IOM Mission – Lebanon

***Call for Expression of Interest***

1. ***Timeline***

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| --- | --- |
| Call for Expression of interest ID # |  |
| Posted (date) | 15/08/2023 |
| Clarification Request Deadline |  |
| Application Deadline | 29/08/2023 |
| Notification of Results  | 11/09/2023 |
| Implementation Start Date | 01/10/2023 |
| Implementation End Date | 30/06/2024 |

1. ***Locations***

Tebbaneh, Qobbeh, Mina, and Beb el Ramel, Tripoli, Lebanon

***Sector(s) and area(s) of specialization***

* Migrants
* Protection & Case management
1. ***Issuing Agency***

The International Organization for Migration - IOM

1. ***Project Background***

Lebanon has historically experienced significant outward migration. However, in the past three years, the country has faced a severe economic crisis, resulting in a substantial increase in irregular migration to Europe. Recent research conducted by IOM reveals a noticeable rise in the willingness of individuals to migrate irregularly from Lebanon. The majority of irregular migration movements occur along the North Lebanese coast, particularly near Tripoli, which is Lebanon's most impoverished city. The dire economic challenges and lack of services such as healthcare and education in Tripoli contribute to the decision to migrate irregularly. It is important to note that the decision to migrate irregularly from Lebanon primarily stems from the inability to meet practical needs within the country, rather than a preference to leave. Additionally, there are significant barriers to accessing regular migration pathways.

IOM conducted an in-depth research study to explore the intentions, factors, and decision-making processes driving irregular migration among Lebanese individuals, with a focus on high-risk areas in Tripoli and Akkar. The findings of this research have been published in the report “Lost Hope, Lost Lives: Insights into Lebanese Irregular Migration” which provides insights and recommendations to address the drivers of irregular migration from Lebanon and support safe and legal alternatives, such as labour mobility pathways. The full report can be downloaded here.

1. ***Expected Results***

IOM aims to mitigate the negative impact of the country’s economic crisis on the protection environment for vulnerable Lebanese at risk or prone to irregular migration, in coordination with other partners. IOM seeks to ensure access to protection services for vulnerable individuals through case management and specialized services to those who are at risk. In particular, casework interventions that meet the immediate needs of individuals at risk of irregular migration and re-migration and group activities and community engagement for psychosocial support and increased information about irregular and regular migration opportunities in their local communities.

**Services to be provided**

To achieve this, IOM will partner with a local NGO as an Implementing Partner (IP) in Tripoli to establish a Community Resource Centre. The Implementing Partner (IP) can apply to provide the full package of services outlined below, or for only one or two elements.

To undertake the three activities in the resource center, case management, individual and group psychosocial support, and peer-to-peer support, the partner should specify in its proposal if it will provide dedicated human resources (case workers, psychologists, etc.) to achieve these targets as well as their qualifications, or if it expects IOM to provide personnel, and the budget should reflect this accordingly. If the partner provides staff to undertake these activities, IOM will provide training for them to carry out the activities in line with IOM’s approaches to case management, PSS provision, and community engagement.

The Community resource center should have a minimum of 3 rooms, to allow for individual counseling sessions for case management process and for the peer-to-peer discussions. It may be co-located with other projects and activities, as long as they do not impact the aims of the center. Services such as reliable electricity, water, internet, and reception facilities and human resources should be available. The center should be accessible to all community members, and efforts should be made to ensure that vulnerable populations are aware of, and comfortable coming to the center. The partner should also have robust feedback and accountability mechanisms in place to ensure the center meets its goals in line with humanitarian principles and PSEA.

Case management:

This Centre will provide comprehensive services to vulnerable Lebanese people and other populations who are at risk of irregular migration. Using a case management approach, caseworkers will identify the specific unmet needs of individuals and help them access the necessary services, which include healthcare, education, livelihood support, financial assistance, migration counselling or psychosocial support. The IP will collaborate with external service providers and leverage existing programmes in the area to ensure individuals have access to these services, and will be responsible for the payment of the services received by the individual. The case management assistance expects to reach 100 vulnerable individuals.

Psychosocial support:

The Community Resource Centre will offer psychosocial support to vulnerable individuals experiencing mental distress due to the socioeconomic and migratory pressures in Lebanon, through regular group PSS sessions. The intervention will target 150 vulnerable individuals with psychosocial support.

