Organisation application form

Many thanks for your interest in joining the RSH Mentor Programme.

If you are selected, prior the start of the program a quick organizational capacity assessment will be done. A mentor who is able to help you fill your gaps will be assigned to your organization and this person will work with your safeguarding focal for 6 months (maximum of 2-4 hours contact in a month). An agreement will be put in place to determine mutual responsibilities for mentoring implementation and monitoring between RSH and the mentored organisations.

The information that you provide will introduce us about your organisation, the safeguarding initiatives that are in place will help us assess and understand the organisational ability to undergo through this initiative.

Please complete this form and return it to Semhal Getachew by email [semhal@rshub.org.uk](mailto:semhal@rshub.org.uk) by [October 25, 2020]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Organisational information | Please write answer here | | | | |
| Name of main contact |  | | | | |
| Organisation |  | | | | |
| Email address of main contact |  | | | | |
| Phone number of main contact |  | | | | |
| Languages spoken |  | | | | |
| Number of employees |  | | | | |
| Number of volunteers (if relevant) |  | | | | |
| Summary of organisational vision, mission and goals |  | | | | |
| Annual budget | Please tick   * Below ETB 1,000,000                          [  ] * Between ETB 1,000,000- 5,000,000  [  ] * Between ETB 5,000,000-10,000,000 [  ] * More than ETB10,000,000                  [  ] | | | | |
| Programmes - Please tick to indicate the programme area(s) that are relevant | | | | | |
| Education                                                    [  ] | | | Health                                                        [  ] | | |
| Urban and infrastructure                            [  ] | | | Water, Sanitation and Hygiene                  [  ] | | |
| Justice and peace building                         [  ] | | | Economic development                             [  ] | | |
| Social Protection                                         [  ] | | | Disability                                                     [  ] | | |
| Gender based violence/ Child protection/ Violence against women and girls              [  ] | | | Research                                                    [  ] | | |
| Sport                                                           [  ] | | | Non-specific                                               [  ] | | |
| Other  [  ]   Please describe | | | | | |
| The programmes are humanitarian focussed | | | Yes [  ] No [  ] | | |
| The programmes are development focussed | | | Yes [  ] No [  ] | | |
| Are the programmes directly implemented by: | | | Your organisation                               [  ]   Partners                                              [  ]   Both your organisation and partners [  ] | | |
| Beneficiaries- Who are the main beneficiaries (tick all that apply) | | | | | |
| Adult men and women                       [  ] | | | Disabled people                                 [  ] | | |
| Women                                               [  ] | | | Refugees                                            [  ] | | |
| Children                                              [  ] | | |  | | |
| Other [  ]  Please describe | | | | | |
| Safeguarding | | | | | |
| Person responsible for safeguarding | | | Name  Role | | |
|  | | | | Yes | No |
| Would this person be available for 22 hour training, monthly supervision and follow-up to become a mentor | | | |  |  |
| Would the organisation enable team members to be available to work with the mentor for up to 5 hours a month for 6 months? | | | |  |  |
| Would the mentor have time to work with colleagues and leaders on safeguarding? | | | |  |  |
| Do they have the ability to influence leaders to make the organisation safer? | | | |  |  |
| *How far is safeguarding integrated into your organisation?* | | | | | |
|  | | | | Yes | No |
| We have begun safeguarding across the organisation | | | |  |  |
| We have a Safeguarding policy is in place | | | |  |  |
| Some staff have received safeguarding training | | | |  |  |
| All staff have received safeguarding training | | | |  |  |
| We have conducted a safeguarding risk assessment | | | |  |  |
| Safeguarding is well integrated to programmes | | | |  |  |
| Safeguarding is well integrated into Human Resources | | | |  |  |
| Safeguarding is well integrated into IT | | | |  |  |
| Safeguarding is well integrated into Media and communications | | | |  |  |
| Safeguarding is well integrated into Fundraising | | | |  |  |
| Safeguarding is well integrated into Partnerships | | | |  |  |
| Reporting and response system is in place for communities | | | |  |  |
| Reporting and response system is in place for staff | | | |  |  |
| Mentoring- Please describe the organisations interest in the mentoring programme here | | | | | |
| How does the organisation hope to benefit from the mentoring programme? | |  | | | |
| How will the senior leaders engage with the mentoring programme? | |  | | | |
| Do you have existing safeguarding funds or safeguarding funds in the pipeline? | | Yes No | | | |