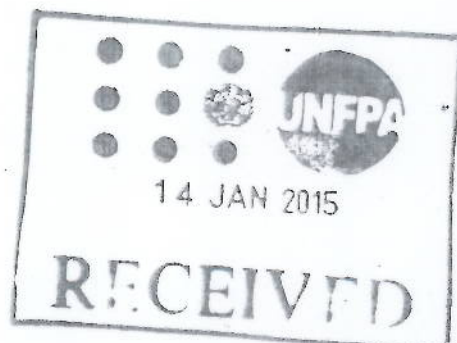


MICRO ASSESSMENT

DELTA STATE ECONOMIC PLANNING COMMISSION



Obasi, Nnam & Co.

The Representative,
United Nations Development Program,
United Nations House,
Plot 617/618, Diplomatic Drive,
Central Business District,
Abuja, Nigeria.

Enugu-Nigeria
30th September, 2014

Dear Sir,

We have successfully completed the Micro Assessment of Financial Management Capacity of Delta State Economic Planning Commission in line with your terms of reference.

Attached herewith is the report of the micro assessment which was carried out on the 30th day of September, 2014.

Background of the assessment

In pursuant of the United Nations General Assembly resolution, the United Nation Agencies adopted a common framework for transferring cash to their Implementing Partners (IPs) who are governmental and non- governmental organizations. This common framework is termed Harmonized Approach to Cash Transfer (HACT).

As part of the requirements for collaboration with the implementing partners in the implementation of HACT, a micro assessment of such implementing partners is a pre-requisite for determining the appropriate modality for such cash transfers.

The United Nations EXcom Agencies therefore contracted Obasi, Nnam & Co (Chartered Accountants) to conduct a Micro Assessment of Financial Management Capacity of Delta State Economic Planning Commission.

Scope of the assessment


The micro assessment provides an overall review of the financial management capacity in the following key subject areas:

- Implementing partner
- funds flow
- staffing
- accounting policies and procedures
- internal audit
- financial audit
- reporting and monitoring
- information systems and
- Procurement of Implementing Partners.

Thanking you for considering our firm for this professional assignment.

We remain,

Yours Sincerely,


Dr. Obasi Frederick.
Principal Partner

Obasi, Nnam & Co.
Chartered Accountants

Executive Summary

1.1 Background

Delta State was carved out of the former Bendel State on August 27th 1991. The state was created following agitations for the creation of separate distinct states by the Urhobos and Anioma regions. The then Military President, Gen Ibrahim Babangida (Rtd) created the state using the name "Delta" advanced by Niger Delta region as "Asaba" another name advanced by the people of Anioma for the capital of the proposed "Anioma state." Delta state was once integrated in the Mid-Western state from 1963 to 1976 and later Bendel state, from 1976 to 1991. The name "Bendel" (Ben-Del) meant Benin-Delta to reflect the integration of Benin and Delta provinces.

Delta is an oil producing state of Nigeria situated in the region known as the Niger Delta, South-South Geo-political zone with a population of 4,098,291 (Males: 2,674,306 Females: 2,024,085). The capital city is Asaba located at the northern end of the state with an estimated area of 762 km².

The IP is legally registered in Delta state as an arm of the state ministry charged with Economic Planning.

The ministry was established by the same DECRET NO 2 of 1991 that created the state to advise Government on financial and economic policies designed to facilitate effective management of resources of the State.

The IP have received United Nations resources in the past from UNICEF, and UNDP for children immunization program and HIV prevention measure program.

1.2 Our work Approach

In line with the objectives of this assignment, our overall approach in conducting the micro assessment is structured as follows:

- Visits to implementing partner's office.
- Structured interview of the officers of the IP:
 - David Arikowa Biokoro Director of finance.
 - Emmanuel Ogunyi Principal Accountant
 - Anthony .O. Edeki Accountant
- Review of accounting and internal control management systems of the IP
- Review and examinations of selected transactions for correctness and compliance.

We conducted the assessment of the implementing partner in line with the terms of reference issued by the United Nations EXcom Agencies using the financial instrument (Simplified Financial Management Assessment Checklist). The criteria for rating each of the assessment area is "H"- High risk for area where compliance is totally lacking, "M"- Moderate risk for where there is a moderate degree of compliance, and "L" – Low risk where compliance is high.

Responsibility of the IPs

The implementing partner is solely responsible for the provision of accurate and adequate information concerning their transactions.

Responsibility of the Consultants

It is our duty as the consultants to carry out the micro assessment based on international standards of assurance and engagement. To make inference and draw conclusion in line with the findings compared to the normal and or expected standards.

1.3 The Major Weaknesses

The major weaknesses identified with the IP – Delta State Economic Planning Commission are:

- The IP has no capacity to manage foreign exchange risks since it does not have domiciliary account for such transactions.
- Fixed assets and inventory are not adequately covered by insurance policy.
- Activities financed by the donor agencies are not included in the internal audit work programme.
- The financial reports are not prepared directly by the automated accounting system.
- The IP's Information system is not computerized

1.4 Conclusion:

The Implementing Partner (IP) is of Moderate Risk factor.

1.5 Our Recommendations

- The financial management system of the IP should be fully automated
- The IP should include activities financed by the donor agencies in the internal audit work programme.

Appendix IV. Micro Assessment Questionnaire

Micro Assessment Questionnaire

Implementing Partner: DELTA STATE ECONOMIC PLANNING COMMISSION

Date: 30TH September 2014

Instructions: This questionnaire contains various questions related to nine subject areas, summarized further below. Please answer each question by indicating your response as 'Yes', 'No' or 'N/A' (for 'not applicable'). Also, use the 'Comments' section next to each question to provide details of your assessment or to highlight any important matters. This document will be referenced subsequently by the agency when performing additional assurance activities related to the IP. Sufficient details should be provided in this document for the agency to understand the details of each response.

Assign a risk rating (high, significant, moderate or low) for each question based on the response obtained. (For example, if the question addresses an item that should ideally be marked 'Yes' but was marked 'No', it should be assessed for the level of risk it presents to the IP's financial management system). Assigning risk ratings to each question requires judgment by the assessor as to how the response will affect the IP's financial management system. The risk ratings to be used are:

- **High** – Response to question/subject matter provides a risk to the overall financial management system that has both a high likelihood of occurring and a potentially negative impact on the IP's ability to execute the programme in accordance with the work plan⁷ and stated objectives. Additionally, this risk has not been mitigated by any other controls/process that have been implemented by the IP;
- **Significant** – Response to question/subject matter provides a risk to the overall financial management system that has either a significant likelihood of occurring or a potentially negative impact on the IP's ability to execute the programme in accordance with the work plan and stated objectives;
- **Medium** – Response to question/subject matter provides a risk to the overall financial management system that has a moderate likelihood of occurring and a potentially negative impact on the IP's ability to execute the programme in accordance with the work plan and stated objectives; or
- **Low** – Response to question/subject matter provides a risk to the overall financial management system that has a low likelihood of occurring and a potentially negative impact on the IP's ability to execute the programme in accordance with the work plan and stated objectives.

⁷ Agency work plans can be annual, multi-year, rolling or joint.

To determine the overall risk assessment for a subject matter section (e.g., Section 1. Implementing Partner), points are assigned that correlate with the level of risk. The points assigned to each question should be totaled and averaged based on the number of questions in the subject matter section. Questions that are not applicable to the IP (marked as 'N/A') should not be assigned a risk rating and should be removed from the total number of questions for the calculation. Points should be assigned as follows:

- H – High risk: 4 points
- S – Significant risk: 3 points
- M – Moderate risk: 2 points
- L – Low risk: 1 point

The average number of points calculated should then be compared to the points rating above and assigned a corresponding risk (i.e., an average of 2.0 would indicate a moderate risk rating for the subject matter section). Numbers should be rounded as follows:

- 0.1 to 0.49: Round down to the closest whole number (i.e., an average of 3.3 would be rounded down to 3.0, indicating a 'significant' risk rating);
- 0.5 to 0.99: Round up to the closest whole number (i.e., an average of 1.99 would be rounded up to a 2.0, indicating a 'moderate' risk rating).

