|  |  |
| --- | --- |
| Yemen Humanitarian Fund (YHF)  Registration Form for NGOs | cid:image001.png@01D38EBB.302FE4B0 |

*Prospective national and international NGOs working in Yemen who are interested in receiving funding from the Yemen Humanitarian Fund (YHF) must first make a ‘statement of interest’ by contacting the Humanitarian Financing Unit (HFU) via email at**yemenhpf@un.org and submitting the following information:*

1. *HPF Registration Form – duly completed in* ***English****, including contact details and brief information on the organisation’s sectors of operations, geographical areas of work and funding levels.*
2. *Copy of the Registration Certificate of the NGO (in Yemen and/or home country for international NGOs).*
3. *Copy of the Mission Charter and/or Constitution of the organisation (translated in English).*
4. *Copy of the Passport or Identity Card of Organisation’s Executive Director (person ultimately legally responsible within organisation – i.e. Secretary General or President, not the Country Director).*
5. *Recommendation letter for at least one cluster recognizing the minimum technical capacity of the partner for implementing Humanitarian projects.*

***NOTE****: During the Eligibility Process the Humanitarian Financing Unit may visit on-going projects and within Yemen to further examine the existing performance and validity of the provided documentation.*

|  |  |  |
| --- | --- | --- |
| **Organisation Details** | | |
| Organisation Name in English |  | |
| Organisation Acronym in English |  | |
| NGO Type |  | |
| NGO Registration Number and Date | Number: | Date: |
| Date of Submission of Application |  | |
| Contact Details of Focal Point (for this application) |  | |

|  |  |
| --- | --- |
| **Contact Information** | |
| Name and Contact Details of the Highest Ranking Official (i.e. President, CEO, Secretary General) |  |
| Name and Contact Details of the Focal Person in Headquarters (for international NGOs) |  |
| Name and Contact Details of the Legal Representative of the Organisation (i.e. Country Director, Head of Mission) |  |
| NGO Website |  |

|  |  |
| --- | --- |
| **Office Location(s)** | |
| Address and Contact Details for Organisation Headquarters |  |
| Address and Contact Details of Main Office supporting Yemen activities |  |
| Address and Contact Details of Sub-Office(s) in Yemen |  |

|  |  |  |
| --- | --- | --- |
| **Additional Information** | | |
| Sector(s) of Operation (please provide details of key areas of expertise) | Early Recovery |  |
| Education |  |
| Health |  |
| Food Security & Agriculture |  |
| Nutrition |  |
| Protection |  |
| Shelter/NFI/CCCM |  |
| WASH |  |
| Employment |  |
| Geographical Area(s) of Operation (please list Governorates and Districts where your NGO currently has operations) |  | |
| List Main Donors and contributions received (over last five years, in-kind contributions should not be included) |  | |
| Annual Budget (minimum of last 2-3 years in US dollar) | Please do not include value of in-kind donation. NGO’s programmatic expenditure/budget of the last twenty-four (24) months should be equal or more than US$ 200,000. If your Organization has not managed the minimum requirements, please do not proceed with process. In such case it is recommended to participate in YHF funded projects as sub-implementing partners to assist you on future application. | |
| NGO Participation in Coordination Mechanisms (i.e. Clusters, Working Groups) | Please ensure to provide a letter from at least one cluster recognizing the minimum technical capacity of your Organization. If you cannot provide a letter, please explain here the reasons why. | |
| **PRIVACY STATEMENT**  The eligibility process is designed to capture all pertinent information about the identified entity to determine its suitability for entering into a contractual arrangement with the United Nations Office for the Coordination of Humanitarian Affairs (UNOCHA) in Yemen. The privacy of the potential entity is important to the United Nations and the United Nations will take every precaution to protect personal information.  In connection with the potential entity the United Nations will collect information from and about the entity such as name(s), email(s) and postal address(es), history, etc. As part of our services, the entity is required to provide up to date and accurate information, which will be stored securely by the United Nations.  As a matter of policy, information is not collected to which the entity is not aware. Personal information or other details are not collected and used for other than their intended purpose. This information is not sold or shared with any other non-United Nations organisation or entity.  Entities that provide this personal information should recognize that by voluntarily providing their personal information that information can potentially be collected and used taken by the United Nations.  "Perfect security" does not exist on the Internet. We cannot ensure or warrant the security of any information the entity transmits to the United Nations, and the entity transmits such information at its own risk.  Private information provided to the United Nations will not be shared with any outside United Nations organisation without the entity’s express permission and will not be used for any commercial purpose.  The United Nations Office for the Coordination of Humanitarian Affairs (UNOCHA) Yemen requires accurate and timely information. The United Nations reserves the right to terminate any processes and not engage with the entity if inaccurate or inappropriate information is provided. | | |

Questions and comments regarding the eligibility process can be addressed to the Humanitarian Financing Unit atyemenhpf@un.org