

IOM Mission – Türkiye, Cross-Border Programme

IOM Call for Expression of Interest Reference number:

TD-GZT-2024-0094

Implementing Partners General Information Questionnaire

Information provided in this form will be used as input to the Due Diligence Assessment of applicants

Call for Expressions of Interest Reference number:	TD-GZT-2024-0094
Full name of the Organization and abbreviation:	Field Ready Türkiye (FRT)
Address and e-mail of contact person:	Emad.nasher@fieldready.org
Date of completion:	14.03.2024
Existing partnership with IOM?	Yes , for the refugees response in Turkiye
If yes, when did the cooperation with start?	In July 2023

A. CORE REQUIREMENTS

Is your organization legally registered in the country(ies) of implementation? If yes, please provide registration number/proof. If not, please explain.	Yes (Attached) File.1
What is the status of the organization (e.g. Intergovernmental Organization (IGO), International Organization (IO), Non-Government Organization (NGO), Non-Profit Agency (NPA), International Civil Society Organization (ICSO) or Civil Society Organization (CSO) etc.)?	Non-Government Organization (NGO) - Civil Society Organization (CSO)
Does the organization have presence in NWS? Please explain and share any relevant documents (e.g., MoUs with local authorities, previous/ongoing projects, references etc.)	Yes (Attached) File.2 & File.3
Is the organization a member of the relevant clusters/working groups in the sectors for which it is applying? Please explain and provide any relevant documentation (e.g., previous/ongoing projects, references etc.).	Yes (Attached) File.4
When was the Organization founded?	2020
Does the organization have at least 12 months of experience in implementation activities in NWS?	Yes (Attached) File.5 & File.6

similar context? Please explain and provide proof (e.g., past projects, references etc.).	
Has the organization implemented a project in the last 6 months in the sector it is applying for? Please explain and provide proof (e.g., past projects, references, TPM reports etc.).	Yes (Attached) File.7
Does the organization produce an annual audited financial statement that is publicly available? If not, please explain. If yes, please share.	Yes (Attached) File.8
Is an updated organizational structure/chart and the CVs of key personnel attached to the application? If not, please explain why.	Yes (Attached) File.9, File.9.1, File.9.2 , File.9.3 , File.9.4 , File.9.5
Does the organization`s management or ownership have any affiliation to IOM that would result in a conflict of interest?	No
Does the organization uphold and abide by the humanitarian principles ?	Yes (Attached) File.10
Support the provision of impartial assistance solely based on needs?	Yes, File.10
Operate independently without the imposition of a political agenda?	Yes, File.10
Uphold a do-no-harm approach?	Yes, File.10
Have a framework for Accountability to Affected Populations?	Yes
Have a Code of Conduct or other ethics policy?	Yes, File.11
Have policies and procedures to prevent sexual exploitation and abuse (PSEA)?	Yes, File.12
B. BACKGROUND AND GOVERNANCE	
When was the Organization last assessed by IOM or another UN entity?	June 2023
Date of last external evaluation and the name of the evaluator. Can the evaluation be shared with IOM?	Yes (Attached) We are allowed to share part of the case study and evaluation report conducted by H2H in Nov 2023 – File.13
B. ORGANIZATIONAL STRUCTURE	
Does the organization have offices in both Türkiye and NWS? If so, where?	Yes, in Türkiye – Gaziantep In NW Syria – Northern Aleppo – Azaz city
How many staff work in NWS and/or Türkiye office/programme?	In Türkiye: 6 members In NW Syria: 3 members

Are the all the main operational functions adequately staffed and resourced (finance, logistics, implementation, M&E)? Please explain.	Yes, please see the organizational structure File.9
Does the organization have personnel guidelines? If yes, please attach.	Yes (Attached)
Does the organization have personnel security procedures? If yes, please attach.	Yes (Attached)
Does the organization have staff care policies in place? If so, please attach.	Yes (Attached)
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 and attach any relevant proof (e.g., correspondence etc.).	Yes (Attached) - List of CSOs Platform File.14 - Reference Letter from the NGO Forum File.15
Does the organization coordinate its work with the relevant stakeholders, including the relevant clusters and other humanitarian actors on the ground (local, national, international)? If yes, please provide details.	Yes We are part of the Health, ERL, and WASH clusters.
Does the organization adopt the community-based approach in its programming? Please elaborate.	Yes Localization is one of our main key approaches and all our interventions are human centered design. Kindly refer to our Profile 2023 –Attached- for all the details. File.5
Does the organization coordinate with the government (Türkiye)/local authorities (NWS)? If so, does the organization have signed MoUs? Please attach.	Yes , we have attached - the MoU with a Syrian local council- File.2 - and with Kilis Health Directorate , with whom we are coordinating our new project related to the health facilities in NW Syria- File.2
Information and advocacy	
Does the organization produce information materials regularly? Please explain and provide examples (what type of materials, how frequently etc.).	Yes , we produce information materials on the sectors we are working in; For example , we have produced a needs assessment about the situation of the medical devices in NW Syria and what are the potential interventions to contribute in the rehabilitation of the healthcare system. Medical Devices NA is attached – File.16
Does the organization hold public events for fundraising or other purposes? Please explain and provide examples (what type of events, how frequently etc.).	No
Does the organization work through the media?	Yes , we have our social media channels over Meta(Facebook and Instagram) , LinkedIn, Twitter.

Does the organization use advocacy as a foundation of its work? If yes, please describe.	Yes, advocacy forms a fundamental cornerstone of our organization's efforts. We actively engage in various advocacy activities to champion our initiatives and secure the necessary support and funding. Our advocacy strategy encompasses participating in cluster meetings, which serve as vital platforms for us to disseminate information and articulate our needs assessments. These meetings enable us to effectively advocate for financial backing, ensuring that our projects receive the resources required for success. Moreover, we are committed to promoting our innovative approaches and the principle of localization, which we believe are crucial for enhancing the effectiveness and sustainability of our work. To this end, we leverage a variety of communication channels, including social media, to share information with a broad range of stakeholders. Through these efforts, we aim to foster a deeper understanding of our work, build partnerships, and galvanize support across the community. Our dedication to advocacy underscores our commitment to making a meaningful impact and advancing our mission.
C. PROGRAMMATIC CAPACITY	
Does the organization have a stated mission and vision? Please provide the link or other written account.	Yes (Attached) Our organization profile. File.5 And our website: www.fieldready.org.tr
What are the target group(s)/ beneficiaries of the organization? Please explain and attach any proof of past experience.	Our Vision is to be a leading force in empowering local communities through innovative solutions and entrepreneurship, creating a sustainable impact wherever and whenever is needed. We work mainly with Youth , women , and with men and we target People with Disabilities in many of our interventions. In Syria, we work with IDPs and with Host Communities. In Turkiye, we work with refugees and Host Communities.
Does the organization have signed MoUs with the local authorities in NWS? Please attach.	Yes, attached - MoU with a Syrian local council- File.2
How vast is the coverage of the organization in NWS? Please list all the locations, where the organization has capacity to implement.	Idlib Governorate and Northern Aleppo
Does the organization have a documented risk register and a risk management process? Please explain and share all relevant documents.	Yes (Attached)
Does the organization:	

Uphold and abide by the humanitarian principles ?	Yes, File.10
Support the provision of impartial assistance solely based on needs?	Yes, File.10
Operate independently without the imposition of a political agenda?	Yes, File.10
Uphold a do-no-harm approach?	Yes
Does the organization have a long-term plan/strategy in place?	Yes, File.17
How does the organization address PSEA internally and within the populations it serves?	Yes, File.12

D. FINANCIAL CAPACITY

What donors are currently supporting the organization's programmatic activities?	Innovation Norway – Grants Challenge Canada
What is the current overall budget for the organization's activities?	468,800 \$
Has the organization faced any liquidity or solvency related challenges during the past three years? If yes, how was it resolved?	No

Accounting system

Does the organization have detailed policies documenting its accounting standards, rules and procedures? Please share.	Yes
Which accounting standards the organization follows (IPSAS; IFRS, national)?	IFRS
Which accounting software does the organization use and is it integrated with other functions (e.g. HR, procurement, etc.)?	Quickbooks, No just financial
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?	P:32 All original invoices must be kept for at least 5 years unless required by the laws in force in the country to keep it longer, or donor requirements. P:32 All documents must be stored in a safe and dry place. we keep a soft copy for all documents .No
Are all costs booked in the organizations accounts in a timely manner?	yes
Can the organization provide periodic financial reports at the project level?	yes
Financial control	
Does the organization have its own bank account registered in its own name?	yes

