

IOM MISSION – NIGERIA
CALL FOR EXPRESSION OF INTEREST

INTER-SECTOR NEEDS ASSESSMENT, NEEDS MONITORING, AND RAPID ASSESSMENTS IN THE HARD-TO-REACH LOCATIONS OF BORNO, ADAMAWA AND YOBE STATES.

1. Timeline

Call for Expression of interest ID #	NG30-22-0050
Posted (date)	4 th February 2022
Clarification Request Deadline	21 st February 2022
Application Deadline	25 th February 2022
Notification of Results	05 th March 2022
Implementation Start Date	15 th March 2022
Implementation End Date	28 th February 2023

2. Locations

Borno, Adamawa, and Yobe States - Nigeria

3. Sector(s) and area(s) of specialization

IOM Nigeria’s DTM team is seeking prospective implementing partners to conduct Inter-sector Needs assessment, needs monitoring, and Rapid Assessments in the hard-to-reach locations of the BAY states not currently covered by the DTM unit.

4. Issuing Agency

IOM Mission, Nigeria, Maiduguri Sub-Office

5. Project Background

The crisis in conflict-affected north-east Nigeria continues to be one of the gravest in the world today, marked by armed conflict, forced displacement and severe violations of civilians’ human rights and dignity. They are the main drivers of vulnerabilities and protection concerns that the vulnerable populations face, including protracted displacement, human rights violations, Gender-Based Violence (GBV) and Sexual Exploitation and Abuse (SEA). Internally Displaced Persons (IDPs) in and outside camps have weak coping mechanisms and rely heavily on humanitarian assistance to survive and improve their living conditions. Despite the efforts of the Nigerian authorities in addressing the crisis in northeast Nigeria and the increased number of humanitarian actors on the ground, the situation remains precarious.

Based on DTM round 37 (August 2021), there were 3,944,677 IDPs and returnees in Northeast Nigeria. Most displaced populations related to the crisis in North-East Nigeria are in the three states of Borno, Adamawa and Yobe – Borno States host 70 per cent (2,005,545 individuals) out of the total number displaced individuals and 1,753,484 individual returnees in the north-east. Out of the displaced population in Borno State, 52 per cent (746,624 individuals) reside in displacement sites (IOM DTM Round 37, August 2021). About 60 per cent of the displaced population across the Northeast reside in host communities, with the majority living in host families. In contrast, others reside in the nearly 298 displacement sites – close to 95 per cent of displacement sites are spontaneous.

The DTM program supports the Government and humanitarian partners by establishing a comprehensive system that collects, analyses, and disseminates data on IDPs and returnees to ensure timely and practical assistance to the affected populations. In each round of DTM assessments, IOM, National Emergency Management Agency (NEMA), State Emergency Management Agency (SEMA) and the Nigerian Red Cross Society (NRCS) staff collate data in the field, including displacement baseline data at LGA and ward-levels. More so, carrying out detailed assessments in displacement sites, such as camps and collective centers, and in locations where IDPs reside among host communities.

Since its establishment in Nigeria in August 2014, IOM’s DTM team has grown with well-trained and experienced DTM enumerators a strong information management structure supporting robust data processing and analysis. DTM’s field presence is based on dynamic and responsive mechanisms, capable of scaling up activities in a short space of time.

Partners rely heavily on DTM products for planning, decision making, service provision, and accountability to the affected population, making DTM one of the enablers to the response in the NE. Through the requests of the ISCG and AAWG, this project aims to gather critical data to provide a comprehensive understanding of the needs and vulnerabilities of crisis-affected persons in BAY states of north-east Nigeria and inform the Humanitarian Needs Overview (HNO) and Humanitarian Response Plan (HRP) for 2023, ISCG and AAWG for more coordinated humanitarian assistance.

6. Expected Results

The proposed activities will include:

- Quarterly Needs Monitoring through the Inter-Sector Needs Assessment with sub-activities of the Joint Intersectoral Analysis Framework.
- JIAF / Inter-sectorial needs assessment.
- Needs Monitoring
- Rapids Assessments (Ad-hoc)

The JIAF is a new approach to analyzing the needs of populations in crisis. The international humanitarian community introduced it into the Humanitarian Programme Cycle in 2020. The JIAF offers a standard method, process, and tools to conduct a “people-centred” holistic needs analysis.

The above activities will contribute to the following immediate outputs.

- a) Output 1.1: JIAF data collection process for the BAY States launched in Coordination with ISCG and AAWG partners.
- b) Output 2.1: Humanitarian needs monitoring is done, analyzed, and reported every quarter for ISCG and IMWG.
- c) Output 2.2: Monitoring tools and methodologies, Analysis reports, data signals are provided to ISCG / AAWG
- d) Output 3.1: ISCG and AAWG have detailed ad-hoc data and reports on initial Rapid needs Assessments.

The data will be disaggregated by gender, age, location and other key indicators for detailed mobility analysis reports and increased knowledge on data collection. The above activities and outputs will contribute to realising the project Outcomes in the long run.

- Outcome 1. Enhanced Inter-Sector Coordination Group (ISCG) data collection and dissemination at the household level to fill the information gap on JIAF indicators in all accessible locations within the BAY (Borno, Adamawa and Yobe) States.
- Outcome 2: Continued monitoring of the humanitarian needs using JIAF indicators integrated into DTM mobility tracking in coordination with the IMWG and ISCG (upon request).
- Outcome 3. Enhanced Initial Rapid Needs Assessment support for ISCG (upon request).

Thus, leading to the broader objective of supporting better programming by providing a comprehensive understanding of the needs and vulnerabilities of crisis-affected people in BAY states of north-east Nigeria and informing the Humanitarian Needs Overview (HNO) and Humanitarian Response Plan (HRP) for 2023, ISCG and AAWG for more coordinated humanitarian assistance.

7. Indicative Budget

The IP should provide an indicative budget for the data collection operation, including staffing, data analysis and reporting for the 12 months period in line with their own budget guidelines and templates. Later on after selection, it would be transformed to IOM/NFH templates.

8. Other Information

The NHF 2021 First Standard Allocation Strategy aims to “provide dignified living conditions for the most vulnerable and crisis-affected people in Borno, Adamawa, and the Yobe States. The allocation will ensure the continuity of essential humanitarian assistance provided through the NHF 2020 Standard Allocation.” DTM proposed activity centres on “Needs Monitoring and Inter- Inter-Sector Needs Assessment” with sub-activities of JIAF / Inter-sectorial needs Assessment, Needs Monitoring and Rapids Assessments (Ad-hoc).

The proposed activities are directly linked with the OCHA/ NHF allocation strategy and the prioritization by Coordination and Support Services and DMS sectors. The prioritized activities under this project will contribute to the below priorities:

- Provide a comprehensive understanding of the needs and vulnerabilities of crisis-affected people in North-East Nigeria
- Inform the HNO and HRP for 2023, ISCG and AAWG for more coordinated humanitarian assistance

Priority areas under this action will include 65 LGAs of the BAY States if and when security permits. The LGAs are as per below;

1. Borno: Abadam, Askira / Uba, Bama, Bayo, Biu, Chibok, Damboa, Dikwa, Gubio, Guzamala, Gwoza, Hawul, Jere, Kaga, Kala Balge, Konduga, Kukawa, Kwaya / Kusar, Mafa, Magumeri, Maiduguri MC., Marte, Mobbar, Monguno, Ngala, Nganzai, Shani LGA).
2. Adamawa: (Demsu, Fufore, Ganye, Girei, Gombi, Guyuk, Hong, Jada, Lamurde, Madagali, Maiha, Mayo - Belwa, Michika, Mubi North, Mubi South, Numan, Shelleng, Song, Toungo, Yola North, Yola South LGA.)
3. Yobe: (Bade, Bursari, Damaturu, Fika, Fune, Geidam, Gujba, Gulani, Jakusko, Karasawa, Machina, Nangere, Nguru, Potiskum, Tarmuwa, Yunusari, Yusufari LGA.)"

The target population for this Allocation are IDPs living in camps and camp-like settings, returnees, host communities and other vulnerable groups. All activities in this proposal are directed towards these specific groups, and thus, are linked to the cluster objectives;

- o SO1: SSO1: "Provide enhanced coordination services to ensure timely, effective and principled assistance and protection services to conflict-affected people in Borno, Adamawa and Yobe states of Nigeria,"

With Strategic Response Plan;

- o SO1: Save lives by providing timely and integrated multi-sector assistance and protection interventions to the most vulnerable.

