

**Due Diligence Checklist**

The Due Diligence checklist is a tool that helps the Women’s Fund Fiji to assess the capacity of the capacity of grantee organisations to effectively manage, spend and report on DFAT funds. It is based on DFAT’s draft Due Diligence Framework and is an important part of the Women’s Fund Fiji own financial and risk management processes.

The Due Diligence Checklist can also provide an opportunity for the Women’s Fund Fiji and its partners to have frank discussions about partners’ systems, where these need to be improved and, in some cases, how WFF can assist in this process.

The checklist should be undertaken on all new grantees before funds are disbursed for the first time; and should be undertaken every 1–2 years thereafter dependent on risk associated with that partner.

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| **Name of Organisation:** |  |
| **Proposed Total Grant:** |  |
| **Date of Assessment:** |  |
| **Assessment conducted by:** |  |
| **Assessment attended by organisation staff:** |  |

| **Key Indicators** | **Minimum Standards / Requirements** | **Means of Verification (Documents Required)** | **Checklist (Yes / No)** | **Comments** |
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| Verification of the organisation identity | Organisation is a legal entity. | Current registration certificate. | Yes No |  |
| Current registered Trustees and Management Board at the Registrar of Titles | Yes No |
| Legitimate Bank Account / Statements. | Yes No |
| Official documents with letterheads. | Yes No |
| Organisation has stated purpose of existence or set of objectives. | Memorandum of Association or Articles of Association. | Yes  No |  |
| There is a guiding constitution that describes the overarching purpose and governance arrangement of the organisation. | Constitutions. | Yes No |
| Organisation has a board that meets regularly. | List of Governing Board Members including date of appointment, term of appointment and end of appointment  and Minutes of Board meetings | Yes No |
| Organisation must declare any affiliations with any political party or politicians. And any potential conflicts arising from this political affiliation. | Written declaration from Management or Board. | Yes No |
| Organisation has a physical address.  Organisation has a website/there is publicly available information on the organisation. | Visit to the office  Internet search | Yes No |
| Past Performance | There is evidence of past performance or reports that have been produced by the organisation at least in the last one year. | Annual Reports | Yes No |  |
| Independent evaluations and reviews | Yes No |
| Existing donor reports | Yes No |
| There is evidence of implementing and completion of activities and projects. | Progress Reports | Yes No |
| Third parties reference checks (e.g. donors and other stakeholders) | Yes No |
| Technical / Operational Capacity | Organisation has demonstrated its capability to ensure effective delivery of projects. | Previous projects / performance reports. | Yes No |  |
| Organisation has annual costed work plans and budgets. | Strategic Plan and yearly work plan and budgets. | Yes No |
| There is technical capacity to undertake the scope of the project. | CVs of key staff who undertake the project in terms of qualifications to undertake activities. | Yes No |
| Organisation identifies and seeks necessary training / capacity training for its staffs.  Capability of key staff who are involved in terms of reporting. Key program and finance staff are sufficiently skilled / experienced to provide necessary levels of reporting. | Staff interviews and feedback. | Yes No |
| Organisation has sound human resource management systems in place | Code of conduct | Yes No |  |
| Staff performance management system in place | Yes No |
| Financial Viability | Organisation is not solely dependent on one donor and has diverse sources of income. | Yearly budget. | Yes No |  |
| Organisation has sound financial systems in place to capture / record all financial transactions accurately. | Finance / Human Resource / Operation Policies | Yes No |
| There are documented systems and policies in place to ensure accountability and transparency. |  | Yes No |
| There are adequate reserves.  Organisation discloses all outstanding liability or debt to other donors or third parties. | Financial Reports | Yes No |
| Annual audited accounts | Yes No |
| Third party referee checks as well as staff and board interviews / feedback | Yes No |
| Organisation must maintain all insurance cover as required by law in their respective country. | Public Liability | Yes No |
| Workers Compensation | Yes No |
| Property Insurance | Yes No |
| Professional Indemnity | Yes No |
| Results & Performance Management | There are monitoring plans in place to follow up on implementation and learning. | M&E framework, M&E reports. | Yes No |  |
| Production of timely reports to stakeholders.  Collection of data on regular basis. | Evaluation / review reports | Yes No |
| Referee checks with other donors / stakeholders and staff interviews / feedback | Yes No |
| Cost / Value Effectiveness | Organisation makes informed decision on project design and cost management decisions. | Project / Organisation budget | Yes No |  |
| There is a process to monitor expenditure against budget or plan. | Monthly or quarterly financial reports | Yes No |
| Organisation seeks multiple quotes where necessary to consider value for money in any procurement process. | Finance policy (Procurement and travel) | Yes No |
| Source documents | Yes No |
| Fraud Control / Anti-Corruption & Criminal Records Check | Organisation has specific policy in place to deal with fraud and corruption prevention and management. | Finance / Operations manuals. | Yes No | . |
| Organisation ensures that all staff go through the fraud control and anti-corruption training and are well versed with it.  Procurement processes are followed consistently.  There is disclosure of conflict of interest in all procurement and recruitment activities.  Staff recruitment process is transparent. | Relevant staff training on the policies and attendance records | Yes No |
| Referee checks for new staffs | Yes No |
| Police check for criminal records for new staffs | Yes No |
| Check: [http: / / lnadbg4.adb.org / oga0009p.nsf / sancALLPublic?OpenView&count=999](http://lnadbg4.adb.org/oga0009p.nsf/sancALLPublic?OpenView&count=999) | Yes No |
| Check: [http: / / www.nationalsecurity.gov.au / Listedterroristorganisations / Pages / default.aspx](http://www.nationalsecurity.gov.au/Listedterroristorganisations/Pages/default.aspx) | Yes No |
| Child protection safeguards | Organisation, or FWF, has assessed the level of risk to child safety associated with the activity.  If risks have been identified, practices are in place consistent with DFAT’s child protection policy.  Child Protection policy | Will the activity being funded by FWF involve personnel working with children, or being in isolated situations / locations where they will be in unsupervised contact with children?  If so, additional mitigation strategies must be developed (refer DFAT’s and the Fund’s Child Protection Policies).  What is the level of working with or contact with children at the activity level?  Does the organisation have a child protection policy and processes and systems in place to report and manage child protection related issues?  In analysing the overall potential child protection risk context, indicate whether a full protection risk of the organisation is required? | Yes No  High  Moderate  Low  Yes No  Yes No | . |

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| **Recommendations by Finance and Admin Officer:** |  |
| **Comments by Program Officer:** |  |
| **Approval by Senior Program Manager:** |  |