



Summary of Access Process for Non-UN Organizations (NUNOs)

As per MPTF CAFI requirements, please find below the detailed information to guide NUNOs in the access process to CAFI trust fund, in addition to the PRODOC approval. Complete information can also be found in the [Manual of Operations](#).

Item	Description	Remarks
HACT Assessment	<p>HACT is the UN framework to assess financial risks as well as internal control and quality assurance of Implementing Partners. All NUNOs must be assessed under HACT Framework undertaken by a qualified UN-qualified service provider. All NUNOs must obtain a result rating of Low.</p> <p>More information regarding the HACT methodology can be found at: Harmonized Approach to Cash Transfer (HACT)</p> <p>The MPTF Office, as Administrative Agent (AA), may highlight to the CAFI Executive Board any risks involved with the HACT findings of the NUNO.</p> <p>NUNOs that are EU pillar assessed or GCF accredited can provide these assessments in lieu of full HACT assessment. MPTFO to determine if a HACT assessment may be waived, or substantially less comprehensive.</p> <p>The HACT and PSEA assessment results are valid for a period of 5 years (60 months) and must be taken into consideration during the stage of Project approval/Financing Agreement signing (must be valid to cover the entire duration of the project).</p>	<p>The engagement with the HACT Assessment service provider and the cost for such service is provided by the CAFI Secretariat.</p> <p>NUNOs possessing a HACT assessment with another UN Organization within the previous 24 months are eligible for using the same assessment.</p> <p>The assessment criteria can be found here.</p>
SEAH Assessment	<p>The Assessment on Sexual Exploitation, Abuse and Harassment, in compliance with UN Protocol on Allegations of Sexual Exploitation and Abuse Involving Implementing Partners, is a mandatory requirement to enable NUNOs in the fund access process.</p>	<p>The engagement with the SEAH Assessment service provider and the cost for such service is provided by the CAFI Secretariat.</p> <p>NUNOs possessing a SEAH assessment with another UN Organization within the previous 24 months are eligible for using the same assessment.</p> <p>The process is started via a Self-Assessment filled by the NUNO.</p> <p>The Self-Assessment Form can be found here.</p>
Socio-Environmental Safeguards Assessment	<p>NUNOs must possess socio-environment safeguards (SES) policies or system in place which shall be assessed by CAFI Secretariat.</p> <p>In case of inexistence of such policies or system in place, NUNOs must adhere to the UNDP social and environmental standards and procedures at the project level.</p>	<p>Detailed information on the SES Assessment process for NUNOs can be found here.</p> <p>Existing accreditation with the GCF, GEF or Adaptation Fund allows for an expedited ("fast track") process, not requiring self-assessment.</p> <p>NUNOs without safeguard policies or system will be required to apply UNDP SES for the project. Information about UNDP SES can be found here.</p>



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Attestation Letters	NUNOs must provide reference letters from UN organizations or donor governments, from which the organization has received funding, attesting to the organization's satisfactory financial and programmatic management of a grant in the last three years.	Minimum 1 letter attesting to the organization's satisfactory financial and programmatic management of a grant in the last three years, but NUNOs are encouraged to provide as many as available.
Legal Registration	All NUNOs must present current and valid legal registration document in the in the country(ies) of CAFI project(s) implementation, if applicable, or evidence that demonstrates that such registration is possible, as well as their legal status in their country of origin	-
Financial Statements	All NUNOs must submit two most recent audited financial statements	
Registration in UNDP ERP Quantum	In line with the UNDP policy on Money Laundering and Countering the Financing of Terrorism and in order to be registered in the MPTFO system, NUNOs not registered in UNDP system are required to submit a Supplier Profile form, bank details proof, and a Self-Certification form.	Supplier Profile form Self-Certification form
UN Sanction List	All NUNOs, which might be also operating as service providers (vendors) to the United Nations, must not be present in the UN Vendor Sanction List.	Verification to be performed by MPTFO/NY
Framework Agreement	Framework Agreement for Participation of NUNOs to access and receive funding from CAFI. The Framework Agreement grants a particular NUNO the access to the CAFI Fund's financial resources; however, it does not include a specific Programme/project to be implemented by NUNO using financial resources of the Fund.	Link to MPTF legal agreements templates
Financing Agreement	Financing Agreement for NUNOs as part of Framework Agreement. The Financing Agreement is a standard agreement to be signed between the AA and the NUNO, which includes a specific program/project approved by the Fund Governance Mechanism as an annex. For each approved project to be implemented by the same NUNO, a separate Financing Agreement must be signed.	Link to UNSDG legal documents for pooled funds

All questions related to the accreditation process to obtain access to the Fund can be submitted to diego.alves@undp.org and josee.flora.hauser@undp.org – CAFI Secretariat's Operations Unit.