

Rubric item (Post-Award)	What we review (QA)	Typical red flags	How we improve it (concrete examples)	Deliverable (proof of work)
1) Award compliance (terms, reporting, annexes)	Agreement/amendments, reporting calendar, required format, mandatory annexes, key rules (costs, branding, subawards)	"We don't know which version is final"; missing sections; submissions not in the required format; incomplete annexes	- 1-page snapshot: "what's required and when" - Per-report compliance checklist (with links) - Internal gate: "do not submit without X"	- Report Requirements Snapshot - Signed compliance checklist - Award Docs vFinal folder
2) Evidence traceability (outputs → evidence → report)	Evidence Map: report claims and MoV by output/indicator; exact link to the data room	Evidence lives in WhatsApp/email; "we did it" with no proof; broken links; evidence does not match the reporting period	- Evidence Map v1/vFinal with status Open/Missing/Done - Evidence request tickets (owner + due date) - Rule: "Done requires a link"	- Updated Evidence Map - Evidence Requests (tickets) - Evidence uploaded with standard naming
3) MEL data quality (indicators, MoV, definitions)	Definition/formula, disaggregations, MoV, frequency, owner, consistency between datasets and report	"Poetic" indicators; numbers with no source; missing MoV; inconsistent disaggregation	- Normalize indicators into measurable format - Validate MoV (what proves what) - Quick data QA (counts, duplicates, ranges)	- MEL matrix / QA indicator table - Data QA notes (findings + fixes)
4) Narrative ↔ MEL ↔ finance consistency (cross-check)	Consistency of dates, figures, scope, # of beneficiaries, activities vs. expenses, outputs vs. indicators	Narrative says 5 workshops and finance shows 3; beneficiary counts change across tables; dates outside the period	- Cross-consistency checklist - Contradiction "fix list" (priority + owner + due date) - Rewrite claims using verifiable data	- Consistency checklist - Fix list (owners/dates) - Corrected section v1.0
5) Finance: budget vs. actuals + variances (allowability)	Ledger, period reconciliation, variance explanations, allowable/unallowable cost rules, indirects/caps	Totals don't reconcile; unexplained variances; questionable line items; inconsistent FX/exchange rate	- Budget vs. actual reconciliation (by period) - Variance explanation template (1-2 sentences, not a novel) - Red-flag list + corrections	- Budget vs. actual v1.0 - Variance explanation - Linked supporting documents file
6) Supporting documentation & procurement (audit trail)	Purchase file per transaction: selection, contract/PO, receipt/acceptance, payment; threshold compliance; competition evidence (if applicable)	Purchases with no file; incomplete support; no traceability for vendor selection decision	- Per-purchase checklist (minimum 4 documents) - "Procurement files by purchase" structure - Missing-docs ticket	- Procurement file pack per purchase - Completed procurement checklist
7) Subawards/Subgrants/Partners (if applicable)	Agreements, deliverables calendar, partner reporting, minimum evidence, monitoring and corrective actions	Partner reports late; no minimum reporting pack; unsupported costs; unclear roles/responsibilities	- Minimum pack per period (doc + sheet + evidence) - Defined handoffs (what/when/where) - Partner-specific CAP if gaps repeat	- Partner reporting pack - Handoffs table - Monitoring evidence
8) Change management (scope/timeline/budget) + approvals	Change triage, change log, decision log, approvals, impact on outputs/reporting	"De facto" changes with no record; nobody knows who approved; inconsistencies between plan and report	- Classify deviations (formal vs. informal) - Record change/decision (one line + evidence) - Draft a Change Request if needed	- Change log + Decision log - Approvals folder - Change Request (if applicable)
9) Issues/Risks + CAP (closed with evidence)	Issue log, severity, corrective actions, owners/dates, closure evidence, weekly follow-up	Same blockers 2+ weeks; CAP with no owners; "closed" with no proof	- 30-day CAP (5-12 actions) - Weekly CAP tracker integrated into Weekly Ops - Rule: "closed = link"	- 30-day CAP - CAP tracker (4 weeks) - Linked closure evidence
10) Safeguarding & cross-cutting compliance (PSEA/safeguarding/Do-No-Harm)	Evidence of trainings/complaints, incident reporting (if applicable), mitigation measures, donor requirements	Mentioned but no evidence; outdated protocols; reputational risk	- Checklist of applicable safeguards - Minimum evidence per period (logs, focal point, materials) - Integrate into the report (only verifiable claims)	- Safeguarding checklist - Folder with minimum evidence + naming
11) Data room, naming/versioning & "single source of truth"	Structure, folder owners, single vFinal, clear paths, version control for submitted reports	Duplicates; "final_final"; nobody can find anything; evidence with no owner	- Standard structure + owners - Naming applied to critical files - Submission evidence and logs	-- Repo structure + owners - Naming/versioning applied - Submission evidence pack
12) Closure / Audit-Ready (when applicable)	Evidence Index, closure checklist, final archive, ability to respond to common requests in minutes	No index; auditor asks for something and it takes hours; critical gaps with no plan	- Evidence Index with links - Audit-Ready Pack (question → link) - Lessons learned with v2 action list	- Evidence Index - Audit-Ready Pack - Closure checklist + final archive