Governance & Transparency Assessment | The International Agency

Score: 42 / 42

Project Information (9 indicators) - Information to be provided via: (A) project document(s) submitted to TI-LB ; or (B) via a publicly accessible weblink.

Is the title of the project/initiative provided? 2 /2

YES = The title of the initiative/project is provided (if there is more than one relevant project, all of their titles are provided)
PARTIALLY = some but not all of the project titles are provided (if there is more than one)
NO = The title of the initiative/project is not provided (if there is more than one relevant project, none of their titles are provided)

Is a description of the project/initiative provided? 2 /2

YES = A description of the initiative/project is provided. The project description includes at least: objectives, expected results and planned activities
PARTIALLY = Some but not all of the project descriptions are provided (if there is more than one) OR the project description(s) do(es) not include at least: objectives, expected results and planned activities
NO = The title of the initiative/project is not provided. (If there is more than one relevant project, none of their titles are provided)

Is the type of assistance which the project/initiative aims to deliver provided? 2 /2

YES = The type of assistance is specified, e.g. in-kind assistance food aid, shelter, education, healthcare, reconstruction) or cash assistance (allowances)
PARTIALLY = The type of assistance is specified for some but not all projects (if there are more than one)
NO = The type of assistance is not specified for any project

Are the project/initiative´s planned and actual start and end dates provided? 2 /2

Yes (Attach document showing project planned timeline)
YES = Both the project´s planned and actual start and end dates are provided. (If the project planned start or end dates have not yet passed then the actual dates are not applicable); If there is more than one relevant project, the planned (and actual) start and end dates for each project are provided
PARTIALLY = Only the planned start and end dates are provided but not the actual dates (where applicable), OR these dates are provided for some but not all of the relevant projects (if there is more than one project

NO = The planned and actual (where applicable) start and end dates are not provided for any projects.

Is the current status of the project/initiative provided? 2 /2

YES = The current status of the project is provided, as follows: proposed, on hold, ongoing, completed, or cancelled; If there is more than one relevant project, the current status for each project is provided
PARTIALLY = The current status is provided for some but not all of the projects (if there is more than one)
NO = The current status is not provided for any projects.

Is the total budget for the project/initiative provided? 2 /2

YES = The total sum of money dedicated to project/initiative (total budget) is provided
PARTIALLY = The total budget is provided for some but not all the activities (if there are more than one)
NO = The total budget is not provided for any project.

Is the aggregate budget for all relevant projects provided? 0 /0

YES = The overall budget as distributed among the different projects is provided (where there is more than one relevant project/initiative
NO = The overall budget as distributed among the different projects is not provided.

Are the funding sources for the project/initiative provided? 2 /2

YES = All source(s) of funding for the project/initiative are provided, with individual donors clearly identified (e.g. USAID, Norwegian Aid, local individual donations, international donations etc.). If there is more than one relevant project, the sources of funding for each project are provided
PARTIALLY = The sources of funding are provided for some but not all of the projects (if there is more than one)
NO = The sources of funding are not provided for any projects.

Are the types of support for the project/initiative provided? 2 /2

YES = The types of support received are specified e.g.: small, medium, or large grants, short term emergency aid; long term programmatic aid, non-governmental aid, diasporic remittances/donations; in-kind donations etc; If there is more than one relevant project, the types of support for each project are provided
PARTIALLY = The types of support received are specified for some but not all of the projects (if there is more than one
NO = The types of support received are not provided for any projects.

Governance information (4 indicators) - Information to be provided via: (A) project document(s) submitted to TI-LB ; or (B) via a publicly accessible weblink.

Does the project/initiative provide information on its management structure for ensuring effective use of funds? 2 /2

YES = The project/initiative provides information on how it is structured to ensure responsibility for overall management (including financial management), coordination, and communication
NO = The project/initiative does not provide information on its management structure

Does the management structure conduct regular meetings to discuss and make strategic decisions on project implementation? 2 /2

YES = The management structure convenes periodically (please define) to make strategic decisions/offer strategic guidance on implementation
PARTIALLY = The management structure meets only on an ad hoc/needs basis
NO = The management structure does not convene to make strategic decisions/offer strategic guidance on implementation

Are regular financial reports distributed to enable the management structure to effectively oversee the project/initiative? 2 /2

YES = The management structure receives regular (at least quarterly or monthly) financial reports
PARTIALLY = the management structure receives financial reports on an ad hoc basis
NO = The management structure does not receive financial reports

Is information provided on follow-up and monitoring of management decisions and project results? 2 /2

YES = Information on follow up and monitoring of decisions and results is provided (e.g. meeting minutes, monitoring reports
NO = Information on follow up and monitoring of decisions and results is not provided

Record keeping and financial management (6 indicators) - Information to be provided via: (A) project document(s) submitted to TI-LB ; or (B) via a publicly accessible weblink.