The same process should be followed for determining the overall risk assessment for the IP once the checklist has been completed

Summary of Risks Related to the Financial Management Capacity of the Implementing Partner

Tested subject area (see subsequent pages for details of each subject area summarized below)

1. Implementing partner:	Total number of risk points	Total number of applicable questions	Overall risk assessment	Comments
	5	5	1 (Low risk)	<p>Strengths</p> <p>Delta State was carved out of the former Bendel State on August 27th 1991. The state was created following agitations for the creation of separate distinct states by the Urhobos and Anioma regions. The then Military President, Gen Ibrahim Babangida (Rtd) created the state using the name "Delta" advanced by Niger Delta region as "Asaba" another name advanced by the people of Anioma for the capital of the proposed "Anioma state." Delta state was once integrated in the Mid-Western state from 1963 to 1976 and later Bendel state, from 1976 to 1991. The name "Bendel" (Ben-Del) meant Benin-Delta to reflect the integration of Benin and Delta provinces.</p> <p>Delta is an oil producing state of Nigeria situated in the region known as the Niger Delta, South-South Geopolitical zone with a population of 4,098,291 (Males: 2,674,306 Females: 2,024,085). The capital city is Asaba located at the northern end of the state with an estimated area of 762 km², while Warri is economic nerve of the state and also the most populated located in the southern end of the state. The state has a total land area of 16,842 km².</p>

<p>The IP is legally registered in Delta state as an arm of the government ministry charged with Economic Planning, the ministry was established by the same DECRE NO 2 of 1991 that created the state.</p>	<p>The IP have received United Nations resources in the past from UNICEF, and UNDP for children immunization program and HIV prevention measure program.</p>	<p>The IP has a statutory reporting requirement designed by the state government in compliance with UNICEF and UNDP requirements.</p>	<p>The IP is governed by the Delta State government and managed by the ministry of Economic planning commission.</p>	<p>The IP Does not have any pending legal action against it or against anybody/bodies.</p>
<p><u>Weaknesses</u></p>				
<p>Nil</p>				

4. Funds flow:

9

6

2 (Moderate Risk)

Strengths

The IP can easily receive fund from the funding agency and transfer to NGO's and other ministries, LGA and communities that help in the projects execution. The funding agencies are satisfied and approve the proposed arrangements to transfer before the transfer is made.

Weaknesses

The IP does not have any problems in the past in receipt of funds even where the funds flow from government ministries. The funds received by the IP are channeled to individual projects in accordance with the budget approvals. The IP has management committee that it uses as the reporting and monitoring mechanisms to track the use of funds of which the United Nations focal person in the state is a party to it.

The IP has no capacity to manage foreign exchange risks since it does not have domiciliary account for the transactions.

Organizational structure and staffing:

10

2 (Moderate Risk)

Strengths

The IP's accounting/finance organizational structure is appropriately designed and clearly defined lines of reporting and accountability as stated in the financial regulations of the state.

The accounts/finance department is adequately staffed to ensure sufficient control over the management of agency funds.

The accounts/finance staffs are familiar with United Nations procedures related to cash transfer as they are trained on HACT framework.

The IP have training policies for staffs both in house, the organized by professional bodies e.g. (ICAN and ANAN) and those necessary training are undertaken.

The IP have a well-defined and documented internal control framework.

The IP was staffed with chartered accountants within the accounts/finance department. i.e. David Arikowa Biokoro-Director of finance. Holds (FCA, MBA & B.Sc ED in Accts).

Emmanuel Ogunyi- Principal Accountant holds (CNA, B.Sc Acct).

Anthony .O. Edeki – Accountant (CNA, B.Sc, Acct).

The IP has a well-defined and documented internal control framework in conformity with IFRS and IAS.

Weakness

The IP does not perform background check before employment of new staff.

Strengths

The IP's accounting policies and procedures are well designed; it defined individual responsibilities, conflict of interest and protect waste of resources.

The IP has an accounting system that allows for proper recording of financial transaction from United agency.

Cash books and bank statements are reconciled monthly by the accountant.

All accounting and supporting documents are retained permanently under lock and key.

Different functional responsibilities are handled by different individuals, i.e. the director of finance prepares transactions, the permanent secretary approves and the internal auditor will cross check.

Invoices are stamped paid, dated, reviewed and approved by the internal audit unit.

Protective policies are properly made against those who will report fraud, misuse of fund as they are advised to report to the UNICEF focal person while the reporter is not disclosed.

3 signatories are on the bank account, Reginald O.E. Bayoko, David A. Biokoro and Patience I. Ogbowe while 2 are to execute transactions- David A. Biokoro and Patience I. Ogbowe. First Bank- A/C No 2009024298.

Both of them sign the account while Reginald O.E. Bayoko confirms the account.

Weaknesses:

Fixed assets and inventory are not adequately covered by insurance policy on motor vehicles are being covered.

<p>Internal audit:</p>	<p>5</p>	<p>2 (Moderate Risk)</p>	<p>Strengths The internal auditor is sufficiently independent to make critical assessment and he report to the office of Auditor-General of the state. The physical and financial activities are included in the fiscal year work program of the internal audit department. The IP has strong internal control to ensure that funds are expended for their intended purposes as a professional accountant oversees the IP's transactional activities. The IP has stated qualifications required for internal audit department, as the department was equipped with experienced and professional accountants who oversee the efficiency and effectiveness of the IP's internal control. i.e Mr Nelson Adams (CNA, HND Accts) Internal Auditor- He prepares annually and monthly audit work program, He certifies all receipts and payments, He supervises and ensure accuracy and correctness of transactions. Weaknesses Activities financed by the donor agencies are not included in the internal audit work programme.</p>
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1 (Low risk)

Strengths

The IP's financial statements have been audited monthly, and Annually by the internal auditor, consultants from the funding agency and Auditors from the office of the Auditor-General of the state.
There are no delays in the audit of the IP.
The audit is conducted according to the work plan and other contractual agreement with the agency.
No recommendations made by the auditors have not been treated.
The IP prepares an audit work plan through the office of the internal audit units.
Weaknesses :
Nil

<p>7. Reporting and monitoring:</p>	<p>9</p>	<p>6</p>	<p>2 (Moderate Risk)</p>	<p>Strengths: Reporting and monitoring policies and procedures are well designed that it has the capacity to link financial information with the work plan. It has financial report system that compares actual expenditure with budgeted and programmed allocation. The IP's contributions have not been contracting over the years and its revenue/contributions has been over the years surpasses its expenditures. The IP has an established financial management reporting responsibilities that specify what reports are to be prepared and what should be contains as contained in the financial regulations and also in the funding agencies' policy manual. Weaknesses: The financial reports are not prepared directly by the automated accounting system.</p>
<p>8. Information systems:</p>	<p>20</p>	<p>5</p>	<p>4 (High Risk)</p>	<p>Weaknesses: The IP's Information system is not computerized</p>

Strengths :

The IP follow acceptable United Nations procurement principles and it has promoted broad participation from potential bidders which is carried by the use advert in nation's newspaper and radio announcement.

The IP has a written procurement policies and procedures in line with public procurement manual guide and United Nations' requirements.

Its procurement rules and regulations contemplate a fair and impartial mechanism for revision of procurement protests.

The IP's procurement committee for review and approval of contracts are made up of all the management staffs chaired by the permanent secretary, external consultant and other persons that may be needed at presence.

