

Approved by

Project Manager

A. Kobeyeva

2024 y.



## COMPETITION REGULATIONS

### for the competition conducted as part of the project

“Monitoring of State Development Programs Implemented by Civil Society Entities as a Key Component of Political Dialogue in Kazakhstan”  
with the support of the Delegation of the European Commission in Kazakhstan

### 1. General provisions

1.1. These Regulations have been developed by the team of the PF "Information Resource Center" to systematize the processes and procedures for conducting a competition for grant allocation within the project "Monitoring of State Development Programs Implemented by Civil Society Entities as a Key Component of Political Dialogue in Kazakhstan" (**hereinafter referred to as the "Competition"**).

Objective of the Competition: To enhance transparency and effectiveness in the implementation of state development programs in the Turkestan, Kostanay, Pavlodar, and Zhetysu regions of Kazakhstan through public monitoring carried out by trained civil society representatives.

- 1.2. The organization and conduct of the competition are carried out by the PF "Information Resource Center" (**hereinafter referred to as the "Organizer"**). The amount of each grant is €10,000 (ten thousand euros).
- 1.3. The competition is conducted within the territory of the Republic of Kazakhstan, specifically in the Turkestan, Kostanay, Pavlodar, and Zhetysu regions.
- 1.4. The following terminology is used in these Regulations:

**Organizer (Grantor)** – A non-governmental organization responsible for organizing the competition; the competition organizer;

**Applicant** – A local civil society organization (CSO), including registered non-profit and non-governmental organizations, that has submitted an application to participate in the competition;

**NGO** – Non-Governmental Organization;

**Reporting** – A report submitted by the competition winner to the Information Resource Center (IRC), consisting of analytical and financial reports. The analytical report includes information on the activities carried out, results achieved, and verification of indicators for the reporting period. The financial report includes a list of expenses incurred by the competition winner during the reporting period for specific activities, including administrative costs;

**OC** – Organizational Committee;

**CSO** – Civil Society Organizations;

**EU** – European Union;

**Grantee** – The competition winner who receives the grant.

## **2. Objectives, Goals, and Timeline of the Competition**

### 2.1. Objectives of the Competition:

- mobilize and encourage local civil society representatives and the media to play an active role in public monitoring and support their activities in this field through awarding grants and monitoring the achievement of results;
- expand citizen participation in the implementation of state programs in the Turkestan, Kostanay, Pavlodar, and Zhetysu regions;
- support CSOs in these regions;
- promote best practices in conducting public monitoring of state programs to improve and enhance their activities;
- provide opportunities to implement projects related to public monitoring of state programs.

### 2.2. Goals of the Competition:

- Strengthen the methodological and organizational-technical capacity of Kazakhstani CSOs in the four regions for organizing and conducting monitoring of national and regional development programs and plans.
- Achieve and develop cooperation with key stakeholders, including government institutions, businesses, and professional associations responsible for or involved in the implementation of development programs and plans selected for monitoring as part of the project.
- Promote and improve the legal framework for public monitoring processes in Kazakhstan by incorporating specific recommendations and proposals into existing or planned legislation (e.g., the Law on Public Control) and adapting relevant laws

2.3. The competition and selection of the winners will take place between November and December 2024.

## **3. Requirements for Competition Participants**

3.1. Legal entities—non-governmental organizations (NGOs)—are invited to participate in the competition.

### 3.2. Requirements for NGOs:

- The applicant's team must include a member who has completed training as part of the current project;
- Possession of founding documents: charter and legal entity registration certificate;
- Absence of tax arrears and financial obligations to third parties;
- Ability to submit clearly completed and comprehensive applications in accordance with the project proposal structure;
- Minimum work experience of 2 years or more;
- Willingness and capacity to implement the proposed project in partnership with government authorities and other stakeholders in one of the designated project regions: Turkestan, Kostanay, Pavlodar, or Zhetysu;
- Readiness to organize and efficiently carry out public monitoring of at least 3 (three) state development programs within the framework of the project (1 - National project/program, 1- sectoral program, 1- territorial program) with the achievement of project indicators;
- If the project is approved, the applicant will have to submit additional documents:
  - a) NGO Charter
  - b) Bank statement confirming a new bank account with a zero balance.
  - c) Certificates of participants of the training within the framework of this project.
  - d) Information on prior project experience.

