



## THE CHF ELIGIBILITY PROCESS

National and International NGOs interested in applying for funding under the CHF Afghanistan have to pass 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:

### STEP ONE – Due Diligence Review

To become eligible for funding under the CHF Afghanistan, prospective Implementing Partners will initiate the Due Diligence process by submitting the following documents to the HFU:

- Duly completed **Initial Application Form**;
- Five signed and stamped **Due Diligence Declarations**;
- And a range of documents following the **Initial Application Checklist**.

The Initial Application Form, the five Due Diligence Declarations and the Initial Application Checklist can be downloaded from <http://www.unocha.org/afghanistan/afghanistan-humanitarian-fund/eligibility-process> or will be shared by the HFU upon request through [chfafg@un.org](mailto:chfafg@un.org).

No hard copies are accepted. The soft copies of the completed application, together with the soft copies of required documentation outlined in the Initial Application Checklist, must be submitted to the HFU at [chfafg@un.org](mailto:chfafg@un.org). Due to the size of the required documentation, partners are encouraged to use file sharing systems such as *gdrive* or *dropbox*, or can send a USB device or CD Rom with the files directly to the OCHA office in 3rd Street, Qalai Fatehullah, Kabul.

The HFU will conduct a review of the application and documents submitted, and provide feedback to the organization through the Due Diligence Report as to whether their application has passed and whether the partner will proceed to the next step of the process. The review is meant to ensure that only organizations that are able to meet the minimum requirements will be recommended for Step Two - Capacity Assessment; as it is a time-consuming for both the partner and the HFU.

NGO partners who successfully pass STEP ONE will receive a high risk rating until Step Two is completed, and are eligible to apply for funding under an open CHF Allocation. If approved for funding, the appropriate operational modalities and assurance mechanisms for high-risk partners will be applied, as defined under the CHF Afghanistan Accountability Framework and the Operational Handbook for Country-Based Pooled Funds.

### STEP TWO – Capacity Assessment

Following completion of Step One, the HFU will conduct the Partner Capacity Assessment which is comprised of a second desk-based review of the documentation received from the organization, interviews with key informants and visits to their main office and sub-offices to conduct interviews with staff members, to check systems and to review additional documents.

The Partner Capacity Assessment Tool is structured around five technical areas, each with a set number of questions:

1. Due Diligence and Registration
2. Governance and Institutional Capacity
3. Programmatic Response Capacity
4. Coordination and Partnership Capacity
5. Internal and Financial Capacity

The objective is to systematically review the institutional, technical, management and financial capacities of partners. Through a scoring and weighting system, an overall ‘score’ will be given to the organization. Upon completion of Step Two, a comprehensive report is drafted with sufficient time for the assessed organization to feedback on the findings and recommendations.

Based on the individual score obtained during the assessment, the partner will be rated according to three risk-level categories – high risk, medium risk and low risk. The score will determine the appropriate operational modalities and assurance mechanisms that will be applied if awarded funding under a CHF Allocation, as defined under the CHF Afghanistan Accountability Framework and the Operational Handbook for Country-Based Pooled Funds.

Partner risk ratings are dynamic and remain valid for approximately three years following date of submission of capacity assessment report, and is dependent upon a performance review based on participation in the CHF Allocation processes, coordination with relevant clusters, and implementation of CHF projects.

Questions and/or comments regarding the CHF Eligibility Process can be addressed to the Humanitarian Financing Unit (HFU) at [chfafg@un.org](mailto:chfafg@un.org) or the CHF Helpline on 079 300 11 39.

## CONTACT

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## LINKS

Overview of the CHF: <http://www.unocha.org/afghanistan/afghanistan-humanitarian-fund/about-fund>

CHF Eligibility Process: <http://www.unocha.org/afghanistan/afghanistan-humanitarian-fund/eligibility-process>

CHF Allocations: <http://www.unocha.org/afghanistan/afghanistan-humanitarian-fund/funding-allocations>

CHF Governance and Policies: <http://www.unocha.org/afghanistan/afghanistan-humanitarian-fund/governance-policy-and-guidance>

CHF Resources and Publications: <http://www.unocha.org/afghanistan/afghanistan-humanitarian-fund/resources-and-publications>

Handbook for Country-Based Pooled Funds: <http://www.unocha.org/what-we-do/humanitarian-financing/country-based-pooled-funds>