

International Aid Services - Partnership Profile

Annex 1: PARTNERSHIP DEVELOPMENT NEEDS

<p style="color: red;">[Insert logo here]</p>	Name of partner:	
	Abbreviation:	
	Address:	
	Website:	
	Contact person:	
	Email:	
	Phone:	
	<i>Last updated:</i>	

Kindly provide information on the organizational needs in the following areas:

Area	Needs
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Funding

Financial book keeping/accounting
 Does the organization have a computerized book keeping system?
 If yes, which software?
 Donor relations
 Financial reporting
 Budgeting
 Others (please specify)

Programme Management

Understanding the project cycle
 Monitoring and evaluation
 Logical framework
 Proposal writing
 Report writing
 Others (please specify)

Human Resources

Legal issues
 Staff safety and security
 Staff contracts, job descriptions etc
 Staff development needs
 Developing staff related policies
 Others (please specify)

Visibility and External Relations

Maintaining a professional and attractive organizational profile
 Creating and managing a webpage
 How to better manage donor and other external relations
 Others (please specify)

Administrative and Logistics

Keeping clear records
 Managing vehicles and other logistical assets
 Procurement issues
 Others (please specify)

Leadership/Management Issues

Time management
 Organizational management

Formulation and implementation of
clear vision and mission
Others (please specify)