



CARE Iraq

ANNEX 1

CARE Iraq EOI Application Form, Applicant Instructions and Submission Checklist

MANDATORY APPLICANT TEMPLATE

Applicants must complete this Annex 1 and use it as the principal application form for the CARE Iraq EOI. Alternative application formats should not be submitted unless CARE Iraq provides written authorization.



A. Purpose of This Annex

This Annex 1 is the mandatory application template for organizations responding to the CARE Iraq Call for Partnership / Partner Roster 2027-2030. It is designed to collect the information CARE Iraq will use for preliminary eligibility screening, technical assessment and initial verification. Applicants meeting the technical threshold will undergo the required screening, reference checks, proportionate due diligence and safeguarding verification before roster inclusion is confirmed. The minimum five-year operating-history requirement in the Call is mandatory. Applicants must be based in at least one of the following locations: the Kurdistan Region of Iraq (KRI), Ninawa, Thi Qar, Basra or Baghdad.

Important

Complete all applicable sections. If a question does not apply, write “N/A” and briefly explain where useful. Do not delete headings, questions or declaration text. CARE Iraq may assess only information submitted within the prescribed limits and requested attachments.

B. General Completion and Formatting Instructions

- Use this Word document as the application form. Do not create a separate narrative proposal in place of this annex.
- Use Arial or Calibri, font size: 10.5-11 point for narrative text. Tables may use 9 point where necessary, but text must remain readable.
- Use single or 1.15-line spacing and normal page margins. Do not reduce margins, font size or spacing to exceed a stated limit.
- Do not change section numbering, delete questions, or add new columns to required tables. You may add rows where the template expressly allows it.
- Respect all pages, words and item limits. Text beyond a stated limit may not be considered in the assessment.
- Do not embed photographs, scanned brochures, certificates, financial statements or other supporting evidence inside the application unless specifically requested. Submit supporting evidence as separate attachments.
- Use concise, evidence-based responses. Where possible, reference a supporting document using the evidence index in Section 15 (for example: E09 - 2025 Climate Adaptation Project Completion Report).
- Confidential information may be appropriately redacted. Do not submit staff identity documents, beneficiary personal data, bank balances or unnecessary sensitive personal information at EOI stage.
- Complete the application in English.

C. Submission Package and File Naming

The application package should normally contain one completed Annex 1 plus the requested supporting documents. Use clear filenames and the applicant organization name or acronym.

File	Required format	Recommended filename
Completed Annex 1	Signed PDF	01_[OrgAcronym]_CARE_Iraq_EOI_Annex1.pdf
Registration / authorization	PDF	02_[OrgAcronym]_Registration.pdf
Organizational profile	PDF	03_[OrgAcronym]_Org_Profile.pdf
Organogram	PDF	04_[OrgAcronym]_Organogram.pdf
Organizational bank-account evidence	Redacted PDF	05_[OrgAcronym]_Bank_Evidence.pdf
Code of Conduct	PDF, if available	06_[OrgAcronym]_Code_of_Conduct.pdf
Safeguarding / PSEA guidance or policy	PDF, if available	07_[OrgAcronym]_Safeguarding_PSEA.pdf



Complaints / accountability guidance	PDF, if available	08_[OrgAcronym]_AAP_Complaints.pdf
Do No Harm / conflict-sensitivity guidance	PDF, if available	09_[OrgAcronym]_DoNoHarm_ConflictSensitivity.pdf
Optional thematic evidence referenced in the form	PDF or accessible file format	10_[OrgAcronym]_[Short_Title].pdf

Submit by email to the address stated in the Call for Partnership. Use the subject: “**CARE Iraq Partner Roster EOI 2027-2030 - [Organization Name]**”. If attachment size prevents email submission, contact CARE Iraq before the deadline for an approved alternative transfer method.

