ORGANISATIONAL TRACK RECORD (max. 3 pages in total)

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| Name of applicant organisation  |
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| **Technical profile and competencies** (max. ½ page) Please give a short description of the applicant organisation’s technical profile and competencies of relevance for the proposed project design and implementation. Including, but not limited to, diabetes management & control, diabetes prevention, health promotion, advocacy, communications and media outreach, project and funds management, relevant professional networks and affiliations, evidence-based / operational research, etc.  |
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| **Main activities/key projects** (max. 1 page)List the organisation’s track record / projects / main activities within diabetes/health promotion /development aid during the last three years. |

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| **Year** | **Activity/project** | **Outcome/impact** | **Partner(s)** | **Funding sources** | **Total budget** |
|  | Link to website description |  |  |  |  |
|  | Link to website description |  |  |  |  |
|  | Link to website description |  |  |  |  |
|  | Link to website description |  |  |  |  |

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| **Economic and financial performance management information**Please provide details to the following questions.  |

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| Please provide details of the accounting package used by your organisation |  |
| How does your organisation allocate expenditures? |  |
| How does your organisation deal with foreign exchange fluctuations on grants? |  |
| Do you have bank accounts in foreign currencies? If not, would you be able to set them up? |  |
| Please detail how your organisation ensures there is adequate segregation of duties between placing orders and processing payments? |  |
| Do you perform internal financial audits?* If yes, when did the last internal audit take place?
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| Are you subject to an annual statutory audit of your financial statements?* If yes, when was the last audit performed?
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| **Company policies and procedures**Please indicate ‘yes’ or ‘no’ as to whether your organisation has documented policies or procedures for the following matters, incl. details. |

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| **Type of Policy/Procedure** |  |
| Financial manual and procedures |  |
| Financial statements for the last three years |  |
| Procurement manual |  |
| Foreign exchange policy |  |
| Recruitment and staff vetting procedures |  |
| Anti-bribery and corruption policy |  |
| Whistleblowing policy |  |
| Health and safety policy |  |
| Information technology and data security policy |  |
| Data protection policy |  |
| Legal Audit |  |
| Quality assurance |  |
| Code of Conduct |  |

Project Responsible – CURRICULUM VITAE

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| --- | --- | --- | --- |
| **Name of project responsible** | **Title**  | **E-mail** | **Phone (incl. country code)** |
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| **Work experience** (max. ½ page) |
| *[Replace the text with the requested information. Add separate entries for each experience. Begin with the most recent]* ***Dates (from - to) – Occupation or position held – Employer’s name and locality**** *Main activities and responsibilities listed in bullet points*

***Dates (from - to) – Occupation or position held – Employer’s name and locality**** *Main activities and responsibilities listed in bullet points*

***Dates (from - to) – Occupation or position held – Employer’s name and locality**** *Main activities and responsibilities listed in bullet points*
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| **Educational background** (max. ½ page) |
| *[Replace the text with the requested information. Add separate entries for each course. Begin with the most recent]* ***Dates (from - to) – Qualifications awarded – Education or training organisation’s name and locality**** *A short overview of relevant subjects covered / skills acquired listed in bullet points*
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| **Additional information** (e.g. relevant publications, presentations, projects, or courses) (max. ½ page) |
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