

**UNHCR BRAZIL**

**Annex A**

**Complete list of documentation for eligibility criteria**

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| **A. Qualification as a PoC-led Organization**  Was the organization founded by >50% persons of concern (refugees, asylum seekers, IDPs, returnees, stateless persons)?  Does the organization have >50% persons of concern (refugees, asylum seekers, IDPs, returnees, stateless persons) in leadership and decision-making positions?  Does the organization have documented evidence of having primarily undertaken advocacy, protection or assistance services for communities?  - Provide documentation to verify. For example, composition of board members (Ata de Diretoria), personal documentation of staff, reports and physical evidence such as photographs.  **B. References and Operational Effectiveness**  Is the organization known to and/or has worked with UNHCR before?  Is the organization known to and/or has worked with a partner organization before?  Does the organization have documented evidence of beneficiaries from its operations/projects?  - Provide documentation to verify. For example, reports and/or Letter of Competency (document provided by partner and signed, stating your organization previously worked with this partner).  **C. Organizational Sustainability and Governance structure**  How long has the organization existed?  Does the organization have documented evidence of an internal governing body?  Does the organization have evidence of diversity and inclusion in planning, decision-making and implementation?  -Provide documentation to verify. For example, Register in national database such as CNPJ, composition of board members (Ata de Diretoria), objective of the organization (Estatuto) and reports.  **D. Legal Status**  Is the organization legally registered in the country where it operates?  If no, does the organization have another another type of recognition under national law?  If no, is the organization registered in another country?  If no, does an individual in the management of the organization have legal status in the country where the organization is operating?  - Provide documentation to verify. For example, register in national database such as CNPJ, composition of board members (Ata de Diretoria), personal documentation of staff.  **E. Financial Management**  Does the organization have a bank account in its legally registered name?  If not, does a key member of the organization have a bank account in their name?  If not, does a key member of the organization have access to mobile money?  - Provide documentation to verify. For example, bank account information and proof of existing account.  **F. Other Safeguards**  Is the organization willing to commit to the Code of Conduct and require all staff to sign it?  Has the organization held mandatory training (online or in person) for all personnel on fraud, corruption and conflict of interest?  Has the organization held mandatory training (online or in person) for all personnel on prevention and response to SEA (sexual exploitation and abuse)?  Does the organization have a reporting mechanism for personnel, beneficiaries and communities to report misconduct including SEA (sexual exploitation and abuse) allegations?  Are there safeguards against conflict of interest and discrimination in the planning, decision-making and implementation of the project to ensure equal access?  -Not mandatory, UNHCR can support the organization to set up such procedures. If yes, provide documentation, for example, code of conduct, certifications of trainings, reports implemented. |