



GCERF

Global Community Engagement
and Resilience Fund

Expression of Interest Form for the Role of Principal Recipient

Application Deadline: 1
February 2020

PHILIPPINES

Please make sure you answer all questions and
complete this form in full.

Please limit the information you provide to the
maximum amount of words when indicated.

Documents to be included in this application:

- The template—duly filled out
- Your two last audit reports
- The official legal registration document(s) of your organisation

1. Your organisation's name: and	
Your organisation's legal status (NGO, Foundation, ...):	
Name under which your organisation is registered	

2. Website and/or social media address: (i.e. Facebook, Twitter):	
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3. Primary Point of Contact:	
Name:	
Position:	
Email:	
Tel:	

4. In what year was your organisation established? (YYYY)	
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5. Fiscal and Regulatory Authority Registration				
National Registration Authority	Registration Number	Date of First Registration (DD-MM-YY)	Expiry of Current Registration (DD-MM-YY)	Registration Attached? (Yes/No)

6. Mission

Please state your organisation's established or official mission: (100 words max)	
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7. a. Strategy

Does your organisation have a strategic plan? (Yes/No)	
If so, which years does your current or most recent strategic plan cover? (yyyy-yyyy)	

7b. What are the main areas of specific expertise for which your organisation is best recognised? (200 words max)	
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8. Organisational Management and Structure
Please state the number of managers, employees, volunteers and consultants, by department, who work in your organisation's offices. (in full-time equivalents - FTEs).

- Where are your organisation's headquarters located?	
- How many field offices does the organisation have in the country and in which locations?	
- What is the total number of staff employed by your organisation?	
- How many staff are M&E staff?	
- Is the M&E function separate from the project management function?	
- What is the number of finance staff in the offices in the headquarters and the ones in the field?	
- Does your organisation have a fulltime finance manager?	
- Is there an internal audit function within the organisation and if yes, who does the head of internal audit report to?	

9. Project Experience. Please list in Annex B, all projects that your organisation has been implementing during the past 36 months.

[Go to Annex B](#)

10. a. Do you have a written policy or guidelines covering: (100 words per stage max)

	Yes/No	Date of last update	Comments
Needs identification and analysis			
Project design & planning			
Project preparation			
Project implementation			
Project monitoring & evaluation			
Project impact assessment and reporting			
Gender and Diversity			

10b. Please describe the methodologies and approach followed by your organisation at each stage of the project cycle (100 words per stage max)

Needs identification and analysis	
Project design & planning	
Project preparation	
Project implementation	
Project monitoring & evaluation	
Project impact assessment and reporting	



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11. a. Please fill in the following table using local currency values:

Period (Fiscal Year)	Overall Budget	Overall expenses incurred	1st largest donor		2nd largest donor		3rd largest donor		Other donors	
			Name of the largest donor for the period	Amount of expenses funded by the donor	Name of the largest donor for the period	Amount of expenses funded by the donor	Name of the largest donor for the period	Amount of expenses funded by the donor	Name of the largest donor for the period	Amount of expenses funded by the donor
Period 1: Current fiscal year										
Period 2: Previous fiscal year										
Period 2: Two fiscal years ago										

Period (Fiscal Year)	Value of expenses in your budget/financial statements that correspond to subgrantee/subrecipient expenses
Period 1: Current fiscal year	
Period 2: Previous fiscal year	

Period 3: the fiscal year before the previous	
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11. b. Please provide information on statutory audits and submit copies of your last two audit reports with this form.

Period covered	Name of audit firm.	Please specify any international affiliation the audit firm may have.	Audit opinion	Are any audit recommendations still open? If yes, when will you fully implement them?
Period 2: Previous fiscal year				
Period 3: the fiscal year before the previous				

11. c. Please list any other audit or financial review or expense verification your organisation has been subject during the past 2 years

Date of the review	Type of review (audit, financial review, expenses verification)	Name of donor or the government entity that required the review	Scope of review (e.g. project XYZ, \$5m budget, and period)	Are any recommendations still open? If yes, when will you fully implement them?

11. d. Please provide details of your use of accounting software:

Do you use an accounting software (Yes/No)?	
If yes, what is the name of the accounting software you use?	
Do you use any other software for finance, grants management, HR, procurement, administration or	

other areas? If yes, please specify the name of the software and the area it is used for.

