**EXPRESSion of interest/application form:**

1. **GENERAL INFORMATION**

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| --- | --- |
| General Information | Detailed Information |
| Name of Organization |  |
| Address of Head office |  |
| Address of Sub-Office/S |  |
| Name of Chief Executive Officer/ Executive Director |  |
| Contact Person |  |
| Mobile/Tel No. |  |
| Email Address |  |
| Organization Web Address |  |
| Date of Registration with Relief & Rehabilitation Commissions (RRC) |  |
| Registration Number |  |
| Annual Budget  |  |

1. **DESCRIPTION OF ORGANISATION**

*(Maximum 200 words; Provide information on organization’s mission, objectives, key achievements, future direction, specific areas of expertise, etc.)*

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1. **Expertise in food security and livelihoods**

*(Maximum 200 words; explain in a short text your experience in Food Security and Livelihoods including work experience, human resources, innovations.)*

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1. **Expertise in WASH**

(*Maximum 200 words; explain in a short text your experience in WASH including work experience, human resources, innovations.)*

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1. **Expertise in Education**

(*Maximum 200 words; explain in a short text your experience in implementing Education projects including work experience, human resources, innovations.)*

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1. **Expertise in Gender**

(*Maximum 200 words; explain in a short text your experience in implementing gender related project including work experience, human resources, innovations.)*

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1. **Expertise in Safeguarding**

(*Maximum 200 words; explain in a short text your experience in managing safeguarding, human resources capacity, innovations)*

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1. **Expertise in Protection**

(*Maximum 200 words; explain in a short text your experience in Protection including work experience, human resources, innovations.)*

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1. **Expertise in Policy Advocacy and influencing**

(*Maximum 200 words; explain in a short text your experience in policy advocacy and influencing including work experience, human resources, innovations.)*

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1. **Expertise in MEAL (monitoring, evaluation, accountability & learning)**

(*Maximum 200 words; explain in a short text your experience in MEAL including work experience, human resources, innovations.)*

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1. **CURRENT GEOGRAPHICAL AREAS OF OPERATION**

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| --- | --- | --- | --- |
| Name of State | Name of County | Years of Presence in the Location  | Current Number of Projects in the Location,  |
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1. **PROJECT DETAILS**

*Please list all the completed and ongoing projects in the last 5 years*

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| --- | --- | --- | --- | --- | --- |
| Name of Project | Description of the project | Location | Donor | Total project budget (USD) | Duration of the project (mm/.yyyy to mm/yyyy) |
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1. **HUMAN RESOURCES (Attach CVs of the Executive Director)**

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| --- | --- | --- | --- |
| Category | Regular staff | Temporary staff | Volunteers |
| Total | % of female | Total | % of female | Total | % of female |
| Management |  |  |  |  |  |  |
| Monitoring & Evaluation |  |  |  |  |  |  |
| Training |  |  |  |  |  |  |
| Finance |  |  |  |  |  |  |
| HR |  |  |  |  |  |  |
| Logistics |  |  |  |  |  |  |
| Administration |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |

1. **FINANCIAL CONTROL/MANAGEMENT**

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| --- | --- |
| Particulars | Detailed information |
| Accounting System and accounting software application |  |
| Procurement and asset management system |  |

1. **SWOT ANALYSIS OF THE ORGANIZATION**

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| --- | --- |
| Strengths | Weaknesses |
| Opportunities | Threats |

1. **OTHER RELEVANT INFO OF THE ORGANIZATION**

*(Maximum 500 words;* *Anti-corruption**, Sustainability Mechanisms, Community feedback etc)*

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1. **POLICIES/MANUAL/REPORTS TO BE ATTACHED**

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| --- | --- | --- | --- |
| Name of the documents | Does this document exist in your organization (if yes, please checked the box) | Checked the box if the document is attached as evidence | Explain if not attached |
| 1. Registration certificate
 | [ ]  | [ ]  |  |
| 1. HR policy/manual
 | [ ]  | [ ]  |  |
| 1. Administration and finance policy
 | [ ]  | [ ]  |  |
| 1. Financial risk management policy
 | [ ]  | [ ]  |  |
| 1. Internal financial control framework
 | [ ]  | [ ]  |  |
| 1. Fraud / Anti-Corruption policy
 | [ ]  | [ ]  |  |
| 1. External audit report 2023
 | [ ]  | [ ]  |  |
| 1. Annual report 2023
 | [ ]  | [ ]  |  |
| 1. Procurement policy
 | [ ]  | [ ]  |  |
| 1. Safety/Security policy
 | [ ]  | [ ]  |  |
| 1. Latest strategic plan
 | [ ]  | [ ]  |  |
| 1. Staff organogram
 | [ ]  | [ ]  |  |
| 1. Gender policy
 | [ ]  | [ ]  |  |
| 1. Monitoring and Evaluation framework
 | [ ]  | [ ]  |  |
| 1. Safeguarding Policy
 | [ ]  | [ ]  |  |
| 1. Others (Specify)
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*This is to certify the above provided information is true and fair representation of the work and information about my organization.*

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Signature

Name:

Designation:

Date: