



<b>1. Objectives</b>	<p>1.1 Does your organisation have a mission statement, or some other document, that:</p> <ul style="list-style-type: none"> <li>• explains your organisation’s purpose and aims</li> <li>• identifies who it is that you’re trying to help</li> <li>• describes what it is that you do for them</li> </ul> <p>1.2 What is your strategy; (how do you put all of the above into practice?)</p> <p>1.3 How do you ensure that your objectives are known to the people who work for your organisation?</p> <p>1.4 How do you ensure that your objectives are shared appropriately with people outside your organisation?</p> <p>1.5 What is your vision; what are your hopes and plans for your organisation:</p> <ul style="list-style-type: none"> <li>• in the coming year?</li> <li>• in the next 3 to 5 years?</li> </ul>
<b>2. Governance</b>	<p>2.1 Does your organisation have a governing body (e.g. board)? (Please supply an organisational chart)</p> <p style="margin-left: 40px;">2.1.1 If not, how is the organisation managed?</p> <p style="margin-left: 40px;">2.1.2 How would your organisation appoint and remove directors and other senior staff members?</p> <p>2.2 Does your board/directors periodically review the performance of the organisation in relation to the objectives set out in the strategy (see 1.2)?</p> <p>2.3 How are your board members/directors selected; (does the board have a formal and transparent procedure for the election of new members that is based on merit and needed skills)?</p> <p>2.4 Do the directors/board conduct regular evaluations of their own performance and capacity needs?</p> <p>2.5 How many board members/directors are male / female?</p>
<b>3. Community and Beneficiaries</b>	<p>3.1 How do you decide and define your community and beneficiaries?</p> <p>3.2 How do you provide your community with sufficient information so it can understand your objectives and activities?</p> <p>3.3 Does your community/beneficiaries have any involvement in Board discussions and decision making?</p> <p>3.4 How do you assess, prioritise, and address the needs of your community?</p> <p>3.5 Do you have programmes that address the main issues of your community?</p> <p>3.6 Do you involve beneficiaries at all stages of programme design, management, monitoring and evaluation? If so, how? If not, why?</p> <p>3.7 Is there a contact person(s) within your organisation to whom the community can</p>

	talk?
<b>4. Programmes and Services</b>	<p>4.1 How do you ensure that your programmes and services are consistent with your purpose and aims?</p> <p>4.2 How do you try to ensure that your programmes/services are sustainable?</p> <p>4.3 How do you monitor the progress of your programmes/services?</p> <p>4.4 How do you evaluate your programmes/services?</p>
<b>5. Management and Administration</b>	<p><b>5.1 Employees</b></p> <p>5.1.4 How do you select your staff?</p> <p>5.1.2 Does each employee have a contract and job description?</p> <p>5.1.3 How are staff managed/supervised?</p> <p>5.1.4 Do you conduct regular staff training?</p> <p>5.1.5 Do you have regular performance appraisals?</p> <p>5.1.6 How do your staff salaries compare with other organisations/employers?</p> <p>5.1.7 Do you have a clear written grievance policy and procedure that protects the rights of all staff members?</p> <p>5.1.8 How many employees are male / female?</p> <p><b>5.2 Child Protection Policy (CPP)</b></p> <p>5.2.1 Does your organisation work with children? If YES, go to next question: if NO, go to section 5.3</p> <p>5.2.2 Do you have a child protection policy? (Please supply a copy)</p> <p>5.2.3 How do you ensure that all staff, volunteers, and visitors are aware of their obligations under the CPP?</p> <p>5.2.4 How do you monitor that the actions required under the CPP are taking place?</p> <p><b>5.3 Internal Information Dissemination</b></p> <p>5.3.1 Do you have regular meetings for staff/volunteers/management/donors etc?</p> <p>5.3.2 Are minutes kept for these meetings?</p> <p>5.3.3 How do you ensure that, where appropriate, meeting outcomes get acted on/disseminated?</p> <p><b>5.4 Human Resources</b></p>

