

I. Indicate the language of the application: (only one possibility)

English

French

II. Identification of the type of application chosen: (only one possibility)

1. We are applying as a non-niche organisation.

2. We are applying as an organisation operating in a very specific technical field (“niche organisation”)

A "niche" organisation is defined in Article 186 of Rules of Application of the Financial Regulation and refers to an organisation providing support and capacity-building activities necessary for the implementation of a programme or an action. In the context of humanitarian aid this is e.g. map-making, mine clearance, telecommunication, organisations specialised in transport. The assessment will only consider the capacity acquired by the applicant legal entity itself.

III. Identification form

IV. Pre-selection questions:

Please answer the following questions. Please note that a negative outcome to the pre-selection phase will lead to an automatic rejection of the application.

Legal Basis

Article 7.1 (a) and 7.2 (c) of Council Regulation (EC) No 1257/96 of 20 June 1996 concerning humanitarian aid

Pre-selection questions

1. Has the organisation been registered for at least three years in a Member State of the European Union under the laws in force in that Member State, in the European Economic Area, or has been recognised in an EU Member State through the Council of Europe Convention No. 124 of 24 April 1986? Yes/No

<i>(Official Journal L 163 of 2/7/1996)</i>	[Instructions: For more information on this Convention, see the website of the Council of Europe http://conventions.coe.int/Treaty/Commun/QueVoulezVous.asp?CL=ENG&CM=8&NT=124&DF=2/19/2008]
<i>Article 7.1 (a) of Council Regulation (EC) No 1257/96 of 20 June 1996 concerning humanitarian aid (Official Journal L 163 of 2/7/1996)</i>	2. Is the organisation formally considered as a non-profit autonomous organisation in the country where it is legally registered? Yes/No
<i>Article 7.1 (b) of Council Regulation (EC) No 1257/96 of 20 June 1996 concerning humanitarian aid (Official Journal L 163 of 2/7/1996)</i>	3. Does the organisation have its main headquarters (being the effective decision-making centre for all operations that might be financed by the Commission) in a Member State of the European Union, in the European Economic Area, in a country that is party to the Council of Europe Convention No. 124 of 24 April 1986, in the third countries in receipt of the European Union humanitarian aid, or, exceptionally, in a third donor country? Yes/No
	[Instructions: Even if, exceptionally, the effective decision-making centre of the applicant is in a third country, this does not absolve the applicant to comply with the requirement on country of registration. Article 1 HAR states: " <i>The Community's humanitarian aid shall comprise assistance, relief and protection operations on a non-discriminatory basis to help people in third countries, particularly the most vulnerable among them, and as a priority those in developing countries, victims of natural disasters, manmade crises, such as wars and outbreaks of fighting, or exceptional situations or circumstances comparable to natural or man-made disasters.</i> " For information on the location of DG ECHO-funded actions, consult the section "Humanitarian aid in action" on http://ec.europa.eu/echo/index_en.htm]
<i>Articles 106, 107 and 131 of Regulation (EU, Euratom) No 966/2012 of the European parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (Official Journal L 176 of 27/6/2013)</i>	4. Do you declare that the organisation does not fall under any of the exclusion categories listed in Articles 106 and 107 of the Financial Regulation? Yes/No [Instructions: Financial Regulation: http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2012:298:0001:0096:EN:PDF . All reference made to EU Legislation shall be understood as referring to the most recent applicable version of the legislative text as published in the Official Journal of the European Union. If the application is positive, the applicant will have to provide a signed declaration on not being in the exclusion categories listed in Articles 106 and 107 of the Financial Regulation. The template for the declaration will be provided to the applicant by DG ECHO when sending the FPA for signature. With reference to a legal entity, paragraphs a-f below apply, whereas with

reference to natural persons with power of representation, decision-making or control over the above-mentioned legal entity (covering the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares), paragraphs b, e, g and h below apply:

- a. is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;*
- b. has been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;*
- c. has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify including by decisions of the European Investment Bank and international organisations;*
- d. is not in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be performed;*
- e. has been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such activity is detrimental to the Union's financial interests;*
- f. is a subject of an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts covered by the Union's budget;*
- g. it is in a conflict of interest in connection with the Framework Partnership Agreement (FPA); a conflict of interest could arise in particular as a result of economic interests, political or national affinity, family, emotional life or any other shared interest;*
- h. has granted or will grant, has sought or will seek, has attempted or will attempt to obtain, or has accepted or will accept any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to signature of the Framework Partnership Agreement.]*

<p><i>Article 7.2 (a) of Council Regulation (EC) No 1257/96 of 20 June 1996 concerning humanitarian aid (Official Journal L 163 of 2/7/1996) and the Framework Partnership Agreement</i></p>	<p>5. Does the organisation accept to contribute to the visibility of the humanitarian operations financed by the European Union by bringing this support to the attention of the beneficiaries and the European citizens, as long as this does not harm the organisation's mandate or the safety of its staff? Yes/No</p>
<p><i>Article 7.2 (a) of Council Regulation (EC) No 1257/96 of 20 June 1996 concerning humanitarian aid (Official Journal L 163 of 2/7/1996)</i></p>	<p>6. Does the organisation have at least 3 full-time equivalent staff? Yes/No</p> <p>[Only non-niche organisations]</p>
<p><i>Article 7.2 (a) and (b) of Council Regulation (EC) No 1257/96 of 20 June 1996 concerning humanitarian aid (Official Journal L 163 of 2/7/1996) and the Framework Partnership Agreement</i></p>	<p>7. Does the organisation accept to comply with the principles and procedures applicable to procurement contracts awarded within the framework of humanitarian aid actions financed by the European Union? Yes/No</p> <p>[Instructions: DG ECHO website - Annex III to the FPA.]</p>
<p><i>Art. 196.3 Rules of Application of the Regulation (EU, Euratom) No 966/2012 of the European parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (Official Journal L 176 of 27/6/2013) and Article 7.2 (a) of Council Regulation (EC) No 1257/96 of 20 June 1996</i></p>	<p>8. Does the organisation have annual statutory accounts for the last two financial years certified by an approved external auditor in accordance with the applicable national legislation, and prepared in compliance with Directive 2006/43/EC of the European Parliament and of the Council of 17 May 2006 on statutory audits of annual accounts and consolidated accounts, and Annex XXII of the Agreement on the European Economic Area? Yes/No</p> <p>[Instructions: Directive 2006/43/EC to which the question makes reference does not apply directly to applicant NGOs. The requirement towards the applicant NGO is that its annual statutory accounts for the last two financial years were certified by an approved external auditor which was acting in accordance with Directive 2006/43/EC, as well as national legislation adopted on its basis.</p> <p>All reference made to EU Legislation shall be understood as referring to the most recent applicable version of the legislative text. In this respect Directive 2006/43/EC has, to date, been amended by Directives 2008/30/EC,</p>

