

Sida HUM - Riktlinjer för bedömning av intresseanmälningar om humanitärt partnerskap

Instruktion för bedömningen av kvalitativa frågor

- Sidas bedömning består av färgmarkering enligt kriterierna nedan.
- Den här vägledningen innefattar enbart de frågor i formuläret som besvaras med öppna svar. Förutom dessa finns ett antal ja/nej-frågor som också berör grundkrav. Om en organisation har svarat nej på någon av dessa frågor kommer den inte att kunna gå vidare till nästa steg av bedömningen.
- Frågor med en asterisk berör grundkraven.
- Bedöm och gradera svaren med färg utifrån **kvalitén i svaren och relevans** i relation till frågor och kriterier i denna vägledning:

FAIL	PASS	DISTINCTION
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Poängsättning:

0	2	4
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Poängsättning för prioriterade frågor som väger tyngre enligt vägledningen (berör frågorna: 5.3, 6.2, 6.3, 6.4, 6.5, 7.1, 7.3, 7.5, 8.5, 9.2, 10.3).

0	4	8
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2. Organisation

2.2 If your organisation is submitting an application on behalf of a federation, consortium or network, please describe why your entity has been selected as the lead applicant and explain the partnership with the wider federation, consortium or network. (Max. 400 words)

Answer does not clearly explain the structure of the federation, consortium and/or does not include a motivation for selection of the lead entity. Answer indicates that the federation, consortium or network has no prior experience of working as a joint entity.	Answer clearly explains the structure of the federation, consortium or network, and presents a motivation for selection of the lead entity. Answer does not clearly explain if the federation, consortium or network has proven experience of working as a joint entity.	Answer clearly explains the structure of the federation, consortium or network, presents a motivation for selection of the lead entity and demonstrates the added value of the organisational arrangement, including the lead entity. Answer demonstrates proven experience of working together over time as a joint entity.
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2.6 Select type of organisation.*

Incorrectly identifies with selected category.	N/A	Correctly identifies with selected category.
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3. Screening Questions

3.4 Describe your organisation's policies and systems to screen and select partners to ensure that they adhere to and promote democratic values and human rights, and ensure that you do not support actors that have links to violent ideologies, extremism or Islamism?*

Answer provides limited or no information on the policies and systems used to screen and select partners in relation to the questions.	N/A	Answer describes policies and systems to screen and select partners in relation to the question.
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4. Internal governance and control

4.7 Does the statutory audit reporting from the last two years or the two last completed audit processes contain an unqualified (“clean”) opinion? If not; state the audit finding(s).

Does not perform statutory audit OR contains qualified/modified opinion with recurring findings (check with controller if needed).

Contains qualified/modified opinion.

Contains unqualified/unmodified opinion.

5. Global footprint

5.1 Kindly list all the countries in which your organisation has ongoing operations delivering humanitarian assistance.*

Does not deliver humanitarian assistance in 15 countries (i.e. the list of countries provided may be 15 but includes countries that Sida deem are not humanitarian emergency contexts).

N/A

Has ongoing operations delivering humanitarian assistance in 15 countries which Sida deem are humanitarian emergency contexts.

5.2 If your organisation is in fewer than 15 countries, kindly outline why you have a unique and critical mandate to respond to humanitarian needs in the locations where you are present?* (Max. 400 words)

Does not meet Sida's requirement of unique mandate defined in the call for proposal (see FAQ). This category does not refer to organisations that play a unique operational role in a given context or set of contexts, due to for example geographical presence in a particular location or specialized sector expertise.	N/A	By "critical mandate", Sida means organisations that have a unique mandate provided by the UN General Assembly to provide critical humanitarian assistance and protection in a specific country, region and/or sector. The organization meets this definition.
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5.3 Kindly rank the top 10 humanitarian operations of your organisation according to the size of the humanitarian budget. Please indicate the name of the country where the humanitarian response is ongoing (i.e. not by region) and total budget according to the last financial year.

>6 of the largest humanitarian operations are included in Sida's needs-based allocation list during the same financial year.	7-9 of the largest humanitarian operations are included in Sida's needs-based allocation list during the same financial year.	The 10 largest humanitarian operations are all included in Sida's needs-based allocation list of 30 during the same financial year.
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5.4 Please list your top five sources of humanitarian funding for 2023, including the percentage of total global funding represented by each of those sources (e.g. Sida 20%, NORAD 15% etc.)

