

# Bill Crews International: Potential Partner Survey and Project Concept

This form is to help BCI understand better the potential partner including ways of working and opportunities for collaboration. This form's completion is essential in order to be considered for a holistic grant. It is broken into eight sections:

- Overview
- Governance
- Financial Management
- Human Resources
- Donors & portfolio
- Programme management
- Partnership
- Proposed project concept
- End of survey

**There are no right or wrong answers, and no judgement to how the organisation is currently operating. BCI aims to build an understanding of potential partner organisations to build a tailored approach for collaboration and technical growth.** All organisations that complete the form will be provided with a response.

All the information provided will be handled with utmost confidence and will not be distributed any further than Bill Crews International Program Coordinator.

To note, if the potential partner is shortlisted, they will be asked to provide evidence of certain aspects asked in the below survey. This may include policies; organisation registration; others as outlined.

This survey should take approximately 45-60 minutes to complete. It is recommended to complete the form after running through the full list of questions with the relevant colleagues in your organisation. A full list of questions is accessible in the PDF document on the NGO Forum website. If anything is unclear, your organisation has feedback or you wish to receive more information, please send a mail to [olwyng@billcrews.org](mailto:olwyng@billcrews.org)

This application process is **open until 31st March 2024** and currently is solely focused on **NNGOs / CBOs in South Sudan**.

\* Required

## Basic information

1. Organisation Name & Country \*

2. Focal point name, position & email address \*

3. Name of Chief Executive Officer / Head of Organisation \*

4. As an organisation, we agree to complete this survey and provide other requested information in a transparent, accountable and comprehensive manner \*

- Yes
- No
- Other

5. As an organisation we have read the potential partner guidance document and agree to the approach Bill Crews International wish to employ in regard to grant management, mutual capacity strengthening and skill scale-ups \*

- Yes
- No
- Other

6. If available, please input link(s) to the organisation's website or social media sites \*

## Governance

7. What year was the organisation founded? \*

8. What is the approximate number of staff? \*

- 0-5
- 5-10
- 10-20
- 20-40
- 40-80
- 80-120
- 120+

9. What is the approximate % of female staff members \*

The value must be a number

10. What is the approximate number of volunteers? \*

- No volunteers
- 1-5
- 5-10
- 10-20
- 20-40
- 40-80
- 80-120
- 120+

11. Is there a mission and/or vision statement? If so, please input below. \*

12. Give an overview of key principles, values and priority focus areas for your organisation if not covered in question 11

13. Is there an organisational strategy document? \*

- Yes
- No
- Other

14. Is the organisation registered with the relevant national government authorities for 2024/2025? If so, please list authority body names \*

15. Does the organisation have a board? \*

- Yes
- No

16. Approximately what % of the board are female? \*

- 0-10%
- 10-25%
- 25-50%
- 50-75%
- 75-100%

17. How often does the board meet? \*

- Weekly
- Monthly
- Quarterly
- Once per year
- Ad-hoc basis only
- Other

18. Does the organisation have a Code of Conduct? \*

- Yes
- No

19. Does the organisation have a child protection or child safeguarding policy? \*

- Yes
- No

20. Does the organisation have a logistics policy or logistics guidance documents? \*

- Yes
- No

## Financial

21. Does the organisation have a financial management policy and/or guidance documents? \*

Yes

No

22. Is there an anti-fraud policy and/or corruption policy in place? \*

Yes

No

23. Is there a master budget done every year? \*

Yes

No

Other

24. Does each project have an activity based budget? \*

Yes

No

Don't know

Other

25. How frequently is forecasting done by **direct budget holders / budget managers**? \*

Every 1-2 weeks

Monthly

Quarterly

Twice a year

Annually

Only when required

It is not a usual process / never

Other

26. How frequently are budget follow-ups / expenditure reports shared with **budget holders / budget managers?** \*

- Every 1-2 weeks
- Monthly
- Quarterly
- Twice a year
- Annually
- Only when required
- It is not a usual process / never
- Other

27. Is there a dedicated bank account for the organisation in the business' name? \*

- Yes
- No
- Other

28. Is there a dedicated organisational bank account in the organisation's name in USD or Euro?

\*

- Yes
- No
- Other

29. Is there end term financial audits for projects? \*

- Yes
- No
- Sometimes
- Other

HR

30. Approximately, what % of staff speak English?

- 0-25%
- 25-50%
- 50-75%
- 75-100%

31. How would your organisation agree with this statement? \*

	Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly Agree
Staff usually have a technical qualification or over 5 years experience relevant to their position?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Each position in the organisation has a specific Terms of Reference or Job Description	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff are hired based on the recommendation of associated individuals or other stakeholders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