To ensure we reach more expansive locations, the local partner to be hired will ensure continuity and increased coverage to areas or locations the UN system is not allowed to access. This will see a more in-depth understanding of these locations to gather appropriate information for support. IOM DTM will work closely with the chairs of IMWG and AAWG throughout the project period to ensure tools, methodology, and procedures are well adapted to the members' needs. This will ensure acceptance and usability of the data to support making informed decisions.

The activities implemented throughout will be initiated/activated through approvals from the ISCG, AAWG and IMWG before commencing to ensure timelines and guidelines are strictly adhered to. All equipment purchased for data collection will be under the custody of the chair/coordinator of AAWG; this will ensure ease of access to the same and can be loaned to members of the AAWG in a short period.

9. Selection Criteria

Name	Description	Weight
Relevance of the proposal to achieving expected results	Relevance of the proposal to achieving expected results; Expertise in life skills, budgeting skills as well as communication, negotiation, and participation skills; Expertise and experience in developing and delivery of training programmes and capacity building for CSOs and public institutions; Adequacy and clarity of proposed budget (including a contribution by CSO); Relevant technical expertise and experience in working with a different range of stakeholders at a national and local level in establishing a youth-sensitive perspective across sectors	60
Sustainability of intervention	Experience in partnering with key institutions related to youth and adolescent participation and development; National and Local experience, presence, and community relations; Management ability; Sustainability of intervention.	20
Other	Replicability/scalability; Gender mainstreaming skills to apply during the implementation of the programmes; Innovative approach	20

10. Attachments

The annexes have been attached below;

Description
ANNEX A - Expression of Interest submission guidelines
ANNEX B - Implementing Partner References Checklist
ANNEX C – Terms of Reference
ANNEX D - Implementing Partners General Information Questionnaire

11. For more information on this partnership opportunity and to apply, please visit

<https://nigeria.iom.int/iom-nigeria-tenders>

The organization responding to this call need to demonstrate their capacity to implement all listed activities as a single package. Partial applications for individual activities will not be considered. IOM reserves the right to cancel/reduce the scope of planned activities or introduce new/broaden the scope of the existing activities. The selected Implementing partner needs to be ready to develop a detailed budget based on the submitted proposal in two weeks upon receiving the notification from IOM. All applicants will receive written notification, within the two weeks after the deadline for the submission of Concept Note, of the outcome of the selection process. Should an applicant request further clarification, IOM will provide a response explaining the transparency and integrity of the selection process undertaken. IOM reserves the right to decline disclosure of the specificity of decision derived by the IOM mission due to reasons related to confidentiality. IOM reserves the right to accept or reject any Expression of Interest and to annul the selection process and reject all Expression of Interest at any time, without thereby incurring any liability to the affected Implementing Partners. For more information, please contact in writing ([Denis Wani – Programme Coordinator, DTM](#)), sending email to (dwani@iom.int)

ANNEX A: Expression of Interest submission guidelines

This document contains instructions on preparing and submitting the Application, including Annex A: IP Information.

- 1. The Application must be submitted either by hand or through a mail-in sealed envelope to IOM with office address at UN Migration Agency – IOM, 4 Gombole, Giwa Barrack Road, Maiduguri, Borno State – Nigeria no later than 17:00 hours, 25th February 2022. Late Application will not be considered.*
- 2. A detailed description of how the requirements specified in the Call for Expression of Interest (CEI) issued by IOM will be matched by the Implementing Partners' capabilities, experience, knowledge, and expertise.*
- 3. The Application must be submitted in one original, one copy, and envelopes must be marked "Original" and "Copy" as appropriate. If there are any discrepancies between the original and the copy, the original governs. Both envelopes shall be placed in an outer envelope and sealed. The outer envelope shall be labelled with the submission address, reference number, title of the Project and name of the Implementing Partner.*
- 4. The Application must be submitted in English and the format prescribed by IOM within the CEI. All required information must be provided, responding clearly and concisely to all the points set out. Any application which does not fully and comprehensively address these CEI requirements may be rejected.*
- 5. The Application document should comprise of the following:*
 - a. Cover Letter.*
 - b. Duly accomplished application documentation as outlined within the CEI signed on all pages by the Implementing Partner's Authorized Representative; and*
 - c. Any other relevant documents*
- 6. Applications may be modified or withdrawn in writing before the closing time specified in this Request for EOI. Applications shall not be modified or withdrawn after the deadline.*
- 7. The Implementing partner shall bear all costs associated with the preparation and submission of the Application, and IOM will not, in any case, be responsible and liable for the costs incurred.*
- 8. IOM, on no occasion, will ask for an application fee from Implementing Partners.*
- 9. All information given in writing to or verbally shared with the Implementing Partners in connection with this CEI is to be treated as strictly confidential. The Implementing Partner shall not share or invoke such information to any third party without the prior written approval of IOM. This obligation shall continue after the selection process has been completed, whether the Implementing Partner application is successful.*
- 10. IOM will treat all information (or marked proprietary/sensitive/financial) received from Implementing Partners as confidential and any personal data by its Data Protection Principles.*
- 11. The Implementing Partner, by applying, gives consent to IOM to share information with those who need to know to evaluate and manage the proposal.*
- 12. IOM reserves the right to accept or reject any Application and cancel the process and reject all Applications at any time without incurring any liability to the affected Implementing partner or any obligation to inform the affected Implementing partner of the ground for IOM's action.*