D. Application Limits at a Glance

Application component	Limit	Important instruction
EOI Letter	Maximum 2 pages	Use the template in Section 3; do not attach an additional cover letter.
Organization overview/ comparative advantage	Maximum 500 words total	Section 2 narrative fields.
Geographic presence and access	Table + maximum 300 words	Section 4.
Thematic experience	Select all relevant areas; detailed narrative for maximum 3 priority thematic areas, up to 300 words each	Section 5. Climate Resilience and Adaptation is a distinct sector.
Relevant project experience	Maximum 10 most relevant projects	Section 6; prioritize the last five years where available.
Organizational/ project management capacity	Maximum 400 words excluding tables	Section 8.
Women and Girls Equality, safeguarding, inclusion and accountability	Maximum 400 words for Section 9.1, excluding the preceding table	Section 9.
Partnership/ localization approach	Maximum 300 words	Section 10.
MEAL/learning/adaptation	Maximum 250 words	Section 11.
Do No Harm/ Principles responses	Maximum 150 words per narrative question	Section 12.
Integrity disclosure explanation	Maximum 250 words if a disclosure is required	Section 13.
References	Exactly 2 institutional references	Section 14.

1. Application Identification

Field	Applicant response / information
Legal name of organization	[Enter legal registered name]
Acronym	[Enter acronym, if applicable]
Registration number(s)¹	[Enter]
Registration authority(s)²	[Enter]
Year established	[YYYY]
Operations in Iraq began	[MM/YYYY - at least five years before the submission deadline]

¹List registration or authorization relevant to your operating locations. Registration in both Federal Iraq and KRI is not required solely for this application.

²List registration or authorization relevant to your operating locations. Registration in both Federal Iraq and KRI is not required solely for this application.

Head office location	[Governorate / city]
Primary contact person	[Name and title]
Email	[Enter]
Phone	[Enter]
Website / social media	[If applicable]
Authorized representative for declaration	[Name and title]
Contact Information of Authorized representative	[phone number and Email]

2. Organization Profile, Type and Governance

2.1 Organization overview *[Limit: 300 words]*

Briefly describe the organization's mandate, mission, main populations served, operating model and key comparative strengths relevant to CARE Iraq.

[Applicant response]

2.2 Comparative advantage *[Limit: 200 words]*

Explain what differentiates your organization and why CARE Iraq should consider it for the partner roster.

[Applicant response]

Select classifications that reflect the organization's actual mandate and governance. For each selected classification, briefly explain the basis for the selection, including relevant leadership, decision-making or mission information. Selecting a classification does not automatically attract additional points.

Organization classification	Select all that apply / explain if "Other"
☐ Local NGO / CSO	[Optional clarification]
☐ Community-based organization (CBO)	[Optional clarification]
☐ Women-led organization (WLO) Women hold the principal leadership and decision-making roles	[Optional clarification]
☐ Women's rights organization (WRO) Advancing women's rights and equality is a central organizational purpose	[Optional clarification]
☐ Youth-led organization Young people hold the principal leadership and decision-making roles; state the age range used	[Optional clarification]
☐ Organization of persons with disabilities (OPWD)	[Optional clarification]



Persons with disabilities lead and govern the organization, which represents and advances their rights	
Climate Focused NGO	[Optional clarification]
☐ Network / association	[Optional clarification]
☐ Other: _____	[Required clarification]

Required evidence: registration/authorization, organizational profile and current organogram. CARE may compare this information across official documents and may verify governance and structure further during DDA.

3. Expression of Interest Letter Template

Maximum length: 2 pages

The EOI Letter must be completed in this section. Do not attach a separate additional cover letter. Keep the letter concise and strategic. Tables are not required in this section.

Date	[DD.MM.YYYY]
To	CARE Iraq - Call for Partnership / Partner Roster 2027-2030
Organization	[Legal name]
Subject	Expression of Interest for CARE Iraq Partner Roster 2027-2030
Primary thematic areas	[List up to three priority areas]
Primary geographic areas	[List key governorates/districts]
Authorized signatory	[Name and title]

EOI Letter *[Limit: 2 pages/900 words maximum]*

Address: (1) why your organization is interested in partnering with CARE Iraq; (2) your strongest thematic and geographic capabilities; (3) your community/ localization comparative advantage; and (4) the type of partnership contribution or role you could bring. Conclude with confirmation that the organization is willing to comply with CARE's applicable partnership, safeguarding, integrity and due diligence requirements.

