



Terms of Reference: Financial Technical Advisor – Indonesia

25/03/2026

Introduction

The Freedom Fund is a global fund with the sole aim of helping end modern slavery. We are a catalyst in the global effort to end modern slavery, working in the countries and sectors where it is most prevalent.

Through our investments and support, we aim to shift power so that frontline organisations and communities can shape and drive the change required to bring modern slavery to an end.

By partnering with survivors and those at risk of slavery, as well as visionary investors, governments and anti-slavery organisations, we bring together the knowledge, capital and will needed to dismantle the systems that allow slavery to exist and thrive.

Project summary

Indonesia is the world's second-largest seafood producer and a major labour-sending country for migrant fishers employed on commercial fishing fleets globally. Millions of workers, particularly women, are employed in seafood processing factories, while large numbers of men work on fishing vessels. Human trafficking and forced labour have been widely reported across the seafood sector. Common abuses include deceptive recruitment practices, debt bondage, wage withholding, excessive working hours, hazardous working conditions, retention of identity documents and physical or verbal abuse.

In 2022, the Freedom Fund launched a hotspot program in Indonesia, which aims to reduce vulnerability to forced labour in fishing and seafood processing communities by strengthening worker organisation, supporting access to legal and social services and advancing advocacy with government and private sector actors. The hotspot program currently has seven grantee partners across Indonesia.

Scope of consultancy

The Freedom Fund is seeking a consultant to provide financial services to support its Indonesia program. The consultancy will involve:

Annual Financial Monitoring of Seven Partners based in Jakarta, Banyuwangi, and Bitung:

Partners carry out project activities and report progress to FF using standard reporting templates; one of the templates is a Partner Financial Report that shows the expenditure incurred against the agreed budget. Monitoring visits are required annually for each partner, at an agreed time, to ensure:

- the Partner Financial Report is accurately completed (i.e. in agreement to the partner finance system);
- expenditure complies with FF standards, donor regulations and partner policies and processes;
- expenditure is supported by appropriate evidence (e.g. contracts, invoices, receipts). Monitoring visits will also include checks of partner compliance to FF mandatory standards. A review of partner policies, processes and controls may also be included, where this is felt to be necessary.

The results of the monitoring visits will be reported using the standard FF template (attached as Appendix I)

Project deliverables & high-level timeline

Objectives	Deliverables	Timeline
Financial Monitoring	Financial Monitoring Reports	30 th April 2026

Evaluation criteria & scoring

- Compliance with ToR instructions
- Relevant experience and understanding of the scope
- Cost-effectiveness and ability to meet deadlines
- Location: ability to travel to Jakarta, Banyuwangi, Bitung.

Expressions of interest

Informal queries relating to the consultancy can be submitted to Shabnam Sadaat at ssadaat@freedomfund.org

Applicants should submit proposals by the deadline below. Proposals should include:

- Description of activities to be performed
- Indicative daily rates and service costs
- Estimated time per partner for monitoring
- Contact details of three references

Commissioning timeline

- ToR published: 30 March 2026
- Proposal deadline: 15 April 2026
- Consultant selected: 20 April 2026
- Contract start: 25 April 2026
- Initial deliverables due: 30 June 2026

Deadline & submission

Please submit proposals to Shabnam Sadaat at ssadaat@freedomfund.org with 'The Freedom Fund Finance TA (Indonesia)' in the subject line by 17:00 GMT on 15 April 2026 . Proposals should be in English and submitted in Word or PDF format.

Payment and Jurisdiction

Applicants should observe that the Freedom Fund is a United States 501(c)(3) public charity. The awarded contract will be governed by and construed in accordance with the laws of the State of New York, United States of America, without regard to principles relating to conflicts of law. All payments to the consultant under the awarded contract shall be agreed upon therein, in compensation for the services provided, and directly related to the approved costs of the required services when/if applicable. Contracts will always be drafted in United States Dollars.

Confidentiality

This Terms of Reference/Request for Proposal and associated documents are the property of Freedom Fund and confidential. Apart from using FF documents to respond to the request, you shall not disclose any details, to any other person or organisation, and shall treat this ToR/RFP and your response with complete confidentiality.

Appendix 1

Financial Review – Introduction and Instructions

Introduction

This is the standard template and procedure that should be used to conduct all Freedom Fund periodic financial reviews. This financial review process only applies to **Implementing, Inception** and **Accelerate** partners. Partners with other categories of grant do not currently require financial reviews.

