Due Diligence Process

NGOs wishing to receive funding from SSHF have to satisfactorily meet due diligence requirements.

**Step 1: Registration**
Prospective partners initiate the process to become a partner and request access to Grant Management System (GMS) by contacting the HFU and submitting a copy of registration certificate (preferably in English) that indicate the full name of the partner. The registration certificate is required, and is submitted prior to granting access to the GMS to avoid a possible naming discrepancy in GMS that will create delays in generating and preparing the grant agreement and the disbursement process.

**Step 2: Due diligence**
Once the registration process is concluded, the partner is granted access to the GMS (gms.unocha.org) and the Due Diligence (DD) process begins. A thorough review of DD applications and documents is performed to ensure that partners meet the minimum requirements listed below and is a key initial step to safeguard the accountability of the Fund.

Once access to the GMS is granted, the partner must complete the due diligence requirements and forms in the GMS.

DD documents include:

(i) Application form

(ii) Due Diligence declarations (signed, stamped and dated)

- Declaration of any Previous or Pending Legal Processes or Investigations; in case of previous or pending legal processes, please provide detailed explanation and relevant supporting documentation
- Declaration of Non-Support for a United Nations Designated Entity
- Declaration of Recognition and Support of/for any United Nations Compliance Activity (ies)
- Declaration of Conflict of Interest
- Declaration of Accurate Information

(iii) Registration certificate as a non-governmental organization in South Sudan

(iv) Bank account information

(v) Bank statement, if the account name is different from the partner name in the registration, a letter by the organization (on official letterhead, signed and stamped by its authorized signatory) is necessary, certifying that the bank account as per bank statement belongs to the organization under the name registered in the GMS.

(vi) Identification documents (copy of passport or Identity Card) and curriculum vitae (CV) of the legal representative in country of the organization.
Partner Performance Index

The Partner Performance Index (PPI) is a key tool of the SSHF accountability framework. The PPI, alongside the findings of the capacity assessment, informs the determination of the risk level assigned to each partner, either ‘low’, ‘medium’ or ‘high’. For example, where a partner is initially assigned a risk level of ‘medium’ as a result of the initial capacity assessment, but where the partner performs strongly in the implementation of its projects and has a high PPI, the assigned risk level could be adjusted to ‘low’. Conversely, where the implementation performance is poor and the PPI is low, the assigned risk level could be adjusted to ‘high’. The assigned risk level is used to inform future funding decisions and to determine the modalities of grant oversight, including maximum grant amount, disbursement regime, and monitoring and reporting arrangements.

To generate the PPI, the following aspects of partner performance are tracked and scored: i) quality and timeliness of submissions of project documents (proposals, budget and concept notes); ii) quality and timeliness of implementation against approved targets; iii) quality and timeliness of reporting; iv) frequency, timeliness and justification of project revision requests; v) quality of financial management; vi) audit findings.

The rolling PPI score is captured in GMS, derived from the cumulative scoring of each successive project that the partner implements, with higher weighting given to the performance of most recent projects. With the exception of audit, the different aspects related to implementation of UN Agency projects are also tracked and scored in order to generate the PPI and risk level for each UN Agency.

For each project the different PPI components are assessed and the overall score is calculated as follows:

<table>
<thead>
<tr>
<th>PPI Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project submission: quality and timeliness of submitted project document</td>
<td>10</td>
</tr>
<tr>
<td>Monitoring finding: quality and timeliness of implementation against approved targets and time-frame</td>
<td>25</td>
</tr>
<tr>
<td>Narrative reporting compliance: quality and timeliness of narrative reporting</td>
<td>15</td>
</tr>
<tr>
<td>Revision: frequency, timeliness and justification of project revision request/s</td>
<td>10</td>
</tr>
<tr>
<td>Financial performance: expenditure rate and reporting</td>
<td>20</td>
</tr>
<tr>
<td>Audit findings*</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

*audit findings are not applicable for UN projects