[Applicant response]



4. Geographic Presence, Access and Community Legitimacy³

Governorate	District(s)	Type of presence (office, field team presence, through other partners, CBOs, etc. or any other type of presence with clarification)	Since (which year)	Key community stakeholders/ contact people (list the type of stakeholders or their positions/ job titles like Mukhtars, Local government entities like municipality, Directorate of Health, Directorate of Agriculture, Religious Leaders, Community Leaders, etc)	Example evidence reference (through a report, social media, etc)
[Enter]	[Enter]	[Enter]	[Enter]	[Enter]	[Enter]
[Enter]	[Enter]	[Enter]	[Enter]	[Enter]	[Enter]
[Enter]	[Enter]	[Enter]	[Enter]	[Enter]	[Enter]
[Enter]	[Enter]	[Enter]	[Enter]	[Enter]	[Enter]
[Enter]	[Enter]	[Enter]	[Enter]	[Enter]	[Enter]
[Enter]	[Enter]	[Enter]	[Enter]	[Enter]	[Enter]

4.1 Access and community legitimacy [Limit: 300 words]

Identify where your organization is based within the Kurdistan Region of Iraq (KRI), Ninawa, Thi Qar, Basra or Baghdad. Briefly explain how the organization maintains access, community acceptance and local relationships in its priority areas. Include how communities participate in or influence programming.

[Applicant response]

Indicative evidence: project history, institutional references, coordination/network membership, office/presence information, community engagement mechanisms or other credible evidence. CARE may verify consistency through references, project records, clarification and legitimate contextual/local knowledge. An office lease or physical-office evidence is not required unless specifically requested later.

5. Thematic Areas and Technical Experience

Climate is a distinct CARE Iraq sector

Climate Resilience and Adaptation must be selected and evidenced separately where the organization claims climate expertise. Relevant evidence may include climate risk analysis, locally led adaptation, climate-smart livelihoods, ecosystem/natural-resource approaches, climate-related DRR, adaptation planning or other climate resilience programming.

CARE Iraq thematic area	Relevant?	Years of experience	Main governorates	Approx. # relevant projects	Primary evidence reference(s) (this may include capacity statements, project reports or briefs, etc)
Protection	☐ Yes ☐ No	[Enter]	[Enter]	[Enter]	[E## / project reference]
Women and Girls Empowerment	☐ Yes ☐ No	[Enter]	[Enter]	[Enter]	[E## / project reference]

³ Please feel free to add more rows to fully cover your geographic presence and as requires.

Climate Resilience and Adaptation	☐ Yes ☐ No	[Enter]	[Enter]	[Enter]	[E## / project reference]
Food Security	☐ Yes ☐ No	[Enter]	[Enter]	[Enter]	[E## / project reference]
Livelihoods	☐ Yes ☐ No	[Enter]	[Enter]	[Enter]	[E## / project reference]
Economic Empowerment	☐ Yes ☐ No	[Enter]	[Enter]	[Enter]	[E## / project reference]
Youth Empowerment and Engagement	☐ Yes ☐ No	[Enter]	[Enter]	[Enter]	[E## / project reference]
Health	☐ Yes ☐ No	[Enter]	[Enter]	[Enter]	[E## / project reference]
Policy Advocacy / Social Accountability / Community-led Approaches	☐ Yes ☐ No	[Enter]	[Enter]	[Enter]	[E## / project reference]
Integrated / Cross-sectoral Programming	☐ Yes ☐ No	[Enter]	[Enter]	[Enter]	[E## / project reference]

Detailed narrative: select one, two or three priority thematic areas for assessment and mark unused narratives N/A. There is no penalty for selecting fewer than three. Technical ratings are combined as explained in Section 6 of the Call. Additional areas selected in the table are for roster mapping and are not automatically verified.

