

**VIETNAM CIVIL SOCIETY FACILITY
Pre-Qualification Form A**

1. Your organisation's name _____

2. Your organisation's address

Tel: _____ Email: _____
Fax: _____ Website: _____

3. Name and designation of main contact person for this pre-validation.
Name _____
Designation _____

4. Legal status of organisation (tick one of the following):

- Mass organization:
- National NGO
Registered Number: _____
- International NGO
Licence Number: _____
- Social and professional organization:
Legal status number: _____
- Other: _____

(A notarised copy of the document certifying the legal status of the organization is required)

5. In what year was your organisation established?
For INGOs, specify year of starting to work in Vietnam

6. (a) How many full-time equivalent staff does your organisation employ?
(b) How many volunteer staff work in your organisation?

7. What was the total budget of your organisation in the last financial year? €

NOTE: please express gross (aggregate) income in Euro

8. Have you applied for Irish Aid funding support within the last three years? **Yes / No**

9. If the answer to Question 8 is yes, please specify the **year(s)**, the **amount(s)** and the grant **schemes** under which the grant was made (Irish Aid HQ CSF, Irish Embassy Head of Mission Fund, Irish Embassy CSF, Irish NGO sub-grant):

Year	Amount sought	Amount awarded	Scheme	Irish Aid Reference No.

10. Please describe the main governance arrangements in your organisation.

NOTE: *Please state:*

- *Whether your organisation is membership-based?*
- *Role of the Board or Council*
- *Composition and gender breakdown of the Board or Council*
- *Frequency of meetings of the Board or Council*
- *Any other relevant data*

11. Please describe the representative nature of your organisation – who is your organisation intended to represent and do the views and priorities of your constituents feed into your work planning and operations?

12. (a) From the following eleven thematic areas, please select three and number, in order of importance (but in terms of human and financial resources), your organisation's involvement in development.

Sectors/Themes	Tick one
Livelihood Security / Rural Development	
Gender Equality and Women's Empowerment	
Disability	
Human Rights	
Migration	
Environment	
Ethnic minority affairs	
Combating HIV / AIDS	
Policy influencing and Networking	
Other – please specify	

- (b) Please specify the provinces/cities in which your organisation has been most active during the past three years:

- (c) Describe the special characteristic of your organisation and what added value it brings to development in Vietnam

13. Please outline your existing partnership arrangements in the country/province(s) where the work will be done, and/ or partnership arrangements you intend to create.

NOTE: The term 'Partnership' would include local implementing partners, networks of beneficiary individuals or households, advocacy groups, service delivery agencies, networks of other NGOs or implementing agencies, mass organisations, academic bodies, etc

14. Please present briefly the chief staff competencies/experience in your organisation and your partner(s). Give an outline also of your - and their- organisational capacity.

NOTE: In describing skills of your own staff and of partner(s), please include technical, professional, administrative, financial, training, advocacy and other skills. Please consider all staff, voluntary or formally employed

15. Describe your organisation's systems and process for monitoring, reporting and evaluating results

16. Describe your organisation's systems and processes for documentation or experiences, institutional learning, public communications and advocacy

17. What other donor-agencies support the work of your organisation and for what programmes/projects? (please specify the name, location, duration, budget, and donor for each programme/project) over the past two years

Please attach a certification of your organisation's legal status, and a set of two years of the most recent audited accounts available, together with the management letter and management response. If you cannot provide these documents, you should explain why.

By ticking this box, I confirm that the answers given are truthful and complete.

Signature of authorised person _____

Full name: _____

Position: _____

Date: ____ / ____ / ____