

Invitation to Submit Requests for Due Diligence Assessment

Dear potential Rapid Response Fund (RRF) partners,

The Rapid Response Fund (RRF) is a small grant mechanism that provides rapid humanitarian assistance to communities during external shocks resulting from natural and/or human-made disasters. In Nigeria, the RRF is implemented across Nigeria through the provision of grants to national and international non-governmental organizations, allowing for immediate access to funds for life-saving interventions.

As part of strengthening preparedness and emergency response, IOM is looking to partner with national NGOs in Nigeria with good capacity and experience in these areas.

Please share the following documents as part of the due diligence process:

- ***Corporate Affairs Certification (CAC)***
- ***List of Board of Directors***
- ***Code of Conduct***
- ***Protection Against Sexual Exploitation and Abuse Policy of your organization.***
- ***Finance Manual of your organization***
- ***Human Resources Manual***
- ***Procurement Manual***
- ***Tax Identification Certificate***
- ***Unique Entity Identity number***
- ***Profile of the organization***
- ***List of projects implemented in the past two years.***

Key Details:

- ***Submission Deadline: September 24, 2024***
- ***Assessment Focus Areas: [Your organization's thematic areas, funding portfolio, internal controls, financial stability, compliance, legal risks, and the like.]***
- ***Format for Submission: [Send an email to rrfnigeria@iom.int with jmbugonyesi@iom.int in copy.***
- ***Contact Information: For any questions or further clarification, please reach out to **John Mbugonyesi** at **+234 703 399 9649*****

We appreciate your attention to this important process and look forward to your responses. Together, we can ensure a robust evaluation that strengthens our partnership.

Best regards,

RRF team