<p><i>concerning humanitarian aid (Official Journal L 163 of 2/7/1996)</i></p>	<p>2013/34/EU and 2014/56/EU. Audit certification corresponds to a statutory audit (full scope audit). Certified annual statutory accounts are generally composed of a profit and loss statement, a balance sheet, the approved external auditor's opinion and notes to the accounts. When required by the applicable national legislation, audit certification shall have due regard to the International Standards on Auditing (ISAs) and International Auditing Practice Statements (IAPSS) set under the auspices of the International Federation of Accountants (IFAC), which outline the basic requirements that auditors should adhere to.]</p>
<p><i>Article 7.2 (a) of Council Regulation (EC) No 1257/96 of 20 June 1996 concerning humanitarian aid (Official Journal L 163 of 2/7/1996)</i></p>	<p>9. Has the organisation had a positive unrestricted net equity during the last certified annual statutory accounts? Yes/No</p> <p>[Instructions: Unrestricted net equity refers to own and permanent resources of the organisation. The unrestricted net equity can provide protection for business continuity and provide time for the organisation to adjust to changes in its financial position. The unrestricted net equity to be inserted does not include restricted funds for projects neither grants given by the government for investment nor provisions.]</p>
<p><i>Article 7.2 (c) of Council Regulation (EC) No 1257/96 of 20 June 1996 concerning humanitarian aid (Official Journal L 163 of 2/7/1996)</i></p>	<p>10. As DG ECHO's partners are required to be fully responsible for all related activities implemented by their Implementing Partners and need to assure an effective supervision and control of the actions, can you certify that your organisation has autonomous operational experience in the design, implementation and monitoring of humanitarian actions? Yes/No</p>
<p><i>Article 7.2 (c) of Council Regulation (EC) No 1257/96 of 20 June 1996 concerning humanitarian aid (Official Journal L 163 of 2/7/1996)</i></p>	<p>11. Does the organisation have operational experience in the field of humanitarian aid, as defined in the Council Regulation (EC) No 1257/96 of 20 June 1996 concerning humanitarian aid (HAR), in each year over the last three years, and the average humanitarian aid projects implemented amount to a minimum of EUR 200,000 for each of the three years? Yes/No</p> <p>[Instructions: For more information on the HAR, please see http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1996R1257:20090420:EN:PDF.]</p>
<p><i>Preamble, Article 7.2 (g) of Council Regulation (EC) No 1257/96 of 20 June 1996 concerning humanitarian aid (Official Journal L 163 of</i></p>	<p>12. Does the organisation subscribe to the principles of humanity, neutrality, impartiality and independence as described in the European Consensus on Humanitarian Aid? Yes/No</p> <p>[Instructions: Text of the European Consensus on Humanitarian Aid http://ec.europa.eu/echo/policies/consensus_en.htm.]</p>

<p><i>2/7/1996), and the Framework Partnership Agreement</i></p>	
<p><i>Article 126 of Regulation (EU, Euratom) No 966/2012 of the European parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (Official Journal L 176 of 27/6/2013) and Article 180 Rules of Application of Regulation (EU, Euratom) No 966/2012 of the European parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (Official Journal L 176 of 27/6/2013)</i></p>	<p>13. Does the organisation accept to grant the European Commission, OLAF and the Court of Auditors access to the information that is required to perform their duties, as well as the power to conduct audits and investigations including on the spot-checks? Yes/No</p> <p>[Instructions: Legal basis: Article 12 of Council Regulation (EC) No 1257/96 of 20 June 1996 concerning humanitarian aid (Official Journal L 163 of 2/7/1996 and Art. 126 FR and Art.180 RAP).]</p>

V. Detailed Questionnaire		
Criteria & Legal Basis	Benchmarks	Questions, documents to provide and rating of answers
1. Eligibility criteria		
<p>- Non-profit-making autonomous organisations in an EU Member State under the laws in force in that Member State</p> <p><i>[Article 7.1 (a) of Council Regulation (EC) No 1257/96 of 20 June 1996 concerning humanitarian aid (Official Journal L 163 of 2/7/1996)]</i></p> <p>- The main headquarters in an EU Member State, in the third countries in receipt of EU aid or in a</p>	<p><i>Non-compliance with the eligibility criteria will lead to a rejection of the application</i></p> <p>- The applicant should be registered in a Member State of the EU</p> <p>- based on the EEA Agreement, NGOs registered in Iceland, Liechtenstein and Norway are considered on an equal footing with NGOs registered in the EU for the purposes of Article 7.1 of Regulation (EC) No 1257/96 of 20 June 1996</p> <p>- Swiss NGOs and NGOS</p>	<p>- Copy of the legal registration with the national authorities in its original language (public registry, official publication or any other relevant procedure) and a translation in English or French (if the original language is not English or French) :</p> <p><input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/></p> <p>- Statute or bylaws in the original language, and a translation in English or French (if the original language is not English or French):</p> <p><input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/></p> <p>[IF THE COUNTRY OF REGISTRATION IS NOT IN AN EU OR EEA MEMBER STATE] - Proof of recognition of legal personality in one of the Member States of the European Union that is a State Party to Convention 124 and a translation in English or French (if the original language is not English or French):</p> <p><input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/></p>

<p>third donor country</p> <p><i>[Article 7.1 (b) of Council Regulation (EC) No 1257/96 of 20 June 1996 concerning humanitarian aid (Official Journal L 163 of 2/7/1996)]</i></p> <p><i>Legal status & Headquarters</i></p>	<p>registered in the former Yugoslav Republic of Macedonia are also eligible if their legal personality is recognised in one of the Member States of the European Union that is a State Party to the European Convention on the Recognition of the Legal Personality of International Non-Governmental Organisations adopted by the Council of Europe on 24 April 1986 (Convention 124)".</p> <ul style="list-style-type: none"> - The applicant should be formally declared as a non-profit organisation in the country or countries where it is legally registered and where it works - Location of headquarters in a Member State, in the third countries in receipt of EU aid, or in a third donor country, in accordance with Article 7.1 of the Humanitarian Aid Regulation - The conditions of Articles 7.1 (a) and 7.1 (b) are cumulative, meaning 	
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	that both requirements have to be met.	
2. Suitability criteria		
<p>1. Administrative capacity</p> <p><i>[Article 7.2 (a) of Council Regulation (EC) No 1257/96 of 20 June 1996 concerning humanitarian aid (Official Journal L 163 of 2/7/1996)]</i></p> <p><i>Administrative capacity</i></p>	<p>Assessment of this section must result in a an acceptable ('0') or positive ('+') overall assessment</p> <p>- The applicant must give assurance of its ability to comply with the minimum administrative requirements for managing DG ECHO-funded projects (e.g. appropriate internal control framework). To this extent the applicant must provide some information on its organisation, planning, personnel, visibility and fraud & corruption. The answers will be graded '-','0', '+' (objective parameters). The final result per section will be computed by adding the '-','0' and '+' ratings. If the application is positive, these</p>	<p>- Organisation:</p> <p>- 1. Does your organisation have a formal supervisory body? [One possible answer]</p> <ul style="list-style-type: none"> <input type="radio"/> No (-) <input type="radio"/> Yes (0) <p>- 2. How does the organisation ensure segregation of duties between departments and/or tasks related to Finance Management, Human Resources, Project Management (operational) and Procurement?</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p style="font-size: small; color: red;">Only 3000 characters are allowed!</p> </div> <p>Rating by ECHO: '-','0'</p> <p>- 3. Does management have a formal process for reviewing the organisational structure? [One possible answer]</p> <ul style="list-style-type: none"> <input type="radio"/> No formal process for reviewing the organisational structure (-) <input type="radio"/> Review on an ad-hoc basis (0) <input type="radio"/> Formal review on a regular basis (+)

