

Project Appraisal Criteria and Scoring Guide

I: Appraisal Process

Proposals will be appraised as follows, in a three-step process.

Step 1: Minimum Criteria

Upon receipt of the proposal, the Regional Programme Coordinator or the Programme Planning and Review Committee will first determine whether it has complied with the following minimum requirements:

- (a) The project proposal was received by the stated date and adheres to the required proposal and budget format.
- (b) The project is to be implemented by a Faith-based or related Organisation from Anguilla, Antigua & Barbuda, The Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Jamaica, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, Suriname, or Trinidad & Tobago.
- (c) The projects meet all the other stipulated conditions for consideration and the receipt of support.
- (d) Comments as well as a recommendation (positive or negative) have been provided by the respective Sub-regional Programme Officer.

Applications which do not meet the minimum requirements will not be considered further. The reason(s) for this decision will be documented and a report will be made to the Regional Programme Coordinator.

If the reason stems from the absence of the comments and a recommendation from the particular Sub-regional Programme Officer (Requirement (d)), processing will continue after the receipt of the information

Those proposals which meet the minimum criteria and conditions will proceed to step 2.

Step 2: Appraisal of Proposals

*The Programme Planning and Review Committee will evaluate and appraise the screened proposals based upon the attached criteria. The Seed Fund Committee will review each proposal and rank them according to a pre-developed point system. The point rankings will be compiled. However, point value alone will not determine the final award. **The written comments and/or oral presentations of the Programme Officers and the Programme Planning and Review Committee will also be taken into consideration.***

Step 3: Final Selection of Award

The Seed Fund Committee will choose the best proposals based on the above criteria. The Committee will put forth a recommendation to CCC which will complete the third step.

II Scoring Criteria

Section I: Technical and Programme Interventions

___46___ Points possible for Section I

___15___ Technical Design

Does the proposed project have adequate provision for HIV/AIDS awareness and education appropriate for the target audience? Do the proposed interventions seek to reduce HIV/AIDS related S&D?

___10___ Sustainability of impact

How does the project make linkages with the community as a whole? Other NGOs? **What are the roles of other organisations? How will the project liaise with other services in the catchment areas?**

___15___ Implementation plan

Does the proposal demonstrate a logical and practical geographic coverage in relationship to the budget? Does it propose a reasonable time frame for implementation? Are the targets credible?

___6___ Monitoring and evaluation

Does your project have an evaluation tool?

Section II: Institutional and Management Capacity

___15___ Total possible points for Section II

___10___ Ability of the proposed organization to co-ordinate and implement project

Does the applicant demonstrate effective experience or have access to experience parallel to the interventions as stated in their proposals?

___5___ Management capacity of applicant

Does the Organisation demonstrate the capacity to implement the project? Does the organisation demonstrate the ability to manage the proposed budgetary allocations?

Section III: Staff/Project Team

__9__ Total possible points for Section III

__5__ Quality of staff/Project Team

Do the staff and the volunteers of the FBO have the ability to facilitate the implementation of the project?

__4__ Size of Staff/Project Team

Is the number of the proposed staff/volunteers appropriate to the outputs of the proposal?

Section IV: Budget

_____ **Total possible points for Section IV**

_____ Cost Effectiveness

Cost effectiveness of the proposal. Is the project outreach significant given the budget?

_____ Project feasibility

Is there credible evidence that the projects will be carried out given the budget allocations?

_____ Programme vs. Administrative Costs

Are the administrative costs reasonable to support the project?