5.1 Priority thematic area #1 *[Limit: 300 words]*

Name the thematic area. Summarize your technical approach, relevant experience, key results, relevant target populations and geographic experience. Reference at least one relevant project and any supporting evidence. Applicants may submit **one, two or three themes without penalty**.

[Applicant response]

5.2 Priority thematic area #2 *[Limit: 300 words]*

Name the thematic area. Summarize your technical approach, relevant experience, key results, relevant target populations and geographic experience. Reference at least one relevant project and any supporting evidence.

[Applicant response]



5.3 Priority thematic area #3 [Limit: 300 words]

Name the thematic area. Summarize your technical approach, relevant experience, key results, relevant target populations and geographic experience. Reference at least one relevant project and any supporting evidence.

[Applicant response]

Indicative supporting evidence: project agreements/award or completion evidence, relevant report excerpts, evaluation/monitoring results, technical tools or guidance developed, public links/products, and institutional references. Confidential documents may be redacted. Applicants should not submit full donor contracts unless specifically requested.

6. Relevant Project Experience

List a maximum of 10 projects most relevant to the CARE Iraq priority sectors and geographic areas. Prioritize the past five years where available.

#	Project / activity	Donor / funder	Sector	Location	Start date and end date	Approx. budget	Organization role	Key result / supporting evidence reference
1	[Enter]	[Enter]	[Enter]	[Enter]	[MM/YY-MM/YY]	[Currency/v alue]	[Lead/partner/etc.]	[Brief result / E##]
2	[Enter]	[Enter]	[Enter]	[Enter]	[MM/YY-MM/YY]	[Currency/v alue]	[Lead/partner/etc.]	[Brief result / E##]
3	[Enter]	[Enter]	[Enter]	[Enter]	[MM/YY-MM/YY]	[Currency/v alue]	[Lead/partner/etc.]	[Brief result / E##]
4	[Enter]	[Enter]	[Enter]	[Enter]	[MM/YY-MM/YY]	[Currency/v alue]	[Lead/partner/etc.]	[Brief result / E##]
5	[Enter]	[Enter]	[Enter]	[Enter]	[MM/YY-MM/YY]	[Currency/v alue]	[Lead/partner/etc.]	[Brief result / E##]
6	[Enter]	[Enter]	[Enter]	[Enter]	[MM/YY-MM/YY]	[Currency/v alue]	[Lead/partner/etc.]	[Brief result / E##]
7	[Enter]	[Enter]	[Enter]	[Enter]	[MM/YY-MM/YY]	[Currency/v alue]	[Lead/partner/etc.]	[Brief result / E##]
8	[Enter]	[Enter]	[Enter]	[Enter]	[MM/YY-MM/YY]	[Currency/v alue]	[Lead/partner/etc.]	[Brief result / E##]
9	[Enter]	[Enter]	[Enter]	[Enter]	[MM/YY-MM/YY]	[Currency/v alue]	[Lead/partner/etc.]	[Brief result / E##]
10	[Enter]	[Enter]	[Enter]	[Enter]	[MM/YY-MM/YY]	[Currency/v alue]	[Lead/partner/etc.]	[Brief result / E##]

CARE may verify project claims through institutional references, project records, clarification or due diligence. Funding from a UN agency or INGO is not mandatory. Evidence may include report excerpts, completion records, redacted agreement cover pages or institutional references. Full donor contracts are not required.

7. Target Populations and Inclusion Experience

Population / group	Relevant?	Brief evidence / project reference
Women and girls	☐ Yes ☐ No	[Project or evidence reference]



Youth	☐ Yes ☐ No	[Project or evidence reference]
Internally displaced persons	☐ Yes ☐ No	[Project or evidence reference]
Returnees	☐ Yes ☐ No	[Project or evidence reference]
Refugees	☐ Yes ☐ No	[Project or evidence reference]
Host communities	☐ Yes ☐ No	[Project or evidence reference]
People with disabilities	☐ Yes ☐ No	[Project or evidence reference]
Minorities / marginalized groups	☐ Yes ☐ No	[Project or evidence reference]
Other: _____	☐ Yes ☐ No	[Project or evidence reference]

