

To become eligible to apply for funding from the Myanmar Humanitarian Fund, interested NGOs have to participate in an Internal Capacity Assessment (ICA) process whose main aim is to ensure that the Fund has the necessary information about the capacities of the non-governmental partners that can access funding.

This checklist is part of the NGOs submission for the capacity assessment and is just a guide for the partner. The assessment of an NGOs' capacity will start upon receipt through the online Grant Management System (GMS) of the completed checklist below together with as many of the documents available in electronic form.

Please consider all documents below carefully to avoid delays.

**List of documents to submit through GMS**  
**TICK BOX FOR DOCUMENTS SUBMITTED**

**Organizational Information:**

- ☐ Governance documents (i.e. constitution, mandate, trust deed, Board of Trustees and/or Board of Directors with full list of members)
- ☐ An email by the concerned sector/cluster Coordinator, confirming membership of the organization in the cluster/sector and stating the number of 3/4W submissions by the organization to the Cluster (out of the last 12 months).
- ☐ Organization's organigram
- ☐ Code of Conduct (copy signed by appropriate organisation official)
- ☐ Policy on accountability to affected populations (AAP) *(new)*
- ☐ Anti-fraud and conflict of interest policy *(new)*

**Policies/Manuals:**

- ☐ Procurement & Logistics
- ☐ Human Resources
- ☐ Program Planning
- ☐ Finance & Administration
- ☐ Monitoring & Evaluation
- ☐ Security, Safety & Access
- ☐ Gender, HIV/AIDS and/or Environment
- ☐ Child Protection
- ☐ Prevention of Sexual Exploitation and Abuse *(new)*

**Reports and other relevant documents:**

- ☐ Annual country reports for the last 1-2 years, if available
- ☐ Annual financial statements for the last 1- 2 financial years
- ☐ Annual work plans and budgets for the last 1-2 years if available
- ☐ Copy of completed internal monitoring or review report within the last 1-2 years
- ☐ Reports from a) external audits of financial statements for the last 1-2 financial years, and b) external audits of projects completed in the last 12 months if applicable and available
- ☐ Reports from external and internal evaluations, reviews and studies undertaken in the last 1-2 years by the organization in the country
- ☐ References and/or Letters of Recommendations (i.e. donors, partners, government, etc.).
- ☐ List finished and ongoing projects with funding amounts per project in the last 1-2 years
- ☐ List of donors in the last 1-2 years with corresponding record of supported projects, budget, implementation period and geographic location.
- ☐ List and Contact Details of Implementing Partners if the NGO works through them (last 1-2 years)
- ☐ Copy of Capacity Assessment tool if one is used for Implementing Partners
- ☐ Sample report on a recently concluded needs assessment or situation update
- ☐ Sample financial report during the last six month comparing budget against expenditure
- ☐ Samples emails or documents demonstrating the use of the organization's feedback and complaint system
- ☐ Demonstration on the use of accountability to affected populations (AAP) policy i.e. informing beneficiaries about programs, posting information etc.

**Note:** Questions and/or comments regarding this form and the capacity assessment process can be addressed to the OCHA Humanitarian Financing Unit (HFU)