WFP NGO Partner Capacity Assessment

ION: DUE DILIGENCE COMPLETED and ATTACHED (WFP Action)

Head of NGO
Full Name: CHANTALE BINWA

Head of NGO
Signature:

APPENDIX 1

FPDE

n (Governance/District/Area): Uvira / RD Congo

NUTRITION 2021

INDICATOR			Category Weights				Qualitative Comments
and Strategy			5%	4	4	5.00%	Comments
ne organisation have a mission statement and goals clearly outlined in writing ce with humanitarian principles?	2 points / yes - The has a mission statement and clearly outlined goals 1 point / partially - n/a 0 point / no - The organisation has no mission statement or clearly outlined goals	NGO materials and documentation/website		2	2		Il y a un dépliant et statut qui a toutes ces données
he organisation have clearly defined strategies guiding its priority intervention d the design et programmemes? Please attached relevant documents.	2 points / yes - The organisation has clearly defined and drafted mission statement 1 point / partially - The organisation has a partially completed vision which is somewhat vague 0 point / no - The organisation does not have a clearly defined mission and/or goals			2	2		L'ONG a un plan stratégique qui va de 2016 à 2020. Un autre plan pour 5 ans est en élaboration
nance and Organisational Structure - People Management			25%	14	10	17.86%	
he organisation have a clear structure and organogram? Please attach relevant ts.	2 points / yes - The organisation has clearly defined governance structure with clear roles and responsibilities 1 point / partially - The organisation has a partially completed structure where reporting lines need better definition 0 point / no - The organisation has no documented governance structure	Organogram document provided by NGO		2	2		l'ONG a l'organigramme mais dont les détails sur les postes et les responsabilités sont dans le manuel de procédure
organisation have operational and managerial standard operating procedures es, and are they fit/new? Please attach relevant documents.	2 points / yes - The organisation has clearly defined processes and procedures in place. 1 point / partially - The organisation has a partially completed policy and procedures 0 point / no - The organisation has no documented standard operating procedures and policy	NGO submitted documentation outlining SOPs		2	2		Manuel de procédure administration finances existe et signé
ue guidi ... code of conduct for staff exist? *Please attach relevant* ...	2 points / yes- The organisation has Code of Conduct document signed by an authorized official of the organisation 1 point / partially - The organisation has Code of Conduct document but is not signed by an authorized official of the organisation 0 point / no - The organisation does not have Code of Conduct document	Code of Conduct document		2	2		Le document de code de conduite est disponible dans l'organisation et en attache mais. Il est signé par les staffs meme
e document ... clear policies on staffing, pay and promotions? If salaries ... and the ... explain further	2 points / yes- The organisation has a clear policy outlining staffing policies and procedure 1 point / partially - The organisation has a partial policy 0 point / no - The organisation does not haveany documentation on staffing and salaries	Internal HR and staffing policy documents		2	0		L'ONG n'a pas une politique qui justifie la rémunérat on et e grade des staffs
... clear ... with poor performance, disciplinary ... prevention ...	2 points / yes- The organisation has a clear policy outlining specific measures to be taken for dealing with poor staff performance 1 point / partially - The organisation has partial documentation 0 point / no - The organisation does not have policy or documents related to staff performance and disciplinary/punitive measures to be taken.	Official documents with procedure and/or templates used		2	2		L'organisation a de mécanisme pour faire l'évaluation de performance de ses staffs enfin d'évaluer leur efficacité
organisation have a system for training needs assessment or capacity staff?	2 points / yes- The organisation has a clear policy outlining staffing policies and procedureassesses staff needs and has regularly scheudled training and capacity building of sta 1 point / partially - The organisation has a partial training plan vaguely set up 0 point / no - The organisation does not invest in assessing or training of staff	Relevant materials showing training as offered/o capacity building programmes/assessment templates		2	2		Oui, un plan de formation existe et des recommandations des autres experts et audits ont intervenu
... have a way of reviewing staff performance to discuss strengths ...	2 points / yes- The organisation has at standardized process in place for reviewing staff - and fo follow-up discussions on improvement (please provide details) 1 point / partially - The organisation has a partially documented process in place that could be imporved upon. 0 point / no - The organisation has no process for performance review of staff	Policy on staff reviews and improvement plans		2	0		L ON a des évaluations mais pas une politique derrière l'évaluation de performance
mme Capacity - Project Design, Infrastructure, Implementation and M&E			30%	28	25	26.79%	
... have solid experience (not less than 3 years) in the areas of ... recovery, health/nutrition, disaster risk management, ... and community mobilization around these intervention areas? Please work and years implementing these activities.	2 points / yes- The organisation has longterm experience in some of these areas (see attached details) 1 point / partially - The organisation has less than three years experience in some of these areas 0 point / no - The organisation has no experience in these areas	Project/programmeme reports and related evaluation reports/reviews		2	2		L'ONG fait des évaluations en SECAL, il fait la distribution des semences et accompagne les agriculteurs dans le processus de production.
... have experience with food/cash distributions, nutrition and FFA ... this question based on CO needs, indicate the number of	2 points / yes- The organisation has solid experience in food and cash distribution (please describe). 1 point / partially - The organisation has done some cash and food distribution (please describe) 0 point / no - The organisation has no experience in this area.	Project/programmeme reports and related evaluation reports/reviews		2	2		Le partenaire a des activités relatives au cash, secal et nut
... working space to support its activities? Are the ... of the organisation?	2 points / yes- The organisation has adequate workspace and equipment. 1 point / partiaiy - The organisation has some of recuited workspace and equipment 0 point / no - The organisation does not have adequate workspace or equipment	List of infrastructure re ated items		2	2		L'ONG a des bureaux pour tous les staffs, elle a une liste d'inventaire pour 2019 et l'exercice est encours pour 2020.

e organisation have access to functiona vehicles and motorbikes? Or general ansport?	2 points / yes- The organisation has adequate access to transport for programme needs. 1 point / partially - The organisation has some access transport. 0 point / no - The organisation has no acess to transport.	List of vehicles		2	2		9 véhicules opérationnels, un véhicule non opérationnel, 3 motos opérationnelles avec 1 tracteur et un camion Fuso
rammes developed and designed based on actua. heens assessment. Existing field evidence?	2 points / yes- The current programmeme acitvities are defined within needs assessments/ evidence based-studies (internal and/or external). 1 point / partially - The organisation has done some needs assessments or studies. 0 point / no - The organisation has not undertaken any needs assessments or studies/	Assessment reports, studies or related documentation		2	2		Le document d'évaluation de nutrition est disponible et partagé
rammeme plans established that contain clear objectives, logical frame works, management procedures and implementation plans? and/or attach relevant documents.	2 points / yes- The current programmeme plans include most of the following and/or are very comprehensive 1 point / partially - The progamme plans are partially complete. 0 point / no - The organisation does not have adequate programme plans in place with good structure and information as listed.	Relevant documentation outlining project planning. Bufdgetting and risk managament policy/procedures.		2	2		L'ONG a un plan opérationnel avec tous les éléments nécessaires
organisation have an inventory of locally skilled personnel that may be utilized	2 points / yes- The organisation has an inventory of locally skilled personnel that may be utilize in projects? 1 point / partially - The organisation has a partial inventory 0 point / no - The organisation has no inventory	inventory list of locally skilled staff/plus rates		2	1		Le document d'évaluation de besoin pourrait être partagé
planning process of the organisation's programmemes ensure that esign is gender sensitive and inclusive of different vulnerable groups?	2 points / yes- The organisation's planning process of the programmames ensure that programme design is gender sensitive and inclusive of different vulnerable groups. 1 point / partially - The organisation partially ensures the above. 0 point / no - The organisation does not incorporate this in planning process.	programme design documents outlining gender inclusion/previous programme design documents for past or ongoing projects		2	2		L'ONG a un manuel sur le genre
entation procedures ensure target group participation throughout cle? Please describe at what points?	2 points / yes- The organisation's planning process of the programmes ensure that programme design is gender sensitive and inclusive of different vulnerable groups. 1 point / partially - The organisation partially ensures the above. 0 point / no - The organisation does not incorporate this in planning process.	Performance evaluation documents and procedures		2	1		L'ONG a des idées claires mais qui ne sont pas accompagnées des outils
ns arising during implementation effectively and promptly dealt with? *mechanism in place.*	2 points / yes- The organisation's has a strutured procedure in place for determining and delain with porblems during implementation. 1 point / partially - The organisation partially ensures the above. 0 point / no - The organisation does not incorporate this in planning process.	Performance evaluation documents and procedures		2	2		Le chargé de suivi a cela comme profil et une fois arrivé dans la mise en œuvre des activités de nutrition a Fizi, l'ONG a impliqué le BCZ, OCHA, cluster et OMS pour redéfinir les autres sites potentiels
toring and evaluation system exist? Are there clear procedures for ch data is to be collected, how, by whom, for whom)? Please describe.	2 points / yes- The organisation's has maunals and procedures outline the M&E process and methodology for data collection. 1 point / partially - The organisation has partial documentation on this. 0 point / no - The organisation does not have procedures or documentation on this.	M & E manuals		2	1		Pas de document de procédure mais avec un plan de suivi en place.
