**Annex D**

**PARTNER BIO-DATA**

[ ]  **International NGO**

[ ]  **Local NGO**

|  |  |
| --- | --- |
| **Name of the Organization:** |  |
| **Name/Title of the duly authorized Representative of the Organization:** |  |
| **Contact Information :** |  |
| **Phone:** |  | **Mobile:**  |  | **E-mail** |  |
| **Address:** |  |
| **Details of Contact Person:****(if other than the representative specified above)** |  |
| 1. **Registration *(Note: Concept notes for NGO mandate/ attestation letter in area of expertise is desirable)***
 |
| Legally registered in Syria (MOSA) | [ ]  **Yes** [ ]  **No**  |
| Legally registered in Syria (MOFA) | [ ]  **Yes** [ ]  **No**  |
| For International NGOs Only: MOU with SARC and/or Syria Trust | [ ]  **Yes** [ ]  **No**  |
| 1. **Financial Management System**
 |
| Have the authority to operate bank account in Syria | [ ]  **Yes** [ ]  **No**  |
| Agree to maintain a separate bank account for the UNHCR funding | [ ]  **Yes** [ ]  **No**  |
| Have a waiver from UNHCR to use pool account (For International NGOs Only) | [ ]  **Yes** [ ]  **No**  |
| Agree that any additional costs incurred due to pool account not to be charged to UNHCR | [ ]  **Yes** [ ]  **No**  |
| Accounting System: | [ ]  **Accounting Software** [ ]  **Maintained in Excel** [ ]  **Manual/Paper based** |
| Have an accounting system that allows for the proper recording/tracking of financial transactions related to UNHCR projects, including allocation of expenditures in accordance with the requirement of the partnership agreement | [ ]  **Yes** [ ]  **No**  |
| Cost allocations to the various funding sources made accurately and in accordance with established agreements | [ ]  **Yes** [ ]  **No**  |
| Accounting department have appropriate staff (adequately qualified and experienced)  | [ ]  **Yes** [ ]  **No**  |
| Number of finance related staff: | [ ]  **1** [ ]  **2** [ ]  **3** [ ]  **4** [ ]  **5** [ ]  **6** [ ]  **more than 6**  |
| Following functional responsibilities performed by different units or persons: (a) authorization to execute a transaction (delegation of authority plan);(b) recording of the transaction; and (c) Custody of assets involved in transactions | [ ]  **Yes** [ ]  **No**  |
| Have the organization’s accounts been recently audited?If yes, please share the Management Letters and audit reports | [ ]  **Yes** [ ]  **No**  |
| If yes, please list the year(s) of audit | [ ]  **2016** [ ]  **2017** [ ]  **2018**  |
| 1. **Procurement Capacity**
 |
| Is there a functioning procurement unit?If yes, please share your procurement policy/manual | [ ]  **Yes** [ ]  **No**  |
| If yes, do you have UNHCR Pre-Qualification for Procurement (PQP) | [ ]  **Yes** [ ]  **No**  |
| Number of International procurement Staff (if any): | [ ]  **1** [ ]  **2** [ ]  **3** [ ]  **4** [ ]  **5** [ ]  **6** [ ]  **more than 6**  |
| Number of National procurement Staff: | [ ]  **1** [ ]  **2** [ ]  **3** [ ]  **4** [ ]  **5** [ ]  **6** [ ]  **more than 6**  |
| Average years of professional experience of the procurement staff: | [ ]  **1 year** [ ]  **2 years** [ ]  **3 years** [ ]  **4 years** [ ]  **5 years** [ ]  **6 years** [ ]  **more**  |
| Procurement type | [ ]  **Goods** [ ]  **Services** [ ]  **Construction works**  |
| Specify the year and value in US$ | [ ]  **2016** [ ]  **Below $500 K** [ ]  **Above $500 K** [ ]  **Above $1 million** [ ]  **2017** [ ]  **Below $500 K** [ ]  **Above $500 K** [ ]  **Above $1 million** [ ]  **2018** [ ]  **Below $500 K** [ ]  **Above $500 K** [ ]  **Above $1 million**  |
| Relevant projects requiring procurement implemented with: | [ ]  **UNHCR**[ ]  **Other UN agencies**[ ]  **Other agencies** |
| 1. **Experience working with UN/ UNHCR/ Other Donors**
 |
| Currently have Project Partnership Agreement with UNHCR Syria (in 2019) | [ ]  **Yes** [ ]  **No**  |
| Have held partnership agreements with UNHCR previously ([ ]  **2016** [ ]  **2017** [ ]  **2018**) | [ ]  **Yes** [ ]  **No**  |
| Have worked with UNHCR in other operations: (For International NGOs Only) | [ ]  **Yes** [ ]  **No**  |
| If yes, specify any major operations (up to 5):  |  |
| Partnerships with other UN agencies in Syria  | [ ]  **Yes** [ ]  **No**  |
| If yes, please list the agency and the year of partnership: | [ ]  **UNICEF** [ ]  **WHO** [ ]  **WFP** [ ]  **UNFPA** [ ]  **UNDP** [ ]  **FAO** [ ]  **Other** |
|  | [ ]  **2016** [ ]  **2017** [ ]  **2018** [ ]  **2019**  |
| If yes, main areas of intervention: | ☐ Education ☐ Distribution of relief items ☐ Health Care ☐ Shelter ☐ Personswith Disabilities, ☐ Elderly Persons ☐ Psychosocial Support ☐ CommunityMobilization/ Development ☐ Livelihoods ☐ Legal Aid ☐ SGBV ☐ ChildProtection ☐ Water ☐ Sanitation  |

|  |  |
| --- | --- |
| Signature:  |  |
| Name/title of the duly authorized Representative of the Organization:  |  |
| Date:  |  |