



United Nations  
Educational, Scientific and  
Cultural Organization

## UNESCO Partner Identification Form

The objective of this form is to gain an overview of a potential project-level collaboration between an applicant and UNESCO, in terms of the applicant's operations/activity. The details provided below will allow UNESCO to be apprised of the key characteristics of your organization.

**Please note that only not-for-profit entities may apply.**

Applicant Profile	
Identity Details	
1.	Name of Applicant <i>(Please provide <u>complete</u> name as stated on the Certificate of Incorporation/Registration, do not abbreviate):</i>
2.	Date of Incorporation <small>Click or tap to enter a date.</small> Place of Incorporation
3.	Date of commencement of business <small>Click or tap to enter a date.</small>
4.	Status: <input type="checkbox"/> Non-Governmental Organisation <input type="checkbox"/> Intergovernmental Organisation <input type="checkbox"/> Research institute <input type="checkbox"/> University <input type="checkbox"/> Foundation <input type="checkbox"/> Governmental body <input type="checkbox"/> Professional association <input type="checkbox"/> other (please specify)
5.	Working language: <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Other (please specify)
6.	Countries of operation, presence <i>(indicate the countries in which your organization operates or has a presence)</i>
7.	Accreditations and/or Certifications <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(from recognized humanitarian and professional entities to assess the applicant's maturity in the relevant area(s)):</i>
Address	
1.	Correspondence address:
2.	Contact details:
Mandate and Mission	
1.	Background and Mission Statement (2 000 characters maximum)
2.	Primary operational experience <i>(Areas of specialization and domain; years of experience in each area of specialization)</i> (2 000 characters maximum)
Governance and Ethics	
1.	Governance structure <i>((Please describe the basic governance arrangements and provide a brief description of the organization's governance structure) (2 000 characters maximum)</i>
2.	Reporting lines, oversight and relationship between the applicant's headquarters and its field/local office (2 000 characters maximum)
3.	Organizational chart <i>(please provide, if available)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(To understand the level of authority and possible time delays in the Project Partnership Agreement negotiation and signing process, indicate whether the delegated authority for signing Project Agreements is at the headquarters or at local level).</i>
4.	Publicly available <b>annual report</b> to stakeholders <i>(please attach; e.g. audited financial statement)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
5.	The organization has the following policy or practice or standard code of conduct and safeguards: i. Fraud and Corrupt practices <input type="checkbox"/> Yes <input type="checkbox"/> No ii. Gender equality <input type="checkbox"/> Yes <input type="checkbox"/> No iii. Other- please specify?
If the answer is No, please provide comments (2 000 characters maximum)	

**TO BE FILLED IN BY THE APPLICANT****Funding**

1. Your annual budget in USD equivalent:  
 < 100 000.00       > 100 000.00 and < 500 000.00  
 > 500 000 and 1 000 000.00     > 1 000 000.00 and < 1 500 000.00     over 1 500 000.00
2. Core funding (please enter main sources of core funding)  
(2 000 characters maximum)
3. Name and category of top 5 donors for operations (whom the applicant has worked with and from whom funding has been received in the recent past (maximum of last past five years))

Name of the donor	Category of donor				
	Commercial organization	Government	Public / individuals	United Nations	Other
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Collaboration**

1. History of partnership in the past - has the applicant previously collaborated with:
  - i. UNESCO  Yes  No  
if yes, please provide a description (2 000 characters maximum)
  - ii. other UN or similar institutions  Yes  No  
if yes, please provide a description (2 000 characters maximum)
  - iii. other organizations, including governmental authorities (the country of operation should be indicated)  
 Yes  No  
if yes, please provide a description (2 000 characters maximum)
2. Network membership - please indicate if the organization is a member of any organizational network  
(2 000 characters maximum)
3. Has the applicant received any type of assessment from:
  - i. Another UN organization  Yes  No  
If yes, please provide the year and name(s) of the other UN agencies that have assessed the organization and the type of assessment (2 000 characters maximum)
  - ii. Other accredited entities in the country of operation  Yes  No  
If yes, please provide the name(s) of the other accredited entities in the country and the type of assessment (2 000 characters maximum)

**TO BE FILLED IN BY THE APPLICANT****Capacity to manage and support implementation****Working with the field**

Please describe the added value that the applicant's headquarters may provide to operations by supporting the field, the type of support provided to field operations for programme/project implementation, and its ability to support and mobilize resources in this context.

(2 000 characters maximum)

**Results-Based Management**

Does the applicant use Result-Based-Management?  Yes  No

If no, how does the applicant measure results?(2 000 characters maximum)

**Risk Management**

Please indicate whether or not the organization uses a risk management approach. (2 000 characters maximum)

**Financial control**

- ✓ Does the applicant have an accounting system?  Yes  No  
(Does the applicant have a system in place to track project expenditures in support of accurate project reporting and claims made to funding agencies?) (2 000 characters maximum)
- ✓ Does the accounting system include a project cost ledger for the recording of expenditures of each program/donor by required budget-cost categories?  Yes  No  
Please describe (2 000 characters maximum)
- ✓ Does the applicant have adequate internal controls for resource management?  Yes  No  
Please describe (2 000 characters maximum)
- ✓ What is the standard of accounting principles adopted by the applicant (2 000 characters maximum)

**Financial staffing**

Does the applicant have adequate and experienced staff responsible for financial management in all operations?

