Verification Visit Checklist and Report

Organization Information

Organization Information	
Organization Name	
Project Title	
Project Number	
Project Period	From: To:
Name of HARP-F staff conducting visit:	1.
	2.
	3.

1. **Observations from Prior Verification Visit on <u>DATE OF PRIOR VISIT</u> (if applicable)**

Observations	Agreed Upon Action	Responsible	Status
1.			
2.			
3.			

2. **Document Review Prior to Visit**
    - ❑ Accountable Grant Agreement
    - ❑ Narrative Reports
    - ❑ Financial Reports
    - ❑ Prior Site Visit Reports (Finance, MEAL)
    - ❑ Other: _____

3. **Colleagues Consulted Prior to Visit**
    - ❑ Technical Team:
    - ❑ Finance Team:
    - ❑ MEAL Team:
    - ❑ CE Team:

4. **Report of Site Visit**
    a. **Description of Activities**

b. Observations from Site Visit

	Category	Detail Procedure	Observation	Recommendation	Timeline	Responsible
1	Internal Policies	• Does the partner have defined organisation structure and current organogram? • Does the partner have HR and administrative policy? • Does the partner have logistics and procurement policy? • Does the partner have safeguarding policy? • Does the partner have fraud awareness policy?				
2	HR	Review the last 3 months payroll sheets / register and supporting disbursement documents: • Are monthly salary statements / payroll sheets approved by senior staff? • Is basic data (i.e., basic pay, allowances, increment due dates, rate of increment etc.) properly recorded? • Are attendances and leave properly recorded? • Were deductions properly made while preparing payrolls / pay sheets? • Were all the salaries paid through bank checks / advices? • Were accruals made in accordance with the approved downstream partner benefit package?				

3	Banking	Review all bank check books of the project (current book, counter leaves of empty books and new books):				
		• Are spoilt checks marked cancelled and retained?				
		• Are there any blank checks signed?				
		• Are there any checks signed in advance before receiving the goods or services?				
		• Is only one check book in use at any one time?				
		• Did the organisation change its bank account for the project or open more than one bank account for the project?				
		Select 5 paid checks and for each, retrieve the documentation supporting the payment:				
		• Did an appropriate authorised official approve the supporting documents?				
		• Were all the bills, invoices, and requests stamped "PAID" or otherwise cancelled?				
		• Is a check register maintained for check books?				

4	Advance	• Do all advances have complete documentation as reviewed and approved?				
		• Is there adequate documentation proving advances were actually received and receipted by the appropriate staff?				
		• Were appropriate accounting records kept with adequate supporting documents for advance adjustments?				
		• Is the advance register updated showing individual advances information?				
5	Assets and Inventories Management	• Does the partner have updated asset, inventory, and disposal management policies?				
		• Are selected capital assets included in the partner's approved budget?				
		• Does the partner have an updated assets and inventories register including soft and hard documents (identification tag corresponds to a log showing purchase date, price, funding source, origin, serial number, and condition)?				
		• Did the partner follow competitive bidding procedures at the time of purchasing?				
		• Does the partner conduct physical checks of all these items regularly and are these documented properly?				
		• Are disposal details appropriately recorded on the asset register? Is the disposal process documented?				

6	Storage of project materials	Visit the warehouse or stock cabinets to review the storage condition of project materials (pharmaceuticals, medical supplies, books, printed materials, equipment, or commodities): • Is the storage area secure and adequately spacious? • Are goods received notes (IN) and store requisition (OUT) maintained and recorded in cards? • Are all items listed on stock cards? Is this consistently practiced? • Are the stores physically checked periodically and reconciled with the records? • Are there procedures to identify date expired and old stock? • Is the cold-chain facility up to standard and clean?				

| 7 | Procurement Management | • Does the partner maintain written standards of procurement guideline or a policy?

• Does the procurement policy/guidelines establish authorised procurement approval levels?

• Does the procurement practice of the partners comply with its organizational policy? (PR, RFQ, PO, Invoice, GRN, etc).

• Were all the procurement documents filled completely and properly? (Date, price, complete signature, supplier name, etc).

• Was the whole procurement process documented properly (soft and hard copies)?

• Select and review 3 price analysis and 1 or 2 sole source purchase documents from last three months procurements. | | | | |

8	Travel and Transportation	Randomly select and review 3 travel expense reports and supporting documentation from the past 3 months: • Is the trip included in the approved budget? • Was the travel approved in advance by senior staff? • Was the travel supported by a Scope of Work? • If taken, was the advance settled at the time the travel expense report was submitted? • Were travel expense reports accompanied by receipts? • Was the travel expense report submitted according to policy timelines? • Is there an internal per diem policy? If yes, is the per diem allowance observed in the travel expense report? • Was the expense report reviewed and approved by the traveller's supervisor?				

9	Grant related Documentation	• Does the partner keep all the documents related to the proposal package? (Soft and hard documentation) • Does the partner keep all the documents related to the Accountable Grant Agreement contract? (Soft and hard documentation) • Does the partner keep all the documents related to the amendment package? (Soft and hard documentation) • Does the partner keep all the documents related to disbursement (PRF, Bank Receipt, etc) for every tranche?				
10	Reporting Management	• Were the narrative reports recorded properly? • Were the financial reports recorded properly? • Were the data reports recorded properly? • Were the asset and inventory reports recorded properly?				

| 11 | Downstream partners management | • Can the partner provide evidence of due diligence conducted on downstream partners?

• Does the partner keep all the documents related to grant agreements with downstream partners?

• Were the reports (according to the workplan) submitted on time for review and approval by partner management?

• Is there a schedule for supervisory visits based on the need of each downstream partner and performed according to the Schedule?

• Are there documented site visit reports for each downstream partner outlining the scope of work, observations, and any recommendations made as a result of the visit?

• Were issues raised in the site visit followed up and resolved? | | | | |

12	Accountable Grant Agreement Compliance Management	• Is the partner aware of the Accountable Grant Agreement terms and annexes? • Is there any expenditure which doesn't meet the eligible cost stated in the Accountable Grant Agreement? • Is the delivery chain risk map updated quarterly at a minimum? • Are there any material changes to the project risk assessment and/or to delivery partners in the chain? If yes, has the partner informed HARP-F? • Was any internal audit performed for this project in the last 6 months? (or in the last year?) • Were any findings and recommendations documented after the internal audit? • Was a Corrective Action Plan prepared against those recommendations?				
13	On site interview	• Interview a staff member • Interview a beneficiary • Interview a stakeholder				
14	General Observation					

15	Issues raised by partner					
Overall Recommendation						

5. Signatures

_____

Signature/Date of Reviewer

_____

Signature/Date of Partner Representative