** | |
| Does your organisation have a project management unit? | YES  NO |
| Does your organisation produce project proposals internally? | YES  NO If yes, please provide some samples of project proposals |
| Does your organisation undertake regular programme/project reviews? | YES  NO |
| Does your organisation have the ability to work (prepare proposals) and report in English | YES  NO |
| Does your organisation undertake participatory design of initiatives with project partners and target groups? | YES  NO |
| Does your organisation have a result based management framework? | YES  NO |
| Does your organisation monitor progress against indicators and evaluate project achievements? | YES  NO |
| Does your organisation have conducted end of project evaluation? | YES  NO If yes, when, for which project and please provide the evaluation report |
| Does your organization conduct gender analysis before developing a project? | YES  NO |
| Does your organization have a gender strategy? | YES  NO |
| Have you prepared annual reports for your organisation’s work within the last two years? | YES  NO If yes, please provide the reports |
| 1. **PERSONNEL CAPACITIES** | |
| What are the positions in your organization that are empowered to make key corporate decisions? Please provide CVs of these staff. |  |
| Which positions in your organization lead the areas of project management, finance, procurement, and human resources? Please provide CVs of these staff. |  |
| How many permanent employees does your organisation retain? Sex disaggregated. |  |
| Does your organization have gender parity policy? | YES  NO |
| 1. **FINANCIAL CAPACITY** | |
| Does your organisation have a regular budget cycle? | YES  NO |
| Does your organisation retain a permanent financial officer? | YES  NO |
| What was your organization’s total financial delivery in the preceding 2 years? |  |
| What is your organization’s actual and projected inflow of financial resources for the current and the following year? |  |
| What was the largest project handled over the last two years? |  |
| Please provide a list of projects with duration, location and budget for the last 2 years. |  |
| Did your organisation have an audit within the last two years? | YES  NO If yes, provide audited financial statement for the last 2 years |
| Are the audits conducted by an officially accredited independent entity? | YES  NO If yes, provide name. |
| Does your organization develop and monitor gender budget? | YES  NO |
| Did your organisation undergo a HACT[[1]](#footnote-1) micro assessment? | YES  NO **,** if yes in which year? |
| Who are your organisation’s key donors? |  |
| How much percentage share was contributed by each donor during the last 2 years? |  |
| How much cumulative financial contribution was provided for each project by each donor? |  |
| How is your organisation’s management cost funded? |  |
| 1. **INFRASTRUCTURE AND EQUIPMENT CAPACITIES** | |
| Where does your organisation have an official presence? Please provide details on duration and type of presence (e.g. field offices, laboratories, equipment, software, technical data bases, etc.) |  |
| What resources and mechanisms are available by your organization for transporting people and materials? |  |
| 1. **ORGANISATIONAL STRUCTURE AND GOVERNANCE** | |
| What is the structure of your organization governing body? Please provide Organigramme |  |
| Does your organization have a formal oversight mechanism in place? | YES  NO |
| Does your organization 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 * Asset and Inventory Management * Other | YES  NO  YES  NO If yes, provide documents  YES  NO If yes, provide documents  YES  NO If yes, provide documents  YES  NO  YES  NO  YES  NO  YES  NO |
| Does your organisation maintain HR archiving system including staff contracts, leaves, performance management, etc.? | YES  NO |
| Does your organization have a mechanism for handling legal affairs? | YES  NO |
| Is your organization certified in accordance with any international or local standards (e.g., ISO), such as in:   * Leadership and Managerial Skills * Project Management * Financial Management * Organizational Standards and Procedures * Other | YES  NO  YES  NO  YES  NO  YES  NO |
| 1. **CONSTITUENCY** | |
| What is your organization mandate, vision and purpose (n more than 2 paragraphs)? |  |
| Is your organization officially designated to represent any specific constituency? | YES  NO If yes, please specify |
| 1. **PARTNERSHIPS** | |
| Does your organisation belong to a CSO umbrella organisation and/or CSO networks in the sector? | YES  NO  If yes, please specify |
| Does your organisation have partnerships with government / UN agencies / foundations / CSOs / other? | YES  NO If yes, please specify |
| Does your organization have the capacity to manage a consortium? | YES  NO |
| Do you currently, or have you in the past managed a consortium? If yes, provide a list with total financial budgets involved? | YES  NO |
| Please provide a list of all entities that your organization may have an affiliation with. |  |

1. QUALITY ASSURANCE AND TRANSPARENCY

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| 1. **QUALITY ASSURANCE** | |
| Please provide letters of references (from local/international partners) providing feedbacks on the CSO/NGO’s performance regarding:   * Delivery compared to original planning * Expenditure compared to budget * Timeliness of implementation * Timeliness and quality of reports * Quality of Results |  |
| 1. **PUBLIC TRANSPARENCY** | |
| What documents are publicly available? |  |
| How can these documents be accessed? |  |

1. SIGNED DECLARATION

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| 1. **I certify that the statements made in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief.** | |
| DATE: | SIGNED (name and title): |

1. CHECKLIST OF ATTACHMENTS

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1. https://agora.unicef.org/course/info.php?id=1312 [↑](#footnote-ref-1)