It obtains sufficient approval before signing contracts, executing purchase or payments.

The IP carry out a market survey using its staffs before any purchase is made.

The IP has a formal guidelines and procedures in place to monitoring and dealing with potential conflicts of interest with potential suppliers as contain in the IP's procurement policy.

The IP has a well-defined process to ensure a secure and transparent bid and evaluation process as contained in the due process manual and public procurement manual.

The IP's procurement unit is properly resourced with staffs and qualifications- Idama Prisca (Mrs) (ACA, B.Sc Accts) project manager.

2 (Moderate Risk)

<p>Weaknesses:</p> <p>(1) The IP's procurement system is not computerized.</p> <p>(2) The IP's procurement system cannot easily prepare and produce necessary reports required of it.</p>				
<p>Divide the total number of risk points by the total number of applicable questions in the subject matter section. This amount should be rounded as detailed on page 1 of this checklist and assigned an overall risk rating.</p>	<p>2 (Moderate Risk)</p>	<p>120</p>	<p>187</p>	<p>Total:</p>

Subject area	Yes	No	N/A	Low risk consideration	Risk points	Remarks/comments
<p>1. Implementing partner</p>						
<p>1.1 Is the IP legally registered? If so, is it in compliance with registration requirements? Please note the legal status/registration of the entity. <i>Retain copies of registration documents if available.</i></p>	Yes			IP is registered in the country where the programme operates and is current with registration/reporting requirements.	1	Delta State was carved out of the former Bendel State on August 27th 1991 The IP is legally registered in Delta state as an arm of the government ministry charged with Economic Planning the ministry was established by the same DECRE NO 2 of 1991 that created the state.
<p>1.2 Has the IP received United Nations resources in the past? If so, provide details of amounts, from which agency and for what purpose.</p>	Yes			IP has received United Nations resources in the past and no issues were encountered with utilizing these funds.	1	The IP have received United Nations resources in the past from UNICEF, and UNDP for children immunization program and HIV prevention measure program.
<p>1.3 Does the IP have statutory reporting requirements? If so, are they in compliance with such requirements? Please describe.</p>	Yes			The IP is compliant with applicable statutory requirements.	1	Monthly, quarterly mid-term report and annual reports must be prepared by the IP.
<p>1.4 Is the governing body for the IP independent from management? If so, please describe.</p>	Yes			The governing body of the IP is independent from management.	1	The IP is governed by the Delta State executive council represented by the commissioner in the ministry. The IP is managed by the management level civil servant lead by the permanent secretary
<p>1.5 Does the IP have any pending legal actions against it? <i>Confirm this with the IP, and possibly through assessment of the general ledger and confirmation with external legal counsel provided by the IP. Provide details and actions taken by the IP to resolve the legal action.</i></p>		No		The IP does not have any pending legal actions against it.	1	The IP Does not have any pending legal action against it or against any/body/bodies.
<p>Total number of questions in subject area:</p>	5					
<p>Number of questions marked 'N/A' in subject area:</p>	0					
<p>Total number of applicable questions in subject area:</p>	5					

5

Divide total number of risk points by total number of applicable questions in subject matter section.
This amount should be rounded as detailed on page 1 of this checklist and assigned an overall risk rating.

1 (Low Risk)

Total number of risk points:

Implementing partner overall risk assessment:

2. Funds Flow

2.1 Can the IP easily receive and transfer funds? If so, please describe the process.	Yes		The IP can receive funds directly from the agency.	1	The IP can easily receive fund from the funding agency because it has corporate accounts with banks
2.2 Are the proposed arrangements to transfer the funds to the IP satisfactory to the funding agency?	Yes		The proposed arrangements are satisfactory to the funding agency.	1	The funding agencies are satisfied and approve the proposed arrangements to transfer before the transfer is made. This is following the fact that the fund is transferred through a bank account that has more than one signatory.
2.3 Have there been major problems in the past in receipt of funds by the IP, particularly where the funds flow from government ministries (if applicable)? If so, please describe.		No	The IP has not had problems in the past regarding receipt of agency funding.	1	None.
2.4 In the past, has the IP had any problems in the management of funds received? If so, please describe.		No	The IP has not had problems in the management of funds received from the funding agency.	1	There is no record of such
2.5 Does the IP have capacity to manage foreign exchange risks? (If it is expected to be using funds outside the country.) If so, does the IP have experience managing foreign exchange risk?		No	The IP has capacity and experience in managing foreign exchange risk.	4	The IP has no capacity to manage foreign exchange risks since it does not have domiciliary account for the transactions.

<p>2.6 Does the IP have a process in place to access counterpart funds? Please describe.</p>	<p>Yes</p>	<p>The IP has capacity and experience in assessing counterpart funds.</p>	<p>1</p>	<p>The counterpart funds of the Implementing Partner can be accessed by following the due process laid down by the state government. The programme officers who originate the transaction makes request through the head of department o (HOD) to the Permanent Secretary who present a properly documented request for fund before the Hon. Commissioner. The Hon. Commissioner Approves the application if necessary to be submitted to the state ministry of finance if the request is below N1,000,000 Where the request is above N1,000,000 the application is made to the State Executive Council. This request for fund must be within the budgetary envelope of the ministry for the request to get Executive approval.</p>
<p>2.7 If some activities will be implemented by others, such as civil society groups or non-governmental organizations, does the IP have the necessary reporting and monitoring mechanisms to track the use of funds? Does the IP have experience with implementation of activities by external civil society or non-governmental organizations? If so, please describe.</p>		<p>N/A</p>	<p>0</p>	<p>No other entity is involved</p>
<p>Total number of questions in subject area:</p>	<p>7</p>			
<p>Number of questions marked 'N/A' in subject area:</p>	<p>1</p>			
<p>Total number of applicable questions in subject area:</p>	<p>6</p>			
<p>Total number of risk points:</p>		<p>2 (Moderate Risk)</p>	<p>9</p>	
<p>Funds flow overall risk assessment:</p>			<p>2</p>	<p>Divide total number of risk points by total number of applicable questions in subject matter section. This amount should be rounded as detailed on page 1 of this checklist and assigned an overall risk</p>

Subject area	Yes	No	N/A	Low risk consideration	Risk points	Remarks/comments
<p>3. Organizational Structure and Staffing</p> <p>3.1 Is the organizational structure of the IP's accounting/finance department appropriate for the level of financial volume? Does the organizational structure provide clear lines of reporting and accountability? If so, please describe. <i>Attach an organization chart if available.</i></p>	Yes				1	The IP's accounting/finance organizational structure is appropriately designed and clearly defined lines of reporting and accountability as stated in the financial regulations of the state.
<p>3.2 Are the level of posts and competency of staff appropriate for the level of financial volume in the accounting/finance department? Identify the staff, including job titles, responsibilities, educational backgrounds and professional experience. <i>Attach job descriptions and CVs of key accounting/finance staff.</i></p>	Yes				1	The IP has competent staff appropriate for the level of financial volume in the accounting/finance departments see below: David Arikowa Biokoro (FCA ,MBA & B.Sc Ed in Accounts) is the Director of finance Emmanuel Ogunyi (CNA, B.Sc Accounting) - Principal Accountant. Anthony .O. Edeki -(CNA,B.Sc Accounting) Project Accountant
<p>3.3 Is the IP's accounting/finance function staffed adequately to ensure sufficient controls are in place to manage agency funds? If so, please describe.</p>	Yes				1	It is adequately staffed with professional accountants and grounded experience staffs. i.e. members of (ICAN and ANAN) are in the accounts/finance department.
<p>3.4 Are accounting/finance staff familiar with United Nations procedures related to cash transfers (specifically the HACT framework)? If so, please provide details.</p>	Yes				1	Accounting/finance staff are familiar with United Nations procedures related to cash transfer as they are trained on HACT framework by the funding agency, other professional organized and in-house training.