3.3. Each participant is allowed to submit no more than one application for the competition.

#### 4. Requirements for Projects

4.1. Applications submitted for participation in the Competition must meet the following requirements:

- The project must be implemented within the Republic of Kazakhstan, specifically in the Turkestan, Kostanay, Pavlodar, and Zhetysu regions;
- The project duration should not exceed 8 months from the date of being announced as a winner.
- The maximum amount awarded for projects is 10,000 (ten thousand) euros.
- The project should aim to achieve the following indicators for each program/project:

Indicator Name	Target Value
Number of <u>recommendations</u> for implementation accepted by key stakeholders from public observers (CSOs)	3
Number of <u>memorandums and agreements</u> signed between key stakeholders and public observers from CSOs to support effective public monitoring activities	2
Number of joint discussions with key stakeholders for conducting public monitoring	2
Number of government policies developed or revised (related to public monitoring) with the participation of civil society organizations with EU support	1
Number of people reached through civil society campaigns/events based on public monitoring results (disaggregated by gender) through the project's outreach activities and online events	12,000 (55% women, 45% men)
Number of media publications promoting public monitoring, published with the support of the EU-funded project	3
Number of subscribers/reviews/comments on the social media pages of the public monitoring campaign, created with the support of the EU-funded project	60
Number of local government authorities participating in public monitoring as partners of civil observers	2
Number of professional and/or industry associations and unions participating in public monitoring as partners of civil observers (where applicable)	1
Number of joint civil society and media advocacy strategies to improve access to information and public monitoring developed with the support of an EU-funded project	1

#### 4.2. Recommended Areas of Activity for the Grant

- Activities eligible for grant funding for civil initiatives in the field of public monitoring include the development and implementation of public monitoring of individual state programs and development plans implemented at the local and national levels, dissemination of information and results of public monitoring, advocacy activities aimed at eliminating identified shortcomings and miscalculations, awareness-raising campaigns and other activities proposed by applicants that support the specific objectives of the campaign..
- Public organizations applying for a grant within the framework of this project independently determine state development programs for which they plan to conduct public monitoring. In this case, the programs must meet the following requirements:
  - National program/project
  - Sectoral program
  - Territorial program,

The Selection Committee, in collaboration with the Organizer, may recommend a list of government development programs for public monitoring in the project regions.

## **5. Procedure for Conducting the Competition**

5.1. To participate in the competition, non-governmental organizations must submit an application to the Organizer using the forms provided in Appendix No. 1 and Appendix No. 2 of this Regulation.

5.2. Grants will be awarded in monetary form. Once a grant is issued, the Organizer will monitor the activities of the grantees to ensure the targeted use of the funds.

5.3. Submission of applications for participation begins on November 15, 2024, and ends on December 17, 2024. All applications should be sent via email to [info@civilcenteralmaty.kz](mailto:info@civilcenteralmaty.kz). Applicants will be informed of the competition results by email.

5.4. Applications must include specific phases and timelines, clearly defined objectives, fixed outcomes, plans and schedules for the implementation of activities, as well as precise details regarding the quantity and quality of required resources.

5.5. If available, presentations or videos detailing the project should also be submitted via email along with the application.

5.6. If necessary, the Organizer reserves the right to request additional information from the Applicant relevant to the Competition.

5.7. Submitting an application to the Competition constitutes the Applicant's acceptance of the terms and conditions outlined in this Regulation.

5.8. Participation in the Competition by Applicants is free of charge.

5.9. An Applicant has the right to withdraw their application from the Competition before the submission deadline.

5.10. Applications submitted after the deadlines set by the Organizer will not be considered.

5.11. Documents submitted by the Applicant for the Competition will not be returned.

5.12. The Organizer guarantees the confidentiality of the information received and the protection of personal data.

5.13. The Organizer reserves the right to verify the authenticity of the information provided in the Application and to obtain additional data about the organization by lawful means. The discovery of concealed or false information will be sufficient grounds for the Organizer to cease consideration of the Application.

5.14. Applications may be submitted in Russian or Kazakh.

5.15. The Organizer reserves the right to disqualify a project at any stage of the Competition without explanation.

## **6. Budget Requirements for Applicants**

6.1. The following are the proposed budget requirements, which may be revised depending on the program and adapted according to current market conditions and prices:

- Office maintenance expenses (rent, utilities, office supplies, etc.) – not more than 10% of the total project budget;
- Salaries and fees – should be reasonable, not inflated, and constitute no more than 60% of the total project budget;
- Organization and conduct of project events – not more than 10%;
- Promotion and coverage of the project in the media and social networks - 5%;
- Transportation expenses – not more than 5%;
- Bank commission – not more than 5%;
- Other necessary expenses for the successful implementation of the grant – not more than 5%.

