Annex B1-6

Call for proposal

Leadership and participation in decision making

CFP No. CfP17/003-WIL

**Capacity Assessment Document Checklist**

**For Potential Responsible Parties**

**Governance, Management and Technical**

|  |  |  |
| --- | --- | --- |
| **Document** | **Mandatory / Optional** | **Yes / No** |
| Legal registration | Mandatory |  |
| Rules of Governance / Statues of the organization | Mandatory |  |
| Organigram of the organization | Mandatory |  |
| List of Key management | Mandatory |  |
| CVs of Key Staff proposed for the engagement with UN Women | Mandatory |  |
| Anti-Fraud Policy Framework | Mandatory |  |

**Administration and Finance**

|  |  |  |
| --- | --- | --- |
| **Document** | **Mandatory / Optional** | **Yes / No** |
| Administrative and Financial Rules of the organization | Mandatory |  |
| Internal Control Framework  | Mandatory |  |
| Audited Statements of last 3 years | Mandatory |  |
| List of Banks |  |  |
| Name of External Auditors |  |  |

**Procurement**

|  |  |  |
| --- | --- | --- |
| **Document** | **Mandatory / Optional** | **Yes / No** |
| Procurement Manual | Mandatory |  |
| Procurement Code of Conduct |  |  |
| List of main suppliers / vendors |  |  |

**Client Relationship**

|  |  |  |
| --- | --- | --- |
| **Document** | **Mandatory / Optional** | **Yes / No** |
| List of main clients / donors | Mandatory |  |
| Two references | Mandatory |  |
| Past reports to clients / donors for last 3 years |  |  |