

## Form 3: PNGO Eligibility Self-Assessment

### Selection of partner NGOs: Healthy & Resilience Collines program

<b>1. Organization Information</b>			
Name of Organization			
Address of head office			
Email and website address			
Telephone			
Contact person for this application			
Type of Organisation (INGO/NGO/other) => specify			
Type of Registration in Burundi => Specify			
Year of Registration			
<b>2. Eligibility</b>		Yes (Please specify)	No
<b>a. Is the applicant legally a registered entity by the Government of Burundi. If yes provide Registration license number and date of last renewal and expiry</b>			
<b>b. Does the organization have audited income and expenditure statements for at least the last 3 years? (please attach last audit report of last year)</b>			
<b>c. Which of the following manuals/policies are available and are used in the Organization?</b>			
1. Financial and Accounting (including delegation and authorization table)			
2. Procurement & Logistics			
3. HR			
4. Code of conduct			
5. Integrity & safeguarding including: - interpersonal violations - Corruption/fraud			
6. Complaints handling mechanism			
7. Whistleblower policy			
8. Safety & security policy			
<b>d. Does the applicant organization practice a standard financial management system? If yes, which of the following are applicable in the Organization?</b>			
1. Do you have experience with implementing programmes funded through international donor funds? Which donors do you have experience with?			
2. The accounting standard meets the requirements set by international donors and the GOB?			
3. The accounts are computerized (specify which accounting software you use)			
4. Separate Financial Reports are prepared for each project and Consolidated Financial Reports for the whole organization			
5. The accounts are audited by an independent external auditor every year. Specify the name of the audit firm.			
6. The organisation has a trained accounting team			



I declare all information provided is true and approved documents in support to the information provided are readily available in our office.

Signature

**Name and Designation:**

Name of Potential Partner NGO:

Date and place