Does not demonstrate a diversified pool of funding, relies extensively on one donor.	Demonstrated somewhat diversified pool of funding, with at least two donors representing majority of the funds.	Demonstrated diversified pool of funding, with at least three donors representing majority of the funds.
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5.6 In the last financial year, what portion of your global budget was funded by humanitarian funding?

Less than 10% of global budget was funded by humanitarian funding

10-30% of global budget was funded by humanitarian funding

More than 30% of global budget was funded by humanitarian funding

5.5 Please indicate the total number and ratio (%) of international and national staff members globally in your organisation during 2023.

National staff make up less than 50% of staff members globally

National staff make up 50-80% of staff members globally

National staff make up more than 80% of staff members globally

6. Relevance

6.2 Does your organisation have a policy or guidelines on how to ensure centrality of protection, including a clear vision of how your organisation contributes to protection outcomes?* Please describe how the organisation integrates protection in all programmes, including whether you have a technical unit for protection and if you provide specialised protection services. (Max. 400 words)

Answer does not demonstrate that the organisation has policies or guidelines in place to ensure the centrality of protection and demonstrates no or little vision of how the organisation contributes to protection outcomes.

Answer demonstrates that the organisation has policies and/or guidelines and/or strategies on protection /centrality of protection that clearly outlines how to place protection at the centre of its interventions, irrespective of the sector, but provides no or limited information on dedicated resources and implementation.

Answer demonstrates that the organisation has policies and/or guidelines and or strategies on protection/centrality of protection that clearly outlines how to place protection at the centre of its interventions, irrespective of the sector, and clearly describes dedicated resources at all levels to implement those in the full programme cycle.

6.3 Briefly outline your organisation's internal policies and/or strategy on conflict sensitivity and do no harm? Please describe relevant policies/guidelines, whether you have a technical unit/staff dedicated to conflict sensitivity and any other dedicated resources. (Max. 400 words)

Answer does not demonstrate that the organisation has policies and/or strategies that cover both conflict sensitivity and do-no-harm.

Answer demonstrates that the organisation has policies and/or strategies on conflict sensitivity or do-no-harm but provides no or limited information about dedicated resources to support implementation.

Answer demonstrates that the organisation has policies and/or strategies on conflict sensitivity or do-no-harm and clearly describes the dedicated resources available to support application in country settings.

6.4 What criteria does your organisation use to decide which crisis to respond to -and where to respond within a crisis?* Please indicate which analysis and sources are used to understand the severity of needs within a crisis and differences in severity between crises. (Max. 400 words)

Answer does not clearly demonstrate which analysis or sources on severity of needs that are used to decide which crisis and where within a crisis the organisation responds.

Answer demonstrates which analysis of severity of needs analysis the organisation uses but it is not clear whether this analysis actually informs the decision of where to respond, between and /or within crises.

Answer demonstrates which severity of needs analysis is used to decide which crisis to respond to – and where within a crisis to respond.

6.5 Describe how your organisation contributes to impartial prioritisation within a crisis, e.g. through needs assessment, analysis and targeting of the most severely affected people?*(Max. 400 words)

Answer does not demonstrate how the organisation contributes to impartial prioritisation.

Answer demonstrates that the organisation contributes to impartial prioritisation by strengthening the common understanding of severity of needs (e.g. through participation or coordination of needs assessment and analysis) OR by strengthening the targeting of people with severe needs (e.g. by coordinating with others to ensure people with the most severe needs are assisted first based on available needs analysis).

Answer demonstrates that the organisation contributes to impartial prioritisation by strengthening the common understanding of severity of needs (e.g. through participation or coordination of needs assessment and analysis) AND by strengthening the targeting of people with severe needs (e.g. by coordinating with others to ensure people with the most severe needs are assisted first based on available needs analysis).

6.6 Briefly outline how gender analysis informs the design of your operations? How do you ensure gender mainstreaming in implementation and monitoring of results of your operations?* Please describe relevant policies/guidelines, whether you have a technical unit/staff dedicated to gender equality and any other dedicated resources. (Max. 400 words)

Answer does not demonstrate that the organisation has policies and/or strategies that cover gender analysis and mainstreaming.

