

ASSESSMENT OF INTEGRITY AND INSTITUTIONAL CAPACITY (D I C I)

PROJECT NUMBER: [REDACTED]  
 PROJECT NAME: [REDACTED]  
 NAME OF THE EA: [REDACTED]

| A. ADMINISTRATIVE - FINANCIAL-ACCOUNTING - PROCUREMENT MANAGEMENT | TO BE ANSWERED BY THE EXECUTING AGENCY |             | TO BE COMPLETED BY THE SUPERVISION SPECIALIST / PROJECT LEADER |       |         |        | RESULT |
|---|--|-------------|--|-------|---------|--------|--------|
|   | YES / NO                               | EA COMMENTS | VALUE  | SCORE | COMMENT | WEIGHT |        |

1 FINANCIAL INFORMATION

|     |   |  |  |     |    |   |       |
|-----|---|--|--|-----|----|---|-------|
| 1.1 | Does it have Audited Financial Statements prepared by an external auditing firm?<br>If the answer is "Yes" go to question 1.2   |  |  | 100 | 60 | Scoring of the evaluation of the AFSs:<br>Low Quality (30%): The entity has AFSs audited by a firm, which is evidence that the financial situation and/or internal control environment of the EA is precarious and/or may pose a risk to execution<br>Medium Quality (50%): The entity has AFSs audited by a firm with observations that do not imply a high risk and can be cured.<br>High Quality (100%): The entity has AFSs audited by a firm, with a clean opinion, and acceptable internal control. | 12.5% |
|     | Does it have an annual Financial Statement?<br>If the answer is "Yes" go to question 1.2  |  |  | 60  | 30 | The scoring of the evaluation of the financial statements:<br>Low Quality (30%):<br>Medium Quality (50%):<br>High Quality (100%):   |       |
|     | Does it issue some type of financial information?   |  |  | 30  | 30 | The scoring of the financial information submitted is:<br>Low Quality (30%):<br>Medium Quality (50%):<br>High Quality (100%):   |       |
| 1.2 | Does it have an accounting system or tool that enables it to issue financial information?<br>If "Yes," indicate the name of the system or tool in the comments section.   |  |  | 100 | 60 | The scoring of the accounting system is:<br>Low Quality (30%): If it is a manual tool or if it is a system with deficiencies when it comes to issuing the financial reports such as balance sheets, financial statements<br>Medium Quality (50%): If it issues the traditional financial reports, but they could be improved.<br>High Quality (100%): If they have automated systems and issue most of the financial reports.   | 7.5%  |
| 1.3 | Does the system allow you to identify, verify, and control the transactions by source / accounts / line items of the financing?   |  |  | 100 |    | The scoring of the platform/system/procedure is:<br>Low Quality (30%): If it has deficiencies for determining the transactions by sources of financing<br>Medium Quality (50%): If it has deficiencies but can receive adjustments to issue reports on transactions by sources of financing<br>High Quality (100%): If the accounting system used by the EA makes it possible to identify transactions by sources of financing and issue reports by sources reliably.                                     | 2.5%  |
| 1.4 | In the case of financial transactions, is the separation of functions of the personnel who authorize, prepare, record, and pay clearly identified?  |  |  | 100 |    | The functions are separated:<br>Partially (50%): If the separation of functions is unsatisfactory or there are observations but it can be improved upon<br>Totally (100%): There is separation of functions among the personnel for these tasks   | 2.5%  |
| 1.5 | Does the workload of the personnel assigned to the financial/accounting area allow them to absorb tasks related to the administration of an additional project?   |  |  | 100 |    | Depending on the workload that the project generates one will evaluate whether the staffing is sufficient:<br>Partially (50%): If it is considered that the staff will not be sufficient to absorb the workload.<br>Totally (100%): The staff dedicated to financial management will be able to absorb the workload.  | 2.5%  |
| 1.6 | Has the entity had prior experience in the financial management of resources of other donors? If having such experience, send in audit reports or technical/financial evaluation reports related to those projects. |  |  | 100 |    | Partially (50%): If there is no financial information or reports of any type, or it is information with observations<br>Totally (100%): If they had experience and the financial information is clean   | 5.0%  |