Peer to peer support:

IOM will also encourage open and informed discussions, led by local individuals, about the realities of irregular migration and the importance of safe and alternative options, such as regular labour migration. To achieve this, IOM and the IP will also promote peer-led mutual support groups that will meet regularly at the Community Resource Centre. During these sessions, potential migrants will have access to unbiased, fact-based information about the risks associated with irregular migration, as well as safe alternatives. The peer-led groups, consisting of individuals who have firsthand experience, will share their own knowledge and experiences, fostering open conversations. These discussions will reach 120 individuals.

1. ***Indicative Budget***

Submitted proposals should be no more than USD 270,000. In line with IOM’s regulations, the budget will be paid in separate installments, depending on agreed project deliverables.

1. ***Selection Criteria***

|  |  |  |
| --- | --- | --- |
| Name | Description  | Weight |
| Relevance of proposal to achieving expected results | * Relevance of proposal to achieving expected results
* Expertise on case management, psychosocial support, and community engagement
* Adequacy and clarity of proposed budget (including contribution by CSO)
* Relevant technical expertise and experience in working with a different range of stakeholders at a national and local level
 | 60 |
| Sustainability of intervention | * Experience in partnering with key institutions related to migrants, including in the context of irregular migration
* National and Local experience, presence, and community relations
* Management ability
 | 20 |
| Other | * Replicability/scalability
* Mechanisms and approaches to ensure AAP, PSEA, gender mainstreaming, and disability inclusion
* Innovative approaches
 | 20 |

1. ***Attachments***

|  |  |
| --- | --- |
| Description  |  URL |
| ANNEX A – Terms of Reference | [https://iomint-my.sharepoint.com/:w:/g/personal/ebsaibess\_iom\_int/Ec8PMd0WTqlNk5H7I3z1TAcBzb9WhppvlMvl3oYvicVbqw?e=g1axrF](https://iomint-my.sharepoint.com/%3Aw%3A/g/personal/ebsaibess_iom_int/Ec8PMd0WTqlNk5H7I3z1TAcBzb9WhppvlMvl3oYvicVbqw?e=g1axrF)  |
| ANNEX B- Implementing Partner References Checklist | [https://iomint-my.sharepoint.com/:w:/g/personal/ebsaibess\_iom\_int/EdWmfWBxBcxGonZ8Ft3YfJoBsGz6lb1t7kFJBCJCP0aQeA?e=C3yesu](https://iomint-my.sharepoint.com/%3Aw%3A/g/personal/ebsaibess_iom_int/EdWmfWBxBcxGonZ8Ft3YfJoBsGz6lb1t7kFJBCJCP0aQeA?e=C3yesu)  |
| ANNEX C- Implementing Partners General Information Questionnaire  | [https://iomint-my.sharepoint.com/:w:/g/personal/ebsaibess\_iom\_int/ET8mawLV5zlCrQUBcFGCc7wBXEjrPgLeqGkMjfIjWOFssg?e=EcwznW](https://iomint-my.sharepoint.com/%3Aw%3A/g/personal/ebsaibess_iom_int/ET8mawLV5zlCrQUBcFGCc7wBXEjrPgLeqGkMjfIjWOFssg?e=EcwznW)  |
| ANNEX D- Concept Note Template | [https://iomint-my.sharepoint.com/:w:/g/personal/ebsaibess\_iom\_int/EUQZdkVdi3hNnT9o08m3RYoBLqmc4--ap38j2ofJlZe\_Fg?e=2y5ixB](https://iomint-my.sharepoint.com/%3Aw%3A/g/personal/ebsaibess_iom_int/EUQZdkVdi3hNnT9o08m3RYoBLqmc4--ap38j2ofJlZe_Fg?e=2y5ixB)  |
| *ANNEX E- Financial and Narrative Reporting Templates* | [https://iomint-my.sharepoint.com/:x:/g/personal/ebsaibess\_iom\_int/EW9bGvlge1BAveo3dO\_GVuQB9VRfSxljE1A8\_iQwWyoqSg?e=o4unFn](https://iomint-my.sharepoint.com/%3Ax%3A/g/personal/ebsaibess_iom_int/EW9bGvlge1BAveo3dO_GVuQB9VRfSxljE1A8_iQwWyoqSg?e=o4unFn) [https://iomint-my.sharepoint.com/:w:/g/personal/ebsaibess\_iom\_int/Ea-zqukQ2zhFv7bc6HYkZGMBdod5WllnCTNONYtzbkgymQ?e=aPgf1d](https://iomint-my.sharepoint.com/%3Aw%3A/g/personal/ebsaibess_iom_int/Ea-zqukQ2zhFv7bc6HYkZGMBdod5WllnCTNONYtzbkgymQ?e=aPgf1d)  |
| *ANNEX F- Project Implementation Agreement Template*  | [https://iomint-my.sharepoint.com/:w:/g/personal/ebsaibess\_iom\_int/EU3-zMFd4QxIsOFE3GoEryUBQ-RyxxnrTiGWnrdOZhK0Pw?e=7dBfC3](https://iomint-my.sharepoint.com/%3Aw%3A/g/personal/ebsaibess_iom_int/EU3-zMFd4QxIsOFE3GoEryUBQ-RyxxnrTiGWnrdOZhK0Pw?e=7dBfC3)  |

