

CHECKLIST FOR ASSESSMENT OF FINANCIAL AND ADMINISTRATIVE CAPACITY

Management and organisation			
Issues:	Very good, good, fair	No	Explain:
Does the applicant provide reliable information on its administrative setup?			
Has the current management provided evidence that it has been able to manage similar size projects within last three years?			
Does the management structure have clearly defined roles, authorisations and authorities, and is there a functioning board with adequate bylaw/statutes?			
Is there an office manual or equivalent stipulating rules and policies in regard to travel advances, other types of advances, petty cash, per diem level and payments etc.? Do these rates and rules seem reasonable? It is stipulated what standard of accommodation that is used for workshops and travels?			
Financial management and auditing			
Issues:	Yes	No	Explain:
Does the organisation provide bank account details on its name and explain who have right to use the account?			
Does the organisation have accounting software that allows for adequate accounting records for an organisation of its size and operations?			
Does the organisation share its total budget and give adequate evidence on the scale of its total operations?			
Is the organisation audited according to national rules and regulations applicable to the legal form of organisation that it is. What type of audit is it (ISA, national standard, assurance engagement, agreed upon procedures)?			
Is the auditor external, independent and qualified?			
Risk Management			
Issues	Yes	No	Explain:
Are risk analyses performed regularly, and are there routines for identifying, analysing and taking risk-reducing measures in the organisation?			
Has the organisation identified risks for its operations in the application in a comprehensive manner?			

Does the organisation have sufficient staffing regarding resources, competence and professional knowledge in order to be able to work preventively and proactive with different types of risks?			
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Anti-corruption			
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Issues	Yes	No	Explain:
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Are there satisfactory routines and systems for preventing, detecting and taking measures on fraud and corruption?			
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Have eventual corruption risks been identified earlier by host government or other financiers?			
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