	<p>5.4.1 What departments/activities do you have? (see organisational chart in 2.1)</p> <p>5.4.2 Does each department/activity have sufficient skilled personnel?</p> <p>5.4.3 If there are any gaps/shortcomings, what is being done to rectify them?</p> <p><b>5.5 Annual Report</b></p> <p>5.5.1 Do you produce annual reports or other similar documents that are disseminated widely: (how/where?)</p> <p><b>5.6 Information and Website</b></p> <p>5.6.1 Is all your public information such as leaflets/handouts/information sheets consistent and up to date?</p> <p>5.6.2 Does your website provide adequate factual information?</p> <p>5.6.3 Is your website kept up to date?</p> <p><b>5.7 Compliance</b></p> <p>5.7.1 Is your organisation registered with the relevant ministry(ies)?</p> <p>5.7.2 Does your organisation comply with the relevant governmental regulations?</p> <p>5.7.3 Do you have projects that are working with or acknowledged by the government?</p> <p><b>5.8 Cooperation</b></p> <p>5.8.1 List any networks other than ConCERT that your organisation participates in.</p>
<p><b>6. Financial Control and Transparency</b></p>	<p>6.1 How do you ensure that the funds you receive are consistent with your purpose and aims?</p> <p>6.2 How do you ensure that all income and expenditure is accounted for?</p> <p>6.3 How do you provide evidence that the money was used for the purposes for which it was intended?</p> <p>6.4 Do you produce a financial statement/annual accounts? 6.4.1 If so, are these produced internally by your own staff, or externally?</p> <p>6.5 Are your financial accounts audited?</p> <p>6.6 Do you have procedures in place for staff members to report instances of internal fraud, waste, and corruption, in confidence and without fear of retaliation?</p> <p>6.7 Are you registered with any tax refund schemes i.e. GiftAid, 501 3(c) etc. If so, please give details</p>

<p><b>7. Volunteers</b></p>	<p>7.1 Does your organisation use volunteers? If not, go to section 8.</p> <p>7.2 Do you charge a fee?</p> <p>7.3 Why do you use volunteers; why not employ local staff?</p> <ul style="list-style-type: none"> <li>• Lack of skills</li> <li>• Lack of capacity</li> <li>• Lack of funds</li> <li>• Support for local staff</li> <li>• Source of funds</li> <li>• New ideas</li> <li>• Experience of other cultures</li> <li>• Other</li> </ul> <p>7.4 If your programmes work with vulnerable people, (children, young adults, people with learning or other disabilities, or people in extreme poverty), do you have appropriate security measures in place within the application process, (including security checks and screening procedures), to protect both the vulnerable and the volunteer?</p> <p>7.5 How do you match volunteers to tasks to ensure they bring skills that meet your organisation's and community's needs?</p> <p>7.6 Do you have minimum/maximum periods for placements to ensure their duration is appropriate to the tasks and long enough so the volunteers can make an effective contribution?</p> <p>7.7 What type of roles/jobs do they undertake?</p> <p>7.8 Are these roles clearly defined?</p> <p>7.9 What type of practical support do you provide for volunteers?</p> <ul style="list-style-type: none"> <li>• Help with accommodation</li> <li>• Food</li> <li>• Airport collection</li> <li>• Transport</li> <li>• Orientation</li> <li>• Visas</li> <li>• Equipment</li> <li>• Other</li> </ul> <p>7.10 Do you brief volunteers on or before arrival? If so, what is covered? (Rules/CPP/Cultural issues/Dress code/FAQs etc)</p> <p>7.11 How are volunteers managed?</p> <p>7.12 Is their progress/performance monitored and feedback given?</p> <p>7.13 How can volunteers give feedback and make suggestions to your organisation?</p> <p>7.14 Do you have procedures in place for volunteers to report issues that concern them, or make a complaint, in confidence and without fear of retaliation?</p>
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<b>8. What other types of support do you require?</b>	Sponsorship Schemes: (Child, Young Adult, Family, Other)	Materials or Other Support (please list)	How would you spend the following sums? (Change the amounts if required to reflect your organisation's needs)
	Amount(s) per month  \$		\$10  \$100  \$1,000  \$10,000 or more
Organisation	Signature		Date:
<i>ConCERT</i>	Signature		