

ACFID Code and DFAT Accreditation 'at a glance'

This is a 'cheat sheet', designed for prospective and new ACFID members to understand the reporting expectations and relationship between the two standards.

ACFID CODE OF CONDUCT

DFAT ACCREDITATION

PURPOSE	ACFID CODE OF CONDUCT	DFAT ACCREDITATION
KEY BENEFITS	<ul style="list-style-type: none"> Capacity-building through the assessment process, with access to a wide range of learning tools, guidance and customised advice. Credibility, and recognition as a leading NGO meeting a benchmark of good practice, increasing donor confidence and listed on ACFID's website. Ability to apply for DFAT accreditation and if successful, access funds through the ANCP. 	<ul style="list-style-type: none"> Access to funding through the Australian NGO Cooperation Program (ANCP). Capacity building, through the accreditation process, which enables Australian NGOs to reflect on and improve their own performance. Recognition by the Australian Government as being a well-managed, professional and community-based organisation, and listed on DFAT's website.
ORGANISATIONAL ELIGIBILITY REQUIREMENTS	<ul style="list-style-type: none"> Be Australian Be voluntary Be not-for-profit; and Conduct activities in the fields of cooperation in international relief and development, development assistance, development education and/or related services in Australia that are consistent with and supportive of the objectives and purposes of ACFID. <p><u>Further information on each of these criteria is available in ACFID's membership guidelines.</u></p>	<ul style="list-style-type: none"> Be registered with the ACNC Be a signatory to ACFID's Code of Conduct Demonstrate a minimum two-year track record of managing development activities Have a Recognised Development Expenditure (RDE) of \$50,000 minimum, averaged over three years, if applying for base accreditation; or a RDE of \$100,000 minimum, averaged over three years, if applying for full accreditation. Not be included on the World Bank Listing of ineligible firms and individuals; the Asian Development Bank Sanctions List; the Attorney General's Department List of Terrorist organisations; or DFAT consolidated list of all persons and entities who are subject to targeted financial sanctions or travel bans <p><u>Detailed eligibility requirements are available on the Accreditation website.</u></p>



ACFID CODE OF CONDUCT

WHAT IS THE ASSESSMENT PROCESS?

The Code is self-regulatory, meaning it is a standard for the sector, regulated by the sector and administered by ACFID. Becoming a Code signatory includes the following steps:

1. Submit an online report referred to as a Code Self-Assessment (CSA) as part of an ACFID membership application.
2. ACFID review: ACFID's Code Team review the responses and documentation provided in the CSA and provide detailed feedback. The process is managed via an online portal, there are no visits to the organisation.
3. Resubmission by organisation: The CSA is returned to the organisation, usually with requests for actions to strengthen certain areas. There may be multiple rounds of review and resubmission until the ACFID Code Team are satisfied that Code compliance is achieved.
4. Committee approvals: Application is presented to the Membership Admissions Committee (MAC) and Code of Conduct Committee (CCC) for their approval.

WHAT IS ASSESSED?

- Narrative responses which describe how your organisation is compliant with each of the Code's 33 Commitments
- Selection of key policies and documents
- Organisation's website

For those applying for ACFID membership, additional documents are required including a statement of risk, ACNC registration, governance details and others as per the ACFID Membership Guidelines.

HOW OFTEN?

Once an ACFID member, organisations submit **annual reporting** via an online portal. This includes an annual report, audited financial statements and a declaration outlining any exceptions to Code compliance.

Every 3 years, an organisation's Code compliance status is reviewed, via a Code Self-Assessment as outlined above.

APPLICATION DEADLINES

There are two application rounds each year:

1st round - end of January
2nd round - end of June

See webpage for details.

KEY DOCUMENTS

ACFID Code of Conduct
Quality Assurance Framework
Good Practice Toolkit
Detailed Mapping Tool

CONTACT DETAILS

www.acfid.asn.au/code

Membership enquiries: membership@acfid.asn.au

Code of Conduct enquiries: code@acfid.asn.au

DFAT ACCREDITATION

The accreditation process is independently verified and includes the following steps:

1. Submission of an online application referred to as the Agency Profile.
2. Desk Assessment: A review team assesses information provided in the Agency Profile and prepares a report which is provided to DFAT and the organization.
3. Organisation Review (OR): A review team spends up to three days at ANGO head office, or virtually, reviewing additional documentation and interviewing relevant staff. Review team makes a recommendation for accreditation at the conclusion of the OR and prepares an OR Report which is provided to DFAT and then to the ANGO.
4. Committee for Development Cooperation: OR Report is considered by the CDC.
5. DFAT Delegate: DFAT delegate makes the final decision on accreditation status.

- Narrative responses which describe how your organisation is compliant with each of the Accreditation criteria
- Organisation's website
- Policy documents, procedures supporting policies
- Documented evidence of implementation of policies and procedures
- Documented evidence of how an organisation works with partners
- DFAT past performance information

Once accredited, organisations are eligible to receive ANCP funding. Please see the ANCP Manual for further information on reporting requirements and obligations.

Every 5 years, organisations can apply for re-accreditation.

Usually applications can be submitted online each year between 1 July – 30 September for new applications.

See webpage for details.

Australian NGO Accreditation Guidance Manual
Australian NGO Cooperation Program Manual

<https://www.dfat.gov.au/aid/who-we-work-with/ngos/ancp/Pages/accreditation>

ANCP enquiries: ancp@dfat.gov.au

Accreditation enquiries: accreditation@dfat.gov.au

