

Online Registration Checklist



Required Documents:

1. NGO Consortium Mandate:
 - a. Download from <http://somalangoconsortium.org/download/5fe9bdd1ee140>
 - b. Sign and scan the last page, and save it as a DOC, DOCX or PDF file.
2. Red Crescent/ICRC Code of Conduct:
 - a. Download from www.somalangoconsortium.org/docs/ICRC_code_of_conduct.pdf.
 - b. Sign and scan the last page, and save it as a DOC, DOCX or PDF file.
3. Registration Certificate: Copy, scan and save as a PDF file.
4. Agency Profile: The profile should be saved as a DOC, DOCX or PDF file and contain the following details of all Somalia/Somaliland programmes for the past 1 -2 years:
 - a. Project Title
 - b. Start date
 - c. End date
 - d. Sources of funds
 - e. Target beneficiaries
 - f. Main sector
 - g. Sub sector
 - h. Region
 - i. District
5. Audit Report: The audit report should be from an independent auditor detailing:
 - a. Budget
 - b. Expenditure
 - c. Auditor's comments and/or recommendations

Required Information

- ✓ Brief description of agency (max 200 words)
- ✓ Mission statement (max 200 words)
- ✓ Reasons for joining Somalia NGO Consortium (max 200 words)
- ✓ Number and date of agency registration
- ✓ Headquarter, regional and local contact details
- ✓ Years operational in Somalia/Somaliland
- ✓ Partners in Somalia/Somaliland
- ✓ Number of (national and international) staff working on Somalia/Somaliland projects
- ✓ Programme/project plans for the coming year (max 200 words)
- ✓ Main donors for the upcoming year
- ✓ Annual budget