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11. e. Policy framework. Do you have a written policy or guidelines covering:

Area	Yes/No	Date of latest version	Title of the document	Comments
Accounting and Financial Reporting (e.g. accounting processes, applicable standards, roles and responsibilities...)				
Budget management (including planning, formal approval, roles and responsibilities, monitoring)				
Cash management (including bank selection, authorised bank signatories, foreign exchange management, use of cash etc.)				
Recruitment (including process and principles)				
Salary and benefits management (including job grading, salary setting, type, levels and eligibility to benefits, changes to compensation levels etc.)				
Salary scale				
Performance management (including principles, processes, outcomes)				
Procurement of goods and services (including principles, processes, roles and responsibilities...)				
Travel and Transport, in particular : - Vehicle management - Per diem policy				
Policies/guidelines on the financial aspect of field activities (e.g. trainings, income generating activities)				
Fraud, /bribery/corruption/				
Conflicts of interest				
Misuse and diversion				

12. a. Policy framework. Do you have a written policy or guidelines for:

	Yes/No	Date of last update	Title of the document	Comments
Identification and selection of Sub-Recipients				
Contracting mechanisms for sub-Recipients				
Oversight and support of programme implementation by Sub-Recipients				
Operational Management of Sub-Recipients				
Financial management of Sub-Recipients including mitigation of the risk of fraud and the conflict of interest				
Capacity assessment and development of Sub-Recipients				

12. b. Please describe your experience of being a Consortium lead (if applicable). (200 words max)

12. c. Please describe the process and criteria you will use to identify and select Sub-Recipients for your consortium. (200 words max)

12. d. Please describe actions that you take to ensure that the financial management of funds given to Sub-Recipients is compliant with the requirements of the grant. Describe key requirements and processes you have and who will be involved in the review and approval of key actions. (80 words max per section).

Area	Key requirements and processes	Who will be involved in the review and approval of key actions
Capacity assessment of the sub-grantees		
Budget management		
Cash disbursements		
Financial reporting		
Subgrantee visits		
Internal controls		
Fraud/loss/misuse prevention by the sub-recipients		

12. e. Please describe how you will manage programme implementation by Sub-Recipients in your consortium. (200 words max)

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12. f. Please describe how will you identify and rectify capacity shortfalls of Sub-Recipients in your consortium. (200 words max)

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13. a. Why is the prevention of violent extremism a priority for your organisation? (200 words max)

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13b. Please explain how your organisation's mission relates to GCERF's funding priorities in your country. (250 words max)

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14. If you were selected and based on the specifications of the call:

Which main drivers of violent extremism are you planning to address?	
Which demographic groups are you intending to focus activities on and engage with?	
Which geographical areas will you be proposing to work in?	

Declarations in support of application for the role of Principal Recipient

15. Has your organisation previously applied to GCERF? (Y/N)	
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If your organisation is selected as a Principal Recipient, you will be expected to form a Consortium of potential Sub-Recipients that meets the expectations of both a GCERF Consortium and Sub-Recipients. A Principal Recipient is responsible for coordinating the development of a Consortium Proposal. A Principal Recipient is expected to establish written agreements with each potential Sub-Recipient prior to the submission of a Consortium Proposal.

By signing this Expression of Interest you confirm:

- your organisation acknowledges and is able to accept the role of a Principal Recipient as described above;
- that the information provided is correct to the best of your knowledge;
- you have read and agree to comply with the terms described in the GCERF code of conduct.

Signed:

Date: _____

Name:

Position:

Organisation:



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Annex A Board and Senior Management

Annex A

Board and senior management members - Please provide a full list of your organisation's Board and senior management members (including your organisation's designated Point of Contact)						
Family name	First name(s)	Male / female	Position in the organisation	Country of residence	Date of birth <small>(DD/MM/YY)</small>	Country of birth



Annex B Full Project List

Annex B

Please only describe projects that your organisation has directly worked on during the past 36 months. Please enter the relevant and requested information into the table below.

<u>No</u>	<u>Project name</u>	<u>Project Type and your role in it (e.g. Grantee, Consortium Lead, Consortium member)</u>		<u>Geographic location</u>		<u>Demographic group focus</u>	<u>Total budget (please use USD or local currency to indicate the value)</u>	<u>Start date</u>	<u>End date</u>	<u>Name(s) of Donor(s)</u>	<u>Is it a PVE related project? (YES/NO)</u>
		Please describe project type, its purpose and focus in less than 150 words	Please indicate your role in it.	Level 1. District	Level 2. Municipality						
1.											
2.											
3.											
4.											
5.											
6.											
7.											

8.											
9.											
10.											

Add rows as required