



**USAID**  
FROM THE AMERICAN PEOPLE

**WorkwithUSAID.org**



## Partner Pre-Engagement Assessment Questions List

The **Partner Pre-Engagement Assessment** is a tool designed by USAID's Partnerships Incubator to support organizations in their quest for continuous capacity improvement. Conducting a formal organizational assessment allows the identification of operational and programmatic strengths, weaknesses, gaps, and areas of improvement. While the assessment is not required to be eligible for an award with USAID, it allows organizations to map out their journey to partnering with USAID by addressing any organizational gaps that might potentially serve as a barrier to entry. The full assessment tool can be found [here](#) on the WorkwithUSAID.org site. Additional context of the scale ratings are provided for each question within the assessment tool.

### PROGRAMMING

1. Are you currently funded by USAID?
2. My organization is currently funded by a non-USAID donor(s).
3. My organization knows where to find and access USAID resources.
4. My organization knows where to find and access other resources to enable our success.
5. My organization knows where to find and access donor funding opportunities.
6. My organization understands how to respond to donor funding opportunities with written proposals.
7. My organization involves beneficiaries/end users in program/project planning.
8. My organization has a strategic plan.



9. My organization has policies and procedures to measure the performance of our programs/projects.
10. My organization exchanges knowledge and lessons learned with industry partners to improve programming.

## COMPLIANCE

11. My organization has a DUNS\* number.

*\*A Data Universal Numbering System (DUNS) number, is the nine-digit number assigned by Dun & Bradstreet Information Services to an organization and is the identification number for U.S. federal awardees.*

12. My organization has a CAGE/NCAGE\* code.

*\*CAGE: U.S.-based organizations need a Commercial and Governmental Entity (CAGE) code.*

*\*NCAGE: International entities must obtain a NATO Commercial and Government Entity (NCAGE) code for each DUNS number they plan to register in the System for Award Management (SAM) before starting the registration process.*

13. My organization is registered with SAM.\*

*\*SAM: To be eligible to apply for U.S. federal awards, organizations need to register with the System for Award Management (SAM) after they have received a DUNS number and NCAGE code.*

14. My organization is registered on Grants.gov.
15. My organization is registered on SAM.gov.
16. My organization has internally approved written procurement policies and procedures.
17. My organization has vetting procedures for suppliers when purchasing goods and/or services.
18. My organization has internally approved written policies and procedures to manage branch/field offices.
19. My organization has procedures to protect proprietary information of my organization and our partners.
20. My organization has terms of reference for its board of advisors.
21. My organization has a brand and visual identity.
22. My organization has a marketing plan.
23. My organization complies with branding and marking requirements.
24. My organization has change management processes.

## HUMAN RESOURCES

25. My organization has internally approved human resource policies and procedures.
26. My organization publicly announces all job openings.
27. My organization is able to recruit and retain quality staff.
28. My organization has sufficient staff to implement all essential operations.
29. My organization has a documented process for assessing staff performance.
30. My organization is in compliance with local labor laws in countries where it maintains operations.

## PROGRAM MANAGEMENT

31. My organization has a point of contact for collaborations and partnerships.
32. My organization actively explores external partnerships.
33. My organization prepares annual work plans for our programs/projects.



34. My organization uses lessons learned to inform the design of new programs.
35. My organization has policies and procedures for management accountability and controls.
36. My organization has experience preparing complex reports.
37. My organization considers culture and gender in project planning, monitoring, and evaluation.
38. My organization can provide support and documentation to evaluators on project performance.

## BUDGET AND FINANCE

39. My organization has internally approved written financial policies and procedures.
40. My organization's financial policies and procedures are understood by all staff members.
41. My organization has experience managing budgets.
42. My organization has a dedicated staff member for managing financial operations.
43. My organization's financial records are properly maintained for potential audit.
44. My organization's financial statements are reviewed on an annual basis by an accredited, third-party auditor.
45. My organization regularly implements audit recommendations.
46. My organization has procedures for managing payments and expenditures.
47. My organization assesses financial risks.
48. My organization has procedures for cost-sharing.



### ABOUT THE PARTNERSHIPS INCUBATOR

The Partnerships Incubator works hand-in-hand with USAID to transform its partnering paradigm, lower barriers to partners' understanding of USAID and its processes, increase partner engagement, boost the capacity of new, nontraditional, and local partners to work with USAID, and increase the impact of the Agency's development programming.

### ABOUT THIS WEBSITE

WorkwithUSAID.org is a free, USAID-funded resource hub that empowers partners with the knowledge and networks to navigate locally led development. Registration on this globally accessible website unlocks a variety of innovative services and curated resources designed to improve organizational readiness, connect partners to peers and experts, and prepare them to receive USAID funding. You're creating a better world; we're here to help.

WorkwithUSAID.org was developed by the Partnerships Incubator, a USAID-funded project of Kaizen, a Tetra Tech Company, in cooperation with USAID. Participation on this site does not guarantee partnerships, funding, or endorsement from any source. Organizations may apply for USAID funds without registering on this site. This site is not an official U.S. Government website and does not represent the views or positions of the U.S. Agency for International Development or the U.S. Government.