

Administrative Capacity Assessment for Partners working with UNODC

To be completed by partner organisation (for planned project budget ≤ USD 150,000)

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|---|---|
| Full name of partner organization (hereinafter “organization”) | |
| Acronym | |
| Type of institution | <input type="checkbox"/> National NGO <input type="checkbox"/> Community-based organization <input type="checkbox"/> Academic institution <input type="checkbox"/> International NGO <input type="checkbox"/> Government entity <input type="checkbox"/> Other |
| Headquarters location (City and country) | |
| Date and Place of registration | |
| Address of partner organization | |
| Primary contact person | |
| Telephone number | |
| Email address | |

Summary of attachments (or provide internet links)¹:

- *Copy of legal registration certificate*
- *Annual audited financial statements of last two years*

¹ NB: Civil Society Organizations (CSOs) to create their profile on [UN Partner Portal](#) and upload these documents. Government entities to provide attachments via email.

| Compliance requirements: | YES/NO |
|---|---------------|
| <p>The signatory confirms that he/she/they is a representative of the organisation authorised to sign this form, and represents, on behalf of the organization and to the best of his/her/their knowledge, and to the best of the organization’s knowledge, the following:</p> | |
| <p>1. The organization, including any of its members and personnel, or any of its affiliated or partner individuals or entities, are <u>not</u> subject to sanctions adopted by the UN Security Council (UNSC) under Chapter VII of the Charter of the United Nations, or listed or belonging to listed categories determined by relevant UNSC Committees on Sanctions.</p> <p>The organization further has not supported and does not support, directly or indirectly, individuals or entities subject to or associated with individuals or entities falling under UNSC sanctions or any person or entity involved in any other manner in activities that are prohibited by a resolution of the UN Security Council adopted under Chapter VII of the Charter of the United Nations. (For a list of persons, entities or groups of individuals under sanctions, see the consolidated UNSC sanctions list at sctsanctions.un.org/oq371en-all.html).</p> | |
| <p>2. The organization including persons having powers of representation, decision-making or control over the organization or any member of its administrative, management or supervisory body(ies), are <u>not</u> currently or have <u>not</u> in the past been suspected of, charged with or found guilty of, corrupt, fraudulent, or other criminal activities, comprising being complicit in such activities, nor have any of them engaged in unethical activities; and they are not or have not in the past been involved with any person or entity suspected of criminal conduct, or having engaged in unethical conduct.</p> | |
| <p>3. The organization and its management, are in particular not involved in or otherwise associated with any of the following:</p> <ul style="list-style-type: none"> a. money laundering or the financing of terrorism; b. terrorist offences or offences linked to terrorist activities. c. sexual exploitation and abuse d. child labour, forced labour, human trafficking; e. crimes under international law including genocide, crimes against humanity and war crimes. | |
| <p>4. The organization’s financial affairs are not under the administration of a court, or other similar constituted body established by a national or international court and is not a defendant in a litigation initiated by its creditors.</p> | |
| <p>5. The organization, including persons having powers of representation, decision-making or control over the organization or any member of its administrative, management or supervisory body(ies), is not declared bankrupt, involved in bankruptcy or receivership proceedings and there are no judgment or pending legal action of such nature against the organisation.</p> | |
| <p>6. The organization, including persons having powers of representation, decision-making or control over the organization or any member of its administrative, management or supervisory body(ies), is not in breach of its obligations relating to the payment of taxes and social security contributions in accordance with the legal provisions of the country in which the organization is established or those of any other country in which it operates.</p> | |
| <p>7. The organization is not in breach, of any of its contractual obligations subsequent to any procurement or award procedures financed by or through the United Nations, as</p> | |

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| well as its specialized institutions and comprising its agencies, funds and programmes and it is not involved in legal proceedings or disputes with any of them. | |
| 8. The organization has not engaged, and it does not condone or tolerate from its employees, personnel, contractors and sub-contractors discrimination against any person or group including in terms of their race, sex, sexual orientation, gender, language, religious or political opinion, nationality, ethnic or social origin, property, health, disability, birth, age or other status. | |
| 9. The organization confirms that all its employees, personnel, contractors and sub-contractors are informed of the UN zero tolerance policy on Sexual Exploitation and Abuse (SEA) as outlined in ST/SGB/2003/13 (https://undocs.org/ST/SGB/2003/13) and, with reference to Section 6 of the ST/SGB, the organisation confirms that it accepts these standards in relation to its activities and its personnel. | |
| 10. The organization's employees, personnel, contractors and sub-contractors are screened for involvement or alleged involvement in SEA or violations of human rights. | |
| 11. The organization's employees, personnel, contractors and sub-contractors have completed the UN SEA training (https://agora.unicef.org/course/info.php?id=7380) or an equivalent training. | |
| 12. The organization undertakes to inform the UN without delay of any changes in the situations declared above. And confirms that noncompliance with this requirement may render the organization ineligible for current and as applicable future partnerships with the UN. | |

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of the agreement or other arrangements between the UN and the organization.

I, the undersigned, certify that the information provided above is true and accurate to the best of my knowledge and that it was prepared with the informed consent of all parties involved.

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| Title | |
| Name | |
| Date: | |
| Signature (of person submitting this declaration) | |