# CSO Partner Declaration, Profile and Due Diligence Verification Form *(updated July 2018)*

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| *Note:* The CSO Partner Declaration and Profile is completed by CSOs interested in partnership with UNICEF. It provides the CSO an opportunity to present its values, expertise and experience to UNICEF. This form and associated documents are then reviewed by UNICEF to determine whether a CSO is committed to UNICEF values and principles, and to inform partnership selection. If the prospective partner is an international NGO (INGO), completion of this document is required if the organization is not listed in the [UNICEF intranet](https://intranet.unicef.org/PD/CSP.nsf/Site%20Pages/page01040701). In this case, the UNICEF Country Office requests the prospective INGO partner to have the Partner Declaration and Profile and required documents submitted by its Headquarters. This form is submitted once at the onset of partnership and is valid up to five years, unless key information changes, in which case the CSO should submit an updated version. |

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| Name of organization:  |  |
| Acronym: |  |
| Type of organization (select only one) | **[ ]** National NGO (an NGO that is established in only one country)**[ ]** Community-based organization (grassroots association)**[ ]** Academic institution (a degree conferring institution)**[ ]** International NGO (an NGO that has offices in more than one country) |
| Head of organization: |  |
| Deputy head of organization: |  |
| Declarations  | Yes | No |
| 1. By answering yes, the organization confirms that it is committed to the core values of the UN, the Convention on the Rights of the Child (CRC), the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) and the Convention on the Rights of Persons with Disabilities (CRPD):

<http://www.unicef.org/crc/><http://www.ohchr.org/EN/ProfessionalInterest/Pages/CEDAW.aspx> <http://www.un.org/disabilities/documents/convention/convoptprot-e.pdf>  |  |  |
| 1. By answering yes, the organization confirms that it is a non-profit entity.

*Attach the statute or constitutional document establishing the entity as a non-profit organization.* |  |  |
| 1. By answering yes, the organization confirms that it is legally registered in the country of implementation.

*Attach official registration in the country of implementation. If the response is no, provide explanation:*  |  |  |
| 1. By answering yes, the organization confirms that it is committed to prohibiting and combatting fraud and corruption[[1]](#footnote-2), sexual exploitation and abuse[[2]](#footnote-3), and child safeguarding violations. Furthermore, the organization confirms that it is committed to promoting the protection and safeguarding of children[[3]](#footnote-4).
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| 1. By answering yes, the organization confirms that neither the organization nor any of its members is mentioned on the [United Nations Security Council Consolidated Sanctions List](https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list), and that the organization has not supported and does not support, directly or indirectly, individuals and entities sanctioned by the Committee or any person involved in any other manner that is prohibited by a resolution of the United Nations Security Council adopted under Chapter VII of the Charter of the United Nations. <https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>

*Attach the list of the organization board members, if applicable.* |  |  |
| 1. By answering yes, the organization confirms that it is committed to transparency and accountability.

*FOR INGOs only:* *Provide link to publicly available annual reports and/or certified financial statements* |  |  |

I declare, as an official representative of the above-named organization, that the information provided in this declaration and attached documentation is complete and accurate, and I understand that it is subject to UNICEF verification.

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| Name of partner |  |
| Name and title of the duly authorized partner representative  |  |
| Signature |  |
| Date |  |

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| Section 1. CSO information |
| 1.1 Contact details | Address |  |
| Telephone |  |
| Email |  |
| Website |  |

| Section 2. CSO expertise and experience in the sector area |
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| 2.1 CSO mandate, sector area and geographic coverage | Outline the organization’s mandate, field of work and geographic coverage |
| 2.2 Available expertise and specialists | Outline the distinctive technical capacity of the organization in the sector area |
| 2.3 Key results achieved over the past 5 years | Outline of key results achieved in sector area in recent years, including any recognition received at local / global level for the work in the sector area |

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| Section 3. Local experience, presence and community relations |
| 3.1 Ongoing programmes in sector area | Outline of type / scope of ongoing programmes in the sector area |
| 3.2 Knowledge of the local context | Outline of presence and community relations in the proposed programme location(s) |
| 3.3 Existing networks | Outline of ongoing collaborations with national institutions and local communities in the sector area |

