

I. Project Staff and Structure

Is the project adequately staffed with workers who demonstrate:		
• a Christian calling	yes _____	no _____
• vision for the ministry of the program	yes _____	no _____
• skill and competence	yes _____	no _____
• motivation to carry out effective child development	yes _____	no _____
Do inappropriate family relationships exist in project management?	yes _____	no _____
Is the partner legally registered with the appropriate authorities?	yes _____	no _____
Does a written partnership agreement exist with Mission of Mercy?	yes _____	no _____
Does the agreement clearly outline the responsibilities of both the partner and Mission of Mercy?	yes _____	no _____
Does the partner contribute resources for the operation of the project?	yes _____	no _____
Are the following aspects of the program established and competently managed?		
• Accounting	yes _____	no _____
• Administrative procedures	yes _____	no _____
• Personnel	yes _____	no _____
• Facilities and security	yes _____	no _____
Is a local accountability structure in place? (e.g., board, committee, church elders)	yes _____	no _____

Notes:

II. Program

The project reflects effective program management	yes _____	no _____
Project management reflects ongoing self-assessment	yes _____	no _____
Program design is reflective of children's need and context	yes _____	no _____
The design has resulted in specific lesson plans	yes _____	no _____
The project reflects the community context of registered children	yes _____	no _____
There is an effective record keeping system that captures child information in a timely manner	yes _____	no _____

Notes:

III. Plans and Budgets

Is there an annual planning cycle which describes:

- intended outcomes
- regular and special activities
- evaluation indicators

yes _____ no _____

yes _____ no _____

yes _____ no _____

Is the planning process effective?

yes _____ no _____

Are plans consistent with aims and objectives?

yes _____ no _____

Does the project prepare an annual budget?

yes _____ no _____

Are adjustments and variance analyses done on a regular basis
to reconcile budgets to actual operating costs?

yes _____ no _____

Do budget projects appear to be realistic?

yes _____ no _____

Notes:

IV. Accounting Records

Are complete and accurate accounting records kept by the project?

yes _____ no _____

Does the project maintain a separate bank account?

yes _____ no _____

Is a minimum of 2 signatories required for each check?

yes _____ no _____

Is a bank reconciliation completed each month?

yes _____ no _____

Do the accounting records agree with MoM figures?

yes _____ no _____

Are all funds used as intended?

yes _____ no _____

Are appropriate source documents required for all transactions?

yes _____ no _____

Are gifts always signed for by recipient?

yes _____ no _____

Is a petty cash balance kept and reconciled regularly?

yes _____ no _____

Does the project produce a regular financial statement and fund
balance report?

yes _____ no _____

Have the accounting records or financial statements of the project
been audited?

yes _____ no _____

have Mission of Mercy funds been used for:

- loans
- non-program expenses

yes _____ no _____

yes _____ no _____

Notes:

V. Recommendations (discussed with management team during exit meeting)

VI. Overall Rating

Unacceptable _____

Poor _____

Needs to improve _____

Acceptable _____

Excellent _____