List of documents

1. Certificate of incorporation
2. Memorandum and Article of Association
3. Organization chard
4. Employee list
5. Official letter selecting focal person
6. List of project and source of finance in the last three years
7. Grant financing agreement (at least three projects)
8. Project completion report (at least three projects)
9. Annual budget in last three years
10. Oranization’s annual accounts in last three years
11. Project’s audited accounts (at least three projects)
12. Un-audited half-yearly financial report
13. Terms of Reference for External and internal audit
14. Internal audit plan in last three years
15. Finance and accounting manual
16. Procurement Documents (two sets)
17. Report on Expenditure verification of a grant contract project
18. A list of project and programme with source of financing
19. Three examples of project appraisal undertaken in the last three years
20. Project progress report
21. Mission reports (Donor visited report)
22. Mid-term evaluation report
23. Final evaluation report
24. Publication under different projects
25. Sub-grant agreement (at least three sub-project)
26. Sub-project documents (at least three sub-projects)
27. Delegation of Authority
28. Segregation of Duties
29. Status of action taken on external audit observation of last three years
30. Disclosure of related part transaction
31. Operational Manual
32. Project appraisal guideline
33. Project preparation guideline
34. Procedures for risk mitigation
35. Monitoring and evaluation policy
36. Monitoring and evaluation procedure
37. Grant award evaluation procedure
38. ToR of grant award evaluation committee
39. Lending policy
40. Financial Management Policy
41. Procedures of evaluating intermediary portfolio
42. Investment management policy
43. Procedure/guideline for Managing Entities Investment portfolio
44. Statement of non-discriminatory practice
45. Relation between treasury function and the operational function
46. Minutes of asset and liability committee meeting
47. Procurement guideline for partner organization
48. Evaluation disclosure policy
49. Operation risk assessment framework
50. Environment management framework
51. Social management framework
52. Policy and strategy for women employees from possible sexual harassment
53. Strategic plan
54. Mission statement
55. ToR and composition of audit committee
56. Evidence of good standing with regard to Multilateral funding
57. Agenda and minutes of audit committee meetings
58. Financial risk management policy
59. Procurement policy
60. Service Rule
61. Portfolio analysis report
62. License and registration
63. President Order
64. Gender policy
65. Information dissemination system
66. ToR and composition of loan committee
67. ToR and composition of procurement committee
68. Internal audit report
69. Due diligence report
70. Travel allowance rule
71. Three documents of ministerial communication
72. Audit compliance report
73. Preventing financial mismanagement policy
74. Provision of evidence of quality assessment of effectiveness of the internal audit function
75. A policy on financial disclosures of possible, actual, perceived, or apparent conflicts of interest
76. A whistle blower protection policy
77. A policy on disclosure of project monitoring and evaluation report
78. A system for providing access to the public to information on the periodic progress of individual projects including budget
79. Evidence of implementing policies and strategies (it includes evidence of each statements that are made to comply GCF comments and quarries).