

ORGANIZATIONS INTERESTED IN PARTICIPATING TO THE YHF ELIGIBILITY PROCESS SHOULD MEET THE FOLLOWING MINIMUM CRITERIA:

1. Registration Certificate of the NGO (in Yemen and/or home country for international NGOs),
2. Recommendation letter of at least one cluster recognizing the minimum technical capacity of the partner for implementing humanitarian projects,
3. NGO's programmatic expenditure/budget of the last twenty-four (24) months should be equal or more than US\$ 200,000,
4. Operational bank account. Bank account information (i.e. name of Organization) should be identical with all organizational information.
5. Over two years registered with Yemen authorities for National partners or over two years registered in another country for International partners

STEP ONE – Expression of Interest

When and only when all above criteria have been met, prospective national and international NGOs working in Yemen who are interested in receiving funding from the Yemen Humanitarian Fund (YHF) must first make a 'statement of interest' by contacting the Humanitarian Financing Unit (HFU) via email at yemenhpf@un.org and submitting the following information:

1. HPF Registration Form – duly completed in English, including contact details and brief information on the organization's sectors of operations, geographical areas of work and funding levels.
2. Copy of the Registration Certificate of the NGO (in Yemen and/or home country for international NGOs).
3. Copy of the Mission Charter and/or Constitution of the organization (Authentic version, as well as translated in English).
4. Copy of the Passport or Identity Card of organization's Executive Director (person ultimately legally responsible within organization – i.e. Secretary General or President, not the Country Director).
5. Recommendation letter from at least one cluster recognizing the minimum technical capacity of the partner for implementing humanitarian projects in Yemen.

NOTE: During the Eligibility Process the Humanitarian Financing Unit may visit on-going projects and main country offices within Yemen to further examine the existing performance and validity of the provided documentation.

STEP TWO – Grant Management System - Due Diligence (DD)

Once the documentation of STEP 1 has been verified, the HFU will provide the prospective NGO access to the Yemen Humanitarian Fund Grants Management System (GMS). The NGO will then submit a number of required information through the due diligence process. It is the responsibility of the NGO to submit the documentation within three weeks (21 days) according to the directions as mentioned from the following link: <https://gms.unocha.org/content/due-diligence#accessDueDiligence>. Should the Organization fail to respond during the identified timeframe, the HFU will not approve the DD and thus cancel the process. The documentation/checklist required for this STEP 2 are:

Category A: General Information

- Organizations name in English language with acronym, in the correct spelling through all submitted documentation,
- Full name, title, phone number and email of Legal Representative,
- Full name, title, phone number and email of Board of Trustees,
- Registration Certificate of the NGO (in Yemen and/or home country for international NGOs),
- OPS or the Financial Tracking Service number in case NGO has registration.

Category B: Governance and Institutional Capacity

- Policies regarding: Procurement, Protection from Sexual Exploitation and Abuse (PSEA), Governance, Organogram, Policy on anti-bribery corruption and abuse of power,
- Code of Conduct document (signed by an authorized official of the organization),
- Mission statement aligned to the humanitarian principles.

Category C: Programmatic Response Capacity

- Existing donor MoU (for running year)
- Internal/external project monitoring reports (if available, one sample and most recent),
- M&E Manuals

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- Example of implementation of beneficiary feedback/complaints mechanism (indicate if included in manuals or submit document describing mechanisms implemented),
 - Needs assessments conducted (if available, one sample and most recent),
 - Projects Proposal being implemented over the last two years within Yemen (one sample).

Category D. Coordination and Partnership Capacity

- Recommendation letter of at least one cluster recognizing the minimum technical capacity of the partner for implementing humanitarian projects
- Written confirmation from Organization senior management that it shares its 3/4W information on a regular basis.

Category E. Internal and Financial Capacity

1. Finance

- Finance team list (name, position, education and number of working experience years)
- Financial manual
- Organization external audit report (of the past three years)
- Bank account statement (English Organization's name should be identical with bank statement),
- Updated bank signatory list
- Authorization matrix
- Last three months bank reconciliation
- Double accounting system (for example: screenshot from software)
- Budget vs. actual analysis for the last project implemented

2. Human Resources

- Human Resource/Administrative manual
- Updated staff list as of last month
- Recent month payroll
- Leave/absence management database
- Salary scale

3. Procurement

- Procurement Policy/Procedures
- Stock and asset management/disposal
- Asset register
- Approved procurement committee list

NOTE:

- **When uploading documentation NGO need to file the document as: Category x_name_of_document. Further DD documentation uploading instructions can be found from the following link: <https://gms.unocha.org/content/due-diligence?plid=466#setupDueDiligence>**
- **OCHA HFU may request, at any time, additional documentation translated in English - should the submitted documents do not provide clear information of what is needed to finalize the ICA.**

STEP THREE – Internal Capacity Assessment

The GMS Internal Capacity Assessment (ICA) is the process when the HFU reviews the documents an Organization has submitted during the Due Diligence (STEP 2). The review duration is one week (7 days) and will determine the eligibility of the candidate Organization (Eligible or Ineligible). Once an Organization is considered as an eligible partner the score received from the ICA tool will rate it as: (i) High Risk, (ii) Medium Risk, or (iii) Low Risk. Risk levels determine the minimum set of control mechanisms applied throughout the grant management cycle. The risk level assigned to any Organisation can only be improved through good performance in project implementation measured from the GMS Performance Index.