Implementing partners

According to the Freedom Fund’s risk-based financial review system, Medium and Elevated risk partners are required to undergo an annual financial review (between the 9th and 12th month of each year). Low risk partners may have a single financial review at completion of each implementation grant. High risk partners will be reviewed as often as necessary depending on their situation and the reasons for the risk rating.

Inception partners

Inception grants are awarded for a period up to one year during the inception phase of a hotspot. A single financial review will be carried out at the completion of the grant.

Accelerate partners

Accelerate grants are awarded to start-up/grassroots partners with the primary objective to develop the partner’s capacity to compliance with FF Mandatory standards. Individual 1-year grants are awarded within the project period of up to 3 years. Financial reviews will be conducted at the end of each grant, with the results used to inform the capacity-building scope of the next grant. The review of the final grant in the project period will be used to determine if the partner is ready to be considered as an Implementing partner.

Institution-funded partners

Partner grants that are funded by a Government department (e.g. Department of State TIP office) have more compliance risk due to the extra regulations applicable. Therefore, financial reviews will be carried out at a higher frequency – either quarterly or half-yearly depending on the assessed financial risk for each partner.

Instructions

1. Complete the Grant Summary table:

Referring to the partner’s current grant(s) and latest approved financial report, fill in the total Grant Budget for each budget category, cumulative expenditure for the grant period to date and expenditure for the period to be

reviewed. For example, for a Medium-risk partner that is being reviewed during Q4 2024, the review will consider all expenditure during Q4 2023 to Q3 2024.

Select the budget categories to test. **Personnel and Fringe Benefits will always be tested, plus the 3 budget categories** with the LARGEST expenditure in the period to be reviewed.

2. Select items for testing:

PERSONNEL AND FRINGE BENEFITS: In Table 1, first list the organisation personnel selected for testing.

These should be a selection of staff members being allocated to the FF-funded grants (up to a maximum of 4 team members). Request the following documentation to conduct the personnel tests: payroll report (showing allocation to the FF-funded grant), payslips, staff contracts, payroll receipts.

The 4 highest value fringe benefits related to the most senior team member selected for review are to be included in Table 1 for testing.

3 LARGEST EXPENDITURE BUDGET CATEGORIES: In the second table, enter the 3 other budget categories selected in the grant summary table. From the transaction listing contained in the latest partner finance report, select a sample of items for testing and note these in the table. For each budget category, test transactions that make up 10% of the expenditure in the review period but with a maximum of 10 transactions per budget category. Record the total of the selected transactions amounts and the calculated percentage of the total review period expenditure for each category. If the 10 transactions selected are less than 10% of the expenditure in the review period then note this in the Comments box.

3. Check sampled transactions in selected Budget Categories:

Delete the tables for budget categories that have not been selected for testing. In each remaining table, list the transactions to be tested and answer the questions shown. All transactions should be traced back to the relevant supporting documentation. If non-compliances are identified within the sample transactions, extend the sample (where possible) by selecting a further 2 transactions. For each budget category tested, state the conclusion for that section, using the criteria: Met; Partially met; or Not met, which are defined as follows:

- **MET:** Transaction expenditure in the partner finance report agrees to the entry in partner's ledger/finance system and is supported by appropriate documentation. The documentation demonstrates appropriate segregation of duties. Approvals are documented for purchases and payments.
- **PARTIALLY MET:** Some gaps exist but procedure and documentation were sufficient to verify the selected transactions.
- **NOT MET:** Reviewer has concerns regarding the authenticity of the transactions and/or significant concerns about the process and controls over this area.

The reviewer will also provide a 'traffic light' rating for the significance of the non-compliances and/or the level of risk involved in process/control gaps:

Green – Non-compliances will have an insignificant impact on the control of FF funds and/or no risk of fines/penalties from national authorities

Amber – There is some degree of risk of loss of FF funds and/or fines penalties from national authorities. Action should be taken within the next year.

Red – There is a high risk of loss of FF funds and/or fines/penalties from national authorities. Urgent action is required..

The rating should consider elements such as: number/value of non-compliances; weakness of the organisation control framework; non-compliance with national or donor regulations and standards. The explanation of the rating (in reviewer's opinion) should be provided.

4. Assess compliance to the FF Mandatory standards:

Use Table 1 to evaluate whether the partner organisation continues to meet the Freedom Fund Mandatory Standards. Include details of non-compliances and other comments in the final column.

