1. ***GENERAL INFORMATION***

|  |  |
| --- | --- |
| ***Organization’s Name*** |  |
| ***Years of Establishment*** |  |
| ***Registration Number ( include Expiry date)***  ***( Kindly attached the copy of registration)*** |  |
| ***Address*** |  |
| ***Contact Person*** |  |
| ***Email and Telephone*** |  |
| ***Organization’s web address*** |  |

1. ***DESCRIPTION OF ORGANISATION***

*(Maximum 200 words; Provide information on the organization’s mission, objectives, key achievements, future direction, specific areas of expertise, etc.)*

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***3. MOTIVATION AND EXPECTATION FOR BEING RELIEF INTERNATIONAL’S LOCAL HUMANITARIAN PARTNER (LHS)***

*(Maximum 200 words; Provide information on what motivates and inspires you to work with Relief International and also as an impactful LHP what you expect from RI.)*

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***4.* *EXPERTISE IN HUMANITARIAN AID***

*(Maximum 200 words; explain in a short text your experience in Humanitarian Aid, including work experience, human resources, and innovations.)*

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1. ***EXPERTISE IN YOUTH EMPOWERMENT***

*(Maximum 200 words; explain in a short text your experience in Youth Empowerment, including work experience and, innovations.)*

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1. ***CURRENT GEOGRAPHICAL AREAS OF OPERATION***

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| --- | --- | --- | --- |
| ***Name of Governorate*** | ***Name of Locality*** | ***Years of Presence in the Locality*** | ***Current Number of Projects in the Locality*** |
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1. ***GENERAL EXPERIENCE OF THE NGO***

*(Please list all the completed and ongoing projects in the last 5 years + planned projects for 2021).*

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| --- | --- | --- | --- | --- | --- |
| ***Title*** | ***Project’s Description*** | ***Location*** | ***Donor*** | ***Total Budget (BDT/USD)*** | ***Project’s Duration (mm.yyyy to mm.yyyy)*** |
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1. ***HUMAN RESOURCES***

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| --- | --- | --- | --- |
| ***Category*** | ***Number of Full time staff (Total)*** | ***Number of Volunteers/ Intern/ Part-Time staff*** | ***Number of staff working in Cox’s Bazar*** |
| ***Management*** |  |  |  |
| ***Monitoring and Evaluation*** |  |  |  |
| ***Program*** |  |  |  |
| ***Training*** |  |  |  |
| ***Finance*** |  |  |  |
| ***HR*** |  |  |  |
| ***Logistic*** |  |  |  |
| ***Administration*** |  |  |  |
| ***Field Staff*** |  |  |  |
| ***TOTAL*** |  |  |  |

1. ***LIST OF AVAILABLE INTERNAL POLICIES, GUIDELINES AND CODE OF CONDUCT***

*(Please list all your policies e.g. HR Policy, Administration and Finance Policy,* *Fraud / Anti-Corruption Policy,* *Procurement Policy,* *Annual Report,* *Prevention of sexual exploitation; gender, child protection and safeguarding, Monitoring and Evaluation Framework etc)*

***\*\*\*\*\* Kindly attached all the Policies/Manuals/Reports \*\*\*\*\**** ***Explain if not attached***

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1. ***OTHER RELEVANT INFORMATION OF THE ORGANIZATION***

*(Maximum 500 words)*

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**This is to certify the above-provided information is an accurate and fair representation of NGO work and information about the organization.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature**

**Name:**

**Designation:**

**Date:**