



AGRICULTURE
FAST TRACK

PROCUREMENT & FINANCIAL MANAGEMENT CAPACITY & RISK ASSESSMENT QUESTIONNAIRE

Location/Country	Project Name	Grant Recipient	Grant Number

SECTION A: PROCUREMENT

Question/Issue	Answers (in 50-100 words)
Risk Factor #1: Procurement Experience and Staffing	
Question 1: Provide a brief description of methods and procedures that your agency normally follows. <i>Give a brief description of the consultant selection methods and procedures which were used during the last consultant recruitment process by your Agency and what are the other methods and procedures that your Agency usually follows.</i>	
Question 2: Does your agency have staff with experience in procurement in general and on donor-funded projects specifically in recruiting consultants? <i>If yes, please describe the role played by the staff person with procurement experience during the most recent consultant recruitment process by your Agency</i>	
Risk Factor# 2: The Selection Process/Advertisement, Proposal Submission and Evaluation	
Question 3: If applicable, indicate the percentage (%) of	



AGRICULTURE
FAST TRACK

PROCUREMENT & FINANCIAL MANAGEMENT CAPACITY & RISK ASSESSMENT QUESTIONNAIRE

<p>consultants recruited using a competitive selection method, and the percentage (%) of consultants recruited using single source selection method.</p> <p><i>Please provide description of the procurement method used during the most recent recruitment of a consultant on a competitive or on a single source basis.</i></p>	
<p>Question 4: If applicable, are bids opened in public in the presence of Bidders/Representatives and immediately following the deadline of bid submission?</p> <p><i>If yes, please describe the process.</i></p>	
<p>Question 5: If applicable, are evaluation and qualification carried out on the basis of the criteria specified in the Request for Proposals?</p> <p><i>If yes, please describe the process.</i></p>	
Risk Factor #3: Contract Management and Administration	
<p>Question 6: Are adequate mechanisms in place for contract monitoring and maintaining written records of all procurement documents?</p> <p><i>Please provide brief description of the mechanism.</i></p>	
Risk Factor #4: Procurement Oversight	
<p>Question 7: Are procurement operations subject to regular internal, external audits?</p> <p><i>If yes, please provide date of last procurement audit</i></p>	



PROCUREMENT & FINANCIAL MANAGEMENT CAPACITY & RISK ASSESSMENT QUESTIONNAIRE

SECTION B: FINANCIAL MANAGEMENT (FM)

Question/Issue	Answers (in 50-100 words)
<p>Question 1: Does your Agency have a FM or Operating Manual that describes the FM operational procedures?</p> <p><i>If yes, please be prepared to produce a copy at the request of AFT.</i></p>	
<p>Question 2: What accounting system does your Agency use? Is it computerized or manual?</p> <p><i>Please provide brief description.</i></p>	
<p>Question 3: What is the staffing arrangement of the Agency in accounting?</p> <p><i>List Financial management (FM) staff and job titles.</i></p>	
<p>Question 4: Does your Agency have in place basic arrangements able to support the treasury management?</p> <p><i>Please provide brief description</i></p>	
<p>Question 5: Does your Agency keep adequate records of financial transactions?</p> <p><i>Please provide brief description</i></p>	



AGRICULTURE
FAST TRACK

PROCUREMENT & FINANCIAL MANAGEMENT CAPACITY & RISK ASSESSMENT QUESTIONNAIRE

<p>Question 6: How often does your Agency produce interim financial reports? <i>If yes, please be prepared to produce a copy at the request of AFT.</i></p>	
<p>Question 7: Are the annual financial statements audited by an external audit firm? <i>If yes, please be prepared to produce a copy at the request of AFT.</i></p>	