# LIGHT ORGANIZATIONAL ASSESSMENT

# FOR SMALL SUB-PROJECTS

# IMPLEMENTING PARTNER SELF-ASSESSMENT FORM

## GENERAL AND CONTACT INFORMATION

|  |  |
| --- | --- |
| ORGANIZATION NAME: | Click or tap here to enter text. |
| FULL ADDRESS: | Click or tap here to enter text. |
| EMAIL: | Click or tap here to enter text. |
| FAX: | Click or tap here to enter text. |
| PHONE NUMBER: | Click or tap here to enter text. |
| CONTACT PERSON: | Click or tap here to enter text. |

## 1. LEGAL FRAMEWORK

|  |  |
| --- | --- |
| 1. The organization is legally registered[[1]](#footnote-1)
 | Choose an item. |
| Date | Click or tap to enter a date. |
| Period of validity of the registration (if applicable) |  |
| Type of organization | Choose an item.If other specify: Click or tap here to enter text. |
| Number of Staff | Click or tap here to enter text. |
| Parent/Subsidiary/Sister organizations | Click or tap here to enter text. |

|  |  |
| --- | --- |
|  | COMMENTS |
| 1. The organization’s operating procedures, tax payments and mission comply with current legislation[[2]](#footnote-2)
 | Choose an item. | Click or tap here to enter text. |
| 1. The organization has any legal actions against it
 | Choose an item. | Click or tap here to enter text. |

## 2. GOVERNANCE

|  |  |
| --- | --- |
|  | COMMENTS |
| 1. The organization has a governance body
 | Choose an item. | Click or tap here to enter text. |

## 3. MISSION AND STRATEGY

|  |  |
| --- | --- |
|  | COMMENTS |
| 1. The organization activities reflect the mission statement and strategic plans
 | Choose an item. | Click or tap here to enter text. |
| 1. The organization has a gender policy and/or guidelines
 | Choose an item. | Click or tap here to enter text. |

## 4. PARTNERSHIP AND ADVOCACY

|  |  |
| --- | --- |
|  | COMMENTS |
| 1. The organization has substantive contacts within the Government, including authorities at the national and local levels
 | Choose an item. | Click or tap here to enter text. |

## 5. STRUCTURE

|  |  |
| --- | --- |
|  | COMMENTS |
| 1. The organization has a functional organizational structure[[3]](#footnote-3)
 | Choose an item. | Click or tap here to enter text. |
| 1. Roles and responsibilities of all positions in the organizational structure are clearly defined
 | Choose an item. | Click or tap here to enter text. |
| 1. The organization has clear administrative and operating procedures[[4]](#footnote-4)
 | Choose an item. | Click or tap here to enter text. |

## 6. ETHICS AND PROFESSIONALISM

|  |  |
| --- | --- |
|  | COMMENTS |
| 1. The organization has a Code of Ethics/Professional Conduct in line with international standards
 | Choose an item. | Click or tap here to enter text. |
| 1. All employees are familiar with the Code of Ethics and/or Standards of Professional Conduct of the organization
 | Choose an item. | Click or tap here to enter text. |
| 1. Breaches related to the Code of Ethics and/or Standards of Professional Conduct have been sanctioned over the past three years? If yes, provide explanation.
 | Choose an item. | Click or tap here to enter text. |

## 7. STAFFING

|  |  |
| --- | --- |
|  | COMMENTS |
| 1. The organization has clearly articulated personnel policies which comply with statutory labour regulations
 | Choose an item. | Click or tap here to enter text. |
| 1. The organization has sufficient staff to carry out its technical work effectively
 | Choose an item. | Click or tap here to enter text. |
| 1. The organization has sufficient staff to carry out its administrative and finance work effectively
 | Choose an item. | Click or tap here to enter text. |
| 1. The organization has comprehensive insurance for its human and material assets
 | Choose an item. | Click or tap here to enter text. |

## 8. INFORMATION SYSTEMS

|  |  |
| --- | --- |
|  | COMMENTS |
| 1. The organization has systems to collect, analyse and manage information
 | Choose an item. | Click or tap here to enter text. |
| 1. The organization has a shared directory with logical filing for all work to be stored
 | Choose an item. | Click or tap here to enter text. |
| 1. The organization has a procedure to manage and ensure the protection of personal data[[5]](#footnote-5)
 | Choose an item. | Click or tap here to enter text. |

## 9. FINANCIAL MANAGEMENT

|  |  |
| --- | --- |
|  | COMMENTS |
| 1. The organization has a budgeting system
 | Choose an item. | Click or tap here to enter text. |
| 1. The organization can easily receive and transfer funds
 | Choose an item. | Click or tap here to enter text. |
| 1. The organization has accounting system is in place recording all financial transactions
 | Choose an item. | Click or tap here to enter text. |
| 1. Internal checks and balances are followed
 | Choose an item. | Click or tap here to enter text. |
| 1. The organization conducts internal and/or external audits on a regular basis
 | Choose an item. | Click or tap here to enter text. |

## 10. PROCUREMENT

|  |  |
| --- | --- |
|  | COMMENTS |
| 1. The organization has written procurement policies and procedures[[6]](#footnote-6)
 | Choose an item. | Click or tap here to enter text. |
| 1. The organization has an asset management system and procedures
 | Choose an item. | Click or tap here to enter text. |

## 11. REPORTING AND MONITORING

|  |  |
| --- | --- |
|  | COMMENTS |
| 1. The organization has internal monitoring and quality management systems
 | Choose an item. | Click or tap here to enter text. |
| 1. The organization has a Monitoring and Evaluation Officer
 | Choose an item. | Click or tap here to enter text. |

## 12. SUSTAINABILITY

|  |  |
| --- | --- |
|  | COMMENTS |
| 1. The organization has a clear strategy to allow local partners to take increased responsibility for the programme
 | Choose an item. | Click or tap here to enter text. |
| 1. The organization ensures that local level skills transfer takes place
 | Choose an item. | Click or tap here to enter text. |

**13. APPLICABLE SUPPORT MATERIALS[[7]](#footnote-7)** (Check boxes for materials that are provided with this form)

[ ]  Legal registration documentation

[ ]  Tax Payment Certificate

[ ]  Organization Chart

[ ]  Administrative and operating procedures

[ ]  Procurement policies and procedures

1. Provide “legal registration documentation” as supporting material. [↑](#footnote-ref-1)
2. Provide “Tax Payment Certificate” as supporting material. [↑](#footnote-ref-2)
3. Provide “Organization Chart” as supporting material. [↑](#footnote-ref-3)
4. Provide “Administrative and Operating Procedures” as supporting material. [↑](#footnote-ref-4)
5. Provide relevant supporting material. [↑](#footnote-ref-5)
6. Provide “procurement policies and procedures” as supporting material. [↑](#footnote-ref-6)
7. Additional documentation could be required during the Assessment phase. [↑](#footnote-ref-7)