8. Organizational and Project Management Capacity

Capacity area	Current arrangement / summary	Evidence available / reference
Governance	[Brief summary]	[Policy/tool/E## if available]
Program / project management	[Brief summary]	[Policy/tool/E## if available]
Finance and internal controls	[Brief summary]	[Policy/tool/E## if available]
Procurement / logistics	[Brief summary]	[Policy/tool/E## if available]
Human resources	[Brief summary]	[Policy/tool/E## if available]
MEAL	[Brief summary]	[Policy/tool/E## if available]
Safeguarding / PSEAH	[Brief summary]	[Policy/tool/E## if available]
Community accountability / complaints	[Brief summary]	[Policy/tool/E## if available]
Security / access, where relevant	[Brief summary]	[Policy/tool/E## if available]

8.1 Capacity summary [Limit: 400 words]

Describe the organization's current staffing and management capacity and its ability to manage a partnership proportionate to its size. Identify any capacity areas the organization would like to strengthen through partnership with CARE.

[Applicant response]

CARE uses this section for Stage 2 organizational capacity scoring. Detailed verification of finance, procurement, HR, governance and other systems normally occur during DDA for shortlisted organizations.

9. Women and Girls Equality, Safeguarding, Inclusion and Accountability

Where a standalone policy is unavailable, describe any equivalent practical arrangements. A "No" answer does not automatically result in rejection; CARE will assess the explanation against the Stage 1 requirements. Identify the role responsible for safeguarding, available confidential reporting channels, and the basic response or referral process. Do not include identifiable case information.

Question	Yes/No	Brief explanation / mechanism	Evidence reference
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Does the organization have a Code of Conduct?	☐ Yes ☐ No	[Brief response]	[Document/E##]
Does the organization have safeguarding and/or PSEA policy/guidance or equivalent arrangements?	☐ Yes ☐ No	[Brief response]	[Document/E##]
Is a safeguarding/PSEA focal point or responsible role designated?	☐ Yes ☐ No	[Brief response]	[Document/E##]
Can staff and community members confidentially report safeguarding concerns?	☐ Yes ☐ No	[Brief response]	[Document/E##]
Does the organization have a community feedback/complaints mechanism?	☐ Yes ☐ No	[Brief response]	[Document/E##]
Does the organization advance women and girls equality and inclusion in programming?	☐ Yes ☐ No	[Brief response]	[Document/E##]
Does the organization make reasonable efforts to ensure accessibility/inclusion of persons with disabilities and marginalized groups?	☐ Yes ☐ No	[Brief response]	[Document/E##]

9.1 Practical application *[Limit: 400 words]*

Provide one or two practical examples demonstrating women and girls' equality and inclusion and the use of safeguarding or accountability arrangements. Explain what the organization did, how affected people participated or provided feedback, and what changed as a result. Examples may come from programming or internal organizational practice. Do not disclose personal details of survivors, complainants or other affected individuals.

[Applicant response]

Indicative evidence: Code of Conduct, safeguarding/PSEA policy or equivalent, complaints/AAP guidance, policy/strategy for women and girls' equality or practical program examples. CARE may conduct a separate safeguarding/PSEA assessment for shortlisted organizations.



10. Partnership and Localization Approach

10.1 Partnership approach *[Limit: 300 words]*

Explain how your organization approaches equitable partnership, co-design, shared decision-making, transparency, mutual learning and capacity strengthening at the local community level. Provide a concrete example from a previous collaboration where possible.

[Applicant response]

Indicative evidence: partnership/consortium experience, MOUs or collaboration examples, references from partners, examples of co-design or local leadership. Do not submit confidential agreements unless necessary; a redacted cover page or reference may be sufficient.

11. MEAL, Learning and Adaptive Management

11.1 MEAL and learning approach *[Limit: 250 words]*

Describe how the organization monitors results, collects and uses feedback/data, learns from implementation and adapts programming. Mention the responsible role/team and one practical example.