***For more information on this partnership opportunity, and to apply, please visit***

<https://www.iom.int/>

The organizations responding to this call need to demonstrate their capacity to implement all listed activities as a single package.

IOM reserves the right to cancel/reduce the scope of planned activities or to introduce new/broaden the scope of the existing activities. Selected Implementing partner needs to be ready to develop a detailed budget based on submitted proposal in two weeks upon receiving the notification from IOM.

All applicants will receive written notification, within the two weeks after the deadline for the submission of Concept Note, of the outcome of the selection process. Should an applicant request further clarification, IOM will provide a response explaining the transparency and integrity of the selection process undertaken.

IOM reserves the right to decline disclosure of the specificity of decision derived by the IOM mission due to reasons related to confidentiality.

IOM reserves the right to accept or reject any Expression of Interest, and to annul the selection process and reject all Expression of Interest at any time, without thereby incurring any liability to the affected Implementing Partners.

For more information, please contact in writing Barbara Pellegrini, Protection program manager, at bpellegrini@iom.int

1. **Expression of Interest submission guidelines**

This document contains instructions on the preparation and submission of the Application including Annex A: IP Information.

1. The Application must be submitted through sending an email to IOM at beyproc@iom.int no later than the 29 of August 2023. Late Application will no longer be considered.
2. A detailed description must be provided on how the requirements specified in the Call for Expression of Interest (CEI) issued by IOM will be matched by the capabilities, experience, knowledge, and expertise of the Implementing Partners
3. The Application must be submitted in the English language and in the format prescribed by IOM within the CEI. All required information must be provided, responding clearly and concisely to all the points set out. Any application which does not fully and comprehensively address this CEI requirements may be rejected.
4. The Application document should comprise of the following:
	1. Cover Letter.
	2. Duly accomplished application documentation as outlined within the CEI signed on all pages by the Implementing Partner’s Authorized Representative; and
	3. Any other relevant documents
5. Applications may be modified or withdrawn in writing, prior to the closing time specified in this Request for EoI. Applications shall not be modified or withdrawn after the deadline.
6. The Implementing partner shall bear all costs associated with the preparation and submission of the Application and IOM will not in any case be responsible and liable for the costs incurred.
7. IOM on no occasion will ask an application fee from Implementing Partners.
8. All information given in writing to or verbally shared with the Implementing Partners in connection with this CEI is to be treated as strictly confidential. The Implementing Partner shall not share or invoke such information to any third party without the prior written approval of IOM. This obligation shall continue after the selection process has been completed whether or not the Implementing Partner application is successful.
9. IOM will treat all information (or that marked proprietary/sensitive/financial) received from Implementing Partners as confidential and any personal data in accordance with its Data Protection Principles.
10. The Implementing Partner by submitting an application gives consent to IOM to share information with those who need to know for the purposes of evaluating and managing the proposal.
11. IOM reserves the right to accept or reject any Application, and to cancel the process and reject all Applications, at any time without thereby incurring any liability to the affected Implementing partner or any obligation to inform the affected Implementing partner of the ground for IOM’s action.