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| Section 4. Management ability |
| 4.1 Annual budget | Size of annual budget (previous year, USD) |  |
| Source of core funds or income |  |
| Main funding partners/ donors |  |
| 4.2 Core staff | Outline of number and key functions of core organization staff |
| 4.3 Any other informationdemonstrating financial capacity | E.g. results of previous capacity assessments if available (such as the micro assessment) |

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| Section 5. Experience working with UN / UNICEF |
| Programme/project title | Total budget (USD) | Funding UN agency | Year end | Key results achieved |
| 1.  |  |  |  |  |
| 2.  |  |  |  |  |
| 3.  |  |  |  |  |

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| **FOR UNICEF OFFICE USE ONLY**This form is to be completed by the PRC Chair; or delegated by the PRC Chair to the PRC Secretary or another appropriate UNICEF employee.For INGOs, send the completed form and accompanying documents to: csp@unicef.org |
| Name of organization |  |
| Due diligence verification  | Yes | No | Comment if applicable |
| 1. Organization status confirmed as non-profit

*Check the statute or constitutional document. It the organization is not non-profit the CSO Procedure does not apply.* | **[ ]**  | **[ ]**  |  |
| 1. Organization values/mandate in line with UNICEF mandate and principles

*Check the statute or constitutional document.*  | **[ ]**  | **[ ]**  |  |
| 1. Organization is registered in country of implementation

*Check the official registration document.* | **[ ]**  | **[ ]**  |  |
| 1. Organization, its head, deputy head and board members are not included in the [UN Security Council Consolidated Sanctions List](https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list)
 | **[ ]**  | **[ ]**  | Provide details of name(s) listed in the [UN Security Council Consolidated Sanctions List](https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list): |
| 1. No apparent impropriety that poses a reputational risk to the UN has been identified in regard to fraud and corruption[[4]](#footnote-5), sexual exploitation and abuse[[5]](#footnote-6), child safeguarding violations[[6]](#footnote-7), or other misconduct

*Check media reports, internet and other information sources.* | **[ ]**  | **[ ]**  | Provide details and information source if reputational risk was identified: |
| 1. *For INGOs only.* Organization meets minimum standards of transparency
 | **[ ]**  | **[ ]**  |  |
| By signing this form, I certify that the prospective CSO partner has undergone due diligence verification and is eligible for implementing partnership with UNICEF.Name: ……………………………………… Signature: ……………………………Title: …..…………………………………… Date: …………………………………. |

1. In line with provisions of [CF/EXD/2013-008](https://unicef.sharepoint.com/sites/portals/RF/Regulatory%20Framework%20Library/DHR%20Exec%20Dirs%20CFEXD2013-008%20Policy%20Prohibiting%20and%20Combatting%20Fraud%20and%20Corruption.pdf) “Policy Prohibiting and Combatting Fraud and Corruption” [↑](#footnote-ref-2)
2. In line with provisions of [ST/SGB/2003/13](https://undocs.org/ST/SGB/2003/13) entitled “Special Measures for Protection from Sexual Exploitation and Sexual Abuse” [↑](#footnote-ref-3)
3. in line with provisions of [CF/EXD/2016-006](https://unicef.sharepoint.com/sites/portals/RF/Regulatory%20Framework%20Library/DHR%20Exec%20Dirs%20CF%20EXD%20006%20Child%20Safeguarding%20Policy%2001-Jul-2016.pdf) "Policy on Conduct Promoting the Protection and Safeguarding of Children" [↑](#footnote-ref-4)
4. In line with provisions of [CF/EXD/2013-008](https://unicef.sharepoint.com/sites/portals/RF/Regulatory%20Framework%20Library/DHR%20Exec%20Dirs%20CFEXD2013-008%20Policy%20Prohibiting%20and%20Combatting%20Fraud%20and%20Corruption.pdf) “Policy Prohibiting and Combatting Fraud and Corruption” [↑](#footnote-ref-5)
5. In line with provisions of [ST/SGB/2003/13](https://undocs.org/ST/SGB/2003/13) entitled “Special Measures for Protection from Sexual Exploitation and Sexual Abuse” [↑](#footnote-ref-6)
6. in line with provisions of [CF/EXD/2016-006](https://unicef.sharepoint.com/sites/portals/RF/Regulatory%20Framework%20Library/DHR%20Exec%20Dirs%20CF%20EXD%20006%20Child%20Safeguarding%20Policy%2001-Jul-2016.pdf) "Policy on Conduct and Promoting the Protection and Safeguarding of Children" [↑](#footnote-ref-7)