|  |  |
| --- | --- |
| **PDMA** | **Provincial Disaster Management Authority**  |
| **Organization Enlistment Form (OEF)** |

|  |  |
| --- | --- |
| **1** | **Basic Details of Organization**  |

|  |  |
| --- | --- |
| Abbreviation / Acronym *(in applicable)* |  |
| Full Name of Organization |  |

**Type of Organization:** *(tick as appropriate)*

|  |  |  |  |
| --- | --- | --- | --- |
| Pakistani NGO | International NGO | Corporate Firm | Pakistani Charity Organization |

**Nature of Organization Work / Services:** *(tick as appropriate)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Socio-Economic Development & Empowerment  | Humanitarian Work  | Service Delivery / Project Implementation | Research and Advocacy  | Capacity Building / Institutional Development |
| Rescue Operations  | Human Rights  | Academic Institution  | Network / Consortium / Alliance | CSR |

|  |  |
| --- | --- |
| **2 (A)** | **Legal Status** *(for Pakistani Organizations Only)* |

**Details of Organization Registration**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Registration Authority / Law** | **Date of Reg.** | **Reg. Number** |
| 1 | The Societies Registration Act, 1860 |  |  |
| 2 | The Trust Act, 1882 |  |  |
| 3 | The Voluntary Social Welfare Agencies Ordinance, 1961 |  |  |
| 4 | The Companies Ordinance, 1984 *(Non-Profit Company, Section 42)* |  |  |
|  | Other – Specify  |  |  |

|  |  |
| --- | --- |
| **2 (B)** | **Legal Status** *(for International Organizations Only)* |

**i - Registration Details in Pakistan**

|  |  |  |
| --- | --- | --- |
| 1 | Registration Authority / Law |  |
| 2 | Date of Registration  |  |
| 3 | Registration Number  |  |

**ii - Registration Details at Head Quarters**

|  |  |  |
| --- | --- | --- |
| 1 | Country of Origin / Head Quarters  |  |
| 2 | Registration Authority / Law |  |
| 3 | Date of Registration  |  |
| 4 | Registration Number  |  |

|  |  |
| --- | --- |
| **03** | **Organization Human Resources**  |

**i - Details of foreign nationals working in the NGO/INGOs:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No | Name | Nationality | Copy of Passport | Address in the Home Country | Telephone number in Home Country | Address in Pakistan |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |

**ii - Details of Locals working in NGO/INGOs:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No | Name | Father Name | CNIC Number | Complete Address (Permanent) | Complete Address (Temporary) | Telephone Number |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |

**iii - Details of Volunteers:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **District**  | **Male**  | **Female** | **Total** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Total Volunteers** |  |  |  |

|  |  |
| --- | --- |
| **04** | **Goal / Vision / Mission**  |

**i - Goal / Vision Statement** *(if applicable)*

|  |
| --- |
|  |

**i – Mission Statement** *(if applicable)*

|  |
| --- |
|  |

**iii - Objectives**  *(if applicable)*

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **05** | **Thematic Focus & Projects**  |

 **i - Details of Organization Thematic AreasTick appropriate**

|  |  |
| --- | --- |
| **Food** |  |
| **Health** |  |
| **Nutrition** |  |
| **Education** |  |
| **Logistics** |  |
| **Protection** |  |
| **Agriculture** |  |
| **Early Recovery** |  |
| **Emergency Shelter** |  |
| **Water, Sanitation and Hygiene** |  |
| **Camp Coordination** |  |
| **Any other (please specify)**  |

 **- Details of Current / Ongoing Projects:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Project Title** | **Sector / Focus** | **District(s)** | **UCs** | **# of Villages** | **Partner (s) \*** | **Project Budget** (PKR) | **Closing Date** | **Funding Agency** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

\* Pakistani Org. should mention donor name here / Int Org. should mention implementing partner name here

|  |  |
| --- | --- |
| **06** | **Disasters / Emergencies**  |

**i - Emergencies / Disasters Responded:** *(during last 10 years only)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Year** | **Type of Emergency / Disaster** | **Province** | **District (s) of Intervention** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

**ii - Priority Districts of Sindh Province for Disaster Response:** *(if any in future)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**iii–Available Stocks / Resources**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Type of Resources / Stocks / Equipment / Materials Available or Can Instantly Be Mobilized By Organization**  | **Qty** | **Location**  | **Remarks**  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **07** | **Memberships / Affiliations**  |

 **i - Details of Memberships & Affiliations with Networks / Forums:**

|  |  |  |
| --- | --- | --- |
| **#** | **Name of Network or Forum**  | **Membership / Joining Date**  |
|  | National Humanitarian Network (NHN) |  |
|  | Pakistan Humanitarian Network (PHF) |  |
|  | *Others – specify*  |  |
|  | *Others – specify* |  |

|  |  |
| --- | --- |
| ***08*** | ***Addresses / Contacts & Contact Persons***  |

**i - Contacts***(Main Office / Head Office)*

|  |  |
| --- | --- |
| **Type of Office**  |  |
| Mailing Address |  |
| City |  |
| Phone *(landline)* |  |
| Phone *(Cell Number )* |  |
| Fax  |  |
| Email |  |
| Website  |  |
| Facebook  |  |

**ii - Contacts** *(Sindh Province Main Office)*

|  |  |
| --- | --- |
| **Type of Office**  |  |
| Mailing Address |  |
| City  |  |
| Phone *(landline)* |  |
| Phone *(Cell Number )* |  |
| Fax  |  |
| Email |  |

**iii - Contact Persons for PDMA (at least 2):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Name of Staff**  | **Title / Designation**  | **Cell Number**  | **E-mail** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

**v - Contacts for E.mail& SMS Emergency Alert from PDMA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cell-I** | **Cell-II** | **E.mail-I** | **E.mail-II** |
|  |  |  |  |