ANNEX B: IMPLEMENTING PARTNER REFERENCES CHECKLIST

The below information is requested to be included in response to the CEI issued by IOM:

TABLE 1 – MAIN IMPLEMENTING PARTNER EXPERIENCE IN LAST THREE YEARS (accessible format)

- Starting Month/ Year
- Ending Month / Year
- Donor / Lead partner
- Description of projects
- Contract Amount

Remarks (Provide documentary evidence)

TABLE 2 – SIMILAR EXPERIENCE IN LAST THREE YEARS (accessible format)

- Year
- Donor / Lead partner
- Description of projects
- Contract Amount
- Remarks (Provide documentary evidence (*))

TABLE 3 – LIST OF KEY STAFF MEMBERS (accessible format)

- Name
- Designation Qualification
- No. of Years of Experience

Provide an organizational chart and detailed CVs for key management and personnel in the Organization

TABLE 4 – ANY OTHER INFORMATION (accessible format)

In addition to the required information, Implementing Partners may provide any other related documents.

IOM Mission – (Nigeria)
ANNEX C - IOM Call for Expression of Interest ID#: NG30-21-0050

Terms of Reference

Introduction
<i>IOM Nigeria's DTM is seeking a prospective Implementing Partner (IP) that will conduct data collection, needs monitoring, and Rapid Assessments in the hard-to-reach locations of the BAY states not currently covered by the DTM unit.</i>
Background
<i>The crisis in conflict-affected north-east Nigeria continues to be one of the gravest in the world today, marked by armed conflict, forced displacement and severe violations of civilians' human rights and dignity. They are the main drivers of vulnerabilities and protection concerns that the vulnerable populations face, including protracted displacement, human rights violations, Gender-Based Violence (GBV) and Sexual Exploitation and Abuse (SEA). Internally Displaced Persons (IDPs) in and outside camps have weak coping mechanisms and rely heavily on humanitarian assistance to survive and improve their living conditions. Despite the efforts of the Nigerian authorities in addressing the crisis in northeast Nigeria and the increased number of humanitarian actors on the ground, the situation remains precarious.</i>
<i>Based on DTM round 37 (August 2021), there were 3,944,677 IDPs and returnees in Northeast Nigeria. Most displaced populations related to the crisis in North-East Nigeria are in the three states of Borno, Adamawa and Yobe – Borno States host 70 per cent (2,005,545 individuals) out of the total number displaced individuals and 1,753,484 individual returnees in the north-east. Out of the displaced population in Borno State, 52 per cent (746,624 individuals) reside in displacement sites (IOM DTM Round 37, August 2021). About 60 per cent of the displaced population across the Northeast reside in host communities, with the majority living in host families. In contrast, others reside in the nearly 298 displacement sites – close to 95 per cent of displacement sites are spontaneous.</i>
Objective
<i>To gather critical data that will provide a comprehensive understanding of the needs and vulnerabilities of crisis-affected persons in the BAY states of north-east Nigeria. This will further inform the Humanitarian Needs Overview (HNO) and Humanitarian Response Plan (HRP) for 2023, ISCG and AAWG for more coordinated humanitarian assistance in areas of the BAY States that are not covered by DTM.</i>
Proposed interventions
<ul style="list-style-type: none">- <i>Activity 1.1.1: Carry out inter-sectoral/ Inter-sectoral household level needs assessments in 65 LGAs for a total of 8,700 households.</i>- <i>Activity 1.1.3: Conduct 45 FGD (15 per state) in BAY</i>- <i>Activity 2.1.2: Deployment of needs monitoring data collection in BAY states as part of DTM round of mobility tracking</i>- <i>Activity 2.2.2: Conduct assessment in BAY states (data collection, data processing and outcome sharing)</i>- <i>Activity 3.1.2: Deploy data collection of needs monitoring in BAY states upon request</i>
Overarching Outcomes:
<ul style="list-style-type: none">- <i>Outcome 1: Enhanced Inter-Sector Coordination Group (ISCG) data collection and dissemination at the household level to fill the information gap on Joint Inter-sectoral Analysis Framework (JIAF) indicators in all accessible locations within the BAY (Borno, Adamawa and Yobe) States.</i>- <i>Outcome 2: Continued monitoring of the humanitarian needs using JIAF indicators integrated into DTM mobility tracking in coordination with the IMWG and ISCG.</i>- <i>Outcome 3. Enhanced Initial Rapid Needs Assessment support for ISCG.</i>
Expected results
<ul style="list-style-type: none">- <i>Provide reliable and updated information on the gaps, needs and vulnerabilities of the crisis-affected population living in the hard-to-reach areas not covered by DTM.</i>- <i>Identify areas with a crisis-affected population not previously captured by DTM.</i>- <i>Provide evidence-based data using existing DTM tools to inform evidence-based decisions to be shared with the ISCG and IMWG for action.</i>- <i>Provide a comprehensive understanding of the needs and vulnerabilities of crisis-affected people in North-East Nigeria.</i>

