

# Organisational Self-Assessment

|                        |           |                           |
|------------------------|-----------|---------------------------|
| Name of Organisation   |           |                           |
| Name of contact person | Telephone | E-mail                    |
| Date of assessment     | Country   | Org number (if available) |

## Management and organisation

1. Is the management structure of your organisation based on clearly defined roles? Please describe the structure briefly. [With a management structure with clearly defined roles we mean a structure that is clear when it comes to the responsibilities and authorisation of the different roles in the management structure.](#)

Yes  No  Not Applicable

[Motivate in free text field, focus on areas relevant for the planned support including top management and financial management.](#)

2. Does your organisation have a board?

Yes  No  Not Applicable

If yes: is the board independent (not employees)?  Yes  No  Not Applicable

If yes: Does the board have a written bylaw?  Yes  No  Not Applicable

[The board has an important role in decision making but also in giving advice and having an insight into the organisation and its business. In order to function well a board should be independent and have the competence to understand the business of the organisation and the competence to look at things from another point of view in order to complement the management and provide relevant input. Motivate in free text field.](#)

[If NO board, mention any other relevant structures.](#)

3. Does your organisation have a decision order?

[A decisions order states what responsibilities and what authorisation that comes with different roles within the organisation. It should be updated periodically and be adapted to the structure of the organisation.](#)

Yes  No  Not Applicable

[Motivate and describe in free text field.](#)

4. Does your organisation have an anti-corruption policy?

Yes  No  Not Applicable

[Motivate and describe in free text field.](#)

5. How does your organisation make sure that the anti-corruption policy is followed?

Yes No Not Applicable

Corruption exists in all environments. Therefore it is important to be aware of its existence and to have a policy stating the organisation's attitude towards corruption and how to act in cases of corruption. Motivate and describe in free text field.

6. Does the organisation have ethical guidelines?

Ethical guidelines state the values of the organisation concerning for example human rights and environmental issues.

Yes No Not Applicable

Motivate and describe how you work with ethics and values in free text field.

7. Can your organisation secure the required competence and professional skills to deliver the planned outputs?

Yes No Not Applicable

8. Are there vacancies at key positions?

Yes No Not Applicable

9. Is there relevant competence available in the country for recruitment?

Yes No Not Applicable

Motivate and describe how you will secure the needed competence and skills throughout the duration of the planned support.

10. Is there a process for risks analysis?

Yes No Not Applicable

11. Are there routines in place to take care and follow up on identified risks?

Yes No Not Applicable

12. Is the risk analysis updated on a regular basis?

Yes No Not Applicable

A process for risk analysis should preferably include all parts of the organisation and should identify risks on all levels of the organisation. Motivate and describe the process and the regularity of updating the risk analysis.

### Capacity for Planning, Monitoring and Evaluating

13. Does your organisation have a plan for monitoring and evaluating the development intervention?

Yes No Not Applicable

14. Does your organisation have routines, resources and competence for planning and reporting of the development intervention?

Yes No Not Applicable

Motivate and describe the process as well as the routines, resources and competence for planning, monitoring and reporting of the intervention.

### Audit and Financial management

15. Does your organisation have routines, resources and competence to ensure an adequate financial management, including internal and external checks and balances?

Yes No Not Applicable

16. Does your organisation have a business system adjusted to the accounting needs of the organisation?

Yes No Not Applicable

17. Does your organisation have attestation rules and routines for handling payments?

Yes No Not Applicable

18. Does your organisation have routines for financial follow up?

Yes No Not Applicable

The process for financial management should include routines for regular financial follow up, financial reporting, accounting as well as separate roles for certifying and authorizing payments. Motivate and describe the process as well as the routines, resources and competence for planning, monitoring and reporting of the intervention.

19. Does your organisation have a process for annual audit including a process for following up on audit findings and recommendations?

Yes No Not Applicable

20. Does your organisation have an external auditor?

Yes No Not Applicable

Please enclose the annual audit reports for the last two years. Motivate and describe the process as well as the routines for audit and follow up of findings and recommendations.

## Procurement

21. Does your organisation have a procurement policy and routines to manage planned procurement in compliance with applicable regulations?

Yes  No  Not Applicable

22. Does your organisation have competence and resources to do procurement?

Yes  No  Not Applicable

Motivate and describe the process as well as the routines for procurement.

## Forwarding of funds

**If your organisation does not forward any funds, this section of the template can be left out.**

23. Does your organisation have documented routines to assess the capacity of your partner organisations?

When forwarding funds it is necessary to assess the recipient organisations' capacity. The capacity of an organisation consists of many different components such as competence, resources, management and internal control. When assessing organisational capacity you need both established routines and competence regarding what parts of the organisation to focus on.

Yes  No  Not Applicable

Motivate and describe the routines to assess partner organisations.

24. Does your organisation perform risk analysis for every intervention when forwarding funds?

Yes  No  Not Applicable

Motivate and describe the routines to assess partner organisations.

25. Does your organisation have routines to follow up on your partner organisations, both financial and on results?

The follow up consists both of narrative and financial reports.

Yes  No  Not Applicable

Motivate and describe the routines to assess partner organisations.

26. Does your organisation have have capacity and resourches to follow up on that Sida requirements are folllowed by third partie

The following-up should include that audits has been performed on the channelled funds, according to agreement.

Yes No Not Applicable

Motivate and describe the capacity and resources to follow up on the Sida requirements.

The self-assessment should be signed by somebody who is authorised to represent the organisation and in the position to take responsibility for the information given in the self-assessment.

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Date

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Signature

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Position at organisation