

**CHECKLIST FOR THE ASSESSMENT OF FINANCIAL AND ADMINISTRATIVE
CAPACITY OF A POTENTIAL FLC PARTNER ORGANIZATION**

CHECKLIST FOR INITIAL ASSESSMENT OF FINANCIAL AND ADMINISTRATIVE CAPACITY			
Title of the project			
Applicant			
Management and organisation			
Issues:	Yes	No	Explain:
Is the organisation an entity that has legal capacity to enter into an agreement with rights and obligations?			
Does the management structure have clearly defined roles, authorisations and authorities, and is there a functioning board with adequate bylaw/statutes?			
Does the organisation have a personnel policy, recruitment policy?			
Is there a decision order that adequately ensures segregation of duties in regard to authorisation of payments, different roles and responsibilities within the organisation (internal controls)?			
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 is used for workshops and travels?			
Audit, procurement and financial management			
Issues:	Yes	No	Explain:

Is the organisation audited according to the national rules and regulations applicable to the legal form of organisation? What is the type of the audit (ISA, national standard, assurance engagement, agreed upon procedures)?			
Is the auditor external, independent and qualified?			
Does the organisation follow up on the weaknesses identified in the audits in a systematic way?			
Is there a procurement policy that includes adequate rules and regulations to manage planned procurement in compliance with applicable regulations? Is the procurement policy in line with MFA procurement rules?			
Does the organisation have accounting software that allows for adequate accounting records for an organisation of its size and operations?			
Does the organisation work with budget analysis and budget follow-up?			
Risk Management			
Issues	Yes	No	Explain:
Are risk analyses performed regularly, and are there routines for identifying, analysing and taking risk reducing measures?			
What risks has the organisation identified for its operations?			
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?			
Anti-corruption			
Issues	Yes	No	Explain:
Is there an anti-corruption policy or has the organisation in other ways manifested that they work proactively against corruption?			
Are there satisfactory routines and systems for preventing, detecting and taking measures on fraud and corruption?			
Does the organisation have documented ethical guidelines/code of conduct policy?			
Has the organisation earlier encountered corruption cases, and if so, how were they handled by the organisation?			
Have eventual corruption risks been identified?			