

Assessment template Annual Plan for projects

**This assessment covers the following Annual plan**

|  |  |
| --- | --- |
| Name lead organization |  |
| Name other implementing organization(s) (if applicable) |  |
| Title of project |  |
| Year |  |
| Assessment by (names + roles) |  |
| Date |  |

# Introduction

***How to use this assessment form?***

* This assessment template is linked to the annual plan template for partners
* Each section in the annual plan template is assessed by either the country office or in case there is own implementation, or no country office at all by a number of Red een Kind experts.
* The assessors give scores for each key theme for assessment and explains the score in the column ‘Assessment’. Subsequently, the assessor gives an overall assessment per chapter, again using a score and an explanation; in this assessment the various elements of the chapters can be weighed and the elements that are deemed most important for the assessment mentioned
* Finally each assessor lists the 3 major points of improvement (from their own perspective) in the final assessment on the last page.
* Scores to be used for the assessment of the key themes and the overall assessment per chapter:

4 **Good** all relevant aspects of the key theme all well addressed – no major comments

3 **Sufficient** most relevant aspects of the key theme are well addressed, but some relevant aspects are missing or can be improved. The plan can be approved with specified conditions.

2 **Insufficient** only some aspects of the key theme are addressed with major relevant aspects missing or not treated adequately. The plan cannot be approved

1 **Poor** the key theme is hardly addressed. The plan cannot be approved

* Finally, in a subsequent group assessment a conclusion is reached about the quality of the annual plan as a whole. Only the three major points of improvement per field of expertise are discussed in the group. One person compiles the assessment form and sends it to the partner.

***Who is involved in the assessment and in what role?***

This depends on the type of project:

* If there is a country office for this project: The assessment will be done by the country office
* If there is a country office, but it’s a project implemented by the country office itself: The assessment will be done by a group of Red een Kind experts (from the Netherlands)
* If there is no country office, the assessment will be done by a group of Red een Kind experts (from the Netherlands)

# Assessment

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| **Annual Plan template** | **Assessment** | **Score** **1-4** | **Requested in the template** |
| **1 Programme description** |
| 1.1 | Part of the MAPP to be implemented |  |  | Since your MAPP is a multi-annual strategic plan, please shortly explain in what phase of the multi-annual plan you are (start-up, implementation, end-phase) and what elements of the MAPP you are going to implement this year (Max ½ A4).  |
| 1.2 | Changes in context |  |  | Explain, if applicable, changes in the context (environment, social or political) compared to the MAPP. Provide an overview of important changes in the context of the project with its implications for implementation in this year. Give clarifications on how these changes came about and explain how these changes may influence your activities. Please note that any potential risks that may jeopardize the realization of (some) activities will be further assessed in the risk assessment in 2.4 Max ½ A4). |
| 1.3 | Changes in beneficiaries |  |  | Explain, if applicable, changes in target groups and beneficiaries due to external factors compared to the MAPP (For example, if there is high migration, or new challenges that you have seen certain groups in the community encounter.) Also explain how you are going to adjust your programming considering these changes. (Max ½ A4) |
| 1.4 | Major deviations in comparison to the MAPP |  |  | Explain, if applicable, changes for this year