32. Is there a documented organogram / organisational structure document available? \*

- Yes
- No
- Other

33. Does the organisation have a dedicated pot of funding for staff training? \*

- Yes
- No
- Other



34. Is there a standard training / onboarding package for new staff or volunteers when they join \*

- Yes
- No
- Other

## Donors and portfolio

35. Is funding received from institutional donors such as BHA / USAID, FCDO/ UK Aid; European Union funding instruments or other government donors? \*

- Yes - over 50% of projects
- Yes - under 50% of projects
- No
- Other

36. Is funding received from UN OCHA Common Humanitarian Fund or other pooled funding? \*

- Yes - in the past we have but not now
- Yes - we currently receive
- No

37. Does the organisation receive funding from private donors, foundations or other? \*

- Yes - over 50% of projects
- Yes - under 50% of projects
- No
- Other

38. What is the approximate overall budget of the organisation for 2024 in USD? \*

- 0-200k
- 200-500k
- 500k - 1M
- 1-3M
- 3-6M
- 6M+
- Other

39. Are there any major funding gaps expected in the coming months for the organisation? \*

- Yes
- No
- Other

## Programme Management

40. Approximately, how many ongoing projects are there? \*

- 1-3
- 3-6
- 6-10
- 10-20
- 20+

41. What sectors do the majority of projects focus on? Please rank from most common focuses to least common \*

Food security and livelihoods
Health
Protection (with case management)
Protection (without case management)
Education
WASH
Shelter / NFIs
CCCM
Peacebuilding
Multi-sector / integrated

42. What is the most common way of deciding what project activities will be? Please put in order of most common practice to least common \*

According to formal needs assessments
Based on community leaders decisions
Based on staff / volunteer observations
According to what the community tell us verbally
According to what the donor is looking for
We already know what activities should be done as we are from the community
We only do projects according to our technical expertise

## 43. How are project participants decided? (select up to 3) \*

Please select at most 3 options.

- Based on formal needs assessments
- Based on community leaders decision
- Based on staff / volunteers decisions
- According to what the donor is looking for
- Services are accessible for all
- Other

## 44. How are the wider community (ie. not just participants) informed about projects? \*

- Only the people who will participate are informed
- The wider community learn from the elders / community leaders
- We will run a community meeting
- Other

## 45. Usually, how are the project participants engaged and/or communicated with during the project? (select up to 3) \*

Please select at most 3 options.

- Mainly when they receive the service
- They attend meetings to discuss progress with the project managers or organisational senior management
- They are communicated with through traditional community structures such as leaders or elders
- There is a dedicated community group set up for engagement
- There is a feedback mechanism
- Other

46. How are the project participants engaged with at the **end** of the project cycle? \*

Please select at most 2 options.

- There is a review meeting for participants to provide feedback
- There is no formal engagement
- Where relevant, they are given certificates
- Endline surveys
- Other

47. Approximately, what % of projects have a baseline study? \*

- 0-25%
- 25-50%
- 50-75%
- 75-100%

48. Approximately, what % of projects mid-term reviews and/or reports? \*

- 0-25%
- 25-50%
- 50-75%
- 75-100%

49. Approximately, what % of projects have an endline study? \*

- 0-25%
- 25-50%
- 50-75%
- 75-100%

50. As an organisation, we want to strengthen technical knowledge in the following areas: \*

	Not Applicable	No	Somewhat	Yes
Food security	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health including mental health	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Protection incl. case management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Protection excluding case management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shelter / NFIs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CCCM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
WASH	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
UN Cluster System	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Coordination	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Policy Development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Logistics / supply chain / procurement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Financial management, systems, processes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Monitoring, Evaluation, Reporting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Advocacy and steering the national and global humanitarian / development agenda	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Programme management, systems, processes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accessing and managing major international donor grants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Embedding community engagement mechanisms in the project cycle	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organisational development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

51. Please provide some short further detail on the selected areas for skill strengthening \*

## Partnership

52. Why does the approach of BCI appeal to your organisation? Please provide one or two advantages and one or two disadvantages to the approach (200 words) \*

53. To your organisation, what would a successful partnership with BCI look like (150 words) \*



## Proposed project concept

BCI recognises all information might not be available but requests the potential partner to fill the below out as much as possible. Where possible please provide an explanation if there are gaps in information.

54. Tentative project title, locations(s) and timeline \*

55. Targeting: provide tentative figures for target numbers including sex / age breakdown; and selection criteria \*

56. Is the project already running? \*

- Yes
- No
- Other

57. Is the funding to be used for matched funding or a top-up to a funded project? \*

- Yes
- No
- Other

58. Who is the other donor? Is this funding secured? How much is the whole project budget? \*

59. Provide details on the specific challenges and reason there is a need for this project intervention ie. problem statement and overview. Where possible, please provide some data with references. (400 words) \*

60. What will be the core activities and expected results? (400 words) \*

61. What ways will the affected population be engaged, informed and be able to input on the project? (300 words) \*

## End of survey

We thank you for taking the time to complete this survey.

62. Please input any information you feel has not been covered in this application \*

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