**IMPLEMENTING PARTNER REFERENCES CHECKLIST**

The below information is requested to be included in the response to the CEI issued by IOM:

**TABLE 1 – MAIN IMPLEMENTING PARTNER EXPERIENCE IN LAST THREE YEARS (free format)**

• Starting Month/ Year

• Ending Month / Year

• Donor / Lead partner

• Description of projects

• Contract Amount

Remarks (Provide documentary evidence)

**TABLE 2 – SIMILAR EXPERIENCE IN LAST THREE YEARS (free format)**

• Year

• Donor / Lead partner

• Description of projects

• Contract Amount

• Remarks (Provide documentary evidence (\*))

**TABLE 3 – LIST OF KEY STAFF MEMBERS (free format)**

• Name

• Designation Qualification

• No. of Years of Experience

Provide an organizational chart and detailed CVs for key management and personnel in the Organization

**TABLE 4 – ANY OTHER INFORMATION (free format)**

In addition to the required information, Implementing Partners may provide any other related documents

IOM Mission – Lebanon

IOM Call for Expression of Interest ID#:

**Terms of Reference**

|  |
| --- |
| **Introduction** |
|  Lebanon has historically experienced significant outward migration. However, in the past three years, the country has faced a severe economic crisis, resulting in a substantial increase in irregular migration to Europe. Recent research conducted by IOM reveals a noticeable rise in the willingness of individuals to migrate irregularly from Lebanon. The majority of irregular migration movements occur along the North Lebanese coast, particularly near Tripoli, which is Lebanon's most impoverished city. The dire economic challenges and lack of services such as healthcare and education in Tripoli contribute to the decision to migrate irregularly. It is important to note that the decision to migrate irregularly from Lebanon primarily stems from the inability to meet practical needs within the country, rather than a preference to leave. Additionally, there are significant barriers to accessing regular migration pathways. |
| **Background** |
| IOM aims to mitigate the negative impact of the country’s economic crisis on the protection environment for vulnerable Lebanese at risk or prone to irregular migration. IOM seeks to ensure access to protection services for vulnerable individuals through case management and specialized services to those who are at risk through the establishment of a pilot Community Resource Center.  |
| **Objective** |
|  IOM will partner with a local or international organization, selected through this EOI, in Tripoli to establish and run a pilot Community Resource Centre. This Centre will provide comprehensive services to vulnerable Lebanese people and other populations who are at risk of irregular migration, namely case management to meet immediate needs, individual and group psychosocial support sessions, and peer-to-peer information sharing and discussions on migration options. The project will collaborate with external service providers and leverage existing programmes in the area to ensure individuals have access to these services.  |
| **Proposed interventions** |
| The Community Resource Centre will offer case management to 100 individuals. Using a case management approach, caseworkers will identify the specific unmet needs of individuals and help them access the necessary services, which include healthcare, education, livelihood support, financial assistance, migration counselling or psychosocial support. The Center will also offer psychosocial support to 150 vulnerable individuals experiencing mental distress due to the socioeconomic and migratory pressures in Lebanon, through regular group PSS sessions. Additionally, this intervention will also support interventions to encourage open and informed discussions, led by local individuals, about the realities of irregular migration and the importance of safe and alternative options, such as regular labour migration. To achieve this, IOM and the partner will also promote peer-led mutual support groups that will meet regularly at the Community Resource Centre. During these sessions, potential migrants will have access to unbiased, fact-based information about the risks associated with irregular migration, as well as safe alternatives. The peer-led groups, consisting of individuals who have firsthand experience, will share their own knowledge and experiences, fostering open conversations. These discussions will reach 120 individuals. |
| **Overarching Outcomes** |
| The main project outcome and output of the Expression of Interest come as follows:* *Outcome 1:* The socioeconomic factors that drive irregular migration and re-migration from Lebanon are addressed.

