**Accountability checklist**

Dear Grantee,

We look forward to the upcoming monitoring visit to your organization and would like to introduce you to the Accountability Checklist that we will use during the visit.

The purpose of this checklist is to help organizations document and implement necessary policies and procedures that support responsible and ethical practices in all operations and collaborations. It is also designed to ensure accountability and compliance with CISU's requirements for grantees, including key areas such as anti-corruption, prevention of sexual harassment, exploitation and abuse (PSHEA), anti-terrorism, and anti-child labor. An overview of CISU's requirements for grantees can be found on page four (4) of this document.

To make the best use of the limited time we have with you, please complete the checklist in advance and send it to us no later than one week prior to our visit.

A monitoring visit is an important part of our joint efforts to maintain high standards in accountability and ethical practice, and we appreciate your openness and willingness to cooperate in this process. We recognize that no organization is perfect, and we encourage an honest dialogue about any challenges or areas for improvement.

Kind regards,

CISU

**Accountability checklist**

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| **Code of Conduct** |
| Does the organization have a Code of Conduct that encompasses the organization's policies and, if applicable, procedures regarding the four clauses from the Ministry of Foreign Affairs (anti-corruption, PSHEA, anti-terrorism, and anti-child labor)? |  |
| **Contracts** |
| Are the Ministry of Foreign Affairs' four clauses regarding anti-corruption, PSHEA, anti-terrorism, and anti-child labor incorporated into the organization's contracts and partnership agreements? |  |
| **Anti-corruption** |
| a) Does the organization have a written policy regarding the handling of irregularities and anti-corruption efforts? b) Are there procedures and guidelines on how employees, management, etc., should handle such cases?c) Do the guidelines include information on how and when donors should be informed of substantiated suspicions? |  |
| **Prevention of Sexual Harassment, Exploitation and Abuse (PSHEA)** |
| a) Does the organization have a written policy for prevention of sexual harassment, exploitation, and abuse (PSHEA)?b) Does the organization have written procedures to protect employees, volunteers, and target groups against (P)SHEA?c) Does the organization have procedures and/or guidelines on how employees, volunteers, and target groups should handle the reporting of PSHEA-related cases? d) How does the organization ensure that all relevant actors are informed about the above policies/procedures?e) Have any cases been reported, and how were they handled? |  |
| **Anti-Terror** |
| Are there procedures in place for how the organization screens to ensure that it does not collaborate with organizations, suppliers, individuals, etc., that are listed on the UN or EU terrorism lists? |  |
| **Anti-child labour**  |
| a) Does the organization have a written policy for the protection of children?b) How does the organization ensure compliance with relevant national and international laws regarding children's rights and ILO conventions? |  |
| **Complaints** |
| a) Does the organization have a publicly accessible complaint portal? b) How do you inform employees, volunteers, target groups, and other relevant stakeholders about your complaint mechanisms and procedures for handling complaints? |  |

