



NGOs interested to be eligible to receive direct funding from the Nigeria Humanitarian Fund/NHF must undergo through a Capacity Assessment process, which is one of the major pillars of the NHF Risk Management Framework. The objective of the assessment is to systematically review the institutional, technical, management and financial capacities of the partner and to ensure that the Fund has the necessary information to make informed decisions.

Prior to applying for the eligibility process NGOs should:

- i. Be an active partner of the coordination system and regularly attend at least one Sector Working Group and report to the 3/5Ws at **least over last 6 months**;
- ii. Be operational inside Nigeria with presence on the ground;
- iii. Be operating according to clearly articulated humanitarian principles;
- iv. Have a valid registration in Nigeria and/or another country;
- v. Demonstrate a track record of working in partnership with donors, UN and International organizations; and
- vi. Demonstrate a clear organizational structure and have the financial capacity to absorb funds.

Steps to follow during NHF Eligibility Process

1. NGOs who meet the above criteria will initiate the eligibility process by contacting the NHF via email at ocha-nhf@un.org.
2. The partner should fill out the NHF Registration Form and the Initial Capacity Assessment Forms and return the completed applications together with the below listed documents:
 - i. NHF NGOs Registration Form and Initial Capacity Review Form – duly completed;
 - ii. Registration Certificate of the NGO in the country of operation or a registration certificate from another UN Member State;
 - iii. A recent bank statement (not older than two months) and
 - iv. FTS Code
3. The NHF will then review the submitted documents. The assessment methodology will be comprised of a desk review of the documentation received from the organization, interviews with key informants including listed sector co-leads and donors, and visits to the organization's main office and sub-offices where interviews will be conducted with staff members, systems checked and additional documents requested, if appropriate.
4. If the partner fulfil the minimum requirement, the organization will be enrolled on the Grant Management System/GMS.
5. The NHF will provide an information session on the eligibility process and training on the Grant Management System (GMS).
6. The partner will submit user registration request to access GMS. NHF recommends partners to use official/professional email and not generic email addresses.
7. Then Due Diligence process will follow to ensure that partners meet the minimum key requirements.
8. Capacity Assessment process will commence up on the approval of the due diligence, to systematically review the partner's capacity. An overall 'score' will be given to the organization using a scoring and weighting system.
9. Eligible partners, based on the individual score obtained during the assessment, will be categorized in three risk-level categories (low, medium and high). The score will also determine the appropriate operational modalities and control mechanisms that will be applicable to them as defined under the NHF Accountability Framework (Please refer to NHF Operational Manual for details).
10. Partners who are found ineligible will be able to reapply after 6 months.

Questions and/or comments regarding the eligibility process can be addressed to NHF at ocha-nhf@un.org