Answer demonstrates that the organisation has policies and/or strategies on gender analysis and mainstreaming but provides no or limited information about dedicated resources and/or technical staff to support implementation.

Answer demonstrates that the organisation has policies and/or strategies on gender analysis and mainstreaming and clearly describes the dedicated resources and/or technical staff available to support implementation.

6.7 Briefly outline how your operations are affected by and/or impact environment/climate change risks* Please describe your organisation's capacity to mitigate and manage the identified risks to its operations and/or the environment, including relevant policies/guidelines, whether you have a technical unit/staff dedicated to environment and climate and any other dedicated resources. (Max. 400 words)

Answer does not demonstrate that the organisation has frameworks for climate and environment (policies and resources).

Answer demonstrates that the organization has basic frameworks for climate and environment (policies and resources).

Answer demonstrates that organization has comprehensive frameworks for climate and environment (policies and resources).

7 Effectiveness

7.1 Describe the systems and capabilities your organisation has in place to enhance response in areas with severe access constraints. Please include if you have a technical access unit, access strategies at country level, or dedicated human resources for access at country level. (Max. 400 words)

Answer does not demonstrate that the organisation has systems or capabilities in place to enhance response in areas with severe access constraints. There is no or vague mention of dedicated resources, staff or strategies at country level.

Answer demonstrates that the organisation has system/strategies in place to enhance response in areas with severe access constraints, but these are mainly at HQ level. No/limited resources, staff or strategies at country level.

Answer demonstrates that the organisation has system and capabilities in place to enhance response in areas with severe access constraints. This includes dedicated resources, staff or strategies at country level.

7.5 Explain how your organisation involves crisis-affected people in the design and implementation of your activities, and how you incorporate and adapt your operations based on feedback from affected communities. Please include if you have a Accountability to Affected Populations policy, how affected populations are consulted regarding project design and targeting, and how feedback on the response from affected populations is used to adapt the response. (Max. 400 words)

Answer does not demonstrate that the organisation systematically involve crisis-affected people in the design and implementation of activities, and incorporate and adapt operations based on feedback from affected communities.

Answer demonstrates somewhat that the organisation systematically involve crisis-affected people in the design and implementation of activities, and incorporate and adapt operations based on feedback from affected communities. However, the organisation does not have a relevant policy or corporate commitment.

Answer demonstrates that the organisation systematically involve crisis-affected people in the design and implementation of activities, and incorporate and adapt operations based on feedback from affected communities. The organisation has a relevant policy or corporate commitment to engage affected populations throughout the programme cycle.

7.3 Describe your organisation's capacity to respond to sudden onset emergencies. Please include relevant mechanisms, e.g. surge capacity and number of deployments last year, or contingency funding mechanisms for rapid response. (Max. 400 words)

Answer provides no or limited information about mechanisms or guidelines related to sudden onset emergencies.

Answer demonstrates that the organisation has mechanisms and guidelines in place to ensure response to sudden onset emergencies but does not provide specific information about their capacity or past experience.

Answer demonstrates that the organisation has mechanisms and guidelines, including contingency funding, in place to ensure response to sudden onset emergencies and provides specific information about their capacity and past experience.

7.6 Describe how your organisation works in accordance with international humanitarian standards, e.g. the Core Humanitarian Standard, Sphere Standards, etc. (Max. 400 words)

Answer provides no specific information about the organisation's work with standards, either organisation-specific or shared.

Answer provides some information about the organisation's use of humanitarian standards, citing specific standard regimes.

Answer clearly explains how the organisation works with international standards, providing examples and citing specific standard regimes.

7.7 Describe how your organisation works with results-based management at the corporate level?* (Max. 400 words) Please describe how you monitor and measure the achievement of your actions against set objectives and measure impact.

The organisation describes how they work with MEAL at either programme and corporate level. They do not include description of how they measure impact or how programmes are adapted based on evaluations. No relevant resources and tools at organizational level is presented.

The organisation describes how they work with MEAL at programme and corporate level. They do not include description of how they measure impact or how programmes are adapted based on evaluations. Present relevant resources and tools at organizational level.

The organisation describes how they work with MEAL at programme and corporate level. They include description of how they measure impact. Present relevant resources and tools at organizational level.