Yes  No Please specify

**Audit**

- ✓ Does the applicant have regular internal/in-house audits?  Yes  No  
If yes: Choose an item.  
Please provide name and details of the auditor as well as the type(s) of audit performed:  
(254 characters maximum)
- ✓ Does the applicant have publicly available audit reports?  Yes  No  
please indicate how/where these can be accessed (i.e. provide link)

**Segregation of Duties**

Has the applicant instituted safeguards in all operations to ensure the following functional responsibilities are appropriately segregated?

Areas of Responsibility	Segregation of Duties	Comment
Authorization to execute a transaction	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Recording of a transaction	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Custody of assets involved in the transaction	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Bank reconciliation and payment approval	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Procurement	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Procedures**

Does the applicant have formal documented policies applicable to all operations that cover the following areas:

Policy Area	Documented Policies	Comment
Human Resources	<input type="checkbox"/> Yes <input type="checkbox"/> No	(254 characters maximum)
Procurement	<input type="checkbox"/> Yes <input type="checkbox"/> No	(254 characters maximum)
Asset and Inventory Management	<input type="checkbox"/> Yes <input type="checkbox"/> No	(254 characters maximum)

**TO BE FILLED IN BY THE APPLICANT****Other information**

Please enter any other information you wish to share with UNESCO.

**Declaration**

The purpose of the declaration is to determine whether the potential partner is committed to and shares the core values of UNESCO.

UNESCO will partner only with no--for-profit entities that are committed to the core values of UNESCO. The applicant must answer "yes" to all declarations in order to be a partner of UNESCO.

<b>Declaration</b>	
By answering yes, the organization/applicant confirms that is not sanctioned by the UN Security Council Committee on Sanctions pursuant to resolution 1267 (1999) and to other resolutions of the Security Council targeting terrorism or that the organization has supported, directly or indirectly, individuals and entities sanctioned by the Committee or any other involved any other manner that is prohibited by a resolution of the UN Security Council adopted under Chapter VII of the Charter of the UN.	<input type="checkbox"/> Yes <input type="checkbox"/> No
By answering yes, the organization/applicant confirms that it will not discriminate against any persons of concern, regardless of their race, religion, nationality, political opinion, gender or social groups.	<input type="checkbox"/> Yes <input type="checkbox"/> No
By answering yes, the organization/applicant commits to abide by the Principles of Partnership.	<input type="checkbox"/> Yes <input type="checkbox"/> No
As a representative of my organization, I accept the terms of UNESCO and I declare my organization in conformance with all of the partnership preliminary selection criteria.	
<input type="checkbox"/> Decline <input type="checkbox"/> Accept	

Name of the Declarant

Date

Signature

Position/title



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**Due diligence review for pre-qualification and retention of partner**

Once the form has been completed and submitted by the applicant, UNESCO will conduct a review and assessment, as follows:

The Partner is able to make an effective contribution to the achievement of UNESCO's objectives, in conformity with the principles proclaimed in UNESCO's Constitution;	<input type="checkbox"/> Yes <input type="checkbox"/> No
Its purposes, function and operation are not-for-profit-making in character (submission of statutes/instrument of legal registration for Cat. B partners is required as well as confirmation that they have been active for at least two years);	<input type="checkbox"/> Yes <input type="checkbox"/> No
It possesses adequate facilities and has the capacity to manage the volume of funds and to implement the agreed-upon activities in an efficient and effective manner;	<input type="checkbox"/> Yes <input type="checkbox"/> No
It has been fully involved in the work plan elaboration of the activity/project to be implemented in partnership with UNESCO;	<input type="checkbox"/> Yes <input type="checkbox"/> No
It has submitted an estimated implementation cost breakdown that UNESCO deems reasonable and fair in comparison with prevailing market trends, and represents value for money;	<input type="checkbox"/> Yes <input type="checkbox"/> No
It provides 'added value' in terms of a monetary or in-kind contribution. In the latter case, the amount is quantified to estimate the contribution of the partner;	<input type="checkbox"/> Yes <input type="checkbox"/> No
It has a sound financial status and appropriate internal control procedures;	<input type="checkbox"/> Yes <input type="checkbox"/> No
It has the capacity to participate in planning, monitoring and assurance activities;	<input type="checkbox"/> Yes <input type="checkbox"/> No
It has managerial and record-keeping competencies, as well as permanent staff and the ability to manage and support staff in the field;	<input type="checkbox"/> Yes <input type="checkbox"/> No
It has the necessary standards of professional and ethical conduct;	<input type="checkbox"/> Yes <input type="checkbox"/> No
It has minimum standards in place for investigations of fraud and misconduct.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Other information</b>	
Please enter any other information to support your review and assessment.	

Name

Date

Signature

Contracting unit