

- SAMPLE DOCUMENT PACKAGE PLEASE REVISE AND ADAPT -

## IOM MISSION – NIGERIA

### **CALL FOR EXPRESSION OF INTEREST**

1 **Timeline**

Call for Expression of interest ID #	NG30/23/LIV/001
Posted (date)	January 19 2023
Clarification Request Deadline	January 26 2023
Application Deadline	February 3 <sup>rd</sup> 2023
Notification of Results	February 10 <sup>th</sup> 2023
Implementation Start Date	ASAP
Implementation End Date	October 31 2023

2 **Locations**

*Gombi and Hong LGA (Adamawa State) NIGERIA*

3 **Sector(s) and area(s) of specialization**

Food Security and Livelihoods – IOM Nigeria is seeking for a prospective implementing partner who will undertake the implementation of Agricultural Livelihoods and Cash Assistance activities which will eventually **strengthen the resilience of crisis-affected people by re-establishing, improving, and diversifying key agriculture livelihoods (including crop production and livestock).**

4 **Issuing Agency**

The International Organization for migration (IOM)

5 **Project Background**

**See Attached TOR (Annex B)**

6 **Expected Results**

**A. Wets and Dry Season/ Irrigation Farming Support;**

The successful IP will on behalf of IOM support targeted beneficiaries with rainy and dry season kits. Kits contents include Groundnut seeds, Maize seeds, Rice seeds, a 16-liter Knapsack sprayer, hand safety gloves, Agrochemicals (Insecticides, weedicide, and post-harvest pesticide), wet blended fertilizer, farm tools (Hoes and Cutlass).

**B. Livestock Production and Management**

The successful IP will on behalf of IOM support 20 targeted beneficiaries with livestock assistance including animal restocking, value chain development, and veterinary support.

S/N	Activity	Deliverables
1	<p><b>Wets and Dry Season/ Irrigation Farming Support;</b></p> <p>The successful IP will on behalf of IOM support targeted beneficiaries with rainy and dry season kits. Kits contents include Groundnut seeds, Maize seeds, Rice seeds, a 16-liter Knapsack sprayer, hand safety gloves, Agrochemicals (Insecticides, weedicide, and post-harvest pesticide), wet blended fertilizer, farm tools (Hoes and Cutlass).</p>	<ul style="list-style-type: none"> <li>• Procurement of wet and dry season agricultural Kits (Procurement process should be strictly in line with IOM procurement policies) and only seeds approved by National Agricultural Seed Council is allowed.</li> <li>• Provide Warehousing and logistic support for kits</li> <li>• Provide timely update of activity to IOM and community stakeholders</li> <li>• Distribute improved climate resilient agricultural kits (rainy or dry seasons kits as in I above) to 40 wet season farmers/households</li> <li>• Distribute improved climate resilient agricultural kits (rainy or dry seasons kits as in I above) to 40 Dry season/Irrigation farmers/households</li> <li>• Employ multi-purpose cash support to improve access to farmland and farm management of 40,000 NGN in two tranches</li> <li>• Train beneficiaries on Good Agricultural Practices including Climate Smart Agriculture such as multiple cropping, crop rotation water management, etc., Integrated Pest Management, Preservation techniques, in coordination with Ministry of agriculture and Forestry resources in Adamawa etc.</li> <li>• Form a group savings and loan association /cooperatives where beneficiaries can save and make a withdrawal (loan) for livelihood expansion. Provide training on record keeping and provide record books cooperative Boxes for safekeep of valuables for at least 8 group saving and loan Association.</li> <li>• Provide extension Services in collaboration with extension units of the ministry of Agriculture, Adamawa state.</li> <li>• Track the status, practices, and harvest/yield of beneficiaries before and after the support and develop a publishable case study for at least 15 to 20 beneficiaries.</li> <li>• Training Curriculum for Wet season Good Agricultural Practice (2 different versions)</li> <li>• Full attendance list for GAP training</li> <li>• Full attestation sheets for kit distribution.</li> </ul>

