**[TEMPLATE]**

**PROFIL ORGANISASI UNTUK *CALL FOR EXPRESSION OF INTEREST* MENJADI ENTITAS TERAKREDITASI**

Informasi organisasi pemohon di bawah ini wajib menjelaskan kesesuaian organisasi pemohon dengan ketentuan kriteria organisasi yang diterapkan. Mohon diingat bahwa dokumen yang diminta tidak perlu dikumpulkan bersama EOI. Ketersediaan dokumen **tidak akan menjadi penentu tunggal** dari pemberian nominasi.

| **B** | **ORGANIZATION INFORMATION** | |
| --- | --- | --- |
| 1 | **Organization Name** |  |
| 2 | **Organization Address** | |
| Postal Address |  |
| Phone / Fax |  |
| Website |  |
| 3 | **Contact Person** | |
| Name |  |
| Position |  |
| Email |  |
| Phone Number/Mobile |  |
| 4 | **Country Registration**  *(The Applicant (if single organization) and/or Lead Partner must have an established or a* R*epresentative office in Indonesia.)* |  |
| 5 | **Type of institution** | Select all that apply:  Local non-government organization  Bank  Other non-bank financial institution  University/Research institution  Other (please speciy):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 6 | **Organization Description**  *(Brief information regarding organizational structure, objectives, core business, and regular activities)* |  |
| 7 | **Size of institution** | Select one (number of employees)  1- 10  11-50  51-200  201- 500  501-1,000  1,001 – 5,000  5,001 – 10,000  over 10,000 employees |
|  | **Documents Review:**  Please tick below documents that are **already available** in your institution. | |
| 8 | **Key administrative and financial capacities (compulsory for all applicants)** | |
| 8a | General management and adminstrative capacities | Organisational chart which includes clear reporting structure for Finance, Internal Audit, Procurement and other key functions  Reporting structure of the Audit Committee and other senior managament committees/governance bodies  Current strategic/medium term plan  Annual plans and budgets |
| 8b | Financial management and accounting | Financial Statements for the past 3 years  Brief details of the Financial Information Systems which includes major reports prepared and periodicity of the reports  Copies of recent reports prepared as a part of organization’s Financial Information System |
| 8c | Internal and external audit | Terms of Reference for the external audit for the years for which the audit reports have been provided  Schedule/dates of meetings of the Audit Committee for the past 2 years  Agenda and MoMs for the past 2 Audit Committee meetings  Internal Audit policy/charter/TORs  Evidence that the internal audit function is carried out in accordance with internationally recognised standards  Brief details of the structure of the internal audit function  Copy of internal audit procedures/manual  Internal Audit plans for the past 3 years  Status of execution of the past 3 years internal audit plans  Sample of internal audit reports in the past 3 years  Brief details of the process to monitor and assess the overall effectiveness of the internal audit functions  Complete external audit reports for the past 3 years  Status of action taken for all the observations/reommendations in the external and internal audit reports for the past 3 years |
| 8d | Control frameworks | Financial control policy  Financial control procedures  Recent evidence (reports/documents/information) of its effective implementation of the Internal Control Framework |
| 8e | Procurement | Copy of entity’s Procurement Policy  Detailed procurement procedures  System/procedures for oversight/review/audit of the entity’s procurement function  Procedures for controlling procurement by third parties  Copy of the Procurement dispute resolution process  Evidence of large procurements undertaken in the past 3 years  A sample of procurement oversight/audit reports  Data on procurement complaints handled in the past 3 years |
| 9 | **Project management (compulsory for all applicants)** | |
| 9a | Project identification, preparation, and appraisal | Project preparation guidelines/framework  Project appraisal guidelines/framework  Evidence of entity’s risk assessment procedures/framework  Framework/guidelines/procedures for undertaking Quality Review during project preparation and appraisal process  3 examples of project appraisals undertaken in the past 3 years |
| 9b | Project oversight and control | Copy of the entity’s Operational manual/procedures covering preparation of project implementation plans  Implementation plans for 2 projects undertaken in the past 2 years  3 detailed project implementation progress reports for projects implemented in the past 3 years |
| 9c | Monitoring and Evaluation | Policy and/or other documents outlining the entity’s Monitoring and Evaluation function  3 sample monitoring and evaluation reports relating to monitoring during project implementation  Project Evaluation disclosure policy  Policies and procedures which outline the entity’s activity relating to project closure and independent evaluation  Sample ToRs of independent evaluation body/consultant  3 independent evaluation/project closure reports for projects completed in the past 3 years |
| 9d | Project-at-risk systems and related project risk management capabilities | Procedures for project-at-risk system  Examples of project problems addressed |
| **10** | **Grant award and/or funding allocation mechanism (not compulsory; only applicants who have grant award/funding allocation mechanism need to fill this section)** | |
| 10a | Grant award procedures | Composition and ToRs of the Grant award Evaluation Committee  Grant award evaluation system  Samples of recent grant notices/calls for proposal with information on how these were publicised  Sample documents which provide evidence that the Grant Award evaluation system is complied with in respeft of all grants awarded |
