

# Afghanistan - Common Humanitarian Fund Initial Application Checklist for NGO Partners



Common  
Humanitarian  
Fund

National and International NGOs interested in applying for funding under the CHF Afghanistan must first participate in a comprehensive two-step Eligibility Process. As one of the four major pillars of the CHF Accountability Framework, its main aim is to ensure that the Humanitarian Financing Unit (HFU) is equipped with the necessary information about the capacities of the non-governmental partners that have access to CHF funding and that appropriate assurance mechanisms can be applied in case a grant is awarded.

Conducted as a rolling process, subject to the capacity of the HFU, and without a fixed timeline, the Eligibility Process is comprised of two inter-linked steps, each with its own review and feedback system to ensure transparency.

As part of Step One - the Due Diligence Review, the Initial Application Form and this Initial Application Checklist must be fully completed and submitted along with the documents listed below. Following a review of submitted documents, the organisation will be informed whether their application will proceed to Step Two, the Partner Capacity Assessment.

## LIST OF DOCUMENTS TO SUBMIT (submit to [chfafg@un.org](mailto:chfafg@un.org))

<b>ORGANISATION NAME (in full)</b>	
<b>ORGANISATION ACRONYM</b>	
<b>DATE OF SUBMISSION OF DOCUMENTS</b>	

### Please *tick* boxes for documents you are submitting with your application:

Governance Documents (i.e. constitution, mandate, mission statement, trust deed, Board of Trustees and/or Board of Directors with full list of members and governance policies)

Registration Certificate(s) or Documents (Afghan Ministry of Economy certificate and registration documents in home country for international NGOs)

Membership Certificates of Coordination Bodies and/or National Ministries in Afghanistan

Copy of Passport or Identity Card of NGO Director (1<sup>st</sup> page only) (person ultimately responsible within organisation – i.e. Secretary General or Executive Director for international NGOs)

Biography and/or CV of NGO Director (as above)

Policies/Manuals:

Procurement & Logistics

Human Resources

Finance & Administration

Programme Planning

Monitoring & Evaluation

Security, Safety & Access

Gender, HIV/AIDS and/or Environment

Child Protection

### Coordination Saves Lives

The mission of the United Nations Office for the Coordination of Humanitarian Affairs (OCHA) is to mobilize and coordinate effective and principled humanitarian action in partnership with national and international actors.

<http://afg.humanitarianresponse.info/>

- Code of Conduct (copy signed by appropriate organisation official)
- Annual Reports (latest 2 reports)
- Copies of Semi-Annual Reports required by Ministry of Economy (last 2 years)
- Annual Workplan (latest 2 workplans) (for Afghanistan only)
- External/Internal Evaluation Reports, Reviews and Studies (for Afghanistan only) (latest 3 reports available)
- Audit Reports (projects/annual) (latest 3 annual audit reports and latest 5 project reports)
- References and/or Letters of Recommendations (i.e. donors, partners, government, etc.)
- NGO Organigram in Afghanistan (with positions and names of staff members)
- List of Staff and Positions (disaggregated by gender) (for Afghanistan only)
- List of Projects Implemented and Ongoing with Funding per Project (minimum of last 3 years) (for Afghanistan only)
- Copies of Bank Statements and / or Letter from Bank attesting to existing Bank Accounts
- Copy of Receipt of Payment of Income Tax applicable for NGO Staff Members in Afghanistan (last 3 years)
- List and Contact Details of Past and Current Implementing Partners (over last 3 years)
- Copy of Capacity Assessment tool used for Implementing Partners
- Declaration of Conflict of Interest (signed copy)
- Declaration of Non-Support for a United Nations Designated Entity (signed copy)
- Declaration of any Previous or Pending Legal Processes or Investigations (signed copy)
- Declaration of Recognition and Support of/for any United Nations Compliance Activity(ies) (signed copy)
- Declaration of recognition that provision of false information or statement, will automatically lead to disqualification from any UN contracting, procurement or employment process (signed copy)

**NOTE – Questions and/or comments regarding this form and the CHF Eligibility process can be addressed to the Humanitarian Financing Unit (HFU) at [chfafg@un.org](mailto:chfafg@un.org)**