	<p>answers will be checked in detail during an audit after the first project of the applicant, and it will be assessed that no fraudulent or incorrect statements were made.</p> <p>- Sufficient administrative capacity is understood to include:</p> <ol style="list-style-type: none"> 1. assurance of the organisation's ability to operate and manage funds without there being too high a risk of disruption in the conduct of the organisation's business, which could adversely affect the sound management of European funds. This is understood as requiring a minimum of 3 full-time equivalent staff; 2. the provision of fair working conditions of humanitarian workers, volunteers or salaried, with special attention to: <ul style="list-style-type: none"> • their safety in the field • to the extent possible, to their 	<p>- 4. Does the organisation have a formal policy for record keeping and document management at HQ and Field? [One possible answer]</p> <ul style="list-style-type: none"> <input type="radio"/> No (-) <input type="radio"/> Yes, record keeping and document management on paper (0) <input type="radio"/> Yes, record keeping and document management on IT support(+) <p>- 5. Does the organization have procedures in place to safeguard project-related documentation in the field in volatile environments? [One possible answer]</p> <ul style="list-style-type: none"> <input type="radio"/> No (0) <input type="radio"/> Yes (+) <p>- 6. Does the organisation have procedures in place to be followed when management finds it necessary to override established internal controls? [One possible answer]</p> <ul style="list-style-type: none"> <input type="radio"/> No written procedures to be followed on how to override established internal controls (-) <input type="radio"/> Formal written procedures but no exceptions register is created (0) <input type="radio"/> Formal written procedures with creation of an exceptions register (+) <p>- 7. Has the organisation implemented European Union-funded projects in the past? [One possible answer]</p> <ul style="list-style-type: none"> <input type="radio"/> No (0) <input type="radio"/> Yes (+) <p>- 8. If other institutional donors from the EU, EEA or a State Party to Convention 124 have carried out HQ audits of the organization in the past three years, and if you are willing to share the main findings and recommendations, please upload a short document referring to these:</p> <div style="border: 1px solid black; padding: 2px; display: flex; align-items: center;"> <input style="flex-grow: 1;" type="text"/> <input style="margin-left: 5px;" type="button" value="Browse..."/> <input style="margin-left: 5px;" type="button" value="Upload"/> </div>
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	<p>professional development and training policy for staff</p> <ul style="list-style-type: none"> • procedures to ensure that it is an equal opportunity employer • procedures for dealing with staff grievances • procedures for dealing with wrongdoing • staff evaluations and reviews <p>3. appropriate provisions ethics, covering:</p> <ul style="list-style-type: none"> • conflict of interest • sexual exploitation and abuse • child protection • fraud/corruption 	<p>No rating by ECHO, but information provided may be taken into consideration for the assessment.</p> <p>- Planning:</p> <p>- 9. Does the organisation have an approved strategic plan for its activities? [One possible answer]</p> <ul style="list-style-type: none"> ○ No [go to question 11.] (-) ○ Yes [go to question 10.] (0) <p>- 10. [IF THE ORGANISATION HAS AN APPROVED STRATEGIC PLAN FOR ITS ACTIVITIES] Is there a written evaluation of how the strategic plan has been implemented (e.g. in annual report)? [One possible answer]</p> <ul style="list-style-type: none"> ○ No (-) ○ Yes (0) <p>- 11. Does the organisation carry out risk assessment(s) to the effect of documenting organisational, financial and operational risks? [Several possible answers]</p> <ul style="list-style-type: none"> <input type="checkbox"/> No risk assessment (-) <input type="checkbox"/> Organisation risk assessment (+) <input type="checkbox"/> Financial risk assessment (+) <input type="checkbox"/> Operational risk assessment (0) <p>- Staff:</p> <p>- 12. Do staff members' contracts contain a clause concerning conflicts of interest? [One possible answer]</p> <ul style="list-style-type: none"> ○ No (-) ○ Yes (0)
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	<p>- 13. Does the organisation communicate with staff in writing e.g. via intranet, newsletter? [One possible answer]</p> <ul style="list-style-type: none"><input type="radio"/> No communication (-)<input type="radio"/> Ad-hoc communication (0)<input type="radio"/> Regular communication (+) <p>- 14. Does the organisation have a staff policy statement, personnel charter or an equivalent document? [One possible answer]</p> <ul style="list-style-type: none"><input type="radio"/> No [go to question 17.] (-)<input type="radio"/> Yes [go to question 15.] <p>- 15. [IF THE ORGANISATION HAS A STAFF POLICY STATEMENT, PERSONNEL CHARTER OR AN EQUIVALENT DOCUMENT] Indicate which provisions are included in it: [Several possible answers]</p> <ul style="list-style-type: none"><input type="checkbox"/> internal procedures to ensure that it is an equal opportunity employer (+)<input type="checkbox"/> formal written procedures for dealing with staff grievance (+)<input type="checkbox"/> staff training policy (+)<input type="checkbox"/> procedures for dealing with wrongdoing (+)<input type="checkbox"/> staff evaluations and reviews (+)<input type="checkbox"/> fair working conditions of humanitarian workers (+) <p>- 16. [IF THE ORGANISATION HAS A STAFF POLICY STATEMENT, PERSONNEL CHARTER OR AN EQUIVALENT DOCUMENT] Upload in English or French the staff policy statement, personnel charter or the equivalent document:</p> <p><input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/></p> <p>- 17. Does the organisation have a code of conduct or an equivalent document covering ethics for staff? [One possible answer]</p> <ul style="list-style-type: none"><input type="radio"/> No [go to question 20.] (-)<input type="radio"/> Yes [go to question 18.]
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		<p>- 18. [IF THE ORGANISATION HAS A CODE OF CONDUCT OR AN EQUIVALENT DOCUMENT COVERING ETHICS FOR STAFF] Indicate which provisions are included in it: [Several possible answers]</p> <ul style="list-style-type: none"><input type="checkbox"/> sexual exploitation and abuse (+)<input type="checkbox"/> child protection (+) <p>- 19. [IF THE ORGANISATION HAS A CODE OF CONDUCT OR AN EQUIVALENT DOCUMENT COVERING ETHICS FOR STAFF] Please upload in English or French the code of conduct or the equivalent document covering ethics for staff:</p> <p><input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/></p> <p>- 20. Has the organisation subscribed to the "People in Aid code of good practice in the management and support of aid personnel"? [One possible answer]</p> <ul style="list-style-type: none"><input type="radio"/> No (0)<input type="radio"/> Yes (+) <p>- 21. To ensure safety for field staff and HQ staff visiting the field, the organisation: [Several possible answers]</p> <ul style="list-style-type: none"><input type="checkbox"/> Takes out insurance for health and/or repatriation to cover field staff (0)<input type="checkbox"/> Takes out insurance for health and/or repatriation to cover HQ staff visiting the field(0)<input type="checkbox"/> Has plans for emergency evacuation of staff in case of civil or military unrest on project locations (0) <p>- 22. Does the organization have particular security assessments and protocols (Security plans and SOPs) in place to protect staff in dangerous environments? [One possible answer]</p> <ul style="list-style-type: none"><input type="radio"/> No (-)
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		<ul style="list-style-type: none"><input type="radio"/> Yes (0) <p>- 23. Is the organisation's staff trained on security measures, notably by following a Hostile Environment Security Training (HEST)? [One possible answer]</p> <ul style="list-style-type: none"><input type="radio"/> No (-)<input type="radio"/> Yes (0) <p>- 24. Please describe briefly the security architecture (HQ level, field level) of your organisation:</p> <div data-bbox="1048 560 1554 687" style="border: 1px solid #ccc; padding: 5px;"><p style="font-size: small; color: red; margin: 0;">Only 3000 characters are allowed!</p></div> <p>Rating by ECHO: '-', '0', '+'</p> <p>- 25. Explain which actions are taken by the organisation in order to prevent loss of knowledge due to staff turnover:</p> <div data-bbox="1048 834 1554 962" style="border: 1px solid #ccc; padding: 5px;"><p style="font-size: small; color: red; margin: 0;">Only 3000 characters are allowed!</p></div> <p>Rating by ECHO: '-', '0', '+'</p> <p>- Fraud and Corruption:</p> <p>- 26. Does the organisation have a fraud and corruption prevention policy, including whistle-blowing policy? [One possible answer]</p> <ul style="list-style-type: none"><input type="radio"/> No policy (-)<input type="radio"/> Policy concerns staff only (0)<input type="radio"/> Policy concerns staff, consultants and local partners (+) <p>- 27. [IF A FRAUD AND CORRUPTION PREVENTION POLICY AND WHISTLE-BLOWING POLICY IS AVAILABLE] Are these policies a</p>
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simple statement of no-tolerance or do they include more formal guidance and steps that individuals should take when confronted with such issues? [One possible answer]

