

Short Term Project Proposal Evaluation Criteria

Revision B 2/11/17

The evaluation criteria paragraphs below correspond with the Proposal Template sections.

1. **Project Title:** The Project Title is at the discretion of the Graduate proposing the Project. Note: Is the name of the country where the project is being performed included in the title?

2. **Project Description:** Is the project adequately described such that there is a clear understanding of how the money being requested will be spent?

3. **Project Leadership & Accountability:** Are the following factors described in this section?

- a) Does the proposal make clear what organization is accountable for overseeing this project and is the name of the Agency Director and her/his contact information provided?
- b) Is the background and demonstrated success of this organization described? Are examples included?
- c) Is the name of the SIFAT graduate submitting this proposal included as well as the date and place of graduation? Is the graduate contact information provided?
- d) Did the Agency Director and Graduate sign the proposal?

4. **Project Beneficiaries:** Are the following factors described in this section?

- a) Does a community, not just an individual, benefit from this project?
- b) Is the problem or improvement being addressed adequately described?
- c) Were unsuccessful previous attempts described including lessons learned from that experience? In that case, are lessons learned being applied to this project?

5. **Project Responsibility:** Are the following factors described in this section?

- a) Is the person responsible to carry out the project and be sure the money is used for it's stated purpose named?
- b) Has the person who will direct this project demonstrated success in the past on other projects? Is the involvement of the SIFAT graduate in this project described?
- c) Is SIFAT training being applied to this project?

6. **Project Plan:** Are the following factors described in this section?

- a) Is the Project Plan complete and detailed enough, including project phases, to provide insight into how the project will be successfully implemented?
- b) Are project phases described with corresponding schedules for each phase?
- c) Are the required inputs and outputs described for each phase?
- d) If applicable, is a detailed list of itemized materials and cost for each item provided?
- e) Are schedule and cost risks (e.g. purchasing, labor, weather) adequately described along with mitigation plans to address these risks?

7. **Community Provided Resources:** Are the following factors described in this section?

- a) Are the resources provided by the community (e.g. material, labor, funds, etc.) stated and adequate and reasonable given the community's situation?

- b) Are other factors described (e.g. harvest, rainy season) that might impact the ability of community members to contribute in a timely manner to the project? Are these factors adequately addressed?

8. Required Training: Are the following factors described in this section?

- a) If applicable, is the training required to successfully accomplish this project adequately described including when it will be done? Is the training at the right time?
- b) Is the trainer named with his/her qualifications?
- c) Is the cost of the training stated in the budget (Section 10)?

9. Project Monitoring and Reports: Are the following factors described in this section?

- a) Is the person monitoring the project and reporting progress named? How often will the responsible manager interact with those accomplishing the tasks of the project (daily, weekly, monthly)?
- b) Does the proposal show planned funding expenditures by month or quarter?
- c) Does the proposal state that reports will be submitted quarterly or after completion of each project phase, whichever is the shorter period of time?
- d) Does the proposal state that reports will show if each Phase was completed within budget as planned or if it cost more or less, and if there were unexpected problems in accomplishing it?
- e) Does the proposal state that pictures will be provided in reports if possible?

10. Budget: Are the following factors described in this section?

- a) Is a complete, detailed budget described for the overall project with each phase of the project defined separately. Is the portion of the total budget being requested from SIFAT clearly defined?
- b) Is the timing of delivery of SIFAT's funds defined by phase? If only one phase is required, is a schedule for payment of SIFAT funds clearly defined with amounts needed by payment?
- c) Is the following concern addressed: Knowing that SIFAT cannot predict when funds will be available and assuming SIFAT provides funding by phase, are project phases independent of each other? In other words, can one phase be completed with an undefined amount of delay occurring before starting the next phase without jeopardizing project success and increasing cost?
- d) If applicable, is the cost of materials listed in Section 6 provided?
- e) Is the total cost to complete the project including the amount of project cost paid for by the community (if any) provided?
- f) Are the funds exchange fees accounted for properly?
- g) Are the project costs requested from SIFAT presented in \$US?
- h) Is the 10% SIFAT Administrative Fee included in the requested funds from SIFAT.

11. Market: Are the following factors described in this section?

- a) Is the assessment to define the market for a product or service being developed by this project adequate?
- b) Is the market described to be local, national or international?
- c) Are risks of losing this market addressed?
- d) Are alternative markets described if the targeted market is lost?

- e) Is the method and cost of transportation described?
- f) Are the steps needed to succeed in this market adequately described?

12. Ultimate Independence and Sustainability: Does the proposal adequately address these 4 questions:

- a) When the money requested in this grant is spent, will the project be able to continue on its own?
- b) If the project involves building or placing an asset (e.g. farm, well, building) on land, is the land totally owned by the community so that the asset will always be available to the community?
- c) Is it sustainable from the resources it will produce'?
- d) When do you expect it to become self-supporting?