**Organisational Capacity Assessment (OCA)**

**Checklist of Requesting Organisation**

* 1. **Contact information**

|  |  |
| --- | --- |
| Identity: |  |
| Full legal name (name of the proposing organisation) |  |
| Acronym or abbreviation (if applicable) |  |
| Company or business registration number  (if applicable) |  |
| Type of organisation (please select the appropriate answer(s)). | Government or public sector  education or research institution (university,  education, or training centre, etc.)  non-governmental organisation (ngo)  private sector |

|  |  |
| --- | --- |
| Visiting address: |  |
| Street address |  |
| City |  |
| Postal code |  |
| Country |  |

|  |  |
| --- | --- |
| Applicant’s contact info.: |  |
| Telephone |  |
| Email address |  |
| Website |  |

|  |  |
| --- | --- |
| Postal address details (if different): |  |
| Street address / P.O. Box |  |
| City |  |
| Postal code |  |

|  |  |
| --- | --- |
| Details of legal representative: |  |
| Family name |  |
| Given name |  |
| Gender |  |
| Position |  |
| Email address |  |
| Telephone |  |

* 1. **Structure**

|  |
| --- |
| Describe the hierarchical structure of your organisation (include an organisational chart and description of staff numbers and functions) (please add in an annex below). |

Provide a short description (no more than half a page) of the personnel who will mainly be involved in the implementation of the project.

**1.3 Reporting**

|  |
| --- |
| Include a statement that shows:  Your organisation has implemented at least two other (comparable) donor funded projects;  The requested EDU-SYRIA project budget is less than 40% of the total budget of your institution. |

**1.4 Specific information**

1.4.1 **Systems and procedures**

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| --- |
| Describe the administrative organisation of your institution in general, the internal control structure and the supporting systems (including financial management), by answering the following questions (Maximum 1000 words). |
|  |
| *Describe the procedures for internal control (Include a description of the main results/findings of quality control exercises regarding internal control procedures)* |
|  |
| *Describe the organisational financial procedures* |
|  |
| *Is there an adequate administrative/bookkeeping system (hardware/software/filing system/coding system)?* |
|  |
| *Describe the procedures concerning procurement of goods and services.* |
|  |
| *Is it possible to open a separate euro account?* |
|  |

**1.4.2 Financial Capacity and Feasibility**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please include your organisation’s annual reports and financial statements (including audit reports if available) for the previous two years in Annex 2. If not available, please elaborate. | | | | |
| What was the annual budget of the organisation or department handling the project you apply for over the last 3 years? | | | | |
|  | 2018 | 2019 | 2020 | 2021 (expectation) |
| Annual budget |  |  |  |  |

Signature applicant

Name: ………...... Place: ……………

Position: ………...... Date: ……………

Signature:

Annex 1: Organisational chart and description of staff numbers and functions.

Annex 2: Annual reports and financial statement.