2 PROCUREMENT

|     |   |  |  |     |  |   |       |
|-----|---|--|--|-----|--|---|-------|
| 2.1 | Does it have procurement policies and procedures?   |  |  | 100 |  | Partially (50%): If it has policies and: (a) they are not written, or (b) they are not entirely to the satisfaction of the IDB because they do not meet the minimal criteria of completeness, efficiency, and transparency<br>Totally (100%): If the policies are written and to the Bank's satisfaction                              | 10.0% |
| 2.2 | Does it have an area or personnel specifically in charge of its procurement?  |  |  | 100 |  | Partially (50%): If it does but it is one person or several persons in charge of several other matters<br>Totally (100%): If it has one person or several persons dedicated solely to procurement.  | 5.0%  |
| 2.3 | Would the workload of the personnel assigned to procurement allow for absorbing tasks related to the purchases that stem from this project? |  |  | 100 |  | Depending on the workload that the project generates, there will be an evaluation of whether the staffing is sufficient:<br>Partially (50%): If it is considered that the staffing will not be sufficient to absorb the workload.<br>Totally (100%): The staff dedicated to financial management will be able to absorb the workload. | 2.5%  |

3 ARCHIVE

|     |  |  |  |     |  |  |      |
|-----|--|--|--|-----|--|--|------|
| 3.1 | Does the organization have a secure system for archiving and backup? |  |  | 100 |  | Partially (50%): Archives only on paper or digital without backup, or barely organized<br>Totally (100%): Digital archives with backup and with an acceptable degree of organization | 5.0% |
|-----|--|--|--|-----|--|--|------|

B. MANAGEMENT CAPACITY

4 TECHNICAL AND MONITORING CAPACITY

|      |  |  |  |     |  |   |       |
|------|--|--|--|-----|--|---|-------|
| 4.1  | Does the organization have prior experiences in activities related to the initiative proposed? If it answered in the affirmative, indicate in Comments the number of similar projects carried out in the last five years and the results attained. |  |  | 100 |  | Partially (50%): Has developed projects with similar objectives, yet the activities proposed in the context of the proposed initiative are relatively new for the executing agency.<br>Totally (100%): The proposing agency has developed initiatives with objectives and activities similar to those of the proposed project         | 10.0% |
| 4.2  | Has the organization hired personnel in the activities and on the issue to be addressed by the project?  |  |  | 100 |  | Partially (50%): The agency has personnel with experience in the topic to be addressed yet said personnel is not sufficient for the tasks that will be carried out in the context of the proposed initiative.<br>Totally (100%): The agency has sufficient personnel with the experience needed to carry out the proposed initiative. | 10.0% |
| 4.3  | Does the organization have an acceptable degree of legitimacy (recognized capacity or authority) in the target group (example: entrepreneurs, association, and communities)?   |  |  | 100 |  | Partially (50%): The agency is recognized and/or has a degree of legitimacy with a reduced group of identified potential beneficiaries.<br>Totally (100%): The agency is recognized and/or has a degree of legitimacy with the majority of identified potential beneficiaries.  | 5.0%  |
| 4.4  | Does the organization apply a Strategic Plan that is reviewed periodically (annual, biannual, or triannual)?   |  |  | 100 |  | Partially (50%): The agency has a strategic plan that is reviewed every four years, or at longer intervals<br>Totally (100%): The agency has a strategic plan that is reviewed annually, biannually, or triannually.  | 5.0%  |
| 4.5  | Does the organization have an Annual Operating Plan that is updated periodically?  |  |  | 100 |  | Partially (50%)<br>Totally (100%)   | 2.5%  |
| 4.6  | Does the organization's current Annual Operating Plan include details on activities, indicators by activity, definition of persons responsible, times, and budget by items of expenditure?   |  |  | 100 |  | Partially (50%)<br>Totally (100%)   | 2.5%  |
| 4.7  | Does the organization have information on the beneficiaries that makes it possible to construct a baseline?  |  |  | 100 |  | Partially (50%)<br>Totally (100%)   | 2.5%  |
| 4.8  | Does the organization have instruments or systems (manual or automated) for evaluating the results of its project?   |  |  | 100 |  | Partially (50%)<br>Totally (100%)   | 2.5%  |
| 4.9  | Do its instruments or systems enable it to monitor: (i) Actions (activities completed); (ii) Results (products delivered); (iii) Effects (changes in the beneficiaries)?   |  |  | 100 |  | Partially (50%)<br>Totally (100%)   | 2.5%  |
| 4.10 | Does the instrument or system issue reports that are used by management or other personnel delegated to monitor the projects?  |  |  | 100 |  | Partially (50%)<br>Totally (100%)   | 2.5%  |

|               |                    |             |
|---------------|--------------------|-------------|
| Type of Risk: | Low (71-100 Pts)   | <b>ALTO</b> |
|               | Medium (51-70 Pts) |             |
|               | High (50 Pts)      |             |