



USAID
FROM THE AMERICAN PEOPLE

WorkwithUSAID.org



PARTNER DIRECTORY

Frequently Asked Questions

What types of organizations are listed in the Partner Directory?

The directory is open to all organizations working in or contributing to the field of development. Non-governmental organizations, private-sector businesses, faith-based and other nonprofit groups, and academic institutions can find value in a listing in the Partner Directory. Previous engagement with USAID is not required to create an organizational profile.

Why should I list my organization in the Partner Directory?

The Partner Directory helps you connect with development colleagues around the world and strengthens your online presence. Equally important, it can boost your organization's visibility to USAID and to organizations looking for sub-partners.

Is it free to register and list my organization in the Partner Directory?

Yes.

Who should register my organization and create a directory profile?

We recommend that a senior leader or a team member with the appropriate authority create the account and associated directory profile. The employee who sets up the organizational account will have administrator access and can invite additional employees to the account after the launch of WorkwithUSAID.org.

How do I register for the Partner Directory?

You can register your organization in two simple steps that will take about 15 to 20 minutes.

STEP 1: [Create an account](#) for your organization on [WorkwithUSAID.org](#).

STEP 2: Create a Partner Directory profile, where you can:

- Share highlights of your work.
- Display a picture of your organization.
- Feature your website and social media accounts.

NOTE: You cannot create a profile in the Partner Directory unless you first create a [WorkwithUSAID.org](#) organizational account.

How do I know if someone else has already registered my organization?

When creating your organizational profile, you will enter the name of your organization. If it is already registered, you will see a notification. If you think that this registration was made in error, or you want to reclaim the account, send an email to askzara@workwithusaid.org.

How do I make the most of my directory listing?

Complete as many fields as possible. Include an email address, your organization's website, and its social media accounts. When completing the "About Us" section, make sure to share the impact of your organization's work. (See the [Partner Directory guidelines](#) for some examples.)

What happens after I submit my Partner Directory profile?

The Partnerships Incubator team will review your profile and will contact you if additional information is required. When [WorkwithUSAID.org](#) is launched, your organization's profile will be featured on the website, and you will have access to the account using your login credentials.

My English is limited, but I would like to create an organizational account and Partner Directory profile. Can someone help me complete the questions?

The Partner Directory is currently available only in English. Our team will review your submission and, if needed, suggest revisions to your profile. If you require additional support, email the Partnerships Incubator Team at askzara@workwithusaid.org.

Who will see my organization's Partner Directory listing?

All the information you share about your organization will be public, including the countries and sectors where you work.

Can I edit my organization's profile in the Partner Directory after I have created it?

After the website launch, if you are an administrator, you can edit your organization's profile as often as needed. Every time you update the profile, you will need to resubmit it for review by the Partnerships Incubator team.

How often will my organization's Partner Directory profile need to be updated?

We recommend that you update it every time there is a change in the information in your listing, such as countries of operation, areas of work, or points of contact. We will also send reminders twice a year.

Will my organization's profile in the Partner Directory affect its ability to receive USAID funding?

No. Creating a listing in the Partner Directory will not affect your organization's competitiveness to receive USAID funding, and USAID does not require that an organization be listed in the Partner Directory in order to apply for or receive funding.

If you have other questions or need further information, the Partnerships Incubator team is here to help! Email us at askzara@workwithusaid.org.

