

## Online Registration Checklist

### Required Documents:

1. **NGO Consortium Mandate:** Download from [www.somaliangoconsortium.org/docs/NGO\\_Consortium\\_Mandate.pdf](http://www.somaliangoconsortium.org/docs/NGO_Consortium_Mandate.pdf). Sign and scan the last page, and save it as a DOC, DOCX or PDF file.
2. **Red Crescent/ICRC Code of Conduct:** Download from [www.somaliangoconsortium.org/docs/ICRC\\_code\\_of\\_conduct.pdf](http://www.somaliangoconsortium.org/docs/ICRC_code_of_conduct.pdf). Sign and scan the last page, and save it as a DOC, DOCX or PDF file.
3. **Registration Certificate:** Copy, scan and save as a PDF file.
4. **Agency Profile:** The profile should be saved as a DOC, DOCX or PDF file and contain the following details of all Somalia/Somaliland programmes for the past 1 -2 years:
  - ✓ Project Title
  - ✓ Start date
  - ✓ End date
  - ✓ Sources of funds
  - ✓ Target beneficiaries
  - ✓ Main sector
  - ✓ Sub sector
  - ✓ Region
  - ✓ District
5. **Audit Report:** The audit report should be from an independent auditor detailing:
  - ✓ Budget
  - ✓ Expenditure
  - ✓ Auditor's comments and/or recommendations

### Required Information

- ✓ Brief description of agency (max 200 words)
- ✓ Mission statement (max 200 words)
- ✓ Reasons for joining Somalia NGO Consortium (max 200 words)
- ✓ Number and date of agency registration
- ✓ Headquarter, regional and local contact details
- ✓ Years operational in Somalia/Somaliland
- ✓ Partners in Somalia/Somaliland
- ✓ Number of (national and international) staff working on Somalia/Somaliland projects
- ✓ Programme/project plans for the coming year (max 200 words)
- ✓ Main donors for the upcoming year
- ✓ Annual budget