Note: This section does not need to be completed if the partner has received an Enhanced Due Diligence Assessment within 12 months of the review date.

5. Review Financial Statements, Audit Report and Management Letter:

Review the organisation's most recent audited and published financial statements. If the auditor has provided a qualified opinion summarise the issues noted and any possible impact on the management of the FF grant.

If the auditor has provided a management letter summarise the issues noted, management response and what progress the organisation has made to resolve these issues.

6. Obtain Management response:

Send the completed financial review report to the organisation's management team for their review and confirmation of the issues noted. Once any questions or disagreement have been resolved, record the overall comments and clarifications in Section 6. The authorised person in the organisation is to sign and date where indicated to confirm acceptance of the review outcome.

Any comments or responses from the organisation on specific non-compliances noted in Sections 3 and 4 are to be included in the 'Details of Non-compliances' box in the appropriate table.

7. Conclusion and Comments:

Note your overall conclusion on the compliance for each Section (Met, Partially Met, Not Met). Include overall comments, especially any significant impact on the management of the FF grant or compliance to national laws/regulations. Indicate where urgent actions are required. Please keep comments brief – bullet points may be used.

8. Reviewer signature:

Once all steps above have been completed, please sign/date the form and send it to the Freedom Fund Program Finance Manager (PFM) (astorey@freedomfund.org).

Abbreviations for supporting documents (used in Section 3):

DOCUMENT	ABBREVIATION
Quote	Qt
Purchasing Committee Decision	PCD
Quote Evaluation Form	QEF
Purchase Order	PO
Goods Received Note	GRN
Invoice	INV
Receipt	RCT
Flights: Boarding pass	BP
Bank Statement	BS

Financial Review Template

1. Grant Summary Table

For each budget category, please fill in the **Total Grant Budget, Cumulative Expenditure** for the grant period to date and the **Expenditure during the period of this review**. Select the budget categories with the largest 'Review period Expenditure' by marking X in the final column.

Only 3 Budget Categories are to be selected for review apart from Personnel and Fringe Benefits that will always be reviewed. Other Budget Categories will not be reviewed.

Budget Category	Total Grant Budget (USD)	Cumulative Expenditure (USD)	Review period Expenditure (USD)	Budget categories to be reviewed (X)
I. Personnel				
II. Fringe Benefits				
III. Travel				
IV. Equipment				
V. Supplies				
VI. Contract Services				
VII. Capacity Building/ Organisational Development				
VIII. Program Costs				
TOTAL				

2. Items selected for testing

TABLE 1 - PERSONNEL & FRINGE BENEFITS CHECKS

Note the two months to be checked and the staff members selected for testing (maximum of four team members). For the most senior team member, list the 4 largest fringe benefits. Note – if the types of fringe benefit are not specified in the finance report the details should be requested from the organisation.

TABLE 2 – BUDGET CATEGORY CHECKS

For the 3 budget categories identified for testing in the Grant Summary table (excluding personnel) select items for testing from the transaction details in the latest finance report. Where possible transactions should be selected across the whole period for review.

- Sampled transactions will ideally be for at least 10% of the review period expenditure for each budget category but the number of transactions is to be capped at a maximum of 10 items. (Note – the sample approach excludes Personnel and Fringe Benefits, for which a different approach is required as described for Table 1 above).
- Sampled transactions should be matched to appropriate supporting documentation (i.e. invoices, payment requests).
- If non-compliances are found in the selected sample, a further 2 transactions per budget category are to be tested.

TABLE 1 - PERSONNEL - A selection of senior and junior team members listed in the financial report should be selected for testing - Payroll should be checked for 2 random months within the review period – note below which months have been chosen	
Months selected for review	
Staff member 1	
Staff member 2	
Staff member 3	
Staff member 4	
FRINGE BENEFITS (MOST SENIOR TEAM MEMBER) - List fringe benefits items (as described in the finance report or provided by the organisation)	
Fringe Benefit 1	
Fringe Benefit 2	
Fringe Benefit 3	
Fringe Benefit 4	

TABLE 2: 3 LARGEST BUDGET CATEGORIES (excluding Personnel/Fringe Benefits) - Sample of transactions from the latest financial report (10% of period expenditure / maximum 10 transactions) - Transaction amounts are to be recorded in local currency (not USD)					
1. [Example: Program Costs]		2. [Example: Supplies]		3. [Example: Travel]	
Description	Amount	Description	Amount	Description	Amount
Transactions expenditure total		Transactions expenditure total		Transactions expenditure total	
% of expenditure in review period		% of expenditure in review period		% of expenditure in review period	
Comments:					

3. Budget Category Checks

Delete the sections for Budget Categories that have not been selected for testing in the Grant Summary table (Section 1).