- Simple statement of no-tolerance (0)
- Formal procedures and guidance (+)

- Further supporting documents on administrative capacity:

- 28. Up-to-date list in English or French of members of the board with names and reference to the duties assigned: [No rating by ECHO]

- 29. Up-to-date organisation chart in English or French for headquarters indicating the total number of staff in full-time equivalent and the names of managers: [No rating by ECHO]

- 30. Up-to-date list of field offices in English or French. *[Total number of staff in full-time equivalent and names do not need to be indicated.]* [No rating by ECHO]

Would you like to make a comment concerning your answers to this section?

Only 3000 characters are allowed!

<p>2. Certified audited financial statements for the last 2 financial years</p> <p><i>[Art. 196.3 RAP and Article 7.2 (a) of Council Regulation (EC) No 1257/96 of 20 June 1996 concerning humanitarian aid (Official Journal L 163 of 2/7/1996)]</i></p> <p>Financial management capacity</p> <p><i>[Article 7.2 (a) of Council Regulation (EC) No 1257/96 of 20 June 1996 concerning humanitarian aid (Official Journal L 163 of 2/7/1996)]</i></p> <p>Financial management capacity</p>	<p>- Applicants shall submit annual statutory accounts for the last two financial years certified by an approved external auditor.</p> <p>- The following benchmarks will be applied:</p> <ul style="list-style-type: none"> ○ Certification by an approved external auditor (Q.2./Q.20) ○ If No for the 2 last certified accounts = Rejection ● Type of issued opinion (Q.4./Q.22) <ul style="list-style-type: none"> ○ If Qualified Opinion for the last certified accounts = Rejection, unless satisfactory explanation to Question 5/Question 23 ○ If Adverse Opinion or Disclaimer of Opinion in 1 of the 2 last certified accounts = Rejection ● Scope of the audit (Q.6./Q.24) <ul style="list-style-type: none"> ○ If Limited scope audit for the last certified accounts = Rejection ● Accounting method (Q.8./Q.26) 	<p>- Last financial data (Y):</p> <p><i>[Instructions: Please insert information on the most recent accounting period for which your organisation has certified statutory annual accounts.]</i></p> <p>1. What is the last accounting period for which your organisation has certified statutory annual accounts?</p> <div data-bbox="1048 480 1294 596"> <table border="1"> <thead> <tr> <th>Start date</th> <th>End date</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p>Format dd/mm/yyyy</p> </div> <p>2. What is the name of the approved external audit firm that has audited the accounts?</p> <div data-bbox="1048 738 1503 855"> <input type="text"/> <p>Only 3000 characters are allowed!</p> </div> <p>3. What is the date of signature of the audit report for the certified accounts?</p> <div data-bbox="1048 997 1375 1038"> <input type="text"/> <p>Format dd/mm/yyyy</p> </div> <p>4. What type of opinion was issued by the approved external auditor for the certified accounts?</p> <p><i>[Instructions: When expressing an unqualified opinion following a statutory audit, the auditor states that the financial statements give a true and fair view of the result of the past year's transactions, the financial position of the organisation, the sources of incomes and the use of resources and that financial statements have been prepared in accordance with applicable accounting practices. An unqualified opinion means that the auditor's report</i></p>	Start date	End date	<input type="text"/>	<input type="text"/>
Start date	End date					
<input type="text"/>	<input type="text"/>					