Subject area	Yes	No	N/A	Low risk consideration	Risk points	Remarks/comments
3.5 Are there vacancies in positions considered key? If so, provide the estimated date of appointment.	No			The IP does not have any vacancies in positions considered key.	1	There is no vacancies consider key.
3.6 Are staff frequently transferred to other departments, offices, countries, etc.? If so, what is the estimated frequency?	No			IP staff are not frequently transferred to other departments, offices, countries, etc.	1	Staff are not frequently transferred to other departments or offices.
3.7 Does the IP have training policies for accounting/finance staff? Are necessary trainings undertaken? If so, please describe.	Yes			The IP has training policies for accounting/finance staff, which are undertaken as planned.	1	The IP have training policies for accounting/finance staffs such as In house training organized by the Accountnat General every year and there is also one organized by ICAN, ANAN and funding agency.
3.8 Has there been significant turnover in the past five years? If so, has the rate improved or worsened? Does it appear to be a problem? If so, what is the IP doing to address this issue?"	No			The IP has not had significant turnover in the past five years.	2	The IP has not experience significant labour turnover in the past five years.
3.9 Does the IP perform background verification/checks on all new accounting/finance and management positions? If alternative practices for processing new hires are in place, please provide a brief description.	No			The IP performs background verification/checks on all new accounting/finance and management positions.	4	The IP does not perform background check before employment of new staff.
3.10 Does the IP have a defined and documented internal control framework? Is this framework consistent with international standards? If so, please describe.	Yes				2	The IP has a well-defined and documented internal control framework in conformity with IFRS and IAS.

Subject area	Yes	No	N/A	Low risk consideration	Risk points	Remarks/comments
Total number of questions in subject area:	10					
Number of questions marked 'N/A' in subject area:	0					
Total number of applicable questions in subject area:	10					
Total number of risk points:					15	
Organizational structure and staffing overall risk assessment:				2 (Moderate Risk)		Divide total number of risk points by total number of applicable questions in subject matter section. This amount should be rounded as detailed on page 1 of this checklist and assigned an overall risk rating.

4. Accounting Policies and Procedures

4a. General

4.1 Does the IP have an accounting system that allows for proper recording of financial transactions from United Nations agencies, including allocation of expenditures in accordance with the respective components, disbursement categories and sources of funds?	YES			The IP has an accounting system that allows for proper recording of financial transactions from United Nations agencies, including all allocation of expenditures in accordance with the respective components. The system is the Delta state general financial system that is designed for all the MDAs in the state.	1	
4.2 Are controls in place concerning preparation and approval of transactions, ensuring that all transactions are correctly made and adequately explained?	Yes			Controls are in place concerning preparation and approval of transactions, ensuring that all transactions are correctly made and adequately explained.	1	The IP has control in place concerning preparation and approval of transactions. i.e. the director of finance prepares transactions, the permanent secretary approves and the internal auditor will cross check.

Yes

Chart of accounts are adequately designed to properly account for and report on all activities of the IP in line with the Delta State financial regulations.

4.4 Are controls in place for accurate cost allocations to the various funding sources in accordance with established agreements?

Yes

Budgets are properly adhered to in allocations to the various funding sources.

4.5 Are the general ledger and subsidiary ledgers reconciled at least monthly? Are explanations provided for significant reconciling items?

Yes

Cash books are reconciled monthly and as at when due by the accountant and explanations to significant items are provided for.

4.6 Are all accounting and supporting documents retained permanently in a defined system that allows authorized users easy access? If so, please describe.

Yes

They are kept under lock and key in the office of the director for only authorized users to have access to it.

4.7 Does the IP have policies and procedures for tracking and reporting United Nations resources as required in the HACT framework? If so, please describe.

Yes

The IP have policies and procedures for tracking and reporting United Nations resources as required in the HACT framework in their financial manual of operations. Also some of the staff of the accounting and finance department are well trained on the HACT Frame work

<p>4.8 Are the following functional responsibilities performed by different units or individuals: (a) authorization to execute a transaction; (b) recording of the transaction; and (c) custody of assets involved in the transaction?</p>	<p>Yes</p>	<p>Different functions are handled by different persons and different units. (a) The permanent secretary authorizes the execution of transactions. (b) The director of finance records the transaction. (c) The store keeper is in custody of the assets involved in the transactions.</p>
<p>4.9 Are the functions of ordering, receiving, accounting for and paying for goods and services appropriately segregated?</p>	<p>Yes</p>	<p>The functions of ordering, receiving, accounting for and paying for goods and services are appropriately segregated.</p>
<p>4.10 Are bank reconciliations prepared by individuals other than those who make or approve payments?</p>	<p>Yes</p>	<p>Bank reconciliations are prepared by individuals other than those who make or approve payments. The permanent secretary approves payments, director of finance makes the payments while accountant reconciles the payments.</p>

4c. Budgeting system

<p>4.11 Do the IP's budgets lay down physical and financial targets?</p>	<p>Yes</p>	<p>All activities of the IP are integrated into the budget both physical and financial targets.</p>
<p>4.12 Are IP budgets prepared for all significant activities in sufficient detail to provide a meaningful tool for monitoring subsequent performance?</p>	<p>Yes</p>	<p>All Significant activities are fully provided in sufficient details in the budget during preparation.</p>

<p>Actual expenditures compared to the budget with reasonable frequency? Are explanations required for significant variations from the budget?</p>		1	<p>Actual expenditures are compared to the budget every month which we think is a reasonable frequency and explanations are made for significant variations.</p>
<p>4.14 Are approvals required prior to significant variations from the budget?</p>	Yes	2	<p>Significant variation from the budget requires an approval if any prior to the variation especially for the donor accounts.</p>
<p>4.15 Does the IP have a designated individual(s) responsible for preparation and approval of budgets related to agency funding?</p>	Yes	1	<p>The IP has a designated individual(s) responsible for preparation and approval of budgets related to agency funding.</p> <p>Contributions into the budgets are made by the different heads of departments and units. The ministries budget committee then collates the input and harmonized it as the IP's budget. To be consolidated with other budget of the MDAs to form the state budget of the year.</p>
<p>4.16 Are procedures in place to plan activities, collect information from the units in charge of the different components and prepare the budgets? If so, please describe.</p>	Yes	1	<p>Procedures are in place to plan activities, collect information from the units in charge of the different components and prepare the budgets.</p> <p>Inputs from different departments are compiled and presented by the heads departments.</p>
<p>4.17 Are the plans and budgets of activities realistic, based on valid assumptions and developed by knowledgeable individuals?</p>	Yes	1	<p>The plans and budgets of activities appear to be realistic, based on valid assumptions, and developed by knowledgeable individuals.</p> <p>Budgets are realistic and it is developed by knowledgeable individuals with professional experiences.</p>