6.2. The following types of activities will not be financed under this grant program:

- Political campaigns and political party funding;
- Coverage of expenses for goods or services provided by government agencies/organizations;
- Partial funding for equipment purchases;

- Financing expenses for government officials (except for food and travel expenses for participants of events);
- Entertainment and recreational events;
- Purchase of alcoholic beverages and similar products;
- Overseas travel from Kazakhstan;
- Conducting research and experimental design work;
- Payment for tuition, scholarships, and similar activities (except for necessary short-term courses aimed at improving the qualifications and competencies of the project team for successful project implementation);
- Exchange programs without a justified and clear necessity for the successful implementation of the project;
- Implementation, promotion, and funding of any illegal activities, including the promotion of extremism, terrorism, xenophobia, and any form of intolerance and/or insults to human dignity in any media both within and outside of Kazakhstan;
- Repayment of debts, loans, and other obligations of the grant recipient;
- Other activities prohibited by the legislation of the Republic of Kazakhstan.

### 6.3. Grant Management Thresholds

The grant will be disbursed in three installments in the following sequence:

- 1st installment – 20% after approval by the Selection Committee of the grant;
- 2nd installment – 40% after approval of the first report by the grant operator;
- 3rd installment – 40% after approval of the final report by the grant operator.

## 7. Rights and Obligations

### 7.1. Rights of the Participants:

- To receive information about the conditions and procedure of the competition;
- To contact the Organizer for clarification of any points in this Regulation;
- To submit materials for participation in the competition.

### 7.2. Obligations of the Participants:

- To familiarize themselves with the subject of the competition and study the requirements for participation in the competition;
- To submit materials on time, formatted according to the requirements set forth in this Regulation;
- To adhere to the rules and procedures outlined in this Regulation.

### 7.3. Rights of the Organizer:

- To refuse a candidate's participation based on non-compliance with the requirements of this competition Regulation;
- To request additional information from participants during the review of their application.

### 7.4. Obligations of the Organizer:

- To create equal conditions for all participants;
- To ensure transparency in the conduct of the competition;
- To prevent premature disclosure of the competition results;
- To enter into an agreement with the winner of the competition regarding the grant and to ensure its execution within the deadlines and conditions specified in the agreement.

## 8. Competition Commission

8.1. A competition commission is formed to summarize the results of the competition. The commission includes staff members from the Grant Operator, invited experts, and project partner.

8.2. The competition commission, within the framework of the competition:

- Selects projects in accordance with the competition requirements;
- Evaluates the projects submitted by competition participants based on the evaluation criteria;
- Announces the winners of the competition, as determined by these Regulations.

8.3. The work of the competition commission is considered valid, and its decisions are recognized as legitimate if the majority of its members are present. In the event of a tie in the scores, the winners are determined through a public vote by the members of the competition commission. The results of the project evaluations are submitted to the secretary of the competition commission and compiled into a protocol. The protocol is signed by the members of the competition commission and the secretary. Based on the total score count, the winners of the competition are determined.

### **9. Procedure for Grant Allocation and Reporting**

9.1. The allocation of grants to applicants will be carried out based on the Protocol of the Grant Competition Results and the signed grant agreement.

9.2. The grant amount is 10,000 (ten thousand) euros. The funding will be provided in the national currency of the Republic of Kazakhstan, tenge, at the exchange rate of the National Bank of Kazakhstan, 481.1 (four hundred eighty-one), with 1 tenge converted according to the actual exchange rate by the competition organizer.

9.3. The grant will be transferred by depositing the funds into the applicant's bank account.

9.4. The funding conditions will be approved by the Organizer individually for each project in accordance with the project application.

9.5. To minimize financial risks, the account into which the funding will be transferred must be opened separately in a bank.

9.6. The use of the grant will be strictly in accordance with the project directions and objectives.

9.7. The Organizer will monitor the implementation of the project and control the targeted use of the allocated funds throughout the project after the grant is issued. This will include visits to the Grant Awardees, using internal reporting systems, and requesting relevant documents confirming the proper use of the funding (copies of contracts with counterparties, invoices, payment orders, waybills, etc.).