	<p><u>GENERALIST - NICHE</u></p> <ul style="list-style-type: none"> ○ If Double-entry accrual accounting method = Base ○ If Double-entry cash basis accounting method = Rejection ○ If Single-entry accounting method = Rejection <p>• Unrestricted net equity (Q.11/Q.29) If < 0 for the last certified accounts = Rejection</p> <p>• Operating incomes (Q.13/Q.31) for the last certified accounts <u>GENERALIST</u></p> <ul style="list-style-type: none"> ○ If > EUR35 000 000 = Above average ○ If between [EUR2 000 000 - EUR34 999 999] = Base ○ If < EUR2 000 000 = In principle rejection below this threshold <p><u>NICHE</u></p> <ul style="list-style-type: none"> ○ If > EUR10 000 000 = Above average ○ If between [EUR300 000 - EUR 9 999 999] = Base ○ If < EUR150 000 = In principle rejection 	<p><i>does not contain any qualification.</i>] [One possible answer]</p> <ul style="list-style-type: none"> ○ Unqualified Opinion [go to question 6] ○ Unqualified Opinion with observation(s) [go to question 5] ○ Qualified Opinion [go to question 5] ○ Adverse Opinion [go to question 5] ○ Disclaimer of Opinion [go to question 5] <p>5. If you replied "unqualified with observation(s)", "qualified", "adverse" or "disclaimer" opinion to the previous question, please indicate the observation(s)/ reason(s) stated in the audit report:</p> <div data-bbox="1048 576 1503 691" style="border: 1px solid #ccc; padding: 5px;"> <p style="font-size: small; color: red;">Only 3000 characters are allowed!</p> </div> <p>6. What is the scope of the audit for the certified accounts? [One possible answer]</p> <ul style="list-style-type: none"> ○ Full scope audit ○ Limited scope audit <p>7. What is the currency used in the certified accounts? [required] [One possible answer]</p>
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below this threshold

Only rejection if combined:

- **Operating result (Q.13/Q.31)**
GENERALIST – NICHE
If < 0 for the 2 last accounts periods = **Rejection**
- **Liquidity ratio (calculation based on Q.9/Q.27 and Q.11/Q.29 = Current assets / Current liabilities. Current liabilities=Restricted funds for projects + Short-term liabilities)**
GENERALIST – NICHE
If < 0,95 for the 2 last accounts periods = **Rejection**
- **Financial independency ratio (calculation based on Q.11/Q.29 =Unrestricted funds / Total liabilities)**
GENERALIST – NICHE
If < 20% for the 2 last accounts periods = **Rejection**

Select ▾

Select

CHF
CZK
DKK
EUR
GBP
HUF
ISK
NOK
PLN
SEK
USD

8. What is the accounting method used in the certified accounts? [required]

[One possible answer]

- Single-entry accounting method
- Double-entry cash basis accounting method
- Double-entry accrual accounting method

9. BALANCE SHEET – ASSETS: Based on the certified accounts, please fill in the table below in the currency you mentioned above. [required]

BALANCE SHEET - ASSETS	Amount in the currency used in your accounts
Short-term receivables	
Cash, cash equivalents and short-term investments	
Prepayments and accrued income	
Total current assets (Prepayments and accrued income not included)	
Total assets	

Third party guarantees

Please introduce only round figures. Example: 569999.58 becomes 570000

10. In which section(s) of the ASSETS side of the BALANCE SHEET does your organisation record funds for projects to be received? [required]

Only 3000 characters are allowed!

11. BALANCE SHEET - LIABILITIES: Based on the certified accounts, please fill in the table below in the currency you mentioned above. [required]

BALANCE SHEET - LIABILITIES	Amount in the currency used in your accounts
Unrestricted net equity	
Restricted funds for projects	
Short-term liabilities (other than restricted funds for projects and accruals and deferred income)	
Accruals and deferred income	
Total liabilities	
Third party guarantees	

Please introduce only round figures. Example: 569999.58 becomes 570000.

12. In which section(s) of the LIABILITIES side of the BALANCE SHEET does your organisation record funds dedicated to projects (restricted by donors or by your organisation) that have not been spent

yet? [required]

Only 3000 characters are allowed!

13. PROFIT AND LOSS ACCOUNT: Based on the certified accounts, please fill in the table below in the currency you mentioned above. [required]

PROFIT AND LOSS ACCOUNT	Amount in the currency used in your accounts
Operating incomes	
General and Administrative expenses	
Operating result (Operating incomes – Operating expenses)	
Unrestricted net result (Total incomes - Total expenses)	

Please introduce only round figures. Example: 569999.58 becomes 570000

14. Based on the certified accounts, please indicate the percentage of operating incomes derived from the European Commission as a whole. [required]

Please introduce only round figures. Example: 69.47 becomes 69. Do not add a symbol "%" at the end.

15. Please upload the English or French translation of the certified balance sheet AND of the profit and loss account, corresponding to the accounting period. [required]

Browse... Upload

16. Please upload the audit opinion signed by the approved external auditor corresponding to the accounting period. [required]

[Instructions: Signed opinion to be uploaded here does not have to be translated.]

 Browse... Upload

17. Please upload the English or French translation of the signed opinion that was provided in the previous question. [required]

[Instructions: The translation of approved external auditor's opinion to be uploaded here does not have to be signed.]

 Browse... Upload

18. Please upload the entire audit report in the language of your accounts, corresponding to the accounting period and signed by an approved external auditor. [required]

[Instructions: The audit report should be composed of a balance sheet and a profit and loss account, the approved external auditor's opinion and notes to the accounts. The notes to the accounts are the notes which are annexed to the organisation's accounts in order to complete and/or explain the various headings of the balance sheet and the profit and loss account in addition to explaining in detail variations from one financial year to another. The notes to the accounts also explain the valuation accounting methods of the organisation. When necessary for its analysis, DG ECHO may ask for translation of parts of the notes to the accounts.]

 Browse... Upload

Would you like to make a comment concerning your answers to this section?

		<div data-bbox="1048 193 1503 304" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <small>Only 3000 characters are allowed!</small> </div> <p>- Second-to-last financial data (Y-1):</p> <p><i>[Instructions: In this "Second-to-last financial data (Y-1)" section, please insert information corresponding to the accounting period previous to the one indicated under "Last financial data (Y)".]</i></p> <p>19. What is the second-to-last accounting period for which your organisation has certified statutory annual accounts?</p> <div data-bbox="1048 699 1294 815" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Start date</th> <th style="text-align: left;">End date</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </tbody> </table> <p style="font-size: 8px; color: red; margin-top: 5px;">Format dd/mm/yyyy</p> </div> <p>Questions 20-37 same as LAST FINANCIAL DATA (Y).</p>	Start date	End date		
Start date	End date					
<p>3. Technical and logistical capacity</p> <p><i>[Article 7.2 (b) of Council Regulation (EC) No 1257/96 of 20 June 1996 concerning humanitarian aid (Official Journal L 163 of 2/7/1996)]</i></p> <p><i>Technical & logistical capacity</i></p>	<p><i>Assessment of this section must result in a an acceptable ('0') or positive (+) overall assessment</i></p> <p>In evaluating the technical and logistical capacity of the applicant, and in view of ensuring quality, effectiveness and accountability in EU-funded humanitarian aid actions, the following aspects will be considered:</p> <ul style="list-style-type: none"> - Humanitarian action 	<p>- 1. Does the organisation adhere to the Sphere Standards? [One possible answer]</p> <ul style="list-style-type: none"> <input type="radio"/> No [go to question 2.] <input type="radio"/> Yes [go to question 3.] (+) <p>- 2. [IF THE ORGANISATION DOES NOT ADHERE TO THE SPHERE STANDARDS] Please state the reasons for not following the Sphere Standards:</p> <div data-bbox="1048 1214 1554 1342" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <small>Only 3000 characters are allowed!</small> </div> <p>Rating by ECHO: '-','0', '+'</p>				