| 10b | Public access to information on beneficiaries and results | Copy of policies/guidelines for providing information to the public regarding the entity’s grant decisions  Evidence of publication of grant award result for the last 3 grants/programmes/projects |
| 10c | Transparent allocation of financial resources | Copy of documented framework/system for undertaking due diligence  Copy of entity’s policies and procedures for undertaking Monitoring & Evaluation of grants  Evidence of policies/systems relating to providing access to the public information on the progress of individual project  Policies relating to external audit of the entity’s grant award activities |
| 10d | Good standing for financial requirements with regard to multilateral funding | Evidence of good standing with regard to multilateral funding (e.g. evaluation/due dilligence reports commissioned by the multilateral funding sources or letter of reference from multilateral sponsors)  Public expenditure reviews |
| **11** | **On-lending and/or blending (not compulsory; only applicants who have grant award/funding allocation mechanism need to fill this section)** | |
| 11a | Appropriate registration and/or licensing by a financial oversight body or regulator in the country and/or internationally, as applicable | On-lending registration/license from a national or international regulator.  If it does not exist, please indicate and explain. |
| 11b | Track record, institutional experience and existing arrangements and capacities for on-lending and blending with resources from other international or multilateral sources | Data for the last 3 years regarding funds for on-lending and blending received from different international and multilateral funding sources  Project documents for 3 on-lending or blending projects, clearly stating the intermediaries and sources of funding  At least 3 examples of agreements for each of the financial instruments that the applicant has indicated it is applying for accreditation for, undertaken by the application |
| 11c | Creditworthiness | Ratings from recognised international credit rating companies  If ratings are not avilable, provide other evidence of creditworthiness such as the Regulator’s examination report or information on status of payments in entity’s current loan portfolio and market value of its investments |
| 11d | Due diligence policies, processes, and procedures | Copy of policies/guidelines/procedures for the entity’s on-lending and/or blending operations  2 on-lending and/or blending due-diligence reports |
| 11e | Financial resource management, including analysis of the lending portfolio of the intermediary | Financial management policy or other document outlining entity’s policy on management of financial resources  Framework/procedures for evaluating an intermediary’s lending portfolio  2 lending protfolio assessment/analysis report |
| 11f | Public access to information on beneficiaries and results | Copy of entity’s policies/guidelines for providing information to the public regarding its decisions on on-lending and/or blending operations  Evidence of publication of the list of beneficiaries of on-lending and/or blending operations for the last 2 years  Evidence of publication on information of beneficiaties and results of 3 projects completed in the past 3 years (preferably climate change related projects) |
| 1g | Investment management, policies and systems, including in relation to portfolio management | Investment management policy  Procedures/guidelines for managing the entity’s investment portfolio  Copies of 2 investment portfolio management reports prepared in the past 3 years |
| 11h | Capacity to channel funds transparently and effectively, and to transfer the GCF’s funding advantages to final beneficiaries | Provide requisite assurance of fund channeling transparency and effectivity  Examples of reports from the past 3 years used to control appropriate use of funds  Entity’s policy and practices for annual/periodic independent review/check/internal or external audit on the use of funds along with evidence of reviews being undertaken  Data relating to 3 projects showing the advantages to final beneficiaries of projects implemented by the entity |
| 11i | Financial risk management, including asset liability management | Financial risk management Policy and Procedures  Brief description of major financial risk management strategies for the last 2 years and analysis/reports coverng the impact/effectiveness of the strategies  2 samples of recent MoMs of the entity’s Asset and Liability Committee (ALCO) or other similar committee |
| 11j | Governance and organizational arrangements, including relationships between the treasury function and the operational side | Details of the relationship between the treasury function and the operational functions with evidence of appropriate segregation of duties between the organizational unit responsible for business decisions and the unit responsible for disbursement covers possible risks |
| 12 | **Environmental and Social Safeguards (compulsory for all applicants)** | |
| 12a | Environmental and Social Safeguards (ESS) | The entity has Environmental and Social Safeguards, proven by ESS procedures/guidelines |
| 13 | **Gender and Social Inclusion (compulsory for all applicants)** | |
| 13a | Competency to implement the Green Climate Fund’s Gender Policy and Indigenous People Policy | Extract from entity’s operational policies and procedures relating to gender and social inclusion |
| 13b | Experience with gender, inclusion and climate change, including track record of lending to women or other vulnerable groups | Example of activity (e.g. project/program, on-granting, on-lending) that specifically target women or other vulnerable groups among its beneficiaries  Evidence to show that the entity’s activities (e.g. project/ program, on-granting, on-lending) have non-discriminatory practices in terms of benefits and remuneration for both women and men employees |