
ACCREDITATION APPLICATION FOR NON-GOVERNMENT ORGANIZATIONS

NATIONAL DISASTER RISK MANAGEMENT FUND



ACCREDITATION OF NON-GOVERNMENT ORGANIZATIONS

Background:

National Disaster Risk Management Fund (NDRMF) (The Fund), is a government-owned not-for-profit company, established with the Securities & Exchange Commission of Pakistan under Section 42. The Fund will provide grants to public sector entities as well as United Nation Agencies, International and/or National Non-Governmental Organizations at Federal, Provincial, District and Community levels for subprojects, to contribute to enhance Pakistan's resilience to climatic and other natural hazards. The Fund is an apex financing institution that will maintain highest level of integrity and transparency in awarding, managing, and guiding investments through subprojects that shall reduce risk and vulnerabilities that are associated with climatic change and natural hazards. The Fund will strive to strengthen the technical knowledge base in disaster and climate change risks & impacts besides developing market for transfer of residual risks of natural hazards that cannot be mitigated. This will reduce socio-economic & fiscal vulnerability of the country and its population to natural hazards.

The Fund is a long-term partnership between the Government of Pakistan, Asian Development Bank (ADB) and other Donors to comprehensively address key issues in Disaster Risk Management and Disaster Risk Financing. It is envisaged that ADB will provide about US\$ 1 billion through additional financing between 2019 and 2028, to contribute towards US\$ 3 billion financing requirement for implementation of the National Disaster Management Plan and National Flood Protection Plan (NFPP) – IV, etc.

Non-Government Entities shall be accredited to assess their respective capacity to implement grants before inviting proposals, which if accepted, will result in signing of the grant agreement and releasing the grant. The main objective of the capacity assessment is to engage only with organizations that are eligible and meet the minimum capacity requirements at least, in critical implementation areas. Whereas, in cases where though an organization possesses minimum capacity requirements, however, there exists gaps in certain aspects, a "Risk Mitigation Plan" will be developed and agreed to mitigate/address the gaps by the organization. Thereafter, compliance will be reviewed & accepted by the Fund, before releasing the grant. An organization that will stand qualified for award of grant after accreditation and acceptance of proposal, will be called "Fund Implementation Partner".

An Organization can apply for accreditation, in the form of association/consortium in following ways:

- a) An Organization may associate with an already accredited organization as Joint Venture Partner. In such case, the non-accredited organization will be required to go through the of process accreditation. If all JV Partners succeed in obtaining accreditation and stand qualified for award of grant, all the JV Partners shall be signatory to the agreement and equally responsible for implementation of the project.

- b) Two or more non-accredited Organizations may associate with each other as Joint Venture Partners and shall have to attain accreditation separately. In case, one or more JV Partners do not get accreditation, those partners could not be associated by the accredited organization/partner in any form for the implementation of the project, if awarded.
- c) An accredited organization may apply for a grant having association with non-accredited organization. In such case, non-accredited organization can become part of the proposal as sub-contractor.
- d) At the time of accreditation and proposal submission, an intended Joint Venture Agreement will be required having therein addresses and the roles and responsibilities of all the partners. Consequent to the acceptance of proposal for award of grant, JV will be required to legally register before award of the grant agreement.

An organization already possessing an external accreditation(s) such as GEF, GCF, etc. or accreditation by a Donor Agency, will be considered accredited by NDRMF, upon provision of the documentation to NDRMF that was submitted for securing external accreditation(s) along with the accreditation certificate.

INSTRUCTIONS

Accreditation Process:

1. The accreditation process shall include two stages; first stage will focus on the aspect as to whether the applying organization(s) is eligible for exploring NDRMF grants in consideration of the applicable laws of the country, whereas in the second stage, their institutional capacity will be assessed with respect of implementation of grants.