	<p>should follow a set of internationally recognised standards and principles (European Consensus on Humanitarian Aid para. 40)</p> <ul style="list-style-type: none"> - Qualitative input and performance indicators, cost effectiveness criteria (European Consensus on Humanitarian Aid para. 44) - financial control and reporting on humanitarian operations, evaluation and measuring results and effectiveness, cost and impact analysis of different response options, quality assurance, transparency, participative approaches to assistance, and communication. (European Consensus on Humanitarian Aid para. 46) - Regular evaluation and lessons learnt exercises reviewing response to specific crises are valuable components in enhancing the effectiveness of 	<p>- 3. Explain which quality standards (other than the Sphere Standards) are used by the organisation?</p> <div data-bbox="1048 304 1554 427" style="border: 1px solid #ccc; padding: 5px; min-height: 77px;"> <small>Only 3000 characters are allowed!</small> </div> <p>Rating by ECHO: ‘0’, ‘+’</p> <p>- 4. Does the organisation use the Project Cycle Management (PCM) approach when designing its actions? [One possible answer]</p> <ul style="list-style-type: none"> <input type="radio"/> No [go to question 5] <input type="radio"/> Yes [go to question 6] (+) <p>- 5. [IF THE ORGANISATION DOES NOT USE THE PCM APPROACH] Please state the reasons and explain the approach followed:</p> <div data-bbox="1048 799 1554 922" style="border: 1px solid #ccc; padding: 5px; min-height: 77px;"> <small>Only 3000 characters are allowed!</small> </div> <p>Rating by ECHO: ‘-’, ‘0’, ‘+’</p> <p>- 6. Explain when and how the needs assessments for projects are performed:</p> <div data-bbox="1048 1038 1554 1161" style="border: 1px solid #ccc; padding: 5px; min-height: 77px;"> <small>Only 3000 characters are allowed!</small> </div> <p>Rating by ECHO: ‘-’, ‘0’, ‘+’</p> <p>- 7. Explain how projects are identified and selected:</p> <div data-bbox="1048 1278 1554 1401" style="border: 1px solid #ccc; padding: 5px; min-height: 77px;"> <small>Only 3000 characters are allowed!</small> </div>
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	<p>humanitarian aid. (European Consensus on Humanitarian Aid para. 47)</p> <p>The procurement procedures of the applicant organisation will be assessed on compliance with the principles and procedures applicable to procurement contracts awarded within the framework of humanitarian aid actions financed by the European Union.</p> <p>Where provided by the applicant, a recommendation from another institutional donor from the EU, EEA or a State Party to Convention 124 will be considered in the assessment.</p>	<p>Rating by ECHO: '-','0','+'</p> <p>- 8. Explain whether a project plan exists and how is progress reported from the field to country office and from country office to HQ:</p> <div data-bbox="1048 363 1554 491" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="font-size: small; color: red;">Only 3000 characters are allowed!</p> </div> <p>Rating by ECHO: '-','0','+'</p> <p>- 9. Does the organisation have a procedure to compare initial project proposals/inputs/outputs with reality at the finalisation of the project? [One possible answer]</p> <ul style="list-style-type: none"> <input type="radio"/> No (-) <input type="radio"/> Yes (0) <p>- 10. Explain whether the organisation undertakes post distribution monitoring to ensure delivery of items and that beneficiaries' needs have been met:</p> <div data-bbox="1048 898 1554 1026" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="font-size: small; color: red;">Only 3000 characters are allowed!</p> </div> <p>Rating by ECHO: '-','0','+'</p> <p>- 11. Explain whether you carry out regular evaluations and how recommendations following evaluations of projects are implemented:</p> <div data-bbox="1048 1177 1554 1305" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="font-size: small; color: red;">Only 3000 characters are allowed!</p> </div> <p>Rating by ECHO: '-','0','+'</p>
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		<p>- 12. Have any of the organisation's individual projects in the humanitarian aid field been evaluated or audited in the past three years by an institutional donor from the EU, EEA or a State Party to Convention 124? [One possible answer]</p> <ul style="list-style-type: none"> <input type="radio"/> No [go to question 14] (0) <input type="radio"/> Yes [go to question 13] (+) <p>- 13. [IF THE ORGANISATION'S INDIVIDUAL PROJECT(S) IN THE HUMANITARIAN AID FIELD HAVE BEEN EVALUATED OR AUDITED IN THE PAST THREE YEARS BY AN INSTITUTIONAL DONOR FROM THE EU, EEA OR A STATE PARTY TO CONVENTION 124] Is the organisation willing to share the(se) report(s) if requested by DG ECHO? [One possible answer]</p> <ul style="list-style-type: none"> <input type="radio"/> No (0) <input type="radio"/> Yes (+) <p>- 14. Do you want to submit a reference letter from another institutional donor from the EU, EEA or a State Party to Convention 124? [One possible answer] No rating by ECHO</p> <ul style="list-style-type: none"> <input type="radio"/> No [go to question 16.] <input type="radio"/> Yes [go to question 15.] <p>- 15. [IF YOU WANT TO SUBMIT A REFERENCE LETTER FROM ANOTHER INSTITUTIONAL DONOR FROM THE EU, EEA OR A STATE PARTY TO CONVENTION 124] Please upload the document:</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <input style="flex-grow: 1;" type="text"/> <input style="margin-left: 5px;" type="button" value="Browse..."/> <input style="margin-left: 5px;" type="button" value="Upload"/> </div> <p>No rating by ECHO, but if provided, the information may be taken into account in the assessment.</p> <p>- 16. Please upload in English or French the procurement procedures of the</p>
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		<p>organisation:</p> <p><input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/></p> <p>Rating by ECHO: '-', '0', '+'</p> <p>Would you like to make a comment concerning your answers to this section?</p> <p><input type="text"/></p> <p><small>Only 3000 characters are allowed!</small></p>																									
<p>4. Experience in the field of humanitarian aid & Results of previous operations carried out by the organisation concerned, and in particular those financed by the EU</p> <p><i>[Article 7.2 (c)&(d) of Council Regulation (EC) No 1257/96 of 20 June 1996 concerning humanitarian aid (Official Journal L 163 of 2/7/1996)]</i></p> <p><i>[Article 7.2 (d) of Council Regulation (EC) No 1257/96 of 20 June</i></p>	<p><i>Assessment of this section will check whether the organisation complies with the minimum operational experience required to be an ECHO partner</i></p> <ul style="list-style-type: none"> - The applicant must have been active in humanitarian aid for each of the past 3 years. - Average project amount for humanitarian aid projects for each of the past 3 years <p>GENERALIST</p> <ul style="list-style-type: none"> • If > EUR1 000 000 = + • If between [EUR300 000 - EUR999 999]= 0 • If < EUR 200 000 = <p>In principle rejection below</p>	<p>- 1. Based on the two accounting periods mentioned in the financial section, as well as the third-to-last accounting period (not included in the financial management capacity section), indicate in the table below the estimated percentage of and amount from the organisation's total operating expenses used for humanitarian operations as defined in Articles 1, 2 and 4 of Council Regulation (EC) 1257/96 on humanitarian aid:</p> <table border="1" data-bbox="1048 853 1798 1193"> <thead> <tr> <th colspan="2">Accounting period</th> <th>Total operating incomes</th> <th>Percentage used for humanitarian operations</th> <th>Amount used for humanitarian operations</th> </tr> <tr> <th>Start date</th> <th>End date</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>- 2. List your humanitarian aid projects in English or French for the last three years, mentioning the title of the project, the country of operation, the duration, the main objective, main results, the total budget, source(s) of funding, whether you acted as lead organisation or implementing partner,</p>	Accounting period		Total operating incomes	Percentage used for humanitarian operations	Amount used for humanitarian operations	Start date	End date																		
Accounting period		Total operating incomes	Percentage used for humanitarian operations	Amount used for humanitarian operations																							
Start date	End date																										