		<ul style="list-style-type: none"> <li>• Full attestation sheets for multipurpose cash distribution.</li> <li>• IOM staff will be present during distribution and training</li> <li>• Professional pictures and videos with IOM and NHF visibility</li> <li>• Recorded average Yield per hectare of 5 tons per hectare for rice production</li> <li>• Recorded average Yield per hectare of 4.5 Tons for Maize</li> <li>• Recorded average Yield per hectare of 4 tons per hectare</li> </ul>
2	<p>Livestock Production Management</p> <p>The successful IP will on behalf of IOM support 20 targeted beneficiaries with livestock assistance including animal restocking, value chain development, and veterinary support</p>	<ul style="list-style-type: none"> <li>• Procurement of sahel breeds of goats and point of lay birds' as per the Livestock Restocking Guidelines.</li> <li>• Procure and distribute items for construction of goat</li> <li>• Develop a Memorandum of Understanding with department of livestock and Fisheries of Ministry of Agriculture Adamawa State to support in Quarantine, training, and provision extension veterinary Services to beneficiaries.</li> <li>• Provide Warehousing and logistic support for items.</li> <li>• Train beneficiaries on Good Agricultural practices in relation to livestock</li> <li>• Provide timely update of activity to IOM and community stakeholders</li> <li>• Employ multi-purpose cash support to beneficiaries to enable them meet up with construction of goat pen.</li> <li>• Form a group of savings and loan association where beneficiaries can save and make a withdrawal for livelihood expansion. Training will be provided on record keeping and record books will be provided to the group and the support for cooperative registration to facilitate access to financial services.</li> <li>• Track the status, practices, and harvest/yield of beneficiaries before and after the support and develop a publishable case study for at least 15 to 20 beneficiaries.</li> <li>• Track the status, practices, and harvest/yield of beneficiaries before and after the support and develop a publishable case study for at least 15 to 20 beneficiaries.</li> <li>•</li> <li>• Training Curriculum for Livestock Production Management Good Agricultural Practice (2 different versions)</li> <li>• Full attendance list for GAP training</li> </ul>

		<ul style="list-style-type: none"> <li>• Full attestation sheets for kit distribution. IOM staff will be present during distribution and training</li> <li>• Professional pictures and videos with IOM and NHF visibility</li> <li>• Signed MOU with Adamawa state ministry of agriculture on provision of veterinary support</li> <li>• Strict adherence to FAO LEGs with the livestock to be quarantined for a minimum of two weeks before distribution in LGAs</li> <li>• No mortality should be reported by beneficiaries within 6 weeks of distribution</li> <li>• No reports of food wastage symptoms such as running stool, constipation, diarrhea etc.</li> </ul>
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## **7 Indicative Budget**

*The IP should provide an indicative budget for the assessment, training on Good Agricultural Practices (GAP), Procurement and Distribution (In-kind or Voucher) of Agricultural kits and livestock, disbursement of cash where applicable, registration and managements of cooperatives. The budgets should also include staffing, data analysis and reporting for the 7 months period in line with their own budget guidelines and templates. Upon selection and onboarding of the successful IP the Budget would be transferred to IOM/NHF templates. Applicants/prospective IPs are requested to provide a breakdown of expenditures in relation to Staff & Office costs (not exceeding 30% of the overall budget allocation) and Operational costs. Staffing is expected to be undertaken by the Applicant.*

## **8. Other Information**

*The activity of the IP will be overseen by the Livelihoods and CBI team in IOM Yola and Maiduguri office. The IP will receive direct guidance from a dedicated focal person under the overall supervision of the Project Manager Livelihoods and CBI.*

*The proposal should include a detailed workplan showcasing how the implementing partner is expecting to meet the stated objectives within the timeframe provided. The project should be completed no later than 31<sup>st</sup> October 2023. The IP will be requested to submit interim reports during project implementation as well as 1 final report upon completion of activities. This will be coupled with regular monthly updates to the IOM Team as implementation of activities progresses.*

*All reimbursable costs such as procurement of kits are non-negotiable and must adhere to IOM standards. Fee charges such as consultancy, warehousing, logistics etc have are open ended and will be open ended.*

## **9. Reporting and progress check**

*The successful IP is expected to submit a Monthly report (30 days) indicating progress of all activities such as procurement, implementation, training, etc. This will enable IOM to give timely reports back to the donor and assist IOM to process vendor payments based on milestones achievement. The IP is also expected to deliver a final report 2 weeks before the implementation end date with IOM. Contents of report should capture a wholistic view of the project with challenges, lessons learnt etc. Each report should also be accompanied with relevant supporting documents such as signed staff timesheets, travels logs, attestation sheets, attendance sheets. Etc.*