This keeps the review report concise as it will only contain relevant data.

PERSONNEL		
1.HIGH LEVEL TESTS Carry out high level tests for 2 random months	YES/ NO	COMMENTS
Does the expenditure in the financial report agrees to the relevant payroll reports for the 2 selected months? The payroll reports should explain the allocation of team		
members to the FF-funded project.		
Have the Payroll reports for 2 selected months been approved by a senior manager, independent from the person/team preparing the reports?		
Have statutory deductions (e.g. tax, social security, insurance) calculated in the payroll reports for the 2 selected months been paid to the relevant authorities?		

<p>Have payslips been prepared and issued to team members?</p> <p>Do payslips contain all relevant information (gross/net salary and description of deductions made)?</p>		
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<p>2.PAPERWORK TESTS</p> <p>Carry out the following tests for the team members selected in Table 1 above</p>	<p>Does the gross and net pay in the payroll report match the issued payslip for 2 selected months?</p>	<p>Does the gross pay in the payslip and payroll report match the employee contract?</p>	<p>Does the net salary in the payslip match the payment made to the team member?</p>	<p>If salary payment has been made to the team member by cheque/cash, has the team member signed to confirm receipt?</p>
<p>STAFF MEMBER NAME</p>				

3. Verbal Checks Carry out the listed tests for the same team members as in section 2.	Do the team members confirm they have received their agreed salary supported by a payslip?	Do the team members confirm they have not been required to make contributions to the organisation from their agreed salary?
STAFF MEMBER NAME		

CONCLUSION FOR SECTION – (MET, PARTIALLY MET OR NOT MET)		
DETAILS OF NON COMPLIANCES (FOR PARTIALLY MET OR NOT MET CONCLUSION)		
SIGNIFICANCE OF NON COMPLIANCES / RISK LEVEL	Green / Amber / Red	<u>Explanation of risk rating:</u>

FRINGE BENEFITS				
4. Fringe Benefit Checks Carry out the listed checks for the 4 largest fringe benefits applicable to the most senior team member	Do the fringe benefit amounts in the finance report agree to the payroll report?	Are the fringe benefit amounts in line with applicable regulations?	Do the fringe benefit calculations in the payroll report match the deductions in the payslip?	Has payment of the calculated fringe benefits been made to the relevant authority or provider?
1.				
2.				
3.				
4.				

CONCLUSION FOR SECTION – (MET,	
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PARTIALLY MET OR NOT MET)		
DETAILS OF NON COMPLIANCES (FOR PARTIALLY MET OR NOT MET CONCLUSION)		
SIGNIFICANCE OF NON COMPLIANCES / RISK LEVEL	Green / Amber / Red	<u>Explanation of risk rating:</u>

TRAVEL					
TRANSACTIONS For each Transaction, copy description and amount from Section 2.	Does the amount in the finance report match the entry in the organisation finance system or ledger?	List the documentation that has been seen during the review (Qt, PCD, QEF, PO, GRN, INV, RCT, BS). It is also required that Boarding Passes (BP) for flight transactions are available for review	Is the supporting documentation correct and appropriate (according to regulations and internal procedures)?	Has the supporting documentation been stamped or otherwise marked to ensure it is only used for one transaction?	Has payment for the transaction been made?
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
EXTENDED SAMPLE REQUIRED? (YES/NO)					

Additional item 1:					
Additional item 2					
CONCLUSION FOR SECTION (MET, PARTIALLY MET OR NOT MET)					
DETAILS OF NON COMPLIANCES (FOR PARTIALLY MET OR NOT MET CONCLUSION)					
SIGNIFICANCE OF NON COMPLIANCES / RISK LEVEL	Green / Amber / Red	<u>Explanation of risk rating:</u>			

EQUIPMENT					
TRANSACTIONS For each Transaction, copy description and amount from Section 2.	Does the amount in the finance report match the entry in the organisation finance system or ledger?	List the documentation that has been seen during the review (Qt, PCD, QEF, PO, GRN, INV, RCT, BS)	Is the supporting documentation correct and appropriate (according to regulations and internal procedures)?	Has the supporting documentation been stamped or otherwise marked to ensure it is only used for one transaction?	Has payment for the transaction been made?
1.					
2.					
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10.					
EXTENDED SAMPLE					
REQUIRED? (YES/NO)					
Additional item 1:					
Additional item 2					
CONCLUSION FOR SECTION (MET, PARTIALLY MET OR NOT MET)					
DETAILS OF NON COMPLIANCES (FOR PARTIALLY MET OR NOT MET CONCLUSION)					
SIGNIFICANCE OF NON COMPLIANCES / RISK LEVEL	Green / Amber / Red	<u>Explanation of risk rating:</u>			

SUPPLIES					
TRANSACTIONS For each Transaction, copy description and amount from Section 2.	Does the amount in the finance report match the entry in the organisation finance system or ledger?	List the documentation that has been seen during the review (Qt, PCD, QEF, PO, GRN, INV, RCT, BS)	Is the supporting documentation correct and appropriate (according to regulations and internal procedures)?	Has the supporting documentation been stamped or otherwise marked to ensure it is only used for one transaction?	Has payment for the transaction been made?
1.					
2.					
3.					
4.					
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6.					
7.					
8.					
9.					
10.					
EXTENDED SAMPLE REQUIRED? (YES/NO)					
Additional item 1:					
Additional item 2					
CONCLUSION FOR SECTION (MET, PARTIALLY MET OR NOT MET)					
DETAILS OF NON COMPLIANCES (FOR PARTIALLY MET OR NOT MET CONCLUSION)					
SIGNIFICANCE OF NON COMPLIANCES / RISK LEVEL	Green / Amber / Red	<u>Explanation of risk rating:</u>			

CONTRACT SERVICES					
TRANSACTIONS For each Transaction, copy description and amount from Section 2.	Does the amount in the finance report match the entry in the organisation finance system or ledger?	List the documentation that has been seen during the review (Qt, PCD, QEF, PO, GRN, INV, RCT, BS)	Is the supporting documentation correct and appropriate (according to regulations and internal procedures)?	Has the supporting documentation been stamped or otherwise marked to ensure it is only used for one transaction?	Has payment for the transaction been made?
1.					
2.					
3.					

4.					
5.					
6.					
7.					
8.					
9.					
10.					
EXTENDED SAMPLE REQUIRED? (YES/NO)					
Additional item 1:					
Additional item 2					
CONCLUSION FOR SECTION – (MET, PARTIALLY MET OR NOT MET)					
DETAILS OF NON COMPLIANCES (FOR PARTIALLY MET OR NOT MET CONCLUSION)					
SIGNIFICANCE OF NON COMPLIANCES / RISK LEVEL	Green / Amber / Red	<u>Explanation of risk rating:</u>			

CAPACITY BUILDING / ORGANISATIONAL DEVELOPMENT					
TRANSACTIONS For each Transaction, copy description and amount from Section 2.	Does the amount in the finance report match the entry in the organisation finance system or ledger?	List the documentation that has been seen during the review (Qt, PCD, QEF, PO, GRN, INV, RCT, BS)	Is the supporting documentation correct and appropriate (according to regulations and internal procedures)?	Has the supporting documentation been stamped or otherwise marked to ensure it is only used for one transaction?	Has payment for the transaction been made?

1.					
2.					
3.					
4.					
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6.					
7.					
8.					
9.					
10.					
EXTENDED SAMPLE REQUIRED? (YES/NO)					
Additional item 1:					
Additional item 2					
CONCLUSION FOR SECTION – (MET, PARTIALLY MET OR NOT MET)					
DETAILS OF NON COMPLIANCES (FOR PARTIALLY MET OR NOT MET CONCLUSION)					
SIGNIFICANCE OF NON COMPLIANCES / RISK LEVEL	Green / Amber / Red	<u>Explanation of risk rating:</u>			

