

**Devex Directory of Organizations**

**(Editorial Policy)**

**Purpose**

Devex is the world’s most popular website for international development professionals. Our global membership includes thousands of donor agency officials, NGO executives, corporate leaders, and aid workers. Among the many news and data services we provide to this community is a directory of organizations working in international development.

The directory is designed to assist:

* Organizations to find partners
* Job candidates to research employers
* Professionals to see who is doing what in global development

*Our intention is to support the broad community of member organizations and individuals* who access this directory, so we are committed to doing our utmost to provide accurate and comprehensive information on organizations engaged in international development work.

As a result, we have established this editorial policy regarding the content included in this directory. Devex research staff abide by this policy when evaluating information to be included in this directory.

**Editorial Principles**

* **Accurate –** *All information should be accurate and up-to-date*. Devex will provide organizations the opportunity to verify and update information about their own organization.
* **Objective –** *All information should be objective and unbiased.* The directory is not intended to serve as a marketing or advertising platform for any individual organization.
* **Relevant –** *All information should be relevant*. Devex strives to include only information relevant to stakeholders across the global development community.
* **Transparent –** *All relevant public information will be published in the directory*. This is consistent with the International Aid Transparency Initiative (**IATI**) which is the standard policy on aid transparency to which all major donors are signatories and supporters. Devex is a CSO Supporter of IATI.

**Editorial Guidelines**

***Q: What organizations are included in the directory?***

*A: Any and all organizations engaged in global development.*

This is intended to be a broad definition that includes microfinance institutions, advocacy NGOs, global corporations, and service providers to the international development industry.

*Affiliates and Departments*. For organizations that operate in multiple sectors, the directory will focus on the units or departments that are engaged in global development. Subsidiaries and affiliates will be listed separately only when doing so would help users of this directory to better understand the organization, such as when subsidiaries and affiliates operate independently of and in substantively different ways from the parent organization.

*Exclusions*.

* Organizations that have no demonstrable connection to global development
* Organizations for whom we cannot verify any of the following information: name, description, contact information, and physical address

*Note*: Organizations cannot choose to be excluded from the directory, as our goal is to publish publicly available information about all organizations in the global development community. However, organizations are encouraged to request that Devex remove any inaccurate information from their profile, and may request the removal of any non-public information they may have provided in the past for their profile.

***Q: How does Devex get the information for each organizational profile?***

*A: Devex uses multiple sources to gather this information.*

These include:

* Public sources (such as an organization’s website, annual reports, news articles, job listings, and publicly available contract award information), and
* Information provided by an organization.

*Note*: Many of the profiles in the directory were filled out by organizations themselves (some have been edited and updated by Devex). Devex must NOT utilize non-public information from any source other than directly from an organization for the purpose of updating their profile.

***Q: Which profiles does Devex edit and update?***

*A: Devex tries to review, edit, and update as many organizational profiles as it can in order to ensure they are accurate, objective, relevant, and transparent. Profiles that have not been reviewed by a Devex bear a notice to that effect.*

Prioritization of Updates:

* Relatively large organizations
* Organizations mentioned in news articles on Devex
* Organizations awarded contracts or shortlists by funding agencies
* Organizations which are Devex members

***Q: How to change or update a profile?***

*A: Devex encourages everyone in the global development community to contribute information for this directory.*

We recognize that it is an enormous challenge to gather accurate and up-to-date information on all organizations involved in global development efforts, and *we can’t do it alone!*

Each organizational profile includes a button for adding or editing information on the profile. We encourage anyone with knowledge of an organization – including that organization itself – to provide as much information as possible. Information can also be provided by emailing us at [info@devex.com](mailto:info@devex.com). Devex will then verify and validate the information.

*Note*: Please note that because this directory is provided as a service to a global community, *we won’t publish what we believe to be inaccurate or misleading information* on any organization (even if it is provided directly by that organization). *We also won’t delete or remove publicly available information* (although we reserve the right to remove any public information which violates law (such as copyright or privacy laws) or can be demonstrated to have adverse security implications for aid workers).