9.8. After receiving the grants, the Project Organizer will conduct monitoring of the social project implementation. The results of the monitoring will be reflected in the final project report and serve as the basis for providing recommendations and adjusting the project's implementation strategy to achieve its final goal.

9.9. If incomplete information is provided, the grant provider has the right to request a revision of the report. In case of improper project execution, misallocation of the grant funds, or failure to submit reports on time, the grant recipient is obligated **to return** the full grant amount.

9.10. The report will include detailed analytical information on the project execution by the Grant Recipient, accompanied by photo- and video-documentation of activities, recommendations based on the conducted work. Additionally, the grant recipient must submit a report on the proper use of the grant, including supporting payment documents (payment orders, receipts, income cash orders, waybills, acts of acceptance and transfer of completed work, etc.).

### **10. Criteria for Evaluating Competition Applications**

10.1. The competition commission will select projects based on the following evaluation criteria:

- The organization's experience in the chosen program area;
- The experience and qualifications of the project team;
- Clear definition and formulation of the monitoring subject and theme of the project;
- The project work plan is logical and well-developed;

- The potential for project sustainability;
- A reasonable and cost-effective budget;
- The project monitoring and evaluation plan;
- The presence of project indicators (quantitative and qualitative).

10.2. Winners will be announced after the presentation of all participants, voting, and the **Due Diligence** check.

10.3. **Due Diligence** will be conducted by the IRC team. If any false information is found that could affect the final decision regarding the competition application, the IRC team will decide to disqualify the winner from the competition, and based on the evaluations, a candidate from the reserve list will be selected.

10.4. In case of a positive decision by the Competition Commission, the final results of the competition will be published on the website [www.civilcenteralmaty.kz](http://www.civilcenteralmaty.kz) and the project's social media. Additionally, all winners will be personally notified in writing.

10.5. Contracts with the winners of the competition for project financing will be concluded in accordance with the decision and based on the minutes of the Competition Commission meeting and the results of the Due Diligence process.

## **11. Organizational Questions and Contact Information**

11.1. If you have any questions regarding organizational matters or submitting an application for the competition, you can email: [info@civilcenteralmaty.kz](mailto:info@civilcenteralmaty.kz)

Contact information for the organizer:

Organizer of the competition: Information Resource Center Public Foundation

**Address:** 050000, Almaty, Satpayev Street 30/8, Office 139, Tengiz Towers Residential Complex.

Contact phones:

Project Grant Manager: Malik Musabekov, +7 701 758 64 22

**Appendix No. 1  
to the Project Competition Regulations**

**Appendix 1. APPLICATION FORM**

<i>To be filled out by staff</i>	Application Registration Number: _____
	Date of Receipt: _____

APPLICATION FORM

<b>1. GENERAL PROJECT INFORMATION</b>	
1.1. Grant Project Title: _____	
1.2. Project Duration: _____	
1.3. Requested Amount: _____	
1.4. Project Implementation Location(s): _____	
<b>2. ORGANIZATION INFORMATION</b>	
2.1. Legal Name of the Organization: _____	
2.2. Address:	
<b>Legal Address:</b> Postal Code: _____ Region: _____ City: _____ District: _____ Village: _____ Street/Building/Apartment: _____	<b>Фактический адрес:</b> Postal Code: _____ Region: _____ City: _____ District: _____ Village: _____ Street/Building/Apartment: _____ Email Address: _____
2.3. Date of Registration/Re-registration of the Organization: _____	
2.4. Organization Management:	
Full Name of the Head of the Organization: _____	
Position of the Head of the Organization: _____	
Work Phone: +7 (7____)	Fax: +7 (7____)
Email Address: _____	Mobile Phone: _____
Full Name of the Project Manager/Coordinator: _____	
Work Phone: +7 (7____)	Fax: +7 (7____)
Email Address: _____	Mobile Phone: _____
Full Name of the Organization's Accountant: _____	



Work Phone: +7 (7____)	Fax: +7 (7____)
Email Address:	Mobile phone:

2.5. The number of employees in your organization: \_\_\_\_\_ persons.

2.6. The estimated number of specialists to be involved: \_\_\_\_\_ persons.

**2.7. Organizational Potential:**

Please describe the following points (no more than 1 page):

- ✓ Experience in implementing projects and managing grants;
- ✓ Collaboration/networking of your organization with other NGOs in the region, with government agencies, international organizations, and the business sector;
- ✓ Presence of specialists in your organization/engaged specialists with certificates of training related to the main/related content of the grant project.
- ✓ Availability of office space, office equipment.