[Applicant response]

Indicative evidence: sample anonymized monitoring tool, indicator framework, reporting extract, learning product or brief reference to project evidence. CARE may review these examples and verify deeper during DDA or future project-specific selection.

12. Humanitarian Principles and Do No Harm

Declaration	Applicant confirmation
We commit to humanitarian principles, women and girls' equality, non-discrimination and respect for the rights and dignity of affected populations.	☐ Confirmed
We commit to Do No Harm and to identifying and mitigating potential negative or unintended impacts of our work.	☐ Confirmed
We commit to accountability to affected populations and to providing safe channels for concerns/complaints.	☐ Confirmed



12.1 Risk and unintended-harm assessment *[Limit: 150 words]*

Explain how your organization identifies potential risks, conflict sensitivity concerns or unintended negative effects before or during implementation. If you do not have a standalone Do No Harm policy, describe the equivalent practice you use.

[Applicant response]

12.2 Community feedback and complaints *[Limit: 150 words]*

Explain how community members can raise concerns or complaints and how the organization responds or refers cases.

[Applicant response]

12.3 Non-discrimination in practice *[Limit: 150 words]*

Explain briefly how the organization promotes fair, needs-based and non-discriminatory access to its programs and services.

[Applicant response]

Indicative evidence: Code of Conduct, Do No Harm/conflict-sensitivity guidance, complaints/AAP mechanism, risk assessment tools or equivalent. Absence of a standalone “Do No Harm Policy” is not automatically disqualifying where credible equivalent practices are demonstrated.

13. Integrity, Conflicts of Interest, PEP Disclosure and Screening

Declaration / question	Response	Explanation / evidence (see Section 13.1)
Does the organization or its leadership have an actual or potential conflict of interest relevant to CARE Iraq or this EOI?	☐ Yes ☐ No	[Explain if applicable]
Is the organization financially dependent on, controlled by, or materially connected to a public official or Politically Exposed Person (PEP) in a way that may present a partnership risk?	☐ Yes ☐ No	[Explain if applicable]
During the past five years, has the organization or senior management been subject to a substantiated material finding related to fraud,	☐ Yes ☐ No	[Explain if applicable]



corruption, safeguarding/PSEA or serious misconduct?		
Does the organization consent to applicable CARE sanctions, terrorism and restricted-party screening?	☐ Yes ☐ No	[Explain if applicable]
If shortlisted, will the organization participate in CARE's proportionate DDA and provide reasonably requested supporting information?	☐ Yes ☐ No	[Explain if applicable]

13.1 Disclosure explanation (only if required) [Limit: 250 words]

Explain any “Yes” response to the first three disclosure questions and any “No” response to screening consent or due diligence participation. Provide concise facts, dates, current status and corrective or mitigation measures. Disclosure does not automatically result in rejection; CARE will risk-assess the information.

[Applicant response]

14. Institutional References

Provide exactly two contactable institutional references that can credibly verify your organization's work. References may come from donors, INGOs, UN agencies, government counterparts, networks or other credible institutional partners. Formal recommendation letters are not required unless CARE specifically requests them.

Reference	Organization	Contact person / title	Email	Phone	Nature / period of relationship
1	[Enter]	[Enter]	[Enter]	[Enter]	[Enter]
2	[Enter]	[Enter]	[Enter]	[Enter]	[Enter]

15. Supporting Evidence Index and Submission Checklist

List the supporting files submitted with this application. Use the evidence reference (E01, E02, etc.) in Sections 4-13 where relevant. “Where available” documents are not automatically mandatory unless the Call or Stage 1 criteria require them.