Subject area	Yes	No	N/A	Low risk consideration	Risk points	Remarks/comments
<p>4d. Payments</p> <p>4.18 Do invoice processing procedures provide for:</p> <ul style="list-style-type: none"> Copies of purchase orders and receiving reports to be obtained directly from issuing departments? Comparison of invoice quantities, prices and terms with those indicated on the purchase order and with records of goods actually received? Checking the accuracy of calculations, if any? 	Yes			<p>Invoice processing procedures are sufficient, including: receiving copies of purchase orders and receiving reports directly from issuing departments; comparing invoice quantities, prices and terms with those indicated on the purchase order and with records of goods actually received; and checking the accuracy of calculations (if any).</p>	2	<p>Invoice processing procedures are provided for by checking the accuracy of calculations and comparing the invoice quantities and prices of actual goods received. There is a government lay down procedure on this that is called the due process. These due processes are what are guiding the IP seriously.</p>
4.19 Can the IP identify tax-exempt activities to ensure tax is not paid?	Yes			<p>The IP has the ability and experience to identify tax-exempt activities and ensure tax is not paid.</p>	1	<p>The IP can identify that Donor funds are not taxable.</p>
4.20 Are all invoices stamped 'PAID', dated, reviewed and approved, and clearly marked for account code assignment?	Yes			<p>Invoices are stamped 'PAID', dated, reviewed and approved, and clearly marked for account code assignment.</p>	1	<p>Invoices are stamped paid, dated, reviewed and approved by internal audit units.</p>
4.21 Do controls exist for preparation and approval of payroll expenditures? Are changes properly authorized? If so, please describe.		N/A		<p>Controls exist for the preparation and approval of payroll expenditures and changes are properly authorized.</p>	0	<p>Controls exist for the preparation and approval of payroll expenditures and changes are properly authorized if any but are done by the state board that is in charge of pay roll.</p>
4.22 Do controls exist for expense categories that do not originate from invoice payments, such as DSA, travel, consultancies?	Yes			<p>Controls exist for expense categories that do not originate from invoice payments, such as DSA, travel, consultancies.</p>	1	<p>The state financial regulatory manual is so clear on the DSAs and other out of station allowances</p>

Subject area	Yes	No	N/A	Low risk consideration	Risk points	Remarks/comments
4.23 Does the IP have a single stated basis of accounting (e.g., cash or accrual)? If so, please describe.	Yes			The IP has a single basis of accounting.	1	They maintain only modified cash basis since receipt and payment is their usual transaction.
4.24 Does the IP have an established accounting manual sufficient to ensure control of assets and proper use of agency funds? Are internationally accepted accounting standards followed? If so, which standard?	Yes			The IP has an established accounting manual sufficient to ensure control of assets and proper use of agency funds. This manual follows an internationally accepted accounting standard.	1	The delta state financial regulatory manual is in use in all the State's MDAs
4.25 Does the IP have an adequate policies and procedures manual to guide activities and ensure staff accountability? If so, please describe.	Yes			The IP has an adequate policies and procedures manual to guide activities and ensure staff accountability.	1	The IP has an adequate policies and procedures in the employee manual, civil service manual, and financial regulatory manual that guide activities and ensure staff accountability.
4.26 Do procedures exist to ensure that only authorized persons can alter or establish a new accounting principle, policy or procedure to be used by the IP?	Yes			The IP has procedures in place to ensure that only authorized persons can alter or establish a new accounting principle, policy or procedure.	1	Procedures exist to ensure that only authorized persons can alter or established a new accounting principle as stated in their financial manual of operation of Delta state.
4.27 Are there written policies and procedures covering all routine financial management and related administrative activities? Are these accessible? Please describe.	Yes			There are accessible written policies and procedures covering all routine financial management and related administrative activities.	1	There are written policies and procedures covering all routine financial management and related administrative activities stated in their financial manual of operations of Delta state.

Subject area	Yes	No	N/A	Low risk consideration	Risk points	Remarks/comments
4.28 Do policies and procedures clearly define 'conflict of interest' and 'related party transactions' (real and apparent) and provide safeguards to protect the organization from them? If so, please describe.	Yes			The IP has well-defined policies and procedures for 'conflict of interest' and 'related party transactions' (real and apparent) that provide adequate safeguards to protect the organization from them.	1	Policies and procedures clearly define conflict of interest and related party transactions in their financial manual of operations.
4.29 Are manuals distributed to appropriate personnel? If so, please describe the manuals and the personnel who receive them.	Yes			Manuals are distributed to appropriate personnel.	1	The manuals are distributed all over the site (we saw a copy with the DFA)
4f. Cash and banks E						
4.30 Are there authorized signatories on the bank accounts that will be used for United Nations resources? How many signatories are on the bank account and how many are required to execute transactions? If so, provide names.	Yes			The IP has signatories on the bank accounts that will be used for United Nations resources and more than one signatory is required for each transaction.	1	There are three signatories on the bank account, Reginald O.E. Bayoko, David A. Biokoro and Patience I. Ogbowe. The mandate is that two must sign.
4.31 Does the IP maintain an adequate, up-to-date cashbook, recording receipts and payments?	Yes			The IP maintains an adequate, up-to-date cashbook, recording receipts and payments.	2	The IP maintain an adequate up to date cash book especially for donor fund where all transactions of the donor agency are recorded to easy reconciliations.
4.32 Do controls exist for the collection, timely deposit and recording of receipts at each collection location? If so, please describe.			N/A	Controls exist for the collection, timely deposit and recording of receipts at each collection location.	0	Does not have internal revenue generation power.
4.33 Are bank balances and cash ledger reconciled monthly and properly approved? Are explanations provided for significant and unusual reconciling items?	Yes			Bank balances and cash ledgers are reconciled monthly and properly approved. Significant and unusual reconciling items are explained.	1	Bank balances and cash ledger are reconciled monthly by accountant and properly approved by the director of finance.

Subject area	Yes	No	N/A	Low risk consideration	Risk points	Remarks/comments
4.34 Are agency resources be placed in a separate bank account?	Yes			Agency resources are placed in a separate bank account.	1	First bank pic A/C 2009024298
4.35 Are cash and checks maintained in a secure location? Has access been properly designated and maintained?	Yes			Cash and checks are maintained in a secure location and access has been properly designated and maintained.	1	Cash and checks are maintained in a secured place where only accounting eligible staffs have access to it. The documents are locked in a safe with DFA
4g. Safeguards for assets¹						
4.36 Is there a system of adequate safeguards to protect assets from fraud, waste and abuse? If so, tour the facility to ensure the system has been implemented and followed.	Yes			The IP has a system of adequate safeguards to protect assets from fraud, waste and abuse.	2	There are controls in place to safeguard assets from fraud, waste and abuse in their financial regulations policy manual.
4.37 Are subsidiary records of fixed assets and inventory kept up to date and reconciled with control accounts? If so, please describe.	Yes			Subsidiary records of fixed assets and inventory are kept up to date and reconciled with control accounts.	1	Subsidiary records of assets and inventory are kept up to date and reconciled by the storekeeper and it is monitored by the internal auditor.
4.38 Are there periodic physical inventories of fixed assets and stocks? If so, please describe.	Yes			The IP performs periodic physical inventories of fixed assets and inventory.	2	The physical inventories of fixed assets and stock are taken by the store keeper twice every year and verify by the internal auditor.
4.39 Are fixed assets and inventory adequately covered by insurance policies?	Yes			The IP's fixed assets and inventory are adequately covered by insurance policies.	3	Only motor vehicles are covered by insurance. Other assets are not covered.
4h. Other offices or entities²						
4.40 Do any other offices/entities participate in implementation? If so, does the IP have policies and process to ensure appropriate oversight and monitoring of implementation?	No			If the IP has other offices/entities participating in implementation, there are adequate policies and procedures to ensure appropriate oversight and monitoring of implementation. The IP also has experience with this process.	1	No other entity

Subject area	Yes	No	N/A	Low risk consideration	Risk points	Remarks/comments
4.41 Does information flow among the different offices/entities in an accurate and timely fashion? If so, please describe.			N/A	Information flows among the different offices/entities in an accurate and timely fashion.		
4.42 Does the IP have a process in place to evaluate the impact of any deficiencies or negative findings identified through reporting or discussions with the other offices/entities? If so, describe the process.			N/A	The IP has a process in place to evaluate the impact of any deficiencies or negative findings identified through reporting or discussions with the other offices/entities. The IP also has experience with this process.		
4.43 Does the IP maintain contractual agreements with other offices/entities?			N/A	The IP maintains current contractual agreements with other offices/entities.		
4.44 Does the IP have a process to ensure expenditures of other offices/entities are in compliance with the work plan and/or contractual agreement noted in item 4.43?			N/A	The IP has a process to ensure expenditures of other offices/entities are in compliance with the work plan and/or agreements.		
4.45 Has the IP advised employees, beneficiaries and other recipients to whom they should report if they suspect fraud, waste or misuse of agency resources or property?	Yes			The IP has advised employees, beneficiaries and other recipients to whom they should report if they suspect fraud, waste or misuse of agency resources or property.	2	The IP advised the beneficiaries to report to their field monitoring team and UNICEF focal person in the state if there is any suspect of fraud, waste or misuse of agency resources.