- *Set up a system to carry out rapid assessments on short notice to respond to significant incidents and requests from the ISCG and AAWG in areas outside DTM coverage.*
- *Provide a baseline for the DTM unit to build on for future assessments.*

Impact

Availability of data from the hard-to-reach locations will inform better planning from partners on the needs of the crisis-affected persons in the assessed locations, leading to interventions on a multi-sectorial level and thus giving access to essential services such as Food, Shelter, NFI, WASH, durable solutions, etc. This will further inform the Humanitarian Needs Overview (HNO) and Humanitarian Response Plan (HRP) for 2023, ISCG and AAWG for more coordinated humanitarian assistance in areas of the BAY States that are not covered by DTM.

Partnerships and collaboration

DTM to train data collectors of the Implementing partner on the tools to be used for the assessment, JIAF indicators and other essential elements on this project. The IP should use technology such as the Kobo toolbox, Power BI and other vital mechanisms to collect, clean and analyse data and reporting/ dissemination.

Proposed timeline:

The activities are to be implemented for 12 months.

Qualification and experience

- *Demonstrated understanding of deliverables, timelines, and budget.*
- *Demonstrated local knowledge and experience working in Hard-to-reach areas not covered by DTM.*
- *Previous experience implementing similar projects for UN, INGO, donors, etc., in hard-to-reach areas not covered by DTM/ UN.*
- *Demonstrated Knowledge of data collection methods, data protection principles, Protection Mainstreaming.*
- *Understanding risks or complications and how to overcome those challenges.*

Submission of the project proposal

Place and the deadline for submission of the project

IOM Maiduguri Sub-office - 4 Gombole, Giwa Barrack Road, Maiduguri, Borno State, by 25th February 2022.

