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| **DFID_280_AW** | UK-AID-Standard-RGB |

**Rapid Response Facility pre-qualification application form**

Non-Governmental Organisations (NGOs) are invited to submit applications to pre-qualify as an implementing partner for the Rapid Response Facility (RRF). DFID aims to ensure we work with partners in a humanitarian emergency response who are able to deliver high quality results and provide value for money. Applications will be used to determine the eligibility and suitability of organisations to receive funding for a humanitarian emergency response. Pre-qualification is no guarantee of DFID funding or that organisations will be able to submit proposals under the RRF.

*Other than multiple choice questions, answers should be presented in a suitable separate document.*

1. *Clearly identify the section and number of question being answered*
2. *Ensure your organisations name is marked on each page*
3. *Text should be in font size 12*
4. *Please adhere to indicated maximum answer length*

*Related documents are available on the gov.uk - DFID RRF website*

**Part one: organisation details**

Name of organisation

**Either**, Companies House registered company number

**Or**, Charity Commission registered charity number

Please provide contact details for an individual in your organisation who can discuss this application.

Name:

Phone number:

Email address:

**Part two: eligibility**

Organisations applying for pre-qualification under the RRF (2016/17) must satisfy **all** eligibility criteria: no application will be considered if it fails to do so.

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|  | **Yes** | **No** |
| * Does your organisation have a minimum of **five** years’ demonstrable and recognised experience working in the **health sector** in humanitarian emergency responses? |  |  |
| * Is your organisation fully **accountable** for the expenditure of funds provided by DFID? |  |  |
| * Has your organisation submitted full **independently audited accounts** for the previous three years? Please provide evidence. |  |  |
| * Has your organisation or any current or proposed partner: |  |  |
| * + Been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency or financial standing? |  |  |
| * + Been convicted of any offence concerning professional misconduct? |  |  |
| * Been convicted of, or are the subject of any proceedings relating to: * participation in criminal organisation * corruption including the offence of bribery * fraud including theft, and not fulfilling any obligations relating to payment of taxes * money laundering |  |  |

**Part three: geographic reach and sectoral expertise**

Please indicate any sectors, in addition to the health sector, in which your organisation has demonstrable and recognised experience in providing during humanitarian emergency responses.

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| Cash transfers |  |
| Protection (including of vulnerable groups) |  |
| Food security |  |
| Nutrition |  |
| Information and communications |  |
| Non-food items |  |
| Shelter provision |  |
| Water supply, sanitation and hygiene promotion |  |
| Logistics |  |
| Other (please specify): |  |

Please select the regions and list specific countries your organisation continues to work in, or has worked in, in the past five years.

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| **Region** |  | **Countries currently working in** | **Countries worked in, but no longer present in** |
| Africa |  |  |  |
| Americas |  |  |  |
| Asia |  |  |  |
| Europe |  |  |  |
| Middle East |  |  |  |
| Oceania |  |  |  |

**Part four: suitability**

**Technical and logistical capability**

1. Please describe your organisation’s engagement in the health sector during humanitarian emergency responses in the last five years, leading to lives saved and suffering prevented. Please focus on the direct outcome and impact of your interventions. [*one page max-separate document*]
2. Please provide evidence in sectors of stated expertise that demonstrates your organisation’s experience of responding to humanitarian emergencies in the last five years. [*one page max*]
3. What is your organisation’s surge capacity for responding to humanitarian emergencies? Please detail all relevant mechanisms. [*half page max*]
4. Please provide evidence of how your organisation responded to a needs assessment in your last humanitarian emergency response. If you conducted the needs assessment yourself please provide details of the methods used.[*one page max*]

**Internal Control and financial management**

1. What was your organisation’s total income and expenditure for humanitarian emergency responses over the last five years, broken down by year? [*half page max*]
2. Please outline the administrative and reporting systems you have in place during a humanitarian emergency: [*one page max*]
3. within your organisation;
4. between you and partners (funding and implementing); and
5. what policies and procedures are in place to conduct due diligence of delivery partners.
6. Please demonstrate and provide evidence of your organisation’s financial probity and transparency in the use of funds (including source) received when responding to humanitarian emergencies over the last five years. [*half page max*]
7. Please explain the policies and procedures that are in place for reporting suspected fraud, bribery, corruption or money laundering. How is this policy communicated to downstream delivery partners? What evidence is there that the process is used and that delivery partners are reporting concerns of fraud? [*half page max*]
8. What risk analysis and risk management procedures (including risk of corruption) does your organisation have in place (at headquarters and field level) in the management of funds received for responding to humanitarian emergencies? [*half page max*]
9. What specific security management procedures does your organisation have in place (at headquarters and field level) when responding to humanitarian emergencies? [*half page max*]
10. Please demonstrate your organisation’s commitment to investment in the leadership and skills required in a humanitarian emergency response. [*one page max*]
11. Please provide evidence of your organisation’s experience of working with, and through others (local networks/partners, local/national governments, UN cluster system/inter-agency initiatives etc.) as part of a humanitarian emergency. [*one page max*]

**Results and value for money**

1. What specific capabilities, policies, procedures and personnel do you have in place (at headquarters and field level) that demonstrates the three elements of value for money (cost, quality and speed) in a humanitarian emergency response? How do you decide which element to prioritise in different situations, and what does this affect? [*one page max*]
2. Describe the ways you collaborate with partners to make procurement and logistics functions more efficient and better value for money. [*half page max*]
3. Do you have an organisational policy on how procurement is undertaken and is it clear, up-to-date and communicated to all staff and partners to ensure compliance? Is there a policy on global vs. regional vs. local procurement? [*half page max*]
4. What procurement systems and processes are in place? What evidence is there that sufficient capacity exists (staffing, financial resources etc.) along with the ability to flex scale if necessary? [*half page max*]
5. What specific quality assurance frameworks/mechanisms do you have in place (including inspection, use of standards, framework agreements, etc.) for goods, materials and equipment procured with DFID funds? [*half page max*]
6. Please describe how your organisation assesses and manages implementing partners, including due diligence processes. How is the performance of downstream partners monitored and weaknesses addressed? [*half page max*]
7. Please provide evidence of your organisation’s ability to report results, including the level of disaggregation possible in the first 12 weeks of a response? [*half page max*]
8. Please provide evidence of your organisation’s ability to deliver value for money in your last three humanitarian responses. Including factors such as context analysis, cost drivers, consideration of options and evaluation. [*one page max*]
9. Please outline: [*one page max*]
10. how costs are analysed post response and lessons identified; and
11. How you intend to track and report value for money during the next response.

**Accountability and participation**

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|  | Please confirm which of the following standards your organisation adheres to:  Core Humanitarian Standards  Sphere  Active learning network for accountability performance in humanitarian action  Code of conduct for International Red Cross/Red Crescent and NGOs in disaster relief  Other (please specify): |  |

1. Please provide evidence of how your organisation has included, consulted and communicated with people affected by disasters in your last three humanitarian emergency responses. [*half page max*]
2. Please provide evidence that evaluations are routinely conducted by your organisation for humanitarian emergency responses and how lessons learnt have resulted in changes to future operations. [*one page max*]
3. Please outline your organisation’s approach to vulnerable groups, including, but not limited to: women and girls; older people; people with disabilities; and socially excluded. [*half page max*]

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