**Selection Criteria (adjust as necessary)**

Name	Description	Weight
(a) Adequacy and soundness of proposed activities and work plan in response to the Terms of Reference and achieving expected results.	<ul style="list-style-type: none"> <li>• Clearly describe intervention approaches (activities) based on ToR.</li> <li>• Provide clear result matrix (programme outputs, indicators, activities, and timeline)</li> </ul>	30
	<ul style="list-style-type: none"> <li>• Detailing how the planned activities will be delivered and completed with addressing: potential risks or complications and how the partner would overcome.</li> </ul>	
(b) Cost effectiveness	How cost distributed for each activity and the proposed costs are in line the recent market.	20
(c) Organizational capacity and experiences in the requested activities and locations.	<ul style="list-style-type: none"> <li>• Demonstrated operational presence in the target area, while ensuring a good coordination and partnership with the relevant UN agency and INGO</li> <li>• Demonstrate professional expertise in subject matter.</li> <li>• Provide a list of key personnel who will be critical in the management as well as the operational and financial oversight of the proposed programme.</li> <li>• Financial capacity to deliver the planned interventions.</li> </ul>	40
	<ul style="list-style-type: none"> <li>• Proposed innovative/unique approach and experiences: outline the partner-specific contributions to facilitate durable outcomes. Describe any specific advantages and experiences that are unique to the organization that will enhance the quality and sustainability of implementation of the proposed</li> </ul>	10

## 11 Attachments

Description	URL
<a href="#">ANNEX A – Implementing Partner Reference Checklist</a>	Attached
<a href="#">ANNEX B – Term of Reference</a>	Attached
<a href="#">ANNEX C - Implementing Partners General Information Questionnaire</a>	Attached
<a href="#">ANNEX D - Budget</a>	Attached
<i>Please add any other templates as relevant</i>	(Insert link)

## 12 For more information on this partnership opportunity, and to apply, please visit

(Insert IOM website portal)

The organizations responding to this call need to demonstrate their capacity to implement all listed activities as a single package. Partial applications for individual activities will not be considered.

IOM reserves the right to cancel/reduce the scope of planned activities or to introduce new/broaden the scope of the existing activities. Selected Implementing partner needs to be ready to develop a detailed budget based on submitted proposal in two weeks upon receiving the notification from IOM.

All applicants will receive written notification, within the two weeks after the deadline for the submission of Concept Note, of the outcome of the selection process. Should an applicant request further clarification, IOM will provide a response explaining the transparency and integrity of the selection process undertaken.

IOM reserves the right to decline disclosure of the specificity of decision derived by the IOM mission due to reasons related to confidentiality.

IOM reserves the right to accept or reject any Expression of Interest, and to annul the selection process and reject all Expression of Interest at any time, without thereby incurring any liability to the affected Implementing Partners.

For more information, please contact in writing ([Abdul Baseer Khan – Livelihood/CBI Officer](#)), sending email to ([abaseerkhan@iom.int](mailto:abaseerkhan@iom.int)), Cc: [Ijaduwa Joseph ANAMJA - Livelihood/CBI Assistant](#) ([ianamja@iom.int](mailto:ianamja@iom.int))

### Expression of Interest submission guidelines

This document contains instructions on the preparation and submission of the Application including Annex A: IP Information.

1. The Application must be submitted either by hand or through mail in sealed envelope to IOM with office address at - *IOM, 4 Gombole, Giwa Barrack Road, Maiduguri, Borno State – Nigeria no later than 17:00 hours, 3<sup>RD</sup> February 2023*. Late Application will no longer be considered.
2. A detailed description must be provided on how the requirements specified in the Call for Expression of Interest (CEI) issued by IOM will be matched by the capabilities, experience, knowledge and expertise of the Implementing Partners
3. The Application must be submitted in one original and one copy and envelop must be marked “Original” and “Copy” as appropriate. If there are any discrepancies between the original and the copy the original governs. Both envelopes shall be placed in an outer envelope and sealed. The outer envelope shall be labeled with the submission address, reference number and title of the Project and name of the Implementing Partner.
4. The Application must be submitted in the English language and in the format prescribed by IOM within the CEI. All required information must be provided, responding clearly and concisely to all the points set out. Any application which does not fully and comprehensively address this CEI requirements may be rejected.
5. The Application document should comprise of the following:
  - a. Cover Letter;