<p>1996 concerning humanitarian aid (Official Journal L 163 of 2/7/1996)]</p> <p>Experience & Results</p>	<p>this threshold</p> <p><u>NICHE</u></p> <ul style="list-style-type: none"> • If > EUR1 000 000 = + • If between [EUR15 000 - EUR999 999]= 0 • If < EUR15 000 = <p>In principle rejection below this threshold</p> <p>- The activity reports for the past three years and a list of projects will be used by DG ECHO to evaluate whether the organisation has the required experience.</p> <p>- Experience as implementing partner on DG ECHO-funded projects will be considered as an added value.</p> <p>- The information on the sectors of intervention will be taken into account to evaluate the technical and operational expertise of the applicant</p>	<p>names of implementing partner(s) or counterpart(s), and whether it was an ECHO-funded project (if working as implementing partner): <i>[Instructions: Open a blank template.]</i>:</p> <p><input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/></p> <p>- 3. Upload the annual activity reports in English or French for the past three years, corresponding to the two accounting periods mentioned in the financial capacity section, as well as the third-to-last accounting period (mentioned above but not requested in the financial management capacity section). If a full English or French translation of the activity report is not available, please upload a short summary in English or in French of main activities and humanitarian aid actions.</p> <p>- 4. Based on the last accounting period mentioned in the financial section, please fill in the table below with the estimated percentage of the operating expenses spent in each sector of intervention (both for humanitarian aid actions and for those outside humanitarian aid):</p> <table border="1" data-bbox="1048 818 2033 1345"> <thead> <tr> <th></th> <th>% of operating incomes spent for humanitarian purposes</th> <th>% of operating incomes spent for non-humanitarian aid purposes</th> </tr> </thead> <tbody> <tr> <td>Food assistance, short term food security and livelihood support</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Water, sanitation and hygiene promotion</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Health</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Nutrition</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Shelter and Non-food items (NFIs)</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>		% of operating incomes spent for humanitarian purposes	% of operating incomes spent for non-humanitarian aid purposes	Food assistance, short term food security and livelihood support	<input type="text"/>	<input type="text"/>	Water, sanitation and hygiene promotion	<input type="text"/>	<input type="text"/>	Health	<input type="text"/>	<input type="text"/>	Nutrition	<input type="text"/>	<input type="text"/>	Shelter and Non-food items (NFIs)	<input type="text"/>	<input type="text"/>
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Nutrition	<input type="text"/>	<input type="text"/>																		
Shelter and Non-food items (NFIs)	<input type="text"/>	<input type="text"/>																		

		Disaster risk reduction/ Disaster preparedness	<input type="text"/>	<input type="text"/>
		Protection	<input type="text"/>	<input type="text"/>
		Child protection	<input type="text"/>	<input type="text"/>
		Gender	<input type="text"/>	<input type="text"/>
		Coordination	<input type="text"/>	<input type="text"/>
		Support to special operations	<input type="text"/>	<input type="text"/>
		Mine actions	<input type="text"/>	<input type="text"/>
		Others:	<input type="text"/>	<input type="text"/>
		<input type="text"/>		
<p>Please introduce only round figures. Example: 69.47 becomes 69. Do not add a symbol "%" at the end.</p>				
<p>5. If you replied "Others" to the previous question, please indicate these other sectors of intervention:</p>				
<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> <p style="font-size: small; color: red; margin-top: 5px;">Only 3000 characters are allowed!</p> </div>				
<p>Would you like to make a comment concerning your answers to this section?</p>				
<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> <p style="font-size: small; color: red; margin-top: 5px;">Only 3000 characters are allowed!</p> </div>				

<p>5. Readiness to take part, if need be, in the coordination system set up for a humanitarian operation</p> <p><i>[Article 7.2 (e) of Council Regulation (EC) No 1257/96 of 20 June 1996 concerning humanitarian aid (Official Journal L 163 of 2/7/1996)]</i></p> <p>Coordination system participation</p>	<p>Assessment of this section must result in an acceptable ('0') or positive (+) overall assessment</p> <p>- Readiness to take part, if need be, in the international coordination system is a key requirement. Para. 70 of the Humanitarian Aid Consensus states: "Another major focus of attention for improving the global response to humanitarian crises is the attempt to ensure better coherence and coordination of the various actors, and a clear prioritisation and identification of response gaps through the application of the 'cluster approach' and the strengthening of the Humanitarian Coordinator system. The EU fully supports these efforts, recalling that they should be broadly inclusive of all humanitarian actors and should serve the purpose of improving humanitarian aid delivery on the</p>	<p>- 1. Does the organisation take part in the international coordination system set up for humanitarian operations? [One possible answer] No [go to question 2] (0) Yes [no need to answer question 2.] (+)</p> <p>- 2. [IF THE ORGANISATION DOES NOT TAKE PART IN THE INTERNATIONAL COORDINATION SYSTEM SET UP FOR HUMANITARIAN OPERATIONS] EXPLAIN THE REASON:</p> <div data-bbox="1048 762 1554 890" style="border: 1px solid #ccc; padding: 5px;"> <p style="font-size: small; color: red;">Only 3000 characters are allowed!</p> </div> <p>Rating by ECHO: ', '-, '0', '+'</p> <p>Would you like to make a comment concerning your answers to this section?</p> <div data-bbox="1048 1038 1554 1166" style="border: 1px solid #ccc; padding: 5px;"> <p style="font-size: small; color: red;">Only 3000 characters are allowed!</p> </div>

