WHO CAN BE A SHF IMPLEMENTING PARTNER?
Non-governmental organizations and organizations of the Red Cross/Red Crescent movement that are registered in Sudan and are implementing humanitarian interventions can apply to become SHF implementing partners (IPs). The United Nations agencies are automatically incorporated as IPs.

HOW TO BECOME A PARTNER?
Step 1 – Registration
Organizations interested to become an SHF partner should submit the following documents to shfsudan@un.org:

- Official letter stating the request to become a partner. Letter provides official name of the organization,
- Valid registration certificate issued by the Humanitarian Aid Commission (HAC),
- A recent bank statement.

The name of the organization should be identical in above three documents. The partner is also advised to apply for a humanitarian ID.

Step 2 – Due Diligence (DD)
If the registration documents are accepted, SHF invites the partner to upload the following documents in the Grant Management System - GMS (gms.unocha.org):

- Application form
- Due diligence declarations

To ensure the organization meets the minimum requirements, the submitted documents are reviewed. If the organization is approved, the Capacity Assessment will be initiated.

Step 3 – Capacity Assessment (CA)
Finally, a capacity assessment determines the eligibility for SHF funding and the risk level of the organization. To this end, the SHF shares with the organization a list of documents it requires, including organigram, governance documents, manuals and policies of the organization, annual reports, work plans, financial statements, etc.

The assessment process includes a desk-based review of the documents provided by the implementing partner, interviews with the organization’s staff, visits to the implementing partner’s offices, and interviews with key informants such as previous/existing donors and partners, as well as sector leads and members.

The scoring will then be done through the GMS for the following categories:

- Governance and institutional capacity,
- Programmatic response capacity,
- Coordination and partnership capacity and
- Financial capacity

Organization passing the assessment are considered to have the necessary capacity to manage SHF funds and...
implement quality humanitarian projects. They can then participate in SHF allocations where their concept notes and proposals might be selected for funding.2

Organization failing the DD or CA can re-apply after 6 months. Eligible partners that have not implemented SHF-funded projects for more than three consecutive years will be required to undergo a new capacity assessment.

WHY AND HOW IS MY RISK LEVEL RATED?

Initial risk rating
Based on the score obtained during the capacity assessment, eligible partners are categorized in three risk-level categories (low, medium and high). The score and resulting risk level will determine the maximum duration and budget of the projects, the disbursement modalities, frequency of reporting, and planning for monitoring visits and spot checks.

Adjusting the risk level
Partner capacity assessments reflect the capacity of a partner at one point in time. As a partner implements projects, OCHA will review and score in GMS the partner on its implementation. The performance of partners will be used alongside the original capacity assessment to determine and adjust the risk level.

The following categories of partner performance are tracked and scored:

- Quality and timeliness of submissions of project documents (weight: 10),
- Quality and timeliness of implementation against approved targets (25),
- Quality and timeliness of reporting (15),
- Frequency, timeliness and justification of project revision requests (10),
- Quality of financial management (20),
- Audit findings (20).

To reward sound project implementation, the performance score will progressively be given more weight and the capacity assessment score will become less significant as the partner implement more projects.

Consistently poor performance can move the risk rating score from high risk to the threshold of ineligibility. Such organizations can re-apply for capacity assessment one year after being rendered ineligible if they can demonstrate that the elements that caused the poor performance have been addressed.

For more information, please see
- Due Diligence | CBPF GRANT MANAGEMENT SYSTEM (GMS) - HOME (unocha.org)
- Capacity Assessment | CBPF GRANT MANAGEMENT SYSTEM (GMS) - HOME (unocha.org)
- CBPF Guidelines | OCHA (unocha.org)

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2 An organization, who is not an IP, can still be a sub-grantee to an SHF project.