

IRAF Quick Accreditation Guide for Non-UN Organizations (public)

This Guide describes the accreditation process for Non-UN Organizations (NUNOs) to access the CDRI IRAF Fund.

The below table lists the requirements that need to be fulfilled by the NUNO.

| | Requirement | Description | Remarks |
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| Due Diligence process (preliminary to accreditation process) | | | |
| 1. | Harmonized Approach to Cash Transfers (HACT) micro assessment | <p>The HACT micro assessment assesses the Implementing Partner's financial management capacity (i.e. accounting, procurement, reporting, internal controls, etc.) as well as programme management and quality assurance capacity to determine the overall risk rating.</p> <p>All NUNOs must obtain a rating of "Low Risk" to become eligible to access the Fund.</p> <p>The list of HACT assessment criteria is available on the CDRI IRAF web pages.</p> | <p>The engagement of a UN-qualified service provider to perform the HACT assessment and the cost for such service are covered by the IRAF Fund Management Unit.</p> <p>NUNOs that have already gone through a HACT micro assessment with a low-risk rating <i>within the last 5 years</i>, do not need to take the HACT assessment again, provided a copy can be shared.</p> |
| 2. | Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) assessment | <p>The PSEAH assessment assesses the Implementing Partner's organizational capacities (i.e. policies, procedures, competencies) to ensure that safeguards are in place to prevent sexual exploitation, abuse and harassment in project implementation.</p> | <p>The engagement of a qualified service provider to perform the PSEAH capacity assessment and the cost for such service are covered by the IRAF Fund Management Unit.</p> |

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| | | <p>The assessment considers eight capacity standards and requirements. All NUNOs must meet at least six out of eight standards to become eligible to access the Fund.</p> <p>The list of PSEAH capacity requirements is available on the CDRI IRAF web pages.</p> | <p>NUNOs that have already gone through a PSEAH capacity assessment <i>within the last 5 years</i>, do not need to take the assessment again, provided a copy can be shared.</p> |
| Required documentation for MPTFO accreditation | | | |
| 3. | Current (non-expired) valid NUNO legal registration | <p>The NUNO must provide a copy of a current (non-expired) valid legal registration, or evidence that demonstrates that such registration is possible.</p> | |
| 4. | Audited financial statements | <p>The NUNO must provide a copy of the <i>two most recent</i> audited financial statements.</p> | |
| 5. | Donor reference letter | <p>The NUNO must provide a UN or donor reference letter attesting to “satisfactory financial and programmatic management of a grant in the last three years”.</p> <p>A suggested template of donor reference letter is available on the CDRI IRAF web pages.</p> | |
| 6. | Written consent by the government(s) | <p>The NUNO must provide the written consent by the government(s) of the host country(ies) where the project will be implemented that they endorse the proposed project.</p> | <p>This is required for country and regional projects, and this is not required for global projects.</p> <p>NUNOs that have already uploaded the government(s) endorsement letters as part</p> |

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| | | <p>A suggested template of government endorsement letter is available on the CDRI IRAF web pages.</p> | <p>of their project proposal submission do not need to submit it again.</p> <p>If there is already a requirement that the project document is signed by the government(s), the signed project document can be used as evidence of government consent.</p> |
| 7. | <p>Current (non-expired) valid NUNO legal registration with the relevant host government(s) for the country(ies) where the project will be implemented</p> | <p>The NUNO must provide a current valid legal registration with the relevant host government(s) in the countries where the project will be implemented.</p> <p>The legal registration can be under the NUNO name, or a local subsidiary legally registered in the country.</p> <p>In the latter case the NUNO will submit a legal document attesting of the formal relationship with the subsidiary, as well as a letter attesting that the NUNO will work through its local subsidiary.</p> | <p>When the project does not execute any physical / procurement activities, and when the project does not require a country project office, then in such case the Participating Organization does not need to have a legal registration with the host government and the government endorsement letter shall suffice.</p> <p>This requirement for local registration is determined on a case-by-case basis by MPTFO based on the review of the project document activities and implementation strategy.</p> |
| 8. | <p>Anti-Money Laundering & Countering the Financing of Terrorism</p> | <p>The NUNO must sign the Anti-Money Laundering & Countering the Financing of Terrorism (AML/CFT) self-certification form.</p> <p>The AML/CFT self-certification form template is available on the CDRI IRAF web pages.</p> | <p>This certification is in line with the policy on Money Laundering and Countering the Financing of Terrorism</p> |

| Contracting documents | | | |
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| 9. | Signing of the Framework Agreement with the Multi-Partner Trust Fund Office (MPTFO) | <p>The Framework Agreement is not in itself a financing agreement for NUNO projects, but rather a framework agreement through whose terms the Recipient NUNO project(s) that have been approved by the Trust Fund’s Management Committee, will be funded.</p> <p>The Framework Agreement template is available on the CDRI IRAF web pages.</p> | <p>The signing of the Framework Agreement is done after all above mentioned requirements have been met. It is however recommended to initiate the clearance of the Framework Agreement by the NUNO legal team well ahead of time.</p> <p>The terms of the Framework Agreement can be different depending on the status of the NUNO (NGO, Multilateral Bank, Bilateral Cooperation Agency etc.).</p> |
| 10. | Signing of the project Financing Agreement with the Multi-Partner Trust Fund Office (MPTFO) | <p>The accredited NUNO shall enter into a separate agreement for each individual approved project, in the format of the “NUNO Financing Agreement”, attached to the NUNO Framework Agreement.</p> <p>The Financing Agreement template is available on the CDRI IRAF web pages.</p> | <p>The signing of the Financing Agreement is done after all above mentioned requirements have been met. It is however recommended to initiate the clearance of the Financing Agreement by the NUNO legal team well ahead of time.</p> <p>The terms of the Framework Agreement can be different depending on the status of the NUNO (NGO, Multilateral Bank, Bilateral Cooperation Agency etc.).</p> |
| 11. | Completed and signed Vendor Form and Banking | The NUNO must complete and sign the Vendor Form and attach a banking statement. | |

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| | information statement | The Vendor Form is available on the CDRI IRAF web pages. | |
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Complementary to the review of documentation provided by the NUNO, prior to the signing of the Framework Agreement, the MPTFO performs **additional checks** including a UN sanction list check to ensure that the NUNO does not appear on any ineligible vendor list, a background check to identify any controversies related to the NUNO that could bring reputational damage to the Fund, a review of audit and other fiduciary controls and an Anti-Money Laundering procedure.

More information on the accreditation process can be obtained from the Fund Management Unit.