- b. Duly accomplished application documentation as outlined within the CEI signed on all pages by the Implementing Partner's Authorized Representative; and
  - c. Any other relevant documents
6. Applications may be modified or withdrawn in writing, prior to the closing time specified in this Request for EoI. Applications shall not be modified or withdrawn after the deadline.
7. The Implementing partner shall bear all costs associated with the preparation and submission of the Application and IOM will not in any case be responsible and liable for the costs incurred.
8. IOM on no occasion will ask an application fee from Implementing Partners.
9. All information given in writing to or verbally shared with the Implementing Partners in connection with this CEI is to be treated as strictly confidential. The Implementing Partner shall not share or invoke such information to any third party without the prior written approval of IOM. This obligation shall continue after the selection process has been completed whether or not the Implementing Partner application is successful.
10. IOM will treat all information (or that marked proprietary/sensitive/financial) received from Implementing Partners as confidential and any personal data in accordance with its Data Protection Principles.
11. The Implementing Partner by submitting an application gives consent to IOM to share information with those who need to know for the purposes of evaluating and managing the proposal.
12. IOM reserves the right to accept or reject any Application, and to cancel the process and reject all Applications, at any time without thereby incurring any liability to the affected Implementing partner or any obligation to inform the affected Implementing partner of the ground for IOM's action.

## IMPLEMENTING PARTNER REFERENCES CHECKLIST

The below information is requested to be include in the response to the CEI issued by IOM:

### TABLE 1 – MAIN IMPLEMENTING PARTNER EXPERIENCE IN LAST THREE YEARS (free format)

- Starting Month/ Year
- Ending Month / Year
- Donor / Lead partner
- Description of projects
- Contract Amount

Remarks (Provide documentary evidence)

### TABLE 2 – SIMILAR EXPERIENCE IN LAST THREE YEARS (free format)

- Year
- Donor / Lead partner
- Description of projects
- Contract Amount
- Remarks (Provide documentary evidence (\*))

### TABLE 3 – LIST OF KEY STAFF MEMBERS (free format)

- Name
- Designation Qualification
- No. of Years of Experience

Provide an organizational chart and detailed CVs for key management and personnel in the Organization

### TABLE 4 – ANY OTHER INFORMATION (free format)

In addition to the required information, Implementing Partners may provide any other related documents

**Terms of Reference**

<b>Introduction</b>
The IOM Nigeria Livelihoods and CBI Unit is seeking for a prospective Implementing Partners to support in the implementation of Agricultural Livelihood and Cash Assistance project to affected Population, with the overall objectives of protecting and strengthening the agricultural livelihoods of the vulnerable population in Gombi and Hong LGAs in Adamawa State, north-east Nigeria
<b>Background</b>
<p>After more than 13 years of conflict, violence and insecurity, north-east Nigeria continues to remain a large-scale humanitarian and protection crisis, affecting the lives, livelihoods, and wellbeing of millions of people in the region as well as cross-border. The 2022 Humanitarian Needs Overview (HNO) highlighted three major sectors for which households across target groups require urgent assistance: health, food security, and protection sectors - each of which counts more than 4 million people in need. IDPs living in camps or camp-like settings endure inadequate conditions and services, such as overcrowding, protection risks, limited basic services, a paucity of cooking fuel, and scarce livelihood opportunities, including limited access to land for agriculture (grazing and crop farming).</p> <p>According to the OCHA situation report from July 2022, the latest food security assessments revealed that 4.1 million people in the Borno, Adamawa and Yobe (BAY) States are at risk of severe food insecurity in this lean season. People's resilience and coping mechanisms have been devastated by the conflict. After averting a food security and nutrition catastrophe in 2021, danger looms again for the people of north-east Nigeria if efforts are not sustained.</p>
<b>Objective</b>
The objective of this project is to protect and strengthen the agricultural livelihoods of the vulnerable population in Gombi and Hong LGAs in Adamawa State, north-east Nigeria.
<b>Proposed interventions</b>
<p><b>Activity 1</b> Re-asses identified location and coordination with key community stakeholders. Assessment should include the choice of the modality of intervention, identification, and selection of key project committee.</p> <p><b>Activity 2</b> Liaise with the related ministries and parastatals on capacity building for the beneficiaries of GAP, engage them on GAP curriculum development and facilitation using the most appropriate mechanism.</p> <p><b>Activity 3</b> Carry out GAP training to the selected beneficiary according to the type or category of support while considering the timing for each support</p> <p><b>Activity 4</b> Carry out distribution of agricultural kits (wet season, dry season), livestock, and monitoring</p> <p><b>Activity 5</b> Carry out cash distribution using Financial Service Provider</p> <p><b>Activity 6</b> Cooperative Registration and Groups Savings and Loan association formation</p>
<b>Overarching Outcomes:</b>