Subject area	Yes	No	N/A	Low risk consideration	Risk points	Remarks/comments
4.46 If yes to item 4.45, does the IP have a policy against retaliation for those who report fraud, waste or misuse of agency resources or property?	Yes			The IP has a policy against retaliation for those who report fraud, waste, or misuse of agency resources or property.	2	The policies against retaliation for those who report fraud, waste or misuse of agency resources or property are inculcated in the state government financial regulations in use.
Total number of questions in subject area:	46					
Number of questions marked 'N/A' in subject area:	6					
Total number of applicable questions in subject area:	40					
Total number of risk points:				1 (Low Risk)	52	
Accounting policies and procedures overall risk assessment:						Divide total number of risk points by total number of applicable questions in subject matter section. This amount should be rounded as detailed on page 1 of this checklist and assigned an overall risk rating.

5. Internal Audit

5.1 Is the internal auditor sufficiently independent to make critical assessments? To whom does the internal auditor report?	Yes			The internal auditor is sufficiently independent to make critical assessments.	1	The internal auditor is sufficiently independent to make critical assessment and he report to the permanent secretary copying the office of Auditor-General of the state.
5.2 Does the IP have stated qualifications and experience requirements for internal audit department staff? If so, please describe.	Yes			The IP has stated qualifications and experience requirements for internal audit department staff.	1	The IP has stated qualifications required for internal audit department, as the department was equipped with experienced and professional accountants who oversee the efficiency and effectiveness of the IP's internal control. i.e Mr Nelson Adams (CNA, FND Accountancy) is the chief Internal Auditor and the head of the audit unit

Subject area	Yes	No	N/A	Low risk consideration	Risk points	Remarks/comments
5.3 Will the activities financed by the agencies be included in the internal audit department's work programme?	No			The activities financed by agency funds will be included in the internal audit department's work programme.	4	The activities financed by the agency are not included in the internal audit work program
5.4 Does the internal auditor have policies and procedures to take action on findings identified?	Yes			The internal auditor has policies and procedures to take action on findings identified, if any.	1	Policies and procedures to take action on findings identified by an internal auditor are stated in the IP's operational manual in line with financial regulation guide.
5.5 Does the IP appear to have strong internal controls to ensure funds are expended for their intended purpose, to discourage and prevent improper use of funds, and to safeguard assets? If so, please describe.	Yes			The IP appears to have strong internal controls to ensure funds are expended for the intended purpose, discourage and prevent improper use of funds, and safeguard assets.	2	The IP have strong internal controls to ensure that funds are expended for their intended purposes since professional and experience accountant is in control.
Total number of questions in subject area:	5					
Number of questions marked 'N/A' in subject area:	0					
Total number of applicable questions in subject area:	5					
Total number of risk points:					9	
Internal audit overall risk assessment:				2 (Moderate Risk)		Divide total number of risk points by total number of applicable questions in subject matter section. This amount should be rounded as detailed on page 1 of this checklist and assigned an overall risk rating.

	Yes				2		
6.1 Are the IP's specific financial statements audited regularly by an independent auditor? If so, please describe the auditor.							The IP's financial statements are audited monthly, and Annually by the external auditors from the Auditors from the office of the Auditor-General of the state. Also, the funding agency intermittently audits the funds they donated
6.2 Are there any delays in audit of the IP? When are the audit reports issued?	No				1		There is no delay as we keep every document ready before their arrival and report are received on time.
6.3 Is the audit of the IP's financial statements conducted according to the International Standards on Auditing?	Yes				2		It is conducted according to the international standards on auditing.
6.4 Were there any major accountability issues brought out in audit reports of the IP over the past three years?	No				1		There were no major accountability issues brought out in audit report.
6.5 Will the auditor audit the accounts related to the work plan or other contractual agreements with the agency? If not, will a separate auditor be appointed to audit the work plan financial statements?	Yes				1		All accounting activities (both physical and financial targets) of the IP will be audited by same auditors
6.6 Have any recommendations made by auditors in the prior three audit reports and/or management letters not yet been implemented?	No				1		All the recommendations made by the auditors have been treated.
6.7 Historically, has the IP prepared audit plans?	Yes				2		The IP prepares audit plan through the internal audit unit.
Total number of questions in subject area:	7						
Number of questions marked 'N/A' in subject area:	0						

<i>Total number of applicable questions in subject area:</i>	7			10	
<i>Total number of risk points:</i>			1 (Low Risk)		
<i>Financial audit overall risk assessment:</i>					Divide total number of risk points by total number of applicable questions in subject matter section. This amount should be rounded as detailed on page 1 of this checklist and assigned an overall risk rating.
7. Reporting and Monitoring					
7.1 Are financial statements prepared specifically for the IP?	Yes		Financial statements are prepared specifically for the IP.	1	The financial statements are prepared specifically for the IP.
7.2 What is the frequency of preparation of the financial statements mentioned in 7.1? Are the reports prepared in a timely fashion so they are useful to management for decision-making?	Yes		Financial statements of the IP are prepared on a frequent basis so they are useful to management for decision-making.	1	Financial statements are prepared Monthly, mid-term and Annually to be useful for the management meeting
7.3 Does the reporting system have the capacity to link the financial information with the work plan's physical progress? If separate systems are used to gather and compile physical data, what controls are in place to reduce the risk that the physical data may not synchronize with the financial data?	Yes		The reporting system has the capacity to link the financial information with the work plan's physical progress.	1	The reporting system has the capacity to link financial information with the work plan. As the projected physical plan is compared to the projected financial target.
7.4 Does the IP have established financial management reporting responsibilities that specify what reports are to be prepared, what they are to contain and how they are to be used? If so, please describe.	Yes		The IP has established financial management reporting responsibilities that specify what reports are to be prepared, what they are to contain and how they are to be used.	1	The IP has an established financial management reporting responsibilities that specify what reports are to be prepared and what should be contained in the financial regulations and also in the funding agencies' policy manual. The reporting requirements are Monthly financial and management reports, mid-term report for mid-term review and annual reports

Subject area	Yes	No	N/A	Low risk consideration	Risk points	Remarks/comments
7.5 Does the IP have financial reports that compare actual expenditures with budgeted and programmed allocations?	Yes			The IP has financial reports that compare actual expenditures with budgeted and programmed allocations.	1	The financial report of the IP is a comparative of the actual budget expenditure so far, and work in progress.
7.6 Are financial reports prepared directly by the automated accounting system or are they prepared using spreadsheets or some other means?	No			Financial reports are prepared directly by the automated accounting system or using spreadsheets (or some other means) that are properly reviewed and approved.	4	The financial reports are not prepared directly by the automated accounting system.
7.7 Does the IP appear to have been solvent (i.e. total assets greater than total liabilities) for the past three fiscal years? Are there any unexplained or ongoing inconsistencies? Provide the amount of total assets and total liabilities for the current and prior fiscal year.			N/A	The IP appears to have been solvent (i.e. total assets greater than total liabilities) for the past three fiscal years.	0	Cannot determine that for a ministry.
7.8 Do the IP's total revenues/contributions exceed its total expenditures over the past three fiscal years? Have the IP's contributions been contracting (i.e. dwindling) over the past three years? If so, why and how will the organization address this issue? Provide the amount of total revenues/contributions and total expenditures for the current and prior fiscal year.				The IP's total revenues/contributions exceed its total expenditures in the past three fiscal years, and its contributions have not been contracting in the past three fiscal years.	0	Cannot determine that for a ministry
Total number of questions in subject area:	8					
Number of questions marked 'N/A' in subject area:	2					

