

**Annex 3: PRE-CONTRACT ASSESSMENT FOR NEW PARTNERS**

Number	Areas to check	Criteria	Suggested Means of Verification	Comments	Rating	Points Awarded
1	<b>Legal Status</b>	Is the organization duly registered?	Legal mandate with registration details received		Yes, no concerns: 5 Yes, some concerns: 3 No: 0	
2	<b>Organizational Structure</b>	Does the organization have non-related persons appointed through transparent selection procedures for key management positions?	Request organizational structure and find out recruitment policies.		Yes, no concerns: 5 Yes, some concerns: 3 No: 0	
3	<b>Financial/Admin Capacity</b>	Are audited financial statements made available showing sound financial management?	Check the most recent external audit report		Yes, no concerns: 5 Yes, some concerns: 3 No: 0	
4	<b>Financial co- contribution</b>	Is the organization able to make a co-financial contribution towards the proposed project?	A financial contribution of at least 25% should be guaranteed.		Yes, no concerns: 5 Yes, some concerns: 3 No: 0	
<b>DO NOT PROCEED IF THE TOTAL POINTS AT THIS POINT ARE &lt; 18</b>						<b>0</b>
5	<b>Strategic Capacity</b>	Does the organizational mandate cover the purpose of the proposed project?	Request organizational profile and list of past projects		Yes, no concerns: 5 Yes, some concerns: 3 No: 0	
6	<b>Technical Capacity</b>	Does the organization have the basic technical capacities (skilled personnel, networks proven prior experience in similar activities) to carry out the proposed intervention?	Discuss with management		Yes, no concerns: 5 Yes, some concerns: 3 No: 0	
7	<b>Geographical Coverage</b>	Has the organization previously managed activities in the proposed geographical areas?	Discuss with management		Yes, no concerns: 5 Yes, some concerns: 3 No: 0	
8	<b>Resource Capacity</b>	Does the organization have adequate human and other resources to carry out the necessary intervention? (discuss with management)	Discuss with management		Yes, no concerns: 5 Yes, some concerns: 3 No: 0	
9	<b>Experience with Donor Agencies</b>	Has the organization previously worked with donor agencies?	If yes, get feedback from at least 2 past donors.		Yes, no concerns: 5 Yes, some concerns: 3 No: 0	
10	<b>Positive Recommendations</b>	Received 2 positive recommendations from other registered organizations?	Get references from at least 2 organizations		Yes, no concerns: 5 Yes, some concerns: 3 No: 0	
<b>Total Points Awarded</b>						<b>0</b>
<b>Match with SDC expectations %</b>						<b>0</b>

**Final Decision :**

- Proceed
- Suspend till review
- Do not proceed

*If the match with SDC expectations is over 70% proceed with contract development.*  
*If the match with SDC expectations between 50-70% further review required prior to contract development*  
*If match with SDC expectations is below 50% do not proceed with contract development.*

Prepared by: NPO for Small Actions

Approved: Country/Deputy Director

Date:

