**Selection criteria for eligible Local NGOs/CBOs**

Types of eligible entity/categories of person eligible to receive financial support: Under this Call parties eligible for support are mostly local Cambodian CSO partners or CBOs or persons with the potential to help achieve the objectives of this proposal. They are neither affiliated entities, nor associated with or contractors of the applicant (CARE). Government agencies are excluded from applying for a sub-grant.

Selection criteria for eligible entities: Local NGOs who received funding in the previous I-SAF project as sub-grantees and have been intensively trained in I-SAF implementation will be reassessed and scored the on the basis of the following criteria.

|  |  |
| --- | --- |
| **Organizational** | 1. Registration with relevant government agency
 |
| 1. Established for at least 2 years
 |
| 1. An active Board of Directors
 |
| 1. Mission and Vision Statement
 |
| 1. Accountable and transparent management structure
 |
| 1. Finance, Procurement and Administration Manual
 |
| 1. Project staff with relevant professional experience
 |
| **Programmatic****Note:** Additional programmatic, organisational and institutional assessments may be required by the programme team | 1. Ability to work in partnership with CARE and open to learning and exchange of knowledge and experience
 |
| 1. Scope to contribute to CARE’s program objectives
 |
| 1. Intended activities contribution towards project objectives and overall goal
 |
| 1. Good development practices
 |
| 1. Adequate monitoring and evaluation plan
 |
| 1. Adopts, or is open to learning gendered approaches
 |
| 1. Cost-effective and in line with cost eligibility
 |

In terms of financial management criteria, CARE will assess and score the following aspects:

|  |  |
| --- | --- |
| **Policy** | 1. Written financial policy and procedures
 |
| 1. Written procurement policy and procedures
 |
| 1. Written administrative policy and procedures
 |
| 1. Written guidelines for cash handling including advances
 |
| 1. Limits of Authority Delegation Schedule
 |
| **Accounting and Financial Report System**  | 1. Accounting software to manage project funds, e.g. chart of accounts
 |
| 1. Monthly financial reports
 |
| 1. Financial reports approved by senior management
 |
| 1. User ID and password to log on to accounting system
 |
| 1. Backup system for financial records
 |
| **Bank Account**  | 1. Bank account under the name of the organisation
 |
| 1. Bank disbursement book to record bank/cheque payment transactions
 |
| 1. Monthly bank reconciliation
 |
| 1. Payment voucher file of cheque payments including, supporting documents such as invoice receipts and other relevant information
 |
| **Cash Management**  | 1. Petty cash / cash float account
 |
| 1. Cash disbursement book to record cash transactions
 |
| 1. Pre-numbered receipt for cash / income received
 |
| 1. Cash count system, e.g. daily, weekly , or monthly
 |
| 1. Payment voucher file of cash payments including, supporting documents such invoice receipts and other relevant information
 |
| **Procurement**  | 1. Purchase Request (PR) to request procurement of goods and services
 |
| 1. Request for Quotation (RfQ) to obtain price from suppliers
 |
| 1. Competitive Bid Analysis based on RfQ
 |
| 1. Purchase Order (PO) to procure goods and services
 |
| 1. Procurement file including duly signed PR, RfQ, CBA, PO and other relevant documentation
 |
| **Internal Control** | 1. Segregation of duties
 |
| 1. Review of bank and cash reconciliation by senior management staff
 |
| 1. Cash kept in a locked cash box or safe
 |
| 1. Surprise cash count performed by senior staff
 |
| 1. Bank account held in the organisation’s name with minimum two signatories
 |
| 1. Annual external audit is undertaken by recognised auditing firm
 |
| 1. Compliance with tax and other local laws
 |
| 1. Review of actual expenditures against budget
 |
| 1. Payroll record
 |
| 1. All payments (cheque and cash) approved according to Limits of Authority Delegation Schedule
 |
| 1. Review of all payments’ supporting documentation
 |
| 1. Fixed Asset register
 |
| **Shared Program Cost Guidelines** | 1. If implementing grants from other donors, INGOs, UN - guidelines on SPC allocation
 |
| 1. If project staff time is spent on multiple projects, guidelines on personnel costs shared between projects
 |

For the purpose of this Action, CARE, API and InSTEDD will specifically focus on the following assessment criteria for selecting eligible entities/persons to receive grants under the Action:

* The entity will need to provide evidence of sufficient accountability and transparency, including “downward accountability”, which will be vetted through testing:
	+ ability for outreach: review of sufficient and regular contact with constituents
	+ ability to deliver: sufficient and satisfactory delivery of results from previous projects/programmes
	+ ability to plan: review of Annual Workplans
	+ ability to report: review of annual and financial reports
	+ ability to conduct monitoring and evaluation: review of monitoring and/or evaluation reports
	+ ability to deliver: review financial reports
	+ ability to manage: review audit reports
* The entity will need to provide sufficient evidence that it addresses or mainstreams ethnic minority issues in its programming and programme delivery
* The entity will need to provide sufficient evidence that it addresses gender equity and gender mainstreaming in its programming and programme delivery
* The entity will need to provide sufficient evidence that it addresses youth issues and youth issues mainstreaming in its programming and programme delivery

Entities will be scored on these individual abilities, and a minimum threshold score will be set to determine whether or not the entity is considered “qualified” or “unqualified”. Entities which have a low score on any of the above criteria/capacities, yet have reached a sufficient overall score to be considered ‘qualified”, will be supported with specific capacity-building from CARE to address the capacities with a low score.

Criteria that determine the exact amount of financial support to third entities:

|  |  |
| --- | --- |
| **⃰Level** | **\*Partner’s Category** |
| **1** | **MSR (Meets Some Requirements)** means that a partner is a registered organization that meets some eligibility and finance requirements of CARE. It is anticipated that a Level 1 partner will progress to Level 2 |
| **2** | **MMR (Meets Most Requirements)** means that a partner is a registered organization that meets most eligibility and finance requirements of CARE. It is anticipated that a Level 2 partner will progress to Level 3 |
| **3** | **FMR (Fully Meets Requirements)** means that a partner is a registered organization that fully meets eligibility and finance requirements of CARE |