&E system include indicators on impact (overall, and including cross-cutting and protection)?	2 points / yes- The organisation's M&E system includes cross-cutting indicators on impact (overall, and including cross-cutting issues of gender and protection)? 1 point / partially - The M&E system has a list of partial indicators. 0 point / no - The M&E system does not exist or use adequate indicators.	M & E manuals		2	2		Une évaluation d'impact existe dans un document de rapport d'évaluation final
anisation participate in local level development activities/forums? And is on implementing its activities in partnership/coordination with other ster, Working Group, etc)? Which ones and please describe.	2 points / yes - The organisation actively participates in local development activities clusters/sectors 1 point / partially - The organisation partially participates participate in these activities 0 points / no - The organisation never participates in these activities and clusters/sectors	NFRs details coordination involvement/local level forum participtpation		2	2		L'ONG participe à des réunion de développement local et elle est co lead.
sation conducted any assessment on food security, livelihood, early nutrition and/or return & reintegration for the past one year? Please	2 points / yes- The organisation conducted any assessment on food security, livelihood, early recovery, health/nutrition and/or return & reintegration for the past one year? Please describe 1 point / partially - The organisation has conducted a partial assessment/ or has done so in the past beyond the past year). 0 point / no - There has not been an assessment.	Assessment documentation		2	2		Un rapport d'valuation de besoin de nutrition est disponible pour 2020/aout
ction and Accountability to Affected Populations (AAP)							
nisation have a clear gender and protection policy? Please attach relevant	2 points / yes- The organisation has a clear defined gender policy 1 point / partially - The organisation has a partially documented policy on gender 0 point / no - The organisation does not lhave a policy	NGO's Gender Policy documents/manual	15%	10	9	13.50%	Oui, document disponible et à jour
of female staff occupying senior positions? What is the percentage of d by female staff?	2 points / yes- The organisation has at least one-third female members in the governing body o staff positions (please provide details) 1 point / partially - The organisation has female staff below one-third and none in senior positions 0 point / no - The organisation has well below the acceptable amount of female staff.	HR staffing documents		2	2		Déjà l'organisation a 50% des femmes au poste de responsabilité. Sur 4 poste de direction, il y a deux femmes
ita on have experience in gender analysis or implementing gender rogrammemes? Is there a gender focal point on staff full-time?	2 points / yes- The organisation has done training and/or specific gender related programmeing and has a dedicated focal point. 1 point / partially - The organisation has partially satisfied this 0 point / no - The organisation does not have trainings/ prgramme experinece or a focal point related to gender.	Documents related to past acitivities/ project reports/ roles and resposibilites of gender focal point		2	1		L'ONG a toute une politique de genre mais pas un point focal
iaries received messages on Gender and Protection, and are they able e suggestion boxes for feedback? Are they aware of existing CFMs	2 points / yes- The organisation has done training and messaging for beneficiaries and CFMs are being used often. 1 point / partially - The organisation has partial community awareness training on these topics but CFMs are not used very often. 0 point / no - The organisation does not have trainings or good visibility for their CFMs.	Feedback reports, notes on beneficiaring meetings, documents related to community introduction and trianing around use of CFM		2	2		L'Organisation a le mécanisme de plaintes avec des rapports mis à la disposition de la population