Evidence ref.	Document / file name	Mandatory / if available	Application section(s) supported	Included?
E01	Valid registration / authorization	Mandatory	1, 2, Stage 1	☐
E02	Organizational profile	Mandatory	2, 4, 8	☐
E03	Current organogram	Mandatory	2, 8	☐
E04	Organizational bank account evidence (redacted)	Mandatory	Stage 1 / 8	☐
E05	Code of Conduct	Where available	9, 12	☐
E06	Safeguarding / PSEA policy or equivalent	Where available	9	☐
E07	Complaints / accountability guidance or equivalent	Where available	9, 12	☐

E08	Do No Harm / conflict-sensitivity guidance or equivalent	Where available	12	☐
E09	Thematic evidence - priority area 1	Strongly encouraged where available	5, 6	☐
E10	Thematic evidence - priority area 2	Strongly encouraged where available	5, 6	☐
E11	Thematic evidence - priority area 3	Strongly encouraged where available	5, 6	☐
E12	Other relevant evidence	Optional	[Specify]	☐

15.1 Additional evidence index *[Limit: Maximum 10 additional files]*

If you submit other permitted supporting documents, list each file with its evidence reference and the section it supports. Do not submit large volumes of unreferenced evidence.

[Applicant response]

16. Eligibility and Integrity Declaration

To be completed and signed by an authorized representative of the applicant organization.

On behalf of [Organization Name], I confirm that the organization:

- is based in at least one of the following locations: the Kurdistan Region of Iraq (KRI), Ninawa, Thi Qar, Basra or Baghdad;
- commits to humanitarian and development principles, women and girls equality, non-discrimination, accountability, Do No Harm, and respect for the rights and dignity of affected populations;
- commits to safeguarding and prevention of sexual exploitation, abuse and harassment (PSEAH), and will cooperate with applicable CARE safeguarding/PSEA assessment and agreed risk-mitigation or capacity-strengthening measures;
- will disclose actual or potential conflicts of interest and relevant relationships with public officials or Politically Exposed Persons (PEPs), understanding that disclosure does not automatically result in exclusion;
- consents to applicable CARE sanctions, terrorism and restricted-party screening and will provide additional information reasonably required for such screening during eligibility review and subsequent verification;
- will participate in CARE's proportionate Due Diligence Assessment if shortlisted and will provide materially relevant supporting information reasonably requested;
- confirms that the information and documents submitted in this EOI are, to the best of the organization's knowledge, complete and materially accurate, and that CARE may verify material information through references and other appropriate checks.

Organization	[Enter]
Name of authorized representative	[Enter]
Title	[Enter]
Signature	[Sign / electronic signature]
Date	[DD.MM.YYYY]

17. Applicant Final Self-Check Before Submission

Check	Applicant confirmation	CARE relevance
I used Annex 1 as the application template and did not substitute another proposal format.	☐ Confirmed	Application compliance
EOI Letter is no more than 2 pages.	☐ Confirmed	Formatting compliance
I selected only thematic areas for which the organization can demonstrate relevant experience.	☐ Confirmed	Technical credibility
If Climate Resilience and Adaptation is selected, I completed the relevant thematic evidence and referenced climate-specific experience.	☐ Confirmed	Climate sector verification
I provided no more than three detailed priority thematic narratives.	☐ Confirmed	Stage 2 assessment
I listed no more than 10 relevant projects.	☐ Confirmed	Experience verification
I completed the “Do No Harm”, safeguarding/PSEAH, integrity and screening questions.	☐ Confirmed	Stage 1 screening
I provided exactly two institutional references.	☐ Confirmed	Reference verification
All mandatory attachments are included and clearly named.	☐ Confirmed	Completeness
Sensitive information has been appropriately redacted and unnecessary personal data has not been submitted.	☐ Confirmed	Data protection
The Eligibility and Integrity Declaration is signed by an authorized representative.	☐ Confirmed	Authorization / accuracy
The application was converted to PDF and will be emailed using the required subject line before the deadline.	☐ Confirmed	Submission compliance



18. CARE Iraq Verification Note

What applicants should expect

CARE Iraq will verify material information through document review, clarification where necessary, institutional reference checks, required screening, safeguarding assessment and proportionate due diligence before roster inclusion is confirmed. Submission of a document does not by itself guarantee a positive assessment; CARE will consider the credibility, relevance and consistency of the evidence. Capacity gaps may be addressed through risk mitigation or capacity strengthening where appropriate and permitted by CARE/donor requirements.