Stage – I: Eligibility

2. The organization(s) ought to have compliance with all the following criterions. The eligibility will be determined sequentially for each level and in case, an organization does not possess any of the eligibility requirement, the organization’s request will not be processed to next level or next stage. An organization already possessing external accreditation(s) such as GEF, GCF, etc. or accreditation by a Donor Agency, will also have to provide documentary evidences in respect of following eligibility criterions. The compulsory eligibility criterions shall include the following:

A. Registration			
The Organization is legally registered under any of the following legal regimes: <i>[Mark the relevant registration in column 1 as ‘X’ and mention whether the current registration status is active/suspended/expired in column 2]</i>			
a)	Companies Ordinance 1984 or Companies Act 2017		
b)	Societies Registration Act 1860		
c)	Voluntary Social Welfare Organizations Ordinance 1961		
d)	Trusts Act 1882		
e)	Economic Affairs Division, Government of Pakistan ¹		
f)	By means of treaty or other agreement that acts as a charter with Government of Pakistan <i>[for UN Agencies]</i>		

B. Financial Management			
The Organization confirms to following conditions: <i>[Choose the relevant answer in column 1 and mention National Tax Number (if applicable) in column 2 along with status i.e. active or inactive]</i>			
a)	Registered with Taxation Department	Yes/No	NTN #
	Exemption for Tax(es)	Yes/NO	Exemption Certificate(s)
b)	Last three (03) years audited financial statements	Yes/No	
c)	Audit was carried out by a Chartered Accountancy Firm from State Bank of Pakistan’s Panel of Auditors under	Yes/No	

¹Pursuant to the processes prescribed by the Government of Pakistan, an International Non-Government Organization (INGO) and a local (National) Non-Government Organization (NGO), receiving foreign contributions (funds, materials and services) emanating from outside Pakistan or utilizing foreign economic assistance, are required to be registered with Economic Affairs Division, Government of Pakistan.

	Category 'A' and having 'Satisfactory' rating under the Quality Control Review Programme managed by the Institute of Chartered Accountants of Pakistan		
d)	Commitment of availability of counterpart financing i.e. 30% (in cash) for the proposed project	Yes/No	

Stage – II: Intuitional Capacity

3. Only, the organization qualifying on the above criteria will be further assessed in following broad areas:

- (i) Organizational Structure;
- (ii) Regulatory and Legal regimes;
- (iii) Financial Management & Internal controls;
- (iv) Procurement Management;
- (v) Environment & Social Safeguards; and
- (vi) Gender

4. A List of Reference Documents, in respect of each criterion, has been given at the end. Each organization applying for accreditation, will invariably have to submit, preferably soft copies of all the required documents, in USB, with filled Accreditation Proforma. However, if an organization considers submission of hard copies of the supporting documents, easy/appropriate, they may do. In case supporting reference material is available on website of the organization, a reference of the web link of that supporting material could be provided as an alternate to submission of the document/material. The information provided in the filled Accreditation Proforma shall be verified from the supporting reference documents/material provided by the applicant.

5. The Organization will submit **one (01) original** and **three (03) set of copies** of filled Accreditation Proforma. Every page of the original submission must be signed and stamped. In addition, PDF version of the signed and stamped Accreditation Proforma, should also be provided on USB with the supporting reference material/documents.

6. ***A brief Concept Paper of a project for seeking potential financing ought to be furnished with the Accreditation Application.***

ACCREDITATION PROFORMA

A. Organizational Structure

Core Questions			
<i>[Choose the relevant answer in column 1 and in case of answer as "No", mention alternate, however, equal mechanism if exists any in column 2]</i>			
a)	Do the organizational & reporting structures exist?	Yes/No	
b)	Are those structures clearly documented and disseminated?	Yes/No	
c)	Is there a document that outlines the supervisory and staff responsibilities?	Yes/No	
d)	Does the organization have defined internal communication mechanisms?	Yes/No	

B. Regulatory and Legal Regimes

1. Vision, Mission, and Values

Core Questions			
<i>[Choose the relevant answer in column 1 and in case of answer as "No", mention alternate, however, equal mechanism if exists any in column 2]</i>			
a)	Does the organization have vision statement, mission statement and statement of values?	Yes/No	
b)	Are the vision and mission statements used to set priorities?	Yes/No	
c)	Are these statements posted openly in the office or somewhere visible for staff & visitors to see them?	Yes/No	
d)	Are the statements being used in human resource materials (i.e., staff handbooks, orientation materials, job descriptions, etc.), organizational brochures, reports, and proposals?	Yes/No	
e)	Does the organization regularly review the vision and mission statements (for example, in conjunction with strategic and/or operational planning)?	Yes/No	