IDPs, Returnees, and host community members have improved access to agricultural assistance to improve their livelihoods.
Expected results
100% Delivery of activities after Monitoring and Evaluation. The overall output “IDPs, Returnees, and host community members have improved access to agricultural assistance to improve their livelihoods” has been achieved and accepted by the IOM technical working staff(s).
Impact
The Provision of beneficiaries with improved access to agricultural assistance (Rainy and dry season farming kits, establishment of Cooperations/savings and loan association, livestock and Cash support) will in a long run improve their livelihoods.
Partnerships and collaboration
N/A
Proposed timeline: 7 Month
Payment terms: Payment shall be made in three installments; 1 <sup>st</sup> installment as Advance payment, 2 <sup>nd</sup> installment upon submission of reports and certification of services and 3 <sup>rd</sup> installment as final payment upon 100% completion of services.
20% Advance payment, 50% upon submission of interim report showing deliverable’s that pertains to dry season farming kits distribution, GAP trainings and Cash Support to dry season beneficiaries (Activity 2-5), and 30% upon completion and submission of final reports (narrative and Financial) with 100% delivery of all activity.
Qualification and experience
<p><i>The applicant should be based or operating in, and legally registered in Nigeria, and have an established presence and operational capacity in Adamawa state (valid registration documents should be provided with the application).</i></p> <ul style="list-style-type: none"> <li>- <i>The applicant should be a member of food Security and Livelihoods Sector in Northeast Nigeria</i></li> <li>- <i>The applicant should have a good understanding and working relationships with the relevant line ministries, local authorities, local communities, and other relevant stakeholders in Adamawa state.</i></li> <li>- <i>Demonstrated experience in Food Security and Agricultural livelihoods project implementation</i></li> <li>- <i>Sound donor reporting skills (abiding by strict data confidentiality agreements) and use of monitoring and evaluation tools.</i></li> <li>- <i>The proposal should demonstrate inclusiveness and respect for diversity and should take into consideration the engagement of vulnerable populations and have a gender-sensitive approach.</i></li> <li>- <i>The applicant should be able to demonstrate sufficient staff capacity and expertise to implement the project (supporting documents should be attached demonstrating the lead implementors of the project).</i></li> <li>- <i>Subcontracting will not be accepted.</i></li> <li>- <i>Experience working with an international non-governmental organization, or the United Nations would be an asset.</i></li> <li>- <i>Existing track record in managing donor grants is an asset.</i></li> <li>- <i>Demonstrated experience in working with grassroots communities.</i></li> </ul>
Submission of the project proposal
3 <sup>rd</sup> February, 2023
Place and deadline for submission of the project
<i>IOM Maiduguri Sub-office - 4 Gombole, Giwa Barrack Road, Maiduguri, Borno State, by 3<sup>rd</sup> February 2023.</i>



**Implementing Partners General Information Questionnaire**

Call for Interest ID number:	NG30/23/LIV/001
Full name of the Organization and abbreviation:	
Address and e-mail of contact person:	
Date of completion:	
Existing partnership with IOM?	
If yes, when did the cooperation with start?	

**A. BACKGROUND AND GOVERNANCE**

Is your organization legally registered in the country(ies) of implementation? If yes, please provide registration number/proof. If not, please explain.	
What is the status of the organization (e.g., IO/INGO, NGO, etc)?	
Does the organization produce an annual audited financial statement that is publicly available? If not, please explain.	
Does the organization`s management or ownership have any affiliation to IOM that would result in a conflict of interest?	
Who has influence over the organization?	
When was the Organization founded?	
When was the Organization last assessed by IOM or another UN entity?	
Date of last external evaluation and the name of the evaluator. Can the evaluation be shared with IOM?	

