

## EXTERNAL CONSULTANTS INTERNAL CONTROL QUESTIONNAIRE

Question	Yes	No	N/A	Comments
<b>General</b>				
<ul style="list-style-type: none"> <li>• Under what circumstances are external consultants used by the organization?</li> <li>• What are the key risks associated with the use of appointment of external consultants?</li> <li>• Has the organization identified these risks and incorporated them within a risk register?</li> <li>• Does the organization have a policy and procedure manual for the use of external consultants?</li> </ul>				
<b>Projects</b>				
<ul style="list-style-type: none"> <li>• Have project objectives been identified?</li> <li>• Are in-house resources considered prior to seeking engagement of external consultants?</li> <li>• Are costs of in-house resources versus external consultants taken into account?</li> <li>• Has a budget been agreed and is this authorized?</li> <li>• By whom?</li> <li>• Has a business case been submitted for use of consultants?</li> <li>• Has a project brief been produced which includes key outcomes and milestones (in the form of a GANTT chart)?</li> </ul>				
<b>Tendering</b>				
<ul style="list-style-type: none"> <li>• Have requests for invitations to tender been issued?</li> <li>• Does the invitation include the basis upon which tenders are sought (in terms of price)?</li> <li>• Does the invitation include the timetable for submitting tenders?</li> <li>• Does the tender contain contact details?</li> <li>• How does the organization ensure that all parties are treated equitably?</li> </ul>				

Question	Yes	No	N/A	Comments
<b>Consultant Selection</b>				
<ul style="list-style-type: none"> <li>• Has a Selection Committee been established?</li> <li>• Who sits on this panel?</li> <li>• Are proposals evaluated against set criteria?</li> <li>• Are references checked and evidence retained on file?</li> </ul>				
<b>Appointment of Consultants</b>				
<ul style="list-style-type: none"> <li>• Has a contract been established between the organization and consultant covering areas such as project deliverables, payments and reporting requirements?</li> <li>• Do both parties sign this?</li> </ul>				
<b>Monitoring</b>				
<ul style="list-style-type: none"> <li>• Has a nominated group been established to oversee the project?</li> <li>• Is there a nominated project manager?</li> <li>• Does this group have formal terms of reference?</li> <li>• Is consultant's progress monitored?</li> <li>• Are regular meetings arranged to discuss progress/problems?</li> <li>• Are formal reports produced on progress?</li> <li>• Are invoices evaluated?</li> <li>• Is a project evaluation form completed?</li> </ul>				