

## CAPACITY ASSESSMENT

### Description of partners

This section must be completed **for each partner organisation**

<b>1. Name of the organisation</b>	
<b>2. Mission statement</b>	
<b>3. What is your sector(s) of expertise?</b>	
<b>4. How long have you been working in the sector of the proposal presented under this call? (<i>Number of years, number of projects, etc.</i>)</b>	
<b>5. What is the average amount of projects implemented by your organisation?</b>	
<b>6. In which country(ies), region(s) have your organisation worked and for how long?</b>	
<b>7. What are your (current and past) main funding sources?</b>	
<b>8. How many staff (volunteer/paid) your organisation has?</b>	
<b>Partnership</b>	
<b>9. Have your organisation and your partner worked together in the past?</b>	
<b>10. What has been your role and involvement in preparing this proposal?</b>	

**PARTNERSHIP STATEMENT**

A partnership is a relationship of substance between two or more organisations involving shared responsibilities in undertaking the action funded by UNDP.

1. All partners must have read the application form and understood what their particular role and mutual obligations in the project will be if the grant is awarded.
2. All partners should have agreed on a common vision as the underlying principle behind their joint action.
3. All partners should be accountable to UNDP.
4. All partners must consult with each other regularly and keep all partners fully informed of the progress of the project.
5. All partners must jointly submit all reports - narrative and financial - jointly to UNDP.
6. All partners must jointly contribute progress updates to the Community of Practice established by UNDP online on the migration for development portal.
7. Proposals for substantial changes to the action (e.g. activities, partners, etc.) should be agreed by the partners before being submitted to UNDP.

I have read and approved the contents of the proposal submitted to UNDP. I undertake to comply with the principles of good partnership practice.

Name:	
Organisation:	
Position:	
Signature:	
Date and place:	