

Due diligence is a **mandatory** process of submission and review of basic documentation by all eligible Somalia Humanitarian Fund (SHF) implementing partners. Partners are required to update the relevant organizational information and documents on focal points, registration certificates, and banking details **on a regular basis** through the SHF Grant Management System (GMS) in order to apply for SHF funding. Any missing or inaccurate information in the due diligence component may prevent a partner from being considered for funding and can cause delays in the overall SHF allocation and contracting process.

## Guidance on the requirements

### A. Registration Documents

#### 1. Bank Information

- The name of the bank account should be the same as the full name of the NGO as registered in Somalia or Global registration, if this is not the case a letter from the bank, attesting that organisation (full name) is the owner of the account, should be submitted.
- Bank account should be with an international or national bank. OCHA Somalia will not accept details from any money vendors e.g Dahabshil.
- Most recent bank statement should be availed to OCHA Somalia with information on the name of the organization as per registration certificate, account number with the banks letterhead.
- The bank should provide the organization with an official document with Swift code and intermediary bank information if applicable. The information should be shared with OCHA Somalia.
- As part of the verification process of the bank information the Humanitarian Financing Unit (HFU) will generate a form that will be sent to the Legal Representative for signature and subsequently uploaded in the GMS by HFU staff.
- All the bank information will be updated in the due diligence tab under Bank Info
- Any changes in bank information should be shared with SHF, with justification on the changes in bank account signed by the legal representative.

#### 2. Legal Representative

- Biography or CV, and legible colour scan of Passport or Identity Card of the legal representative of the organization (i.e. Secretary General or Executive Director for international NGOs) and essentially the person who is legally designated to sign documents on behalf of the organisation.
- The information for the Legal Representative is filled under the Application Form tab, and will automatically be transferred to future Grant Agreements.

- All documents submitted should be signed by the Legal Representative.
- Any change in Legal Representative should be reported immediately to the SHF supported by a letter from the Board of Directors or similar organ, and minutes from the meeting where the decision was made. All documents reflecting the name of the Legal Representative should be updated accordingly.

### 3. Declarations (templates available in GMS)

- 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

All five Declarations shall be signed by the Legal Representative of the organisation, and should bear the stamp of the organisation and the date of signature.

### 4. Registration certificates

- Registration documents should be valid and issued by the relevant national Ministry - not local authorities. In addition, for International organisations the requisite national registration should also be submitted. Somalia Registration Certificates are **VALID for one year only** and therefore a renewal should be effected and shared with SHF regularly.

### 5. Organisation Documents

- Organigram depicting function, title and name of Somalia Office staff members (signed by Legal Representative, bearing stamp of organization and date of signature)
- List of key assets (signed by Legal Representative, bearing stamp of organization and date of signature)
  - List of assets of the organisation indicate with value
- Procedures and manuals used to ensure solid quality assurance
  - Upload manuals or submit list of links where these can be obtained on website of organisation

## B. Name of partner organization

The name of the partner organisation shall appear in full and identical spelling in all documents submitted to the SHF.

Any change of name of the partner organisation has to be reported to the SHF and will have to be supported by the submission of the following documents to update the relevant details in the GMS:

- A request on the letterhead of the organization, signed by the authorized signatory of the organization and dated. The letter should include the reason for requesting the change of name
- A letter from the Board of Directors or similar organ, and minutes from the meeting where the decision was made.
- An official document (court certification, any other legal document as per local legislation) in case where the name has been changed for an existing partner. A letter from the organization cannot be used for this requirement.

In addition, where an INGO has changed their name of supporting country the following will be required:

- A request on the letterhead of the organization, signed by the authorized signatory of the organization and dated.
- A legal document, with clear identifiable date and signature about the new name to be used (in the case local legal process does not require the document to be signed the partner should clearly mention this on the cover letter). Letter from the organization cannot be used for this requirement.

In both cases:

- Due to the impact of the change of name on their bank account, supporting documents for the new bank account should be included through their due diligence in GMS.
- If there is an ongoing project(s) which will need any financial transaction, it is important to have the name change, through amendment of the Grant Agreement (GA) to avoid interruption of fund disbursements due to conflicting names in the system.
- If there are previous funded projects that will be affected by the change, the projects should be indicated in the letter
- The new full name of the partner organisation must be reflected in all documents submitted to the SHF, including those under A. (Registration Documents) above.

Note: Change in name of the organization should be reported to SHF prior to an allocation.

### C. Verification of GMS users

All requests for user access for a particular organisation will be forwarded to the Legal Representative for verification of the identity of the user. The confirmation will be uploaded under the additional documents folder in the GMS. This is to ensure that only confirmed staff members of the organisation have access to the GMS.

Questions and/or comments regarding this form and the capacity assessment process can be addressed to the Humanitarian Financing Unit (HFU) through [shfsomalia@un.org](mailto:shfsomalia@un.org)

[Link to GMS Help Portal on Due diligence: https://gms.unocha.org/content/due-diligence](https://gms.unocha.org/content/due-diligence)

**For more information** get in touch with OCHA Somalia (Humanitarian Financing Unit):

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