2. Legal Adherence

Core Questions			
<i>[Choose the relevant answer in column 1 and in case of answer as "No", mention alternate, however, equal mechanism if exists any in column 2]</i>			
a)	Is the documentation of current legal registration(s) readily available (or posted) in the office or available on internet on the organization's website?	Yes/No	Give web link

b)	Are country's labor laws being adhered to and their references are duly documented in human resource policies?	Yes/No	
c)	Does the organization comply with the taxation regime in its all financial affairs?	Yes/No	
d)	Does the organization comply with annual statutory requirements, such as audits and other reporting?	Yes/No	
e)	Are audit and other statutory reports, reviewed and approved by the Board/Council/Governing Management?	Yes/No	

3. Governing or Advisory Structure

Core Questions			
<i>[Choose the relevant answer in column 1 and in case of answer as "No", mention alternate, however, equal mechanism if exists any in column 2]</i>			
a)	Does the organization have any governing and/or advisory Board/Council//Body/Management?	Yes/No	
b)	Does the Governing Board/Council//Body/Management have clearly defined Terms of Reference (TOR) that details its primary duties	Yes/No	
c)	Are the roles of Governing Board/Council//Body/Management and Organizational Management clearly differentiated from each other?	Yes/No	
d)	Does clearly documented system & criteria exist for electing/selecting or replacing a member of Governing Board/Council//Body/ Management?	Yes/No	
e)	Does any term limit exist for a person to complete/remain as member of the Governing Board/Council/Body/Management?	Yes/No	
f)	Does the Governing Board/Council//Body/Management meet regularly, agenda is pre-circulated and its decisions are documented in the form of minutes?	Yes/No	
g)	Is the Governing Board/Council//Body/Management involved in strategic planning, resource mobilization, developing & approving organizational policies, approval of budget and audited annual financial statements	Yes/No	

C. Financial Management & Internal Controls

1. Financial Policies and Procedures

Core Questions			
<i>[Appropriately describe the processes in the given column]</i>			
a)	What type of accounting system(s) is in vogue at the organization?		
b)	How is the system(s) implemented?		

c)	Does the organization use any accounting software(s)? Specify its type.	
d)	How financial procedures are developed and approved? Have they been duly documented?	
e)	How often are the financial procedures formally reviewed/updated?	
f)	What is included in the financial policies & procedures? i.e. Do they include:	
	(i) A signatory/authority matrix (who can do what)	
	(ii) Authorization limits	
	(iii) Cheque signatories (who are they)	
	(iv) Budgeting and reporting requirements	
	(v) Policies regarding receipts (definition, recording)	
	(vi) Requirements for documenting expenses/payments and income/receipts (supporting documentation and retention period)	
	(vii) Procedures for managing Organization's Bank Account(s)	
	(viii) Petty cash management (who can spend, types of items, limit)	
	(ix) Monthly reconciliation of all cash accounts	
	(x) Policies and procedures for handling potential fraud	
	(xi) Processes & frequency about orientation/training of staff on the procedures	
g)	Does the organization have separate accounts for separate programmes & use separate codes to assign transactions to a specific project/donor?	
h)	Is their cashbook (or bank journal) completed in ink used for each bank account?	
i)	How are account balances kept? Are all payments & receipts recorded in the organization's bookkeeping system? How are transactions in the accounting system linked to supporting documentation?	
j)	What kind of accrual transactions are included in the annual financial statements at the end of the fiscal year?	

2. Internal Controls

Core Questions		
<i>[Appropriately describe the processes in the given column]</i>		
a)	Do written policies on internal controls exist?	
b)	Are the policies regularly reviewed, updated and staff is trained on?	
c)	Do the controls guide the segregation of duties amongst staff that is involved in financial management?	
d)	Do multiple people review & approve payments and financial reports?	
e)	How is petty cash managed?	
f)	Is there a safe or other secure place for storing cash and checkbooks?	
g)	Are the contents of financial management effectively secured by having limited or authorized access?	

h)	How are the financial risks reviewed & addressed by the organization? What is the periodicity of such reviews?	
i)	Is there a documented procedure for handling possible instances of fraud or theft?	

