**CSO Organizational Profile**

**Contact Information:**

|  |  |
| --- | --- |
| **Name of the CSO:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email address:** |  |
| **Website (if available):** |  |
| **Facebook account (if available):** |  |
| **Other social media accounts (if available)** |  |
|  | **Contact person 1** | **Contact person 2** |
| **First name:** |  |  |
| **Last name:** |  |  |
| **Email address:** |  |  |
| **Telephone:**  |  |  |
| **Skype name (if available):** |  |  |

| **Topic** | **Areas of Inquiry/ Supporting documentation** | **Response** |
| --- | --- | --- |
|  |  |  |
| 1. Legal status and Bank Account
 | 1. Does the CSO have a legal capacity to operate in Guyana, and does it comply with the legal requirements of the country to register and operate a CSO? Please provide one copy of relevant documents evidencing legality of operations.

2. Does the CSO have a bank account?  Documents required: proof of bank account indicating latest date  | 1.  |
| 2.  |
| 1. Polcies and Procedures
 | Is the CSO certified in accordance with any international or local standards (e.g., ISO), such as in:* 1. Leadership and Managerial Skills

Documents required: structure of governing body, oversight mechanisms, organogram)* 1. Project Management

Documents required: project planning and budgeting procedures)* 1. Financial Management

Documents required: Including external audit within the last three years, administrative and financial rules, list of banks, internal control framework)* 1. Organizational standards and procedures

Documents required: Procurement policy and templates, Human Resources Policy, Prevention of Sexual Exploitation and Abuse Policy)* 1. Reporting and Accountability

Documents required: Reporting procedures of the CSO, Monitoring and Evaluation, Asset and Inventory Management | 1.  |
| 2. |
| 3.  |
| 4. |
| 5. |
| 1. Date of Establishment and Organizational Background
 | 1. Number of staff – permanent and temporary employment:

Documents required: CVs for staff involved in the project1. Who are your main donor and partners? List major partners from civil society, government sector and international organizations your organisation cooperates with (in last three years).
 | 1. |
| 2. |
| 1. Mandate and constituency
 | 1. What is the CSO’s mandate, vision, and purpose? (no more than 2 paragraphs)
2. Is the CSO officially designated to represent any specific constituency?
3. Does the organization have branch offices? In how many towns/cities/districts/countries do you have capacity to operate in? Please provide a complete list and indicate the size of the offices in each location.
 | 1. |
| 2. |
| 3. |
| 1. Areas of Expertise
 | 1. Does the CSO have experience and expertise in any of the key areas identified above in this Call for Proposals? If yes, please indicate.
2. What other areas of expertise does the CSO have?
3. In case the CSOs are applying as a consortium, please state the lead CSO, the other CSOs - members of this consortium, the main role of lead CSO and each CSO - member of the consortium, and other details of interest for this application. The full questionnaire shall be filled-in separately by each member of the consortium.
4. Where does the CSO have an official presence? Please provide details on duration and type of presence (e.g. field offices, equipment, software, data bases, etc.)
5. What resources and mechanisms are available by the CSO for transporting people and materials?
 | 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 1. Financial Position and Sustainability
 | 1. What is the CSO’s actual and projected inflow of financial resources for the current and the following year
2. Please provide a list of projects with description, duration, location and budget over the past 3 years (arrange from biggest budget to the lowest).
 | 1. |
| 2 |
| 1. Public Transparency
 | 1. What documents are publicly available? (I.e. annual reports, project reports etc.)

2. How can these documents be accessed? (Pls provide links if web-based) | 1. |
| 2. |
| 1. Consortium
 | 1. Do you have the capacity to manage a consortium, coalition?
2. Do you currently, or have you in the past, managed or been involved with a consortium, coalition? If yes, list current consortia, coalition names and total financial budget involved.

3. Do you have a formal alliance with other CSOs? If yes, pls. identify and provide details. | 1. |
| 2. |
| 3. |
| 1. Quality Assurance
 | Please provide **two** references who may be contacted for feedback on the CSO’s performance regarding: * Delivery compared to original planning
* Expenditure compared to budget
* Timeliness of implementation
* Timeliness and quality of reports
* Quality of Results
 | Reference 1: |
| Reference 2: |
| Global Tracel  | By answering yes, the organization confirms that neither the organisation nor any of its members is mentioned on any of the[United Nations Security Council targeted sanctions lists](http://www.un.org/sc/committees/list_compend.shtml)<http://www.un.org/sc/committees/list_compend.shtml> |  |
|  | By answering yes, the organization confirms that it is committed to the core values of the UN, the Convention on the Rights of the Child (CRC), the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) and the Convention on the Rights of Persons with Disabilities (CRPD).<http://www.unicef.org/crc/> <http://www.ohchr.org/EN/ProfessionalInterest/Pages/CERD.aspx> <http://www.un.org/disabilities/convention/conventionfull.shtml> | Yes/no  |
|  |