Does the organization have established internal audit functions?	No																
Is there a regular requirement for external audit on the companies accounts and if yes, is it carried out in a timely manner?	Yes .No																
Does the organization comply with the audit recommendations received?	yes																
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?	Internal control refers to the processes, policies, and procedures implemented by an organization to ensure the achievement of its objectives, protect its assets, and ensure the accuracy and reliability of its financial statements. It involves activities such as segregation of duties, authorization and approval of financial operations, documentation and record-keeping, control over assets, and independent performance control. The objectives of internal control include protecting the organization's resources, verifying the accuracy of financial statements, ensuring compliance with policies, and evaluating the performance of employees and departments. Internal control is essential for preventing fraud, bribery, and corruption, as well as ensuring compliance with laws and regulations. It helps to minimize risks and detect and address any incidents of fraud or misconduct. The organization should have a zero-tolerance policy for fraud, bribery, and corruption and establish systems and procedures to prevent and detect such activities. Employees, partners, and vendors should be responsible for reporting any suspicions of fraud, bribery, or corruption, and the organization should investigate and take appropriate action against any wrongdoing. Additionally, the organization should have policies and procedures in place to prevent prohibited transactions and money laundering, ensuring compliance with laws and donor requirements. No																
How does the organization ensure sufficient segregation of duties?	<table> <tr> <th>THE PERSON WHO</th><th>MUST NOT</th></tr> <tr> <td>Prepare receipts</td><td>Approve receipts</td></tr> <tr> <td>Prepare checks</td><td>Sign checks</td></tr> <tr> <td>Has access to blank checks</td><td>Receives payment record</td></tr> <tr> <td>Receives cash</td><td>Register cash receipts</td></tr> <tr> <td>Prepare bank deposits or register cash receipts</td><td>Prepare bank reconciliations</td></tr> <tr> <td>Responsible for physical access to assets</td><td>Conduct the actual inventory of assets</td></tr> <tr> <td>Record drivers' movement</td><td>Monitor the use of fuel</td></tr> </table>	THE PERSON WHO	MUST NOT	Prepare receipts	Approve receipts	Prepare checks	Sign checks	Has access to blank checks	Receives payment record	Receives cash	Register cash receipts	Prepare bank deposits or register cash receipts	Prepare bank reconciliations	Responsible for physical access to assets	Conduct the actual inventory of assets	Record drivers' movement	Monitor the use of fuel
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Is there a system in place to avoid double reporting of expenses to donors? Does the organization have a project accounting solution in place to facilitate related controls?	A dedicated account is established for each project within the accounting system, from which the project's periodic reports are generated.																

Cost effectiveness															
Is the organization cost conscious? What principles are followed to minimize costs?	1-Implement a strict budgeting and fund allocation policy. 2-Negotiate favourable terms with suppliers and vendors. 3-Implement cost-saving measures such as energy-efficient practices and waste reduction. 4-Streamline administrative processes and reduce paperwork. 5-Implement a cost-effective travel policy. 6-Regularly review and update financial policies and procedures. 7-Explore partnerships and collaborations with other organizations. 8-Conduct regular financial audits. 9-Continuously monitor and analyze financial performance. 10-Seek funding opportunities and grants..														
Are quotations or invoices collected before purchases are made?	During the purchasing process, price quotes are solicited, followed by evaluation, and concluding with the request for an invoice.														
E. PROCUREMENT AND SUPPLY CHAIN CAPACITY															
Describe the logistical setup of the organization.	<table> <tr> <th>Procedure</th><th>Goods and Services</th></tr> <tr> <td>Open International Tender</td><td>\$150,001 +</td></tr> <tr> <td>Open Tender</td><td>\$10,001 - 150,000</td></tr> <tr> <td>Formal Quotations (Closed Quotations)</td><td>\$5,001 - 10,000</td></tr> <tr> <td>Simple Quotations (min. 3)</td><td>\$1,001 - 5,000</td></tr> <tr> <td>Single Quotation</td><td>\$151 - 1,000</td></tr> <tr> <td>Invoice / Receipt (Petty Cash)</td><td>\$0 – 150</td></tr> </table>	Procedure	Goods and Services	Open International Tender	\$150,001 +	Open Tender	\$10,001 - 150,000	Formal Quotations (Closed Quotations)	\$5,001 - 10,000	Simple Quotations (min. 3)	\$1,001 - 5,000	Single Quotation	\$151 - 1,000	Invoice / Receipt (Petty Cash)	\$0 – 150
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Does the organization have and follow counterterrorism policies requiring systematically vetting partners and suppliers against recognized lists of terrorists?	yes														
Procurement															
Does the organization have clear procurement regulations? If yes, please share a copy.	yes														
Was the organization's procurement policy reviewed and accepted by other organizations and/or donors?	yes														
Does the organization have a clear policy for segregation of duties and delegation of authority in the procurement process?	yes														

Does the organization have (and use) a procurement plan?	yes
Does the organization use ERP system to post procurement transactions?	No
Asset and warehouse management	
Does the organization have an asset database?	yes
Does the organization have established protocols for handing over, write-off, sales and disposals of assets?	yes
Does the organization have procedures for managing stocks and warehouses?	No

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:


(Signature)

Name: Imadeddin Ozcan

Position Title: Director

Date: 14/03/2024

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