Subject area	Yes	No	N/A	Low risk consideration	Risk points	Remarks/comments
Total number of questions in subject area:	5					
Number of questions marked 'N/A' in subject area:	0					
Total number of applicable questions in subject area:	5					
Total number of risk points:					20	
Information systems overall risk assessment:				4 (High Risk)		Divide total number of risk points by total number of applicable questions in subject matter section. This amount should be rounded as detailed on page 1 of this checklist and assigned an overall risk rating.
9. Procurement						
9a. General						
9.1 Has the IP undertaken a procurement exercise with United Nations / World Bank / European Union resources in the past? If so, please describe it.	No			The IP has undertaken a procurement exercise with UN/WB/EU resources in the past.	4	The IP has not undertaken procurement exercise with United Nation.
9.2 Has the IP been audited by ECHO and selected as a Framework Partnership Agreement partner as per: http://ec.europa.eu/echo/files/partners/humanitarian_aid/fpa_partners.pdf	No			The IP has been audited by ECHO and selected as a Framework Partnership Agreement partner.	4	It has not been audited.
9.3 Has the IP been audited by ECHO and selected as a Humanitarian Procurement Centre partner as per: http://ec.europa.eu/echo/files/partners/humanitarian_aid/H_PC-register_en.pdf	No			The IP has been audited by ECHO and selected as a Humanitarian Procurement Centre partner.	4	It has not been selected by ECHO as a Humanitarian procurement centre partner.
9b. Procurement principles, policies and procedures						

Subject area	Yes	No	N/A	Low risk consideration	Risk points	Remarks/comments
Total number of applicable questions in subject area:	6					
Total number of risk points:					9	
Reporting and monitoring overall risk assessment:				2 (Moderate Risk)		Divide total number of risk points by total number of applicable questions in subject matter section. This amount should be rounded as detailed on page 1 of this checklist and assigned an overall risk rating.
8. Information Systems						
8.1 Is the financial management system computerized? If so, does the IP have policies and procedures to maintain this system?	No			The financial management system is computerized and properly maintained.	4	The financial management system is not computerized.
8.2 Does the IP have policies and procedures to restrict access to the computerized financial management system to appropriate personnel? If so, please describe them.	No			The IP has policies and procedures to restrict access to the computerized financial management system to the appropriate personnel.	4	The financial management system is not computerized.
8.3 Can the computerized financial management system produce the necessary financial reports?	NO			The computerized financial management system can produce the necessary financial reports.	4	The financial management system is not computerized.
8.4 Are IP staff adequately trained to maintain the computerized financial management system?	NO			IP staff are adequately trained to maintain the computerized financial management system.	4	The financial management system is not computerized.
8.5 Does the IP have appropriate safeguards to ensure the confidentiality, integrity and availability of the data? If so, please describe them.	NO			The IP has appropriate safeguards to ensure the confidentiality, integrity and availability of the data.	4	

<p>9.4 Does the IP follow acceptable United Nations procurement principles? Do these principles promote broad participation from potential bidders? If so, please describe them.</p>	<p>Yes</p>	<p>The IP follows acceptable United Nations procurement principles.</p>	<p>1</p> <p>The IP follow acceptable United Nations procurement principles and it has promoted broad participation from potential bidders which is carried by the use advert in nation's newspaper and radio announcement .</p>
<p>9.5 Does the IP have written procurement policies and procedures? <i>If yes, please provide a copy. If no, please attach an outline of the tender procedures specifying the different procurement procedures, related thresholds and methodology for the assessment of tenders.</i></p>	<p>Yes</p>	<p>The IP has written procurement policies and procedures.</p>	<p>1</p> <p>The IP has a written procurement policies and procedures in line with public procurement manual guide and United Nations' requirements.</p>
<p>9.6 Does the IP have a specific code of procurement ethics? <i>Please attach copy of the code.</i></p>	<p>Yes</p>	<p>The IP has a specific code of procurement ethics.</p>	<p>1</p> <p>The specific code of procurement ethics of the IP clearly stated in the public procurement manual in use as issued by the state government of Delta.</p>
<p>9.7 Does the IP have a specific anti-fraud and corruption policy? If so, please describe it.</p>	<p>Yes</p>	<p>The IP has a specific anti-fraud and corruption policy.</p>	<p>1</p> <p>The anti-fraud and corruption policies are specified in the IP's policies and procedural empowered by Due process manual guide.</p>
<p>9.8 Do the IP's procurement rules and regulations contemplate a fair and impartial mechanism for revision of procurement protests?</p>	<p>Yes</p>	<p>The IP's procurement rules and regulations contemplate a fair and impartial mechanism for revision of procurement protests.</p>	<p>1</p> <p>It contemplates a fair and impartial mechanism for revision of procurement protests. The delta state government procurement guide is explicit on that.</p>
<p>9.9 Does the IP frequently override purchasing procedures without proper authorization?</p>	<p>No</p>	<p>The IP does not frequently override the purchasing procedures without proper authorization.</p>	<p>1</p> <p>It follows the purchasing procedures as stated in its and due process manuals.</p>
<p>9.10 Are exceptions to procedures documented and sent to management for approval? Are the exceptions periodically analysed and corrective actions taken?</p>	<p>No</p>	<p>Exceptions to procedures are documented and sent to management for approval. Exceptions are periodically analysed and corrective actions are taken.</p>	<p>2</p> <p>It is not in the power of the state tender board to entertain exceptions.</p>

<p>9.11 Does the IP have a procurement committee for review and approval of contracts? If so, please specify composition of committee.</p>	<p>Yes</p>	<p>The IP has a procurement committee that reviews and approves contracts.</p>	<p>1</p>	<p>The IP's procurement committee for review and approval of contracts are made up of all the management staffs chaired by the permanent secretary, external consultant and other persons that may be needed at presence.</p>
<p>9.12 Does the IP identify the requested authorizations for each value level of purchases? At what value does the IP require written authorization of senior management for a purchase (value in US dollars)?</p>	<p>Yes</p>	<p>The IP has defined authorization guidance and policies and procedures to ensure they are properly applied.</p>	<p>1</p>	<p>It identifies the requested authorizations for each value level of purchases and the required written authorization of senior management is \$3,335.</p>
<p>9.13 Does the IP use standard bidding documents and contracts?</p>	<p>Yes</p>	<p>The IP utilizes standard bidding documents and contracts.</p>	<p>1</p>	<p>The IP use standard bidding documents and contracts.</p>
<p>9.14 Do the procurement procedures and templates of contracts integrate references to ethical procurement principles and exclusion and ineligibility criteria?</p>	<p>Yes</p>	<p>The procurement procedures and templates of contracts integrate references to ethical procurement principles and exclusion and ineligibility criteria.</p>	<p>1</p>	<p>It integrates references to ethical procurement principles and exclusion and ineligibility criteria as stated in the Delta state due process manual.</p>
<p>9.15 Does the IP obtain sufficient approvals before signing a contract, executing a purchase, or a payment? How many people give their approval before signing a contract or executing a purchase or a payment?</p>	<p>Yes</p>	<p>The IP obtains sufficient approvals before signing a contract executing a purchase or a payment.</p>	<p>1</p>	<p>The IP obtain sufficient approvals before signing contracts, executing purchase or a payment.</p>
<p>9.16 Does the IP rotate staff positions for internal control purposes? If yes, how often?</p>	<p>No</p>	<p>The IP has procedures to rotate staff positions for internal control purposes.</p>	<p>3</p>	<p>Job responsibilities are segregated in the employee manual.</p>

