CSO Letterhead

AFD

Attn: MPC/DPA/OSC CSO Division

5, rue Roland Barthes

75 598 Paris Cedex 12

Location, Date

**Subject: Letter attesting to accuracy and explanatory note**

I, the undersigned, Mr/Ms (First\_name Last\_name), acting in the capacity of (position of and name of organization), hereby attest to the accuracy of the information provided in the attached explanatory note concerning the appraisal of the project submitted for financing to AFD (title of the project and date of submission of the file to MPC/DPA/OSC on the OSCar portal).

This explanatory note concerns the Civil Society Organization (CSO) and:

* Its rules of professional conduct;
* Its good governance practices and transparency in its decision-making processes;
* Its rules on internal control and reporting;
* Its rules on external controls;
* Its purchasing and procurement procedures;
* Its financial information transparency policy.

Issued for all legal intents and purposes.

First\_name Last\_name

POSITION

(Location), (date)

Signature

**EXPLANATORY NOTE (to be adapted according to the national rules of each country)**

Please indicate which of the criteria below your organization meets. For those it meets, please briefly describe the key measures taken by your organization to meet each of these criteria (examples: fundamental principles, action standards, key documents, accessibility of information on the CSO’s website, etc.).

|  |  |
| --- | --- |
| **Criteria** | **Measures taken by the CSO** |
| **The CSO complies with rules of professional conduct**, *for example: it holds a quality label and/or accreditation/charter, has an ethics charter or code of professional conduct internal to the CSO, complies with International Labor Organization (ILO) regulations, publishes a social balance sheet where this is required by labor law, etc.* |  |
| **The CSO has good governance practices and its decision-making processes are transparent**, *for example: operations in accordance with its articles of association (involvement of decision-making bodies (general assembly, board, executive committee), publication of decisions, frequency of meetings, formalized relations between headquarters and delegations, existence of a remuneration policy, a volunteer charter, transparency and publication of information, etc.* |  |
| **The CSO has rules on internal control and reporting**, *for example: existence and dissemination of the CSO’s activity reports, the president’s moral reports, project reports and evaluation reports (or their summaries) available on the website; existence of a finance committee, a donor committee, an independent internal control department, an internal evaluation unit; existence of procedures for disseminating the conclusions/results of these controls, etc.* |  |
| **The CSO has rules on external controls**, *for example: conducting audits/evaluations in accordance with national, European Union or other international donor regulations; procedures for disseminating the conclusions/results of these controls, etc.* | Date and signature: |
| **The CSO has and enforces purchasing and procurement procedures that observe the principles of transparency and competitive bidding in accordance with national regulations**, *for example: compliance with the Public Procurement Code of the country in which the CSO is based if one exists and if the CSO is subject to it, or failing that, adoption of internal procurement procedures.*  *As a reminder, the provisions imposed by AFD in terms of procurement and contracting are described in the methodology guide specific to local CSOs.* |  |
| **The CSO has a financial information transparency policy tailored to the various audiences it addresses**, *for example: certification and publication of annual accounts, communication of summary documents (income statements/balance sheets), creation of an account for resources collected from the public, performance of euros invested, etc.* |  |

Date and signature: