

Financial Management and Procurement

E-book summary

Financial Management and Procurement is a practical e-book that helps technical, finance, and administrative teams, procurement staff, coordinators, and consultants organize the management of projects funded by multilateral organizations and other institutional donors.

The e-book is based on one central idea:

Managing a funded project means connecting resource use to applicable rules, the decisions made, and the evidence needed to verify them.

The aim is to turn approved funding into a basic system of controls, procurement, contracts, payments, reporting, and financial closeout. Readers use their own project documents to build tools adapted to their obligations and operational capacity.

1. The problem this e-book addresses

Many organizations secure funding and know how to implement activities but struggle to manage resources and demonstrate how they were used. Information remains scattered, and problems emerge when reports are due or an external review approaches.

Common difficulties include:

- Starting to spend without identifying the agreement's obligations and applicable rules.
- Failing to turn the approved budget into operational controls and clear responsibilities.
- Making urgent purchases without planning or documenting criteria.
- Assigning requests, approvals, purchasing, and receipt of goods to the same person.
- Keeping invoices without linking them to contracts, deliverables, and approvals.
- Allowing technical, finance, and procurement teams to work in isolation.
- Preparing reports with information that is incomplete, scattered, or difficult to verify.
- Leaving audit preparation and financial closeout until the end.

The e-book helps identify these gaps and build a documentation trail connecting each need to contracting, receipt, approval, payment, and filing. Teams can then manage resources more systematically and explain their decisions.

2. What you will build

By the end of the process, readers will have a Financial Management and Procurement Toolkit for Funded Projects, adaptable to their agreement, donor rules, and organizational procedures.

The main deliverables are:

Deliverable	Status
1. Financial and Administrative Readiness Assessment	☐ Complete
2. Initial Financial Control Checklist	☐ Complete
3. Overview of Management Principles for Multilateral-Funded Projects	☐ Complete
4. Project Obligations Map	☐ Complete

Deliverable	Status
5. Expenditure Eligibility Matrix	☐ Complete
6. Roles and Approvals Map	☐ Complete
7. Basic Procurement Plan	☐ Complete
8. Procurement Method Selection Tool	☐ Complete
9. Procurement File Checklist	☐ Complete
10. Contract–Payment–Evidence Matrix	☐ Complete
11. Financial and Procurement Risk Matrix	☐ Complete
12. Financial Reporting Checklist	☐ Complete
13. Audit Readiness Checklist	☐ Complete
14. Financial Closeout Plan	☐ Complete
15. Integrated Financial Management and Procurement Toolkit	☐ Complete

The premium version includes two individual sessions: one after Section 4 to review obligations, eligibility, roles, and controls; and another after Section 9 to review procurement, files, contracts, payments, and risks.

The outcome is a working system that connects implementation to supporting records and improves traceability when preparing reports, external reviews, and financial closeout.

3. How IGROW guides the process

IGROW structures the process so that each section produces a usable tool. In this e-book, **O** stands for **Operations**: how to review, approve, purchase, document, pay, report, and close out in practice.

IGROW stage	How it applies in this e-book
I — Intention	Explains the purpose of each management component and the risk it helps prevent in the use of resources.
G — Goal	Defines the objective and tool to complete, from the initial assessment to the integrated toolkit.
R — Reality	Identifies common errors, warning signs, and gaps in controls, coordination, procurement, and documentation.
O — Operations	Apply criteria, tools, and decision processes to organize management according to the project's obligations and rules.
W — Way Forward	Completes each deliverable, identifies what is missing, and connects the work to the next stage of administration, reporting, or closeout.

4. What this e-book promises

This e-book does not promise an audit without findings. It does not replace the agreement, donor policies, applicable regulations, or specialist advice. Its purpose is to help organize a system that makes those requirements easier to apply.

After completing the process and tools, readers will have a clearer foundation for managing funds, planning procurement, documenting decisions, and linking contracts, deliverables, and payments. They will also have tools to review risks, prepare reports, and organize closeout.

The e-book turns management driven by urgent requests and scattered documents into a working system with connected responsibilities, controls, and evidence.

This helps readers move from saying:

“We have funding and are implementing the project, but each team keeps its own documents, and we do not know whether we can show how every resource was used.”

To say:

“We know which obligations we must meet, who reviews and approves each process, and where to find evidence of our purchases and payments. We can prepare reports and closeout using organized information.”