	<p><i>ground to those most in need."</i></p>	
<p>6. Ability and readiness to work with humanitarian agencies and the basic communities in the third countries concerned</p> <p><i>[Article 7.2 (f) of Council Regulation (EC) No 1257/96 of 20 June 1996 concerning humanitarian aid (Official Journal L 163 of 2/7/1996)]</i></p> <p><i>Local agencies & communities</i></p>	<p>Assessment of this section must result in an acceptable ('0') or positive (+) overall assessment</p> <p>- The readiness to work with local implementing partners, where relevant, will be taken into account in the qualitative assessment of the applicant's operational capacity</p> <p>- The applicant must ensure a participative approach with local populations at the various stages of the assistance programmes, particularly in protracted crises. (European Consensus on Humanitarian Aid para. 44)</p>	<p>- Implementing partners:</p> <p>- 1. Is your organisation working with implementing partners? [One possible answer]</p> <ul style="list-style-type: none"> <input type="radio"/> No [no need to answer questions 2.-6.] <input type="radio"/> Yes [go to questions 2.-6.] <p>- 2. [IF YOUR ORGANISATION WORKS WITH IMPLEMENTING PARTNERS] Do you have a formal written agreement (contract or Memorandum of Understanding) with implementing partners? [One possible answer]</p> <ul style="list-style-type: none"> <input type="radio"/> No (-) <input type="radio"/> Yes but it does not include compliance with donors' rules (-) <input type="radio"/> Yes and it includes compliance with donors' rules (0) <p>- 3. [IF YOUR ORGANISATION WORKS WITH IMPLEMENTING PARTNERS] When and how do you monitor implementing partners:</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p style="font-size: small; color: red;">Only 3000 characters are allowed!</p> <p>Rating by ECHO: '-', '0', '+'</p> <p>-4. [IF YOUR ORGANISATION WORKS WITH IMPLEMENTING PARTNERS] Do you verify the implementing partners' financial documentation (e.g. invoices)? [One possible answer]</p>

		<ul style="list-style-type: none"> ○ No (-) ○ Yes (0) <p>- 5. [IF YOUR ORGANISATION WORKS WITH IMPLEMENTING PARTNERS] How does the organisation manage and monitor procurement by implementing partners?</p> <div data-bbox="1048 411 1554 539" style="border: 1px solid #ccc; padding: 5px;"> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p style="font-size: 0.8em; color: red; margin-top: 5px;">Only 3000 characters are allowed!</p> </div> <p>Rating by ECHO: '-', '0', '+'</p> <p>- 6. [IF YOUR ORGANISATION WORKS WITH IMPLEMENTING PARTNERS] Upload a list with the names of local partners or counterparts in the countries of operation which are taking part in humanitarian aid projects. [no rating by ECHO]</p> <div data-bbox="1048 805 1657 833" style="border: 1px solid #ccc; padding: 2px;"> <input style="width: 90%; border: none;" type="text"/> <input style="width: 5%; border: none;" type="button" value="Browse..."/> <input style="width: 5%; border: none;" type="button" value="Upload"/> </div> <p>- Beneficiaries:</p> <p>- 7. Has the organisation been certified by Humanitarian Accountability Project (HAP)? [One possible answer]</p> <ul style="list-style-type: none"> ○ No [go to question 8.] ○ Yes (+) [no need to answer questions 8.-9.] <p>- 8. [IF THE ORGANISATION HAS NOT BEEN CERTIFIED BY HAP] Does the organisation involve local populations in the identification of beneficiary groups for aid and the management of aid programmes? [One possible answer]</p> <ul style="list-style-type: none"> ○ No (-)
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		<ul style="list-style-type: none"> ○ Yes (0) <p>- 9. [IF THE ORGANISATION HAS NOT BEEN CERTIFIED BY HAP] Does the organisation have a complaints procedure for use by beneficiaries? [One possible answer]</p> <ul style="list-style-type: none"> ○ No complaints procedure (-) ○ Yes but informal (0) ○ Yes and formalised (+) <p>Would you like to make a comment concerning your answers to this section?</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> <p style="font-size: 0.8em; color: red; margin-top: 5px;">Only 3000 characters are allowed!</p> </div>
<p>7. Compliance with the principles of humanity, neutrality, independence and non-discrimination as defined by the European Consensus on Humanitarian Aid</p> <p><i>[Preamble and Article 7.2 (g) of Council Regulation (EC) No 1257/96 of 20 June 1996 Concerning humanitarian aid (Official Journal L 163 of 2/7/1996)]</i></p>	<p><i>Assessment of this section must result in an acceptable ('0') or positive (+) overall assessment</i></p> <p>- The applicant organisation must provide sufficient guarantees of its compliance with the principles of humanity, neutrality, independence and on-discrimination</p>	<p>- 1. Does the organisation adhere to the Code of Conduct for The International Red Cross and Red Crescent Movement and NGOs in Disaster Relief? [One possible answer]</p> <ul style="list-style-type: none"> ○ No [go to question 2] ○ Yes [go to question 3] (+) <p>- 2. [IF THE ORGANISATION DOES NOT ADHERE TO THE CODE OF CONDUCT] Is adherence to the humanitarian aid principles streamlined in the organisation's internal procedures/code of conduct? [One possible answer]</p> <ul style="list-style-type: none"> ○ No (-) ○ Yes (0) <p>- 3. Explain how the organisation ensures and monitors that the principles of humanity, neutrality, impartiality and independence are adequately implemented and supervised:</p>

<p><i>Humanitarian aid principles</i></p>		<div data-bbox="1048 193 1554 288" style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> <p style="color: red; font-size: small;">Only 3000 characters are allowed!</p> <p>Rating by ECHO: '-', '0', '+'</p> <p>Would you like to make a comment concerning your answers to this section?</p> <div data-bbox="1048 464 1554 560" style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> <p style="color: red; font-size: small;">Only 3000 characters are allowed!</p>
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VI. Declaration

By submitting this application [reference], I certify that answers are correct and give a fair presentation of the organisation.

Organisation's official name:

Organisation representative's name:

Organisation representative's function:

Date/Place:

Signature