**B. ORGANIZATIONAL STRUCTURE**

Is an updated organizational structure/chart and the CVs of key personnel attached to the application?	
Where does the organization work in the country and what is its in-country structure and field presence?	
How many staff members work in the country office/programme?	
Are the all the main operational functions adequately staffed and resourced (finance, logistics, implementation, M&E)?	
Does the organization have personnel guidelines?	
Does the organization have personnel security procedures?	

**C. EXTERNAL ENGAGEMENT AND INFLUENCE**

Networks and coordination

Is the organization involved in networking with other Civil Society Organizations, humanitarian organizations or networks? If yes, please provide details.	
Does the organization coordinate its work with other Civil Society Organizations (local, national, international)? If yes, please provide details.	
How does the organization interact with beneficiaries and communities?	
Does the organization coordinate with the government/authorities?	
Does the organization engage in public or political processes (i.e. national and local government policy or budget discussions / decisions)	
<b>Information and advocacy</b>	
Does the organization produce information materials regularly? If yes, please describe.	
Does the organization hold public events for fundraising or other purposes? If yes, please describe.	
Does the organization work through the media?	
Does the organization use advocacy as a foundation of its work? If yes, please describe.	
Does the organization perform any lobbying activities? If yes, please describe.	
<b>C. PROGRAMMATIC CAPACITY</b>	
Does the organization have a stated mission and vision? Please provide the link if publicly available.	
What are the target group(s)/ beneficiaries of the organization?	
What is the geographical focus of the organization?	
What is the programmatic focus of the organization?	
Does the organization have a documented risk register and a risk management process?	
<b>Does the organization:</b>	
Uphold and abide by the humanitarian principles?	
Support the provision of impartial assistance solely based on needs?	
Operate independently without the imposition of a political agenda?	
Uphold a do-no-harm approach?	
Have a long-term plan/strategy in place?	
Have a framework for Accountability to Affected Populations?	
Have a Code of Conduct or other ethics policy?	
Have policies and procedures to prevent sexual exploitation and abuse?	
<b>D. FINANCIAL CAPACITY</b>	

What donors are currently supporting the organization's programmatic activities?	
What is the current overall budget for the organization's activities?	
Has the organization faced any liquidity or solvency related challenges during the past three years? If yes, how was it resolved?	
<b>Accounting system</b>	
Does the organization have detailed policies documenting its accounting standards, rules and procedures?	
Which accounting standards the organization follows (IPSAS; IFRS, national)?	
Which accounting software does the organization use and is it integrated with other functions (e.g. HR, procurement, etc.)?	
What is the document retention policy in relation to accounting and supporting documents? How does the organization ensure a safety of archives from theft, fire, flooding etc.? Were there any challenges faced in this respect during the last three years?	
Are all costs booked in the organizations accounts in a timely manner?	
Can the organization provide periodic financial reports at the project level?	
<b>Financial control</b>	
Does the organization have its own bank account registered in its own name?	
Does the organization have established internal audit functions?	
Is there a regular requirement for external audit on the companies' accounts and if yes, is it carried out in a timely manner?	
Does the organization comply with the audit recommendations received?	
What are the main characteristics of the internal control system in place? Were there any challenges faced in this respect during the last three years?	
How does the organization ensure sufficient segregation of duties?	
Is there a system in place to avoid double reporting of expenses to donors? Des the organization have a project accounting solution in place to facilitate related controls?	
<b>Cost effectiveness</b>	
Is the organization cost conscious? What principles are followed to minimize costs?	
Are quotations or invoices collected before purchases are made?	
<b>E. PROCUREMENT AND SUPPLY CHAIN CAPACITY</b>	

Describe the logistical setup of the organization.	
Does the organization have and follow counterterrorism policies requiring systematically vetting partners and suppliers against recognized lists of terrorists?	
<b>Procurement</b>	
Does the organization have clear procurement regulations? If yes, please share a copy.	
Was the organization's procurement policy reviewed and accepted by other organizations and/or donors?	
Does the organization have a clear policy for segregation of duties and delegation of authority in the procurement process?	
Does the organization have (and use) a procurement plan?	
Does the organization use ERP system to post procurement transactions?	
<b>Asset and warehouse management</b>	
Does the organization have an asset database?	
Does the organization have established protocols for handing over, write-off, sales and disposals of assets?	
Does the organization have procedures for managing stocks and warehouses?	

I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:

\_\_\_\_\_

Name/ Signature/ Date