Annex 3: Documents Checklist

|  |  |  |  |
| --- | --- | --- | --- |
| Key Doc | DOCUMENT | AVAILABLE (YES, NO) | SHARED (YES, NO: Why) |
| Key | 1. Annex 2 - Organizational Questionnaire | YES | YES |
| Preferred | 1. Annex 3 - Document Checklist | YES | YES |
| Key | 1. Annex 4 - Projects Summary | YES | YES |
| Key | 1. Copy of valid and active registration certificate/license | YES | YES |
| Preferred | 1. Organization profile and any other strategic documents (i.e. strategy, Mission, Vision, Objectives, etc) | YES | YES |
| Key | 1. Organizational organogram | YES | YES |
| Key | 1. Financial policy**,** accounting policy, annual financial statement | YES | YES |
| Key | 1. Human resources policy | YES | YES |
| Key | 1. Procurement policy | YES | YES |
| Key | 1. Code of conduct | YES | YES |
| Preferred | 1. Prevention of sexual exploitation and abuse policy | YES | YES |
| Preferred | 1. Security and safety policy | YES | YES |
| Preferred | 1. Information on existing complaint and feedback mechanisms | YES | YES |
| Preferred | 1. Copy of external audit report/s for the last year (2023) | - | Copy of 2023 audit will be shared when report is ready next week, Audit of 2022, 2021 are attached |
| Preferred | 1. Copy of annual reports for the past 2 years (2023, 2022) | YES | YES |
| Preferred | 1. Monitoring, evaluation, accountability and learning (meal) policy, plan or mechanisms. | YES | YES |
| Preferred | 1. Accountability to affected persons (AAP) policy, plan or mechanisms | - | - |