**3. CONTENT OF THE FUTURE PROJECT**

**3.1. Brief Summary of the Project**

Briefly describe the project's goal, objectives, main activities, expected quantitative and qualitative results that will occur by the end of the project (*no more than 5-6 sentences*). Also, explain why you chose these specific government programs for public monitoring.

**3.2. Justification of Project Necessity**

3.2.1. Briefly describe the situation regarding the problems and shortcomings of the implementation of state development programs in your region. Explain why this project is necessary (provide statistical data).

3.2.2. Have you conducted any work on the analysis/implementation of state development programs, their problems, and shortcomings (needs assessment)? If not, please describe how you identified the need for this project.

**3.3. Project Team**

Full Name of Project Team Member	% of Involvement in the Project	Relevant Work Experience (Years)	Role in the Project

### 3.4. Project Work Plan

PROJECT GOAL:	
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OBJECTIVES	KEY ACTIVITIES	MONTH(S)	EXPECTED RESULTS	COMMENTS
1	2	3	4	5
Objective 1				
Objective 2				

### 3.5 Describe the expected quantitative and qualitative results of the project using measurable indicators:

Indicators	At the Start of the Project	At the End of the Project
For Instance – Number of monitoring visits		
For Instance - Number of identified violations during public monitoring		
For Instance – Number of recommendations made to improve program content and outcomes		
For Instance – Number (estimated) of recommendations accepted by government agencies for consideration/implementation		
Etc.		

#### 4. MONITORING AND EVALUATION PLAN

Please provide your plans for monitoring and evaluating the implementation of the project and complete the table below. Fill it out according to the project objectives outlined in the Work Plan.

Objective	Indicators	Data Sources	Frequency of Measurement	Responsible persons
Objective 1.				
Objective 2.				
Objective ...				

#### 5. PROJECT SUSTAINABILITY

Describe your plan for the sustainability of your project and outline objectives and strategies that will help your project remain sustainable. For example: Objective: "Inform the public, government authorities, and local businesses about the project results to attract new stakeholders and secure funding for the project's continuation." Possible strategies: "Inviting media representatives, government officials, and businesspeople to events, publishing articles in local newspapers, issuing press releases during project implementation, evaluating the effectiveness and quality of services provided, and publishing results, etc."

Objective	Strategy

#### 6. PARTNERS

List key partners and their role in the project implementation.

#### 7. PROJECT RISKS

Describe potential risks and your risk management (mitigation) plan.

#### 8. PROJECT BUDGET

The project budget should be detailed and submitted in MS Excel format (a separate template is provided in the Excel file: Шаблон бюджета.xls).

Organization Head

Seal

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Organization Accountant (if available)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Appendix 2. GRANT MANAGEMENT QUESTIONNAIRE FOR ASSESSING ORGANIZATIONAL CAPACITY

Organization Name:

Project Title:

Dear potential grant recipient

Please provide your responses in the column titled "To be completed by the grant applicant" using options "a", "b", or "c". For each question, you must select only one of the given answers.

### Administrative and Technical Resources

№	Questions	To be completed by the grant applicant	To be completed by staff
1	<p>Does your organization have premises?</p> <p>a. Yes, the building/office/premises are owned by the organization</p> <p>b. The building/office/premises are used free of charge, with a contract for the project implementation period</p> <p>c. The building/office/premises are rented, no contract</p>		
2	<p>Is the building/office/premises suitable for conducting planned project activities (trainings, seminars, consultations, service provision)?</p> <p>a. Yes</p> <p>b. No (if no, please specify the reason)</p>		
3	<p>Does your organization have office equipment?</p> <p>a. A full set of necessary office equipment is available (computer, fax, scanner, printer, internet, telephone)</p> <p>b. Office equipment is partially available</p> <p>c. No office equipment available</p>		
4	<p>Does your organization have other technical resources (vehicles, special equipment, etc.)?</p> <p>a. Yes (please specify which ones)</p> <p>b. No</p>		

### Human Resources

№	Questions		
1	<p>Full-time employees of the organization:</p> <p>a. 3 or more people</p> <p>b. 2 people</p> <p>c. 1 person</p>		
2	<p>Is there a need to strengthen the capacity of the project accountant?</p> <p>a. Yes (please specify the area)</p>		

	b. No		
3	Will external specialists, experts, trainers, or consultants be involved? a. Yes (please list them) b. No		
4	Do you maintain an individual time tracking system that allows you to determine the amount of working time spent by an employee on a specific project? a. Yes b. No		
5	Have job descriptions, staffing schedules, hiring procedures, and terms of reference been developed and documented? a. Yes b. Partially (please specify what is available) c. No		
6	Are there any familial ties between the project director and the project accountant? a. Yes b. No		
7.	Are there any familial ties between the head of the organization and the organization's accountant? a. Yes b. No		
8.	Does your organization have a competitive procurement system for purchases over 150,000 KZT, with appropriate supporting documentation? a. Yes b. No		
9.	Is there an inventory system for fixed assets (serial numbers and locations of all equipment are recorded in your organization's financial documents)? a. Yes b. No		
10.	Are cash funds stored in a safe? a. Yes b. No		
11.	Are there restrictions on withdrawing cash from the account? a. Yes b. No		
12.	Does your organization have security or an alarm system? a. Yes b. No		

#### Financial Management and Documentation

No	Questions		
1.	Does your organization have an accounting policy and a tax accounting policy? a. Yes b. No (if no, please specify the reason)		
2.	Does your organization maintain accounting records using 1C software?		

	<ul style="list-style-type: none"> <li>a. Yes</li> <li>b. No (how is accounting managed?)</li> </ul>		
3.	<p>Does your organization separate expenses by different funding sources?</p> <ul style="list-style-type: none"> <li>a. Yes</li> <li>b. No</li> </ul>		
4.	<p>Does your organization have a filing system for managing documentation?</p> <ul style="list-style-type: none"> <li>a. Yes</li> <li>b. No</li> </ul>		
5.	<p>Please indicate the average annual budget for the last 2 years:</p> <ul style="list-style-type: none"> <li>a. More than 7,000,000 KZT</li> <li>b. 3,000,000 – 7,000,000 KZT</li> <li>c. Less than 3,000,000 KZT</li> </ul>		
	<p>What is the amount of the largest project you have managed?</p> <ul style="list-style-type: none"> <li>a. More than 7,000,000 KZT</li> <li>b. 3,000,000 – 7,000,000 KZT</li> <li>c. Less than 3,000,000 KZT</li> </ul>		
6.	<p>Has your organization undergone an audit by an independent auditing firm?</p> <ul style="list-style-type: none"> <li>a. Yes (please attach a copy of the audit report)</li> <li>b. No</li> </ul>		
7.	<p>Does your organization have any outstanding debts to the national or local budget or other entities?</p> <ul style="list-style-type: none"> <li>a. Yes</li> <li>b. No</li> </ul>		

Program Management, Monitoring, Evaluation, and Reporting

No	Questions		
1	<p>Does your organization have experience in successfully implementing projects in the selected area?</p> <ul style="list-style-type: none"> <li>a. 3 or more projects, with recommendation letters from donors</li> <li>b. 2 projects, with recommendation letters</li> <li>c. No completed projects</li> </ul>		
2.	<p>Do all projects of your organization align with the mission of your organization?</p> <ul style="list-style-type: none"> <li>a. Yes</li> <li>b. Partially</li> <li>c. No</li> </ul>		
3.	<p>Does your organization keep records of the services provided?</p> <ul style="list-style-type: none"> <li>a. Yes (please attach the form)</li> <li>b. No</li> </ul>		
4.	<p>Does your organization track the number of beneficiaries?</p> <ul style="list-style-type: none"> <li>a. Yes (please provide the form)</li> <li>b. No</li> </ul>		
5.	<p>Do you have access to the target group of the project?</p> <ul style="list-style-type: none"> <li>a. Yes</li> <li>b. Partially, please explain the reason</li> <li>c. No</li> </ul>		
6.	<p>Does your organization have a strategic development plan?</p> <ul style="list-style-type: none"> <li>a. Yes</li> </ul>		

	b. No		
7.	Has your organization developed documented methodologies or modules for the services provided? a. Yes b. No		
8.	Does your organization have stable professional connections? a. Yes, please specify with whom and what kind of connections b. No		

Organization Head

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Organization Accountant (if available)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date