# 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)