IOM Mission – (Nigeria)
IOM Call for Expression of Interest ID#: NG30-22-0050

ANNEX D: Implementing Partners General Information Questionnaire

Call for Interest ID number:	NG30-22-0050
Full name of the Organization and abbreviation:	
Address and e-mail of contact person:	
Date of completion:	
Existing partnership with IOM?	
If yes, when did the cooperation with start?	
A. BACKGROUND AND GOVERNANCE	
Is your organisation legally registered in the country(ies) of implementation? If yes, please provide the registration number/proof. If not, please explain.	
What is the status of the organization (e.g., IO/INGO, NGO, etc.)?	
Does the organization produce an annual audited financial statement that is publicly available? If not, please explain.	
Does the organization`s management or ownership have any affiliation to IOM that would result in a conflict of interest?	
Who has influence over the organization?	
When was the Organization founded?	
When was the Organization last assessed by IOM or another UN entity?	
Date of last external evaluation and the name of the evaluator. Can the evaluation be shared with IOM?	
B. ORGANIZATIONAL STRUCTURE	
Is an updated organizational structure/chart and the CVs of key personnel attached to the application?	
Where does the organization work in the country, and what is its in-country structure and field presence?	
How many staff members work in the country office/programme?	
Are all the main operational functions adequately staffed and resourced (finance, logistics, implementation, M&E)?	
Does the organization have personnel guidelines?	
Does the organization have personnel security procedures?	
C. EXTERNAL ENGAGEMENT AND INFLUENCE	
Networks and coordination	
Is the organization involved in networking with other Civil Society Organizations, humanitarian organizations or networks? If yes, please provide details.	
Does the organization coordinate its work with other Civil Society Organizations (local, national, international)? If yes, please provide details.	
How does the organization interact with beneficiaries and communities?	
Does the organization coordinate with the government/authorities?	
Does the organization engage in public or political processes (i.e.? national and local government policy or budget discussions/decisions)	
Information and advocacy	
Does the organization produce information materials regularly? If yes, please describe.	
Does the organization hold public events for fundraising or other purposes? If yes, please describe.	
Does the organization work through the media?	
Does the organization use advocacy as a foundation of its work? If yes, please describe.	
Does the organization perform any lobbying activities? If yes, please describe.	
C. PROGRAMMATIC CAPACITY	
Does the organization have a stated mission and vision? Please provide the link if publicly available.	
What are the target group(s)/ beneficiaries of the organization?	

What is the geographical focus of the organization?	
What is the programmatic focus of the organization?	
Does the organization have a documented risk register and a risk management process?	
Does the organization:	
Uphold and abide by the humanitarian principles?	
Support the provision of impartial assistance solely based on needs?	
Operate independently without the imposition of a political agenda?	
Uphold a do-no-harm approach?	
Have a long-term plan/strategy in place?	
Have a framework for Accountability to Affected Populations?	
Have a Code of Conduct or other ethics policy?	
Have policies and procedures to prevent sexual exploitation and abuse?	
D. FINANCIAL CAPACITY	
Which donors are currently supporting the organization's programmatic activities?	
What is the current overall budget for the organization's activities?	
Has the organization faced any liquidity or solvency related challenges during the past three years? If yes, how was it resolved?	
Accounting system	
Does the organization have detailed policies documenting its accounting standards, rules and procedures?	
Which accounting standards the organization follows (IPSAS; IFRS, national)?	
Which accounting software does the organization use, and is it integrated with other functions (e.g., HR, procurement, etc.)?	
What is the document retention policy in relation to accounting and supporting documents? How does the organization ensure the safety of archives from theft, fire, flooding etc.? Were there any challenges faced in this respect during the last three years?	
Are all costs booked in the organization's accounts in a timely manner?	
Can the organization provide periodic financial reports at the project level?	
Financial control	
Does the organization have its own bank account registered in its own name?	
Does the organization have established internal audit functions?	
Is there a regular requirement for external audits on the company's accounts, and if yes, is it carried out in a timely manner?	
Does the organization comply with the audit recommendations received?	
What are the main characteristics of the internal control system in place? Were there any challenges faced in this respect during the last three years?	
How does the organization ensure sufficient segregation of duties?	
Is there a system in place to avoid double reporting of expenses to donors? Des the organization have a project accounting solution in place to facilitate related controls?	
Cost-effectiveness	
Is the organization cost-conscious? What principles are followed to minimize costs?	
Are quotations or invoices collected before purchases are made?	
E. PROCUREMENT AND SUPPLY CHAIN CAPACITY	
Describe the logistical setup of the organization.	
Does the organization have and follow counterterrorism policies requiring systematically vetting partners and suppliers against recognized lists of terrorists?	
Procurement	
Does the organization have clear procurement regulations? If yes, please share a copy.	
Was the organization's procurement policy reviewed and accepted by other organizations and/or donors?	
Does the organization have a clear policy for segregation of duties and delegation of authority in the procurement process?	
Does the organization have (and use) a procurement plan?	
Does the organization use the ERP system to post procurement transactions?	

Asset and warehouse management	
Does the organization have an asset database?	
Does the organization have established protocols for handing over, write-off, sales and disposals of assets?	
Does the organization have procedures for managing stocks and warehouses?	

I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:

Name/ Signature/ Date