organisation been reprimanded in the past for gender violations?	2 points / no- The organisation has not had any reprimands or known issues 1 point / partially - N/A 0 point / no - The organisation has had reprimands or issues.	If yes, documents detailing reprimand and how issue was resolved.		2	2		En 2013, un chauffeur voulait agresser une dame dans l'Organisation et qui a été vite mis à la porte.
Management and Resource Mobilization - NOTE: If the organizaton has HACT assessment please use HACT results : High = 0; Significant = 10; Low = 30 to best match the below questions accordingly and state HACT Sources of Verification column.			**25%**	**12**	**12**	**25.00%**	
rganisation have adequate policies and manuals that clearly guide financial management and administrative activities)?	2 points / yes - The organisation have adequate financial and administration policies and manuals that clearly guide operations 1 point / partially - The organisation has manuals but they are not comprehensive or limited in scope 0 point / no - The organisation does not have policies and manuals that clearly guide operations	Finance and administration policy documents		2	2		*Un manuel de procédure de finance et admin disponible*
ts have a bank account in its name and can easily receive and transfer funds?	2 points / yes - The organisation has bank account and can easly receive and transfer funds 1 point / partially - The organisation has a bank account but problems exist t transfer money (please explain) 0 point / no - The organisation does not have a bank account.	See Due Diligence form		2	2		Oui, l'organisation a des comptes bancaires en son nom directement
ty have a functioning Accounting Department with dedicated staff / *n of qualified accounting staff*	2 points / yes - The organisation has a wellfunctoning accounting department and/or staff 1 point / partially - The organisation has an accountant who may share roles in other areas or in not fully dedicated or trainined. 0 point / no - The organisation has inadequate accounting staff.	Accounting system and accounting staff documentation		2	2		4 staffs de finance et 2 signataires au compte
ation faced major problems in the past in the management of funds N Agency / Other organisation ?	2 points / no - The organisation has not had any issues in the past related to fund management 1 point / partially - The organisation has had problems with fund management that are not considered severe and have since been remedied. 0 point / yes The organisation has a history of fund mismanagement	If Yes/ documentation outline issue and resolution thereof		2	2		Please note carefully the scoring for this question
g functional responsibilities performed by different units or persons: (a) execute a transaction; (b) recording of the transaction; and (c) custody of the transaction	2 points / yes - The organisation has undergone both an internal and external audit with good results 1 point / partially - The organisation has had partial audits done, or full audits with areas for improvement noted. 0 point / no - The organisation has no recently recorded audits.	Documents showing accounting/finance roles and responsibilites		2	2		Les staffs de finance interagissent dans les operations leurs concernant avec différents accès.
ation undergone an external or internal audit in the past year which had ? Please specify and attach.	2 points / yes - The organisation has undergone both an internal and external audit with good results 1 point / partially - The organisation has had partial audits done, or full audits with areas for improvement noted. 0 point / no - The organisation has no recently recorded audits.	Internal or external audit documents		2	2		Des audits récents qui datent février 2019
qualitative comments only)							
ter thought of as the sustainability of the NGO itself and the entation of services, but should not contribute to punitive results in health information on greatest needs.	N/A						
ortunities for the organisation and the threats facing it?	N/A					100%	
ion have plans for its own continuity without WFP support? Please	N/A						
re =							
- Signature (PAM)		Total Score	100%	68	60	88.14%	

Nom & titre + Signature (AFPDE)

RE/Programme Associate

/Monitoring Assistant

Jean MUDEKEREZA/Chef de programme

Jean Jacques MAPENZI/Chargé de suivi-évaluation

Lucie LUTONDE/Secrétaire caissière

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François YAMUNGU/Administrateur

Trésor KIHINDA/Responsable SECAL

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vembre 2020