3. Financial Documentation and Reporting

Core Questions

<i>[Appropriately describe the processes in the given column]</i>		
a)	Does the organization have written guidelines and procedures for documenting all types of its financial transactions?	
b)	How often are these guidelines reviewed and updated? What is the related process?	
c)	Is the organization's financial documentation up-to-date?	
d)	Are financial files kept separately & neatly in an organized and secured manner?	
e)	Does the organization have procedures for preparing and disseminating financial reports?	
f)	Does the organization adhere to relevant legal requirements on financial reporting, such as audits?	
g)	Who prepares, reviews, and approves financial reports in the organization that are shared with donors and other stakeholders? What are the percentages (%) of overhead costs in project's budgets?	

4. Financial Planning and Sustainability

Core Questions

<i>[Appropriately describe the processes in the given column]</i>		
a)	Does the organization have a master budget that includes operating and overhead costs as well as project activities? Explain the process of developing the master budget??	
b)	How are budgets reviewed and approved? Are they frequently updated?	
c)	Does the organization have a documented resource mobilization strategy? How does it relate to the strategic plan?	
d)	Does the organization have income-generating activities or other sources of unrestricted funding?	
e)	Does the organization have adequate cash flow for debt servicing (if the organization is in debt)?	

D. Procurement Management

1. Regulatory Framework

Core Questions			
<i>[Choose the relevant answer in column 1 and in case of answer as "No", mention alternate, however, equal mechanism if exists any in column 2]</i>			
a)	Are separate & exclusive policies, rules, regulations, procedures, guidelines that govern the procurement processes & responsibilities in place? Is precedence clearly established?	Yes/No	
b)	Are they adequately recorded/documentated in the form of Manual detailing all procedures for the correct administration of procurement policies, rules, regulations, procedures or guideline besides organizing the hierarchy?	Yes/No	
c)	Are all policies, rules, regulations, procedures or guidelines easily accessible to everyone including general public, at no cost?	Yes/No	
d)	Does the Framework adequately cover to carry out procurement of Goods, Works, and Services (including consulting services) using guidelines/rules/processes of more than one sources of funds/donors?	Yes/No	
e)	Do the rules promote fair competition and extend level playing field to all the prospective bidders?	Yes/No	
g)	Do the policies, rules, regulations, procedures, guidelines or Manual regularly reviewed and updated?	Yes/No	
h)	Does the Organization have dedicated procurement expertise available?	Yes/No	

2. Bidding Processes

Core Questions			
<i>[Choose the relevant answer in column 1 and in case of answer as "No", mention alternate, however, equal mechanism if exists any in column 2]</i>			
a)	Is open competitive bidding a default method of procurement?	Yes/No	
b)	Are other methods of procurement also allowed/adopted under given conditions as an alternate to competitive bidding process and an unambiguous level of hierarchy is given in the procurement framework?	Yes/No	
c)	Are appropriate standards for resorting to international competitive bidding, if mandated, provided?	Yes/No	
d)	Is invitation for bids properly advertised in newspaper and uploaded on organization's website/international website/business magazines etc.?	Yes/No	

e)	Is sufficient time [such as 15 days for national competitive bidding and/or 30 days for international competitive bidding], provided for the bidders to respond?	Yes/No	
f)	Does the bidding documents contain necessary information such as name & address of official for obtaining bidding documents & clarifications by prospective, eligibility criteria, nature of procurement activity, date, time & place for pre-bid meetings, bid submission & opening?	Yes/No	
g)	Does the organization require bidders, including international, to get themselves registered with it through a defined mechanism for taking part in a bidding process?	Yes/No	
h)	Is the registration criteria objectively defined and non-discretionary for measuring the capacity, capability and competence to execute a contract?	Yes/No	

3. Participation Processes

Core Questions			
<i>[Choose the relevant answer in column 1 and in case of answer as "No", mention alternate, however, equal mechanism if exists any in column 2]</i>			
a)	Do the rules require incorporation of sufficient information in tender documents to enable the submission of responsive bids/proposals and to establish the basis for a transparent evaluation & award process?	Yes/No	
b)	Does the organization have prescribed Standard bidding documents for procurement of goods, works and services?	Yes/No	
c)	Are standard and mandatory set of clauses or templates that are reflective of the legal framework, used in bidding documents?	Yes/No	
d)	Do the rules advocate/encourage development of generic specifications (which are not restrictive in nature, like use of brand names in specifications) and refer to international standards where possible?	Yes/No	
e)	Are bids publically opened immediately after the closing time for the receipt of bids, on the same date?	Yes/No	
f)	Do the rules sufficiently cover the maintenance of records of proceedings of bids openings and their availability for review?	Yes/No	
g)	Are bids invited in sealed envelopes and are appropriate security measures in place for safe custody & controlled access to bids?	Yes/No	
i)	Do electronic bidding processes exist? If yes, are the processes or systems highly secured with respect to access control. Does the system provides long term record-keeping and auditing functionality?	Yes/No	