<p>9.17 Does the IP have formal guidelines and procedures in place to assist in identifying, monitoring and dealing with potential conflicts of interest with potential suppliers/procurement agents? If so, how does the IP proceed in cases of conflict of interest?</p>	<p>Yes</p>	<p>The IP has formal guidelines and procedures in place to assist in identifying, monitoring and dealing with potential conflict of interests with potential suppliers/procurement agents.</p>	<p>1</p>	<p>The IP has a formal guidelines and procedures in place to monitoring and dealing with potential conflicts of interest with potential suppliers as contain in the IP's procurement policy. The provision is made in the procurement manual</p>
<p>9e. Procurement process</p>				
<p>9.18 Does the IP have a well-defined process for sourcing/pre-qualification of suppliers? Do formal procurement methods include broadly broadcasting procurement opportunities? <i>Please attach methodology for the assessment of suppliers.</i></p>	<p>Yes</p>	<p>The IP has a well-defined process for sourcing/pre-qualifying suppliers.</p>	<p>1</p>	<p>The IP make Use of advert and invitation to lists of well-known professionals in that field.</p>
<p>9.19 Does the IP undertake regular market surveys? If so, describe the process.</p>	<p>No</p>	<p>The IP undertakes regular market surveys.</p>	<p>3</p>	<p>The IP does not carry out market survey always</p>
<p>9.20 Does the IP have a database of active suppliers? If so, please describe the process for maintaining this database.</p>	<p>Yes</p>	<p>The IP has a database of active suppliers.</p>	<p>1</p>	<p>The IP has data base of active suppliers and maintain them by keeping records of reputed suppliers.</p>
<p>9.21 Does the IP keep track of past performance of suppliers? If so, describe the process.</p>	<p>Yes</p>	<p>The IP keeps track of past performance of suppliers.</p>	<p>1</p>	<p>Keeping records of active suppliers and assessment of their supply trend.</p>
<p>9.22 Does the IP regularly check 'market' prices for goods and services purchased? If so, describe the frequency and process.</p>	<p>No</p>	<p>The IP regularly checks 'market' prices of goods and services purchased.</p>	<p>3</p>	<p>Not always (see comment in 9.19) above</p>
<p>9.23 Does the IP conduct public bid opening for formal procurement methods (invitation to bid and request for proposal)? What is the composition of public bid opening committees?</p>	<p>Yes</p>	<p>The IP conducts public bid opening for formal procurement methods.</p>	<p>1</p>	<p>The IP conduct public bid opening for formal procurement methods. All bidders are invited while representatives of other bodies like the corruption watch dogs are also invited</p>

<p>9.24 Does the IP have a well-defined process in place to ensure a secure and transparent bid and evaluation process? If so, describe the process.</p>	<p>Yes</p>	<p>The IP has a well-defined process in place to ensure a secure and transparent bid and evaluation process.</p>	<p>1</p> <p>The IP has a well-defined process to ensure a secure and transparent bid and evaluation process as contained in the due process manual and public procurement manual.</p>
<p>9.25 Does the IP establish long-term agreements with suppliers based on a tender process?</p>	<p>Yes</p>	<p>The IP establishes long-term agreements with suppliers based on a tender process.</p>	<p>2</p> <p>Where the contract is meant to stay long, or where changes affects the contract agreement the IP establish long-term agreements with suppliers.</p>
<p>9.26 Are long-term agreements reviewed/retendered? If so, how frequently? Please describe.</p>	<p>Yes</p>	<p>Long-term agreements are reviewed and retendered.</p>	<p>2</p> <p>If the contract is being delayed that changes had occurred.</p>

9f. Awarding of contracts

<p>9.27 When a formal invitation to bid has been issued, does the IP award the procurement contract to the qualified bidder whose bid substantially conforms to requirements set forth in the solicitation documentation and offers the lowest cost?</p>	<p>Yes</p>	<p>The IP awards procurement contracts to qualified bidders whose bids substantially conform to requirements set forth in the solicitation documentation and offer the lowest cost.</p>	<p>1</p> <p>Contract is awarded to the qualified bidder whose bid substantially conforms to the requirements set forth.</p>
<p>9.28 When a formal request for proposal has been issued, does the IP award the procurement contract to the qualified proposer whose proposal, all factors considered, is the most responsive to the requirements set forth in the solicitation documentation?</p>	<p>Yes</p>	<p>The IP awards procurement contracts to qualified proposers whose proposals, all factors considered, are the most responsive to the requirements set forth in the solicitation process.</p>	<p>1</p> <p>Contract is awarded to the qualified proposer whose proposal is the most responsive to the requirements set forth.</p>

9g. Reporting and monitoring

Subject area	Yes		No		Low risk consideration	Risk points	Remarks/comments
	Yes	No	Yes	No			
9.29 Are procurement reports prepared for the IP? If so, describe the preparation and frequency of these reports.	Yes			N/A	Procurement reports are prepared frequently for the IP.	1	Procurement reports are prepared for the IP after every process.
9h. Information system							
9.30 Is the procurement system computerized? If so, is the system adequately maintained?		No			The procurement system is computerized and adequately maintained.	4	The IP's procurement system is not computerized.
9.31 Can the procurement system produce the necessary reports?				N/A	The procurement system is capable of preparing the necessary reports.	0	
9i. Verification of procurement capacity							
9.32 Is the IP's procurement unit properly resourced in terms of number of staff and their qualifications?	Yes				The IP's procurement unit is properly resourced in terms of number of staff and their qualifications.	1	The IP's procurement unit is properly resourced with staffs and qualifications- Mrs Idama Prisca (ACA, BSc Accs) is the procurement manager.
9.33 Is the structure of the IP's procurement unit clear, with defined reporting lines that foster efficiency and accountability?	Yes				The structure of the IP's procurement unit is clear, with defined reporting lines that foster efficiency and accountability.	1	The structure of the IPs procurement unit is clear with defined reporting lines that foster efficiency and accountability in their procurement policy manual.
9.34 Does the IP have a procurement strategy and appropriate tools and mechanisms to conduct procurement activities? If so, please describe.	Yes				The IP has a procurement strategy and appropriate tools and mechanisms to conduct procurement activities.	1	The procurement strategy and appropriate tools and mechanisms to conduct procurement activities are explained in the public procurement policy manual in conjunction with due process manual.
9.35 Does the IP verify that established procedures for handling complaints are implemented? If so, please describe.	Yes				The IP verifies that established procedures for handling complaints are implemented.	1	Complaints are handled by the committee in line with the procurement rules and regulations.

Subject area	Yes	No	N/A	Low risk consideration	Risk points	Remarks/comments
9.36 Does the IP manage the procurement cycle following the established policies and procedures? If so, how do they verify this?	Yes			The IP manages the procurement cycle per established policies and procedures.	1	The IP manage the procurement cycle following their established policies and procedures in the state procurement guideline and manual.
9.37 Does the IP consistently apply transparency and integrity in the procurement process?	Yes			The IP consistently applies transparency and integrity in the procurement process.	1	The IP consistently apply transparency and integrity in the procurement process as required in the manual.
Total number of questions in subject area:	37					
Number of questions marked 'N/A' in subject area:	1					
Total number of applicable questions in subject area:	36					
Total number of risk points:					58	
Procurement overall risk assessment:				2 (Moderate Risk)		Divide total number of risk points by total number of applicable questions in subject matter section. This amount should be rounded as detailed on page I of this checklist and assigned an overall risk rating.