Is relevant project-/initiative-related data and documentation safely stored in

electronic format and available on request? 2 /2

YES = Relevant project information (e.g. progress reports, proposals, financial reports, budgets) is securely stored in electronic format and available to interested parties and external auditors on request
PARTIALLY = Relevant project information is securely stored in electronic format but not available on request
NO = Relevant project information is not securely stored in electronic format

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Is personal data and confidential information of beneficiaries securely stored? 2 /2

YES = Personal data and confidential information of beneficiaries is securely stored in electronic format
NO = Personal data and confidential information of beneficiaries is not stored in electronic format

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Are all procurement records kept on file electronically and available on request? 0 /0

YES = All procurement records are kept on file electronically and are available on request to interested parties and external auditors, including: public notices of bidding opportunities, bidding documents and addenda, bid opening records, bid evaluation reports, formal appeals by bidders and outcomes, final signed contract and addenda and amendments, claims and dispute resolution, final payments, disbursement data
PARTIALLY = Some but not all of the above mentioned procurement records are kept on file electronically AND/OR procurement records are not available on request
NO = Procurement records are not kept on file electronically

Does the project/initiative use financial management software appropriate to the size of the project/initiative? 2 /2

YES = The initiative/project uses financial management software which is appropriate to its size (e.g. QuickBooks for small and medium sized enterprises)
NO = The initiative/project does not use any kind of financial management software

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Is there a separation of jurisdiction between those responsible for authorizing and recording financial transactions? 2 /2

YES = There is separation of duties so that no one individual is responsible for initiating, authorizing, recording, and reconciling a transaction
NO = there is no separation of duties between the different stages of financial transactions

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Is there a separate bank account or sub-account for each project or donor? 0 /0

YES = There is a separate bank account or sub-account for each project or donor (if more than one exists)

PARTIALLY = There is only one bank account but each project or donor has its own cost code within the general ledger

NO = There are no separate bank accounts or cost codes (if more than one project or donor exists)

Procurement transparency (4 Indicators) - Information to be provided via: (A) project document(s) submitted to TI-LB ; or (B) via a publicly accessible weblink.

Is a procurement policy for the management and allocation of funds provided? 0 /0

YES = A procurement policy is provided, which includes detail on at the least the following: (a) the procedure for issuing competitive bids, (b) the mechanisms to ensure transparency of the bidding process, (c) the procedure for selecting successful bids (e.g. a selection committee, if applicable) and (d) the threshold above which goods and services must be procured through a full tendering process

PARTIALLY = a procurement policy is provided but does not include all of the elements described above

NO = a procurement policy is not provided.

Are tender documents for procured good and services published? 0 /0

YES = All competitive tenders issued by the initiative/project are published, and include information on at least: the exact goods/services being procured, the minimum skills/qualifications required, the criteria for selection of the successful bidder, closing dates and submission details for bids

PARTIALLY = all competitive tenders are published but do not include at least the elements described above

NO = all competitive tenders are not published .

Are details of the selection procedure for tenders provided? 0 /0

YES = Information on the selection procedure for tenders is provided including: (a) details of who evaluates and decides on bids (e.g. a selection committee, a designated individual), (b) criteria for who is excluded from making selection decisions (e.g. relatives or agents of bidders), (c) criteria for who is excluded from bidding (e.g. any party involved in developing or drafting the tender specifications)

PARTIALLY = information on the selection procedure is provided but does not include at least the elements described above

NO = information on the selection procedure is not provided.

Are sub-contractors 'details published? 0 /0

YES = Information on all subcontractors is provided including at least: contact details of responsible individuals and information on services provided

PARTIALLY = Information on all subcontractors is provided, but the information is limited (i.e. it does not include at least the information mentioned above) OR information is available for some but not all sub-contractors

NO = No information on sub-contractors is provided

Operational transparency & accountability (6 indicators) - Information to be provided via: (A) project document(s) submitted to TI-LB ; or (B) via a publicly accessible weblink.

Is information on the project/initiative's operations and activities published online? 2 /2

YES = Relevant and up-to-date information on the project/initiative´s operations and activities is published online (via a website or social media channel), including at least information on events, outputs and contact details

PARTIALLY = Some relevant information is published, but not all the elements described above, or information is outdated (i.e. more than 3 months old)

NO = Relevant information on the project/initiative´s operations and activities is not published online.

Does the project/initiative have a system in place for receiving and acting on reports of corruption or mismanagement? 2 /2

YES = the project/initiative includes a whistleblowing mechanism in place which accepts both internal and external reports, including anonymous reports

PARTIALLY = the project/initiative has a whistleblowing policy but does not have a mechanism in place for receiving and acting on reports

NO = the project/initiative does not have a whistleblowing policy or mechanism in place

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Does the project/initiative have in place multiple channels through which beneficiaries can get in contact for information or to complain? 2 /2

YES = The project/initiative has at least two channels through which beneficiaries can get in touch for information or to complain (e.g. phone number, email, hotline, in person attention)

PARTIALLY = the project/initiative has only one channel through which beneficiaries can get in touch

NO = the project/initiative does nit have any channels through which beneficiaries can get in touch.

Is a list provided of clear and objective criteria on which beneficiaries are selected? 2 /2

YES = A list of clear and objective selection criteria for beneficiaries is provided

PARTIALLY = a list of selection criteria is provided but the criteria are not clear and /or objective

NO = a list of selection criteria is not provided.

Is information on all partnerships, collaborations and communications with relevant stakeholders made public? 2 /2

YES = Information on all partnerships, collaborations and communications with relevant governmental entities, non-governmental entities, Arab, foreign and international entities and donors and supporters is provided
PARTIALLY = Information on partnerships, collaborations and communications is provided for some but not all of the above-mentioned stakeholders
NO = No information on partnerships, collaborations and communications is provided