*Output 1: Vulnerable potential migrants have access to comprehensive support services and information to make safer choices*.**Direct beneficiaries**: Vulnerable individuals Lebanese living in Lebanon.**Indirect beneficiaries**: The project’s indirect beneficiaries will include the families/households of the individuals provided with case management support and specialized services. Additionally, the expanded service delivery capacity may enable NGOs to reorganize their total capacity for the provision of additional activities beyond those expected from the grant allocation strategy.  |
| **Expected results** |
| The project seeks to improve and strengthen access to life-saving protection services for migrants and vulnerable individuals through case management and specialized services to those who are at risk or have been subjected to violence, exploitation, and abuse, such as unaccompanied and separated children, GBV survivors, and victims of human trafficking. |
| **Impact** |
| The project will contribute to mitigating the negative impact of the country’s continued economic deterioration on the protection environment for potential migrants and returnees and other vulnerable population groups, and address their increased vulnerability to violence, exploitation, and abuse.  |
| **Partnerships and collaboration** |
| Non-Government Organizations  |
| **Proposed timeline** |
| The duration of the project is 8 months starting 15 September and ending on 15 May 2024. The partnership planned under this project with a national or international NGOs in Tripoli or surrounding areas. |
| **Qualification and experience** |
| * Organization is registered in Lebanon according to Lebanese laws.
* Organization is neutral, independent, impartial and is guided by the humanitarian principles.
* Expertise and experience in protection services, case management, and psychosocial support
* Experience in project management and project cycle management tools.
* Existing and effective accountability and feedback mechanisms for all activities.
* Involvement and presence at local level with good reputation and is well accepted among local stakeholders in the communities and areas of operation.
* Relevant technical expertise and experience in working with a different range of stakeholders and international donors.
 |
| **Submission of the project proposal** |
| Interested organizations are invited to submit the must be submitted through sending an email to IOM at beyproc@iom.int no later than the 29 August 2023. Late Application will no longer be considered.1. A detailed description must be provided on how the requirements specified in the Call for Expression of Interest (CEI) issued by IOM will be matched by the capabilities, experience, knowledge, and expertise of the Implementing Partners
2. The Application must be submitted in the English language and in the format prescribed by IOM within the CEI. All required information must be provided, responding clearly and concisely to all the points set out. Any application which does not fully and comprehensively address this CEI requirements may be rejected.
3. The Application document should comprise of the following:
	1. Cover Letter.
	2. Duly accomplished application documentation as outlined within the CEI signed on all pages by the Implementing Partner’s Authorized Representative; and
	3. Any other relevant documents
4. Applications may be modified or withdrawn in writing, prior to the closing time specified in this Request for EoI. Applications shall not be modified or withdrawn after the deadline.
5. The Implementing partner shall bear all costs associated with the preparation and submission of the Application and IOM will not in any case be responsible and liable for the costs incurred.
6. IOM on no occasion will ask an application fee from Implementing Partners.
7. All information given in writing to or verbally shared with the Implementing Partners in connection with this CEI is to be treated as strictly confidential. The Implementing Partner shall not share or invoke such information to any third party without the prior written approval of IOM. This obligation shall continue after the selection process has been completed whether or not the Implementing Partner application is successful.
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 |
| **Place and deadline for submission of the project**  |
|  |

IOM Mission – (name)

IOM Call for Expression of Interest ID#:

**Implementing Partners General Information Questionnaire**

|  |  |
| --- | --- |
| Call for Interest ID number: |  |
| Full name of the Organization and abbreviation: |   |
| Address and e-mail of contact person: |   |
| Date of completion: |   |
| Existing partnership with IOM? |   |
| If yes, when did the cooperation with start? |   |
|  |  |
| **A. BACKGROUND AND GOVERNANCE**  |
| Is your organization legally registered in the country(ies) of implementation? If yes, please provide registration number/proof. If not, please explain.  |  |
| What is the status of the organization (e.g., IO/INGO, NGO, etc)?  |  |
| Does the organization produce an annual audited financial statement that is publicly available? If not please explain.  |  |
| Does the organization`s management or ownership have any affiliation to IOM that would result in a conflict of interest?  |  |
| Who has influence over the organization? |   |
| When was the Organization founded? |  |
| When was the Organization last assessed by IOM or another UN entity?  |   |
| Date of last external evaluation and the name of the evaluator. Can the evaluation be shared with IOM? |   |
| **B. Organizational Structure**  |
| Is an updated organizational structure/chart and the CVs of key personnel attached to the application? |  |
| Where does the organization work in the country and what is its in-country structureand field presence? |   |
| How many staff members work in the country office/programme? |   |
| Are the all the main operational functions adequately staffed and resourced (finance, logistics, implementation, M&E)? |  |
| Does the organization have personnel guidelines? |  |
| Does the organization have personnel security procedures? |  |
| **C. EXTERNAL ENGAGEMENT AND INFLUENCE** |   |
| **Networks and coordination** |  |
| Is the organization involved in networking with other Civil Society Organizations, humanitarian organizations or networks? If yes, please provide details.  |  |
| Does the organization coordinate its work with other Civil Society Organizations (local, national, international)? If yes, please provide details. |  |
| How does the organization interact with beneficiaries and communities? |  |
| Does the organization coordinate with the government/authorities? |  |
| Does the organization engage in public or political processes (i.e., national, and local government policy or budget discussions / decisions) |  |
| **Information and advocacy** |  |
| Does the organization produce information materials regularly? If yes, please describe. |  |
| Does the organization hold public events for fundraising or other purposes? If yes, please describe. |  |
| Does the organization work through the media? |  |
| Does the organization use advocacy as a foundation of its work? If yes, please describe. |  |
| Does the organization perform any lobbying activities? If yes, please describe. |  |
| **C. PROGRAMMATIC CAPACITY** |   |
| Does the organization have a stated mission and vision? Please provide the link if publicly available. |   |
| What are the target group(s)/ beneficiaries of the organization? |   |
| What is the geographical focus of the organization? |   |
| What is the programmatic focus of the organization? |   |
| Does the organization have a documented risk register and a risk management process? |  |
| **Does the organization:** |  |
| Uphold and abide by the humanitarian principles? |  |
| Support the provision of impartial assistance solely based on needs? |  |
| Operate independently without the imposition of a political agenda? |  |
| Uphold a do-no-harm approach? |  |
| Have a long-term plan/strategy in place? |  |
| Have a framework for Accountability to Affected Populations? |  |
| Have a Code of Conduct or other ethics policy? |  |
| Have policies and procedures to prevent sexual exploitation and abuse? |  |
| **D. FINANCIAL CAPACITY** |  |
| What donors are currently supporting the organization’s programmatic activities? |   |
| What is the current overall budget for the organization’s activities? |   |
| Has the organization faced any liquidity or solvency related challenges during the past three years? If yes, how was it resolved?  |   |
| **Accounting system** |  |
| Does the organization have detailed policies documenting its accounting standards, rules, and procedures?  |  |
| Which accounting standards the organization follows (IPSAS; IFRS, national)?  |   |
| Which accounting software does the organization use and is it integrated with other functions (e.g., HR, procurement, etc.)?  |   |
| What is the document retention policy in relation to accounting and supporting documents? How does the organization ensure a safety of archives from theft, fire, flooding etc.? Were there any challenges faced in this respect during the last three years? |   |
| Are all costs booked in the organizations accounts in a timely manner? |  |
| Can the organization provide periodic financial reports at the project level? |  |
| **Financial control** |  |
| Does the organization have its own bank account registered in its own name? |  |
| Does the organization have established internal audit functions?  |  |
| Is there a regular requirement for external audit on the companies accounts and if yes, is it carried out in a timely manner? |  |
| Does the organization comply with the audit recommendations received? |  |
| What are the main characteristics of the internal control system in place? Were there any challenges faced in this respect during the last three years? |   |
| How does the organization ensure sufficient segregation of duties?  |   |
| Is there a system in place to avoid double reporting of expenses to donors? Des the organization have a project accounting solution in place to facilitate related controls.  |   |
| **Cost effectiveness** |  |
| Is the organization cost conscious? What principles are followed to minimize costs? |  |
| Are quotations or invoices collected before purchases are made? |  |
| **E. PROCUREMENT AND SUPPLY CHAIN CAPACITY** |  |
| Describe the logistical setup of the organization. |   |
| Does the organization have and follow counterterrorism policies requiring systematically vetting partners and suppliers against recognized lists of terrorists? |  |
| **Procurement** |  |
| Does the organization have clear procurement regulations? If yes, please share a copy.  |  |
| Was the organization's procurement policy reviewed and accepted by other organizations and/or donors? |  |
| Does the organization have a clear policy for segregation of duties and delegation of authority in the procurement process? |  |
| Does the organization have (and use) a procurement plan? |  |
| Does the organization use ERP system to post procurement transactions? |  |
| **Asset and warehouse management** |  |
| Does the organization have an asset database? |  |
| Does the organization have established protocols for handing over, write-off, sales, and disposals of assets? |  |
| Does the organization have procedures for managing stocks and warehouses? |  |

I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Name/ Signature/ Date