***Q: How does Devex determine which organizations to feature?***

*A: Organizations with the most complete profiles, including a comprehensive project history, are featured on the directory home page.*

You can increase the chances of getting an organization you like featured by providing Devex with more information for the organization’s profile.

**Content Definitions**

Devex tries to provide complete information for each and every organization. Below are the definitions that may be helpful.

***Organization Type***

Each organization will be categorized by one or more organization types. While no set of categories can fully capture the variety of organizations in the global development community, we must utilize organization types so that users can search within the directory.

Organizations that wish to change the organization type in which they appear must demonstrate a factual basis for the change.

* **Advocacy NGO:** a not-for-profit organization which campaigns on issues of global development as one of its principal activities
* **Association**: an assembly of organizations or individuals which engages in global development activities
* **Development Consulting:** a firm which provides consulting and/or project implementation services for global development activities
* **Foundation**: a non-governmental organization for which a principal activity is granting funds related to global development
* **Funding Agency**: a public organization which uses government funds to support global development activities
* **Goods Supplier**: a company which provides goods, such as medicine, software, or food, for global development activities
* **Government:** a government body, such as a ministry of health, which engages in global development activities
* **Implementing NGO:** a not-for-profit organization that implements global development projects as one of its principal activities
* **Independent / None:** this category is meant only for the rare case of a truly unique entity that cannot possibly be categorized as any of the other organization types, and for entities which have not yet been categorized
* **Institute**: an academic, research and/or teaching oriented organization which engages in global development activities
* **Investment& Finance:** an organization (for-profit, not-for-profit, or governmental) that invests or loans funds for a return as one of its principal global development activities
* **Service Provider:** an organization that provides services to other global development organizations
* **Works & Construction**: an organization engaged in building and construction as one of its principal global development activities

***Overview***

The overview section of each profile is meant to provide information on the nature and focus of the organization. This information is taken directly from the website, brochure, or other official document of the organization when available. When not otherwise available, Devex may write this overview based upon publicly available information.

***Experience***

The experience section of each profile is meant to convey information on the type of global development work engaged in by the organization. This section includes information on the sectors and locations of any such work. When relevant, it includes information on funding agencies the organization works with. All information for the experience section comes directly from the projects, jobs, company description, and office locations sections of the profile. The only way to add, edit, or update the experience section is to add, edit, or update the projects, jobs, company description, and office locations sections of the profile.

The information in the experience section is provided in the form of a word cloud. Words are made larger based upon the frequency in which they appear in the projects section of the profile. *For example,* if an organization’s profile mainly includes health projects, then the word “health” will show up larger than any other sector.The word cloud is automatically-generated based upon the projects, jobs, company description, and office locations sections and cannot be directly adjusted.

***Office Locations***

The map of office locations is intended to show all offices of an organization, as long as they are relevant to the organization’s global development work.

***Headquarters Location***

The headquarters of an organization is meant to show the primary location where global development activities are directed. For organizations that operate exclusively in global development, this is straightforward. For those that have a unit or department which focuses on global development, that is the headquarters location which should be provided.

***Staff Number***

The staff number is meant to show the total number of staff – including all professional employees, consultants, fellows, and all other professional staff – who are part of the global development activities of the organization. This number is not intended to include non-professional staff, but rather anyone who could be broadly considered an international development professional.

The staff number is provided in the form of a range, rather than a precise figure.

If this number is available directly from any organization, it is marked as “official”. If not, and Devex has provided this number based upon research, it is marked as “estimate.”

***Budget Number***

The budget number is meant to show the total budget amount related to the global development activities of the organization.

The budget number is provided in the form of a range, rather than a precise figure. In keeping with World Bank standards, it is provided in US dollars, but an approximated conversion to local currency is provided.

If this number is available directly from any organization, it is marked as “official”. If not, and Devex has provided this number based upon research, it is marked as “estimate.”