4. Evaluation and Award Criteria

Core Questions

[Choose the relevant answer in column 1 and in case of answer as "No", mention alternate, however, equal mechanism if exists any in column 2]

a)	Does the regulatory framework prohibit the use of evaluation criterion(s) that is not prescribed in the bidding documents?	Yes/No	
b)	Do the rules stress upon devising an objective criteria in quantifiable terms?	Yes/No	
c)	Do the rules give adequate importance to the quality and regulate how price and quality are to be considered to achieve value for money?	Yes/No	
d)	Do the rules allow seeking clarifications which should not change the substance of bid, from the bidders for making an objective evaluation of the bids?	Yes/No	
e)	Do the rules require dissemination of evaluation results to public?	Yes/No	
f)	Does the organization have standard contract agreement(s) for goods, works and services?		
g)	Does the contract agreement template(s) adequately cover the legal as well as regulatory framework?		
h)	Are the conditions of contract generally consistent with internationally acceptable practices?		

5. Complaints Management

Core Questions

[Choose the relevant answer in column 1 and in case of answer as "No", mention alternate, however, equal mechanism if exists any in column 2]

a)	Do the organization's rule acknowledge bidders' right to lodge compliant/grievance?	Yes/No	
b)	Is there a well-defined mechanism for handling of compliant by a body/committee that is independent of procurement committee and do that body/committee have an authority to grant remedies?	Yes/No	
c)	Do the rules provide chance of representation to a complainant?	Yes/No	
d)	Do the rules establish timeframes for issuance of decisions by the organization and the administrative review body?	Yes/No	
e)	Do the rules require proper dissemination of the Complaint/Grievance Management mechanism for public awareness?	Yes/No	

E. Environment & Social Safeguards

Core Questions			
[Choose the relevant answer in column 1 and in case of answer as "No", mention alternate, however, equal mechanism if exists any in column 2]			
a)	Does the organization have a policy with regards to Environment and Social Safeguards?	Yes/No	
b)	Is Environment & Social Management (ESM) Policy approved by the Governing Board/Council//Body/ Management and communicated to all levels of staff and publically disclosed?	Yes/No	
c)	Is the Environment & Social Management System (ESMS) being fully implemented and being used for:		
	(i) Project screening and categorization?	Yes/No	
	(ii) Assessment of impacts?	Yes/No	
	(iii) Development of measures to mitigate adverse environment and social impacts and enhancement of positive impacts?	Yes/No	
	(iv) Capacity development of staff	Yes/No	
	(v) Implementation of grievance redressal mechanism	Yes/No	
	(vi) Monitoring of mitigation measures implementation	Yes/No	

F. Gender and Inclusion

1. Policies

Core Questions			
[Choose the relevant answer in column 1 and in case of answer as "No", mention alternate, however, equal mechanism if exists any in column 2]			
a)	Does the organization have a gender policy or strategy?	Yes/No	
b)	Is gender policy or strategy approved by the Governing Board/Council//Body/ Management and communicated to all levels of staff?	Yes/No	
c)	Does the organization have designated or dedicated staff to take gender agenda forward with well-defined role?	Yes/No	
d)	Are gender and development training mandatory for all staff members?	Yes/No	
e)	Does the organization comply with the Protection against Harassment of Women at the Workplace Act?	Yes/No	
f)	Does the organization comply with the National Policy for Persons with Disabilities?	Yes/No	
g)	What is the percentage of women staff of the organization with respect to the total number of staff?	...%	

2. Gender and Inclusive Programming

Core Questions

[Choose the relevant answer in column 1 and in case of answer as "No", mention alternate, however, equal mechanism if exists any in column 2]

Is the gender policy/strategy being fully implemented and considered in program development and implementation:

a)	Is gender disaggregated qualitative and quantitative data collected, analyzed and used?	Yes/No	
b)	Is socio-economic and gender analysis ² conducted to assess differential needs of diverse women and men?	Yes/No	
c)	Do projects respond to differential needs of diverse women and men identified during the socio-economic and gender analysis?	Yes/No	
d)	Are specific gender elements spelled out at activities, outputs, outcomes and impact levels?	Yes/No	
e)	Are gender specific risk and mitigation strategies developed to avoid, minimize and/or mitigate adverse gender impacts?	Yes/No	

² Presents the issues, gaps and problems that should be addressed by gender-responsive project interventions

List of Reference Documents

The following is an exhaustive list of reference/supporting documents which the organization will invariably provide/submit with their application/request for accreditation:

Sr. #.	Documents	Checklist
Experience		
1	List of Completed Projects in Last Three Years as per the template provided at Annex – I	
2	List of Donors worked with by the Organization with details of their financial assistance	
Eligibility		
3	Legal Registration Certificate along with Memorandum of Associations, Forms (such as Form 29, Form A) etc., where applicable	
4	MOU with Economic Affairs Division (where applicable)	
5	Registered with Taxation Department [In case of exemption(s), exemption certificate(s) and/or charter/MOU with Government of Pakistan allowing exemption of taxes such as UN Agencies]	
6	Last three (03) years audited financial statements	
7	Profile of Audit Firm	
8	Financial Resources, comprising of Working Capital supplemented by credit line statements or overdraft facilities and others, to meet the precondition of Grant Financing by NDRMF	
Organization Structure		
9	Policy and procedures (Operational) Manuals	
10	Organogram	
11	Functions, roles & responsibilities of various departments	
12	Core Competences	
13	Institutional Strength	
14	Samples of administrative forms	
Regulatory & Legal Regimes		
15	Vision, mission, and/or values statements	
16	By-laws or Articles of Incorporation	
17	Details of members of Governing Board/Council/Body/ Management	
18	Terms of reference for Governing Board/Council/Body/ Management and its members	
19	Proceedings of Governing Board/Council/Body/ Management meetings	
20	Labor policy	
21	Statutory reports	
Financial Management& Internal Controls		
23	Financial Manual	
24	Accounting Journals	
25	Chart of Accounts	

26	Payment Vouchers	
27	Staff Training Plan	
28	Signatory policy/authority matrix	
29	Formats for Budget with budget tracking sheet	
30	Financial Reports such as monthly reconciliations, Quarterly Unaudited Financial Statements etc.	

Procurement Management

32	Procurement policies, rules, regulations, procedures, guidelines	
33	Procurement Manual	
34	Procurement Plan	
35	Standard Bidding Documents	
36	Standard Contract Agreement (if not provided in bidding document)	
37	Standard Notices for inviting bids/proposals/expressions of interest	
38	Staffing Capacity & their Capacity Building Plan	
39	Composition of Procurement Evaluation Committee(s)	
40	Reporting Formats such as Bid Evaluation Reports, Technical Proposals Evaluation Reports, Combined Evaluation Reports, Approval of Evaluation Reports	
41	Standard Reports for dissemination of evaluation results	
42	Procedures for Complaint Management	
43	Policies for, (i) avoiding Conflict of Interest, and (ii) detection of fraud & corruption	

Environment & Social Safeguards

44	Policy and procedures manuals	
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Gender

45	Gender policy, strategy, action or operational or implementation plan	
46	TORs of designated or dedicated staff for gender	
47	Anti-harassment policy and implementation procedures	
48	Examples of projects implemented for which, gender and social analysis conducted, efforts made to meet women's needs, gender specific risks identified and mitigation measures undertaken, and benefitted both women and men	

Format for Providing Information of Completed Projects

Project Name/Title:	Approx. value of the Project (in current US\$ or Pak. Rs.):
Location within Country:	Duration of Projects (months):
Name of Donor/Funding Institution:	Address:
Start date (month/year): Completion date (month/year):	Nº of staff involved for the implementation of the project:
Name of associated Partner(s), if any:	Project's Objectives:
Narrative description of Project:	
Brief description of main deliverables/outputs:	