

Annex 3: Documents Checklist

Key Doc	DOCUMENT	AVAILABLE (YES, NO)	SHARED (YES, NO: Why)
Key	1. Annex 2 - Organizational Questionnaire	YES	YES
Preferred	2. Annex 3 - Document Checklist	YES	YES
Key	3. Annex 4 - Projects Summary	YES	YES
Key	4. Copy of valid and active registration certificate/license	YES	YES
Preferred	5. Organization profile and any other strategic documents (i.e. strategy, Mission, Vision, Objectives, etc)	YES	YES
Key	6. Organizational organogram	YES	YES
Key	7. Financial policy, accounting policy, annual financial statement	YES	YES
Key	8. Human resources policy	YES	YES
Key	9. Procurement policy	YES	YES
Key	10. Code of conduct	YES	YES
Preferred	11. Prevention of sexual exploitation and abuse policy	YES	YES
Preferred	12. Security and safety policy	YES	YES
Preferred	13. Information on existing complaint and feedback mechanisms	YES	YES
Preferred	14. 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	15. Copy of annual reports for the past 2 years (2023, 2022)	YES	YES
Preferred	16. Monitoring, evaluation, accountability and learning (meal) policy, plan or mechanisms.	YES	YES
Preferred	17. Accountability to affected persons (AAP) policy, plan or mechanisms	-	-

Majeda Al Saqqa

General Director