***Recruiting Volume***

Recruiting volume is a measure of the amount of recruitment the organization does. It is a relative measure, so that organizations are compared to each other. The data for this measure is based upon jobs posted on Devex for positions at the organization.

***Project Volume***

Project volume is a measure of the number of projects the organization engages in. It is a relative measure, so that organizations are compared to each other. The data for this measure is based upon projects posted to the organization’s profile in this directory.

***Website***

The website of an organization is meant to show the primary website location for global development activities of the organization. For organizations that operate exclusively in global development, this is straightforward. For those that have a unit or department which focuses on global development, the webpage of that unit or department is the website which should be provided.

***Primary Contact***

The purpose of the primary contact is to provide a general contact point for global development-related inquiries. Devex gathers this information from the website of the organization or in direct contact with representatives of the organization.

***Staff***

The staff section – which includes current and former staff – draws its information directly from the Devex database of people. Only people who have a public profile on Devex and who indicate the organization as a current or former employer will show up on this tab. To improve the accuracy of the staff section, Devex makes ongoing efforts to encourage all global development professionals to post their profile on Devex.com and to keep it up-to-date, including the employment section. The staff section is entirely separate from the overall staff number.

***Career Information***

This section is meant to provide information on global development-related careers at the organization. The information is taken directly from the careers section of the organization’s website or other official document when available. When not available, Devex may provide an overview of career opportunities based upon research of publicly available information.

***Related Career Advice***

In cases where Devex has published a career advice article which provides information relevant to careers at the organization, it will appear in this section.

***Active Jobs***

This section includes information on jobs which are currently open on the Devex website. This section pulls its information directly from the Devex jobs page, so any edits to this section must be made directly to the jobs posted on the Devex jobs page.

***Jobs by Location of Posting***

This is a map of active jobs based upon the location of the available positions. It pulls its information directly from the Devex jobs page, so any edits to this section must be made directly to the jobs posted on the Devex jobs page.

***Archive of Inactive Jobs***

This section is intended to give candidates interested in a career at the organization information about the types of positions the organization has recruited for in the past. This information may help users of this directory to better understand how much recruiting the organization does, the types of people being recruited, and the regions of the world where the organization is most active.

This section pulls its information directly from the Devex jobs page, so any edits to this section must be made directly to the jobs posted on the Devex jobs page. Jobs in this section are explicitly inactive, are no longer open, and cannot be applied to.

***Projects***

This section includes any global development activities engaged in by the organization. Projects can include contracts awarded by development funding agencies, self-directed programs related to global development, advocacy campaigns, public-private alliances, foundation grants, and any other global development activity.

Devex gathers this information from publicly available contract award information, from annual reports and brochures, from the websites of the organization, and other public sources. We encourage organizations to provide their own information on projects they have undertaken in order to accurately convey the scope of their global development work.

***Projects & Programs by Sector***

This section pulls information directly from the project information for the organization. The sectors indicated in each project are those which show up in this chart. The chart is based on frequency and does not take into account the size or budget of each project.

***Projects & Programs by Funder***

This section pulls information directly from the project information for the organization. The sectors indicated in each project are those which show up in this chart. The chart is based on frequency and does not take into account the size or budget of each project.

***Projects & Programs by Location***

This section pulls information directly from the project information for the organization. The sectors indicated in each project are those which show up in this chart. The chart is based on frequency and does not take into account the size or budget of each project.

***Business Development Contact***

This is a contact point for business development activities of the organization, such as partnering, subcontracting, or funding. It only appears when relevant. This information is gathered by Devex from the organization or may be provided directly by the organization.

**Updating of Editorial Policy**

This editorial policy was last updated on: July 22, 2011.

Devex will change this policy, and will try to try to highlight significant changes for a period of time.

We welcome your feedback on this policy! If you have any suggestions, please email us at [info@devex.com](mailto:info@devex.com)

This editorial policy does not address the terms and conditions for utilizing the Devex website or the terms of the Devex directory subscription service.

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