 

Annex C – Check List

Beyond Survival - Transforming the power of communities (BeST)

CHECKLIST

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| **S. No** | **Description** | **Documents attached** | |
| **SECTION C – Basic Information** | | | |
| 1 | Memorandum and Articles of Association | Yes | No |
| 2 | Registration Certificate | Yes | No |
| 3 | NTN certificate | Yes | No |
| **SECTION E – Human Resource Information** | | | |
| 1 | ToRs/Job Descriptions of key and Other staff members. | Yes | No |
| **SECTION F – Strategic Direction (Vision, Mission, Objective Etc.)** | | | |
| 1 | Applicant Profile | Yes | No |
| 2 | Applicant Organogram with names against each designation/position | Yes | No |
| 3 | Applicant's long term Strategy (if any) | Yes | No |
| 4 | Progress report on the implementation of long-term strategy (if  any) | Yes | No |
| **SECTION G – Projects and Activities** | | | |
| 1 | **Project Reports** of ongoing or completed projects/activities from 01.07.2020 onwards that support your work with Afghan refugees  or host communities. | Yes | No |
| **SECTION H – Funding and Assistance** | | | |
| 1 | Bank Account Maintenance Certificate | Yes | No |
| 2 | Audit reports (last three years) 2020-21, 2021-22, 2022-23 | Yes | No |
| 3 | Bank account statements from 1st July 2020 till date for all accounts | Yes | No |
| **SECTION I – Training and Capacity Building** | | | |
| 1 | Training Certificate | Yes | No |
| 2 | Training Manual | Yes | No |
| 3 | Training report for the trainings conducted by applicant | Yes | No |
| **SECTION J – Affiliation and Memberships** | | | |
| 1 | Membership Certificates | Yes | No |
| 2 | Proof of selection for any chair/position (if any) | Yes | No |
| **SECTION K – Management and Control (Soft copies only. Hard copy submission is not required for the**  **below policies/documents)** | | | |
| 1 | Human Resource Manual | Yes | No |
| 2 | Staff Performance Appraisal | Yes | No |
| 3 | Conflict of Interest | Yes | No |
| 4 | Gender/Anti-Harassment Policy | Yes | No |
| 5 | Complaint/Grievance Mechanism | Yes | No |
| 6 | Staff Training Policy | Yes | No |
| 7 | Code of Ethics and Business Conduct | Yes | No |
| 8 | Anti-fraud and corruption | Yes | No |
| 9 | Communication Strategy | Yes | No |
| 10 | Data Protection and Retention Policy | Yes | No |
| 11 | Financial Manual/Guidelines | Yes | No |

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| 12 | Asset and Inventory Management Policy | Yes | No |
| 13 | Internal Audit Management Policy | Yes | No |
| 14 | Procurement Policy | Yes | No |
| 15 | Security Protocols/Standards. | Yes | No |
| 16 | M&E Policy/Framework | Yes | No |
| 17 | Visibility Policy | Yes | No |
| **SECTION L – Regulatory Environment** | | | |
| 1 | EAD Registration document | Yes | No |
| 2 | Proof of submission of application to EAD | Yes | No |
| 3 | PCP Certificate | Yes | No |
| 4 | Proof of submission of application to PCP | Yes | No |
| 5 | Approval under section 2(36) of Income Tax Ordinance (ITO) 2001 | Yes | No |
| 6 | Proof of submission of application to FBR under section 2(36) of  ITO 2001 | Yes | No |
| 7 | Allowed to Work Status by SAFRON Ministry | Yes | No |
| 8 | Proof of submission of application to SAFRON Ministry | Yes | No |
| 9 | Charity Commission Registration document | Yes | No |
| 10 | Proof of submission of application to Charity Commission | Yes | No |
| **SECTION M – Undertaking/Declaration** | | | |
| 1 | Undertaking of Non-Involvement in Terrorism Financing and  Proliferation Financing Activities | Yes | No |
| 2 | Undertaking of Non-Existence of Any Adverse Decree and Non  Involvement of the NPO in Politics | Yes | No |
| 3 | Undertaking: Not Registered as a Trade Organization registered  under the Trade Organizations Act, 2013 | Yes | No |
| 4 | Declaration | Yes | No |

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| **APPLICATION FORM SUBMISSION** | | | |
| 1 | Two copies of Annex A duly filled and signed is submitted | Yes | No |
| 2 | Two copies of Annex B duly filled and signed is submitted | Yes | No |
| 3 | Two copies of EOI duly signed and stamped | Yes | No |
| 3 | A USB drive containing the completed/filled Soft files of the  following is submitted:   * Annex A (word file) * Annex B (excel file) * Annex C (word file) * EOI signed and stamped   PDF files of all attachments marked “YES” in Annex C | Yes | No |

Signed on behalf of the applicant organisation

**Name:**

**Position:**

**Signature & Stamp Date:**