PROGRAM COSTS

<p>TRANSACTIONS</p> <p>For each Transaction, copy description and amount from Section 2.</p>	<p>Does the amount in the finance report match the entry in the organisation finance system or ledger?</p>	<p>List the documentation that has been seen during the review (Qt, PCD, QEF, PO, GRN, INV, RCT, BS)</p>	<p>Is the supporting documentation correct and appropriate (according to regulations and internal procedures)?</p>	<p>Has the supporting documentation been stamped or otherwise marked to ensure it is only used for one transaction?</p>	<p>Has payment for the transaction been made?</p>
1.					
2.					
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6.					
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10.					
<p>EXTENDED SAMPLE REQUIRED? (YES/NO)</p>					
Additional item 1:					
Additional item 2:					
<p>CONCLUSION FOR SECTION – (MET, PARTIALLY MET OR NOT MET)</p>					
<p>DETAILS OF NON COMPLIANCES (FOR PARTIALLY MET OR NOT MET CONCLUSION)</p>					
<p>SIGNIFICANCE OF NON COMPLIANCES / RISK LEVEL</p>	<p>Green / Amber / Red</p>	<p><u>Explanation of risk rating:</u></p>			

4. Compliance to the FF Mandatory Standards

TABLE 1: MANDATORY STANDARD CHECKS

Please evaluate whether the partner organisation meets the Governance and Finance mandatory standards listed in Table 1. Note any supporting comments in the final column.

TABLE 1: MANDATORY STANDARD CHECKS		
MANDATORY STANDARDS - Evaluate whether the partner organisation meets the following mandatory standards. Provide details of any non-compliances and other comments in the final column.	Compliant? (Yes/No)	NON-COMPLIANCES and COMMENTS
LEGAL & GOVERNANCE		
1.1 The organisation has all required and up-to-date legal registration documentation.		
2.2 The organisation has a functional board or other governing body that guides, monitors and is responsible for the organisation's operations and work		
FINANCE		
3.3 If a significant cash amount (more than US\$100 equivalent) is held in the organisation premises, the cash fund is kept in a locked cashbox or safe and access is limited to key, senior staff members.		
3.3 Cash counts are performed regularly – at least weekly – with occasional spot checks carried out		
3.4 Advances made to staff to carry out expenditure (i.e. floats) are managed in accordance with defined procedures and good practice.		
3.6 At least two signatories are required to sign a cheque/make a withdrawal. Cheques are never pre-signed.		
3.6 The list of bank signatories is up to date and there is a controlled process for changing signatories.		
3.7 Bank reconciliations are prepared, reviewed and approved monthly		
3.8 The accounting system ensures that costs are not charged to multiple donors		

SIGNIFICANCE OF NON COMPLIANCES / RISK LEVEL	Green / Amber / Red	<u>Explanation of risk rating:</u>
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5. Partner Organisation Financial Statements, Audit Report and Management Letter Review

Review the organisation’s most recent audited and published financial statements. If the auditor has provided a qualified opinion summarise the issues noted and any possible impact on the management of the FF grant.

If the auditor has provided a management letter summarise the issues noted, management response and what progress the organisation has made to resolve these issues.

AUDIT REPORT	
Period of financial statements	
Do the statements have a qualified or unqualified audit opinion?	
If the audit opinion is qualified, what are the issues noted?	
What is the possible impact of the qualification on the operation and management of the FF grant?	
MANAGEMENT LETTER	
Has the auditor presented a management letter to the organisation?	
Significant Issues Identified	
Management responses to identified issues	
What progress has been made by the organisation to resolve these issues?	

6. Management Response

The Management team of the organisation should use the box below to provide any clarification or feedback on the overall results of the financial review.

- Any questions arising during the management response stage are to be addressed to and answered by the person who carried out the financial review.

- Any responses or comments on specific non-compliances in Sections 3 (Budget Line

OVERALL COMMENTS	
NAME:	
SIGNATURE:	
DATE:	

7. Conclusion and Comments

Please provide your conclusion on whether the organisation has complied with the Freedom Fund’s standards and requirements. Please use the definitions in the table below to determine the level of compliance.

Note any general comments in the ‘Other Comments’ box. **Please keep comments brief – bullet points may be used.**

CONCLUSION	SECTIONS OF THE REVIEW	SUPPORTING COMMENTS AND RECOMMENDATIONS
MET (Full compliance / one minor non-compliance)		
PARTIALLY MET (Several minor non-compliances)		

NOT MET (Significant gaps or non-compliances)		
OTHER COMMENTS		

8. Reviewer – Signature and Date

Please sign and date this form once all sections have been completed and send to the Freedom Fund Program Finance Manager (astorey@freedomfund.org).

NAME:	
SIGNATURE:	
DATE:	