Efficiency

8.1 What percentage of your actual total global budget was absorbed in 2022? In regards to total budget we kindly ask that you refer to the total budget received from donors

< 60%

60% < 85%

> 85%

8.2 Outline how your organisation conducts cost-effectiveness analysis? Please indicate if you have a standardised tool to conduct this analysis. (Max. 400 words)

Does neither conduct cost-effectiveness analysis nor does the organisation display deliberate choice of response modalities or efforts to improve effectiveness through learning	Does not conduct cost-effectiveness analysis per se, but demonstrates deliberate choice of response modalities and efforts to improve effectiveness through learning	Conducts cost-effectiveness analysis
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8.3 What percentage of your programmes is implemented through cash and voucher assistance? If available, please indicate the proportion of your cash programmes that consists of multi-purpose cash assistance.

Answer indicates lower levels of cash and voucher assistance, capacities and investments.	Answer indicates medium levels of cash and voucher programming, capacities and investments.	Answer indicates higher levels of cash and voucher assistance, capacities and investments.
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8.4 Based on the latest financial statement, what was the total percentage of overhead cost out of your total expenditure? Please also specify the reported time period.

> 20%	10% - 20%	< 10%
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8.5 Briefly outline your organisation's internal policies or guidelines to promote equitable partnerships with local and national partners? For reference please see Sida's brief on locally-led humanitarian action. (Max. 400 words).

The organisation does not have any internal policies or guidelines to promote equitable partnerships and/or does not consider equitable aspects in their partnerships with local and national partners.

The organisation has internal policies or guidelines to promote equitable partnerships considering three out of the six follow up areas of the third approach (With Sida HUM's strategic partners through partnerships with L/NAs).

The organisation has internal policies or guidelines to promote equitable partnerships considering all of the follow up areas of the third approach (With Sida HUM's strategic partners through partnerships with L/NAs).

8.6 Provide the volume of humanitarian funding and percentage of total humanitarian funding provided directly to local and national humanitarian actors in 2020, 2021 and 2022.

Average of 15% and below

Average of 15-25%

Average of 25% and above

Coherence

9.2 Does your organisation lead any coordination fora for more coherent and effective humanitarian action, at global or country levels (e.g. cluster, inter-cluster or inter-agency working groups, NGO fora, collective needs analysis efforts, etc.) Please list. (Max. 400 words)

Organisation does not lead any coordination fora at global or country levels (e.g. cluster, inter-cluster or inter-agency working groups, NGO fora, collective needs analysis efforts, etc.)

Organisation leads coordination fora at global or country levels (e.g. cluster, inter-cluster or inter-agency working groups, NGO fora, collective needs analysis efforts, etc.)

Organisation leads coordination fora at global and country levels (e.g. cluster, inter-cluster or inter-agency working groups, NGO fora, collective needs analysis efforts, etc.)

Connectedness and Sustainability

10.3 Describe how your organisation operationalizes the Humanitarian-Development-Peace nexus (HDP). For reference, see Sida's guidance note on the HDP nexus. (Max. 400 words)

Answer does not demonstrate that the organisation has mechanisms and guidelines for nexus programming and provides specific information about their capacity and past experience.

Answer somewhat demonstrates that the organisation has mechanisms and guidelines for nexus programming and provides specific information about their capacity and past experience.

Answer demonstrates that the organisation has mechanisms and guidelines for nexus programming for greater aid effectiveness. Answer provides specific information about their capacity and past experience. Partners should demonstrate how they work across the nexus, including analysis, coordination, programming and flexible financing to reduce people's needs, risks and vulnerability and build resilience against crises. Partner should demonstrate that while focused on post-emergency response activities, they seek complementarity with longer-term approaches and sustained positive impact for crisis-affected.

10.4 If relevant, please outline your organisation's approach to anticipatory action, including relevant policies and protocols? Please describe relevant policies/guidelines and whether you have a technical unit/staff dedicated to AA. As relevant please make sure to include how you program AA fuel money, including use of early action protocols. (Max. 400 words)

Answer does not demonstrate that the organisation has frameworks for AA or programming (policies, resources, experience).

Answer indicates that the organization has a medium level of AA frameworks and programming (policies, resources, experience).

Answer indicates that the organization has a higher level of AA frameworks and programming (policies, resources, experience).