**PARTNER INFORMATION SHEET**

# Organizational Information

|  |  |
| --- | --- |
| **Name of the organization**  |  |
| **Country of establishment** |  |
| **Postal address of the established office** |  |
| **Date of creation of the organization (if applicable)** |  |
| **Date of establishment/registration** |  |
| **Website (if applicable)** |  |

|  |  |
| --- | --- |
| **Contact Persons: Full name/position** |  |
| **Phone number**  |  |
| **E-mail**  |  |

## Vision, Mission and Values of the Organization

## Sector/s of Intervention:

[ ] Education

[ ] Food Security

[ ] Livelihoods

[ ] Child Protection

[ ] Water

[ ] Shelter

[ ] Environmental Protection/Climate Change Adaptation

[ ] Social Cohesion

[ ] Other(s), pleases specify

## Geographical Coverage:

[ ] National [ ] North/Tripoli+5

[ ] Beirut/Mount Lebanon (BML) [ ] Akkar

[ ] Bekaa [ ] South

## Organizational Approach and Activities

Describe the methodological approach of intervention

## Key Results and Achievements

Including any recognition received at local / global level for the work in the sector area(s)

## Knowledge of the Local Context

Outline the nature and history of your engagement with local communities in your areas of intervention and your understanding of the key humanitarian challenges they face

## Engagement in Humanitarian and Development Coordination

Outline membership and engagement with Sector Working Groups, NGO coordination mechanisms, etc.

## Financial and Material Means of the Organization

Outline annual budget, sources of the funds, organizational assets, etc.

## Organizational Human Resources

Number of staff/volunteers by function/location (can be annexed as an organogram)

## Interest(s) for Partnering with SIF

# Annexes (delete recommended documents not included as annexes)

## Mandatory

1. Legal status
2. Proof of official registration of the organization in the country (with certificate of current validity)

Registration number, type of legal entity, registering authorities, date of registration

1. In the case of a potential operational partner: bank account information
2. Code of conduct & code of ethics
3. One or more recent and detailed reports on activities
4. Financial report(s)
5. Financial procedures
6. Purchasing procedures
7. List of past and current projects implemented (including donors/funding source, funding level, number of staff engaged, duration etc.)

## Recommended

1. Annual report(s)
2. Copy of the current strategic plan
3. Ethical background (any information on previous issues)
4. Organogram
5. Governance Structure:

List of board members & Senior Management Team members with their responsibilities & occupation

1. HR policy/manual
2. Gender, protection & AAP policy
3. Child Safeguarding Policy
4. Protection against Sexual Exploitation & Abuse (PSEA) policy
5. Anti-fraud and anti-corruption Policy
6. Conflict of interest policy
7. Feedback & complaint mechanism
8. Beneficiary selection procedure
9. Environment protection (& impact evaluation) policy
10. Project management procedures/documents
11. MEAL policy
12. M&E manual
13. Security, safety and access policy /plan
14. Audit report(s) from most recent years
15. Procurement and logistics policy-fleet management procedure & inventory management procedure
16. Press review(s)
17. Any study/evaluation conducted
18. Recommendation letters or references from partners and fund providers
19. Any other document you feel will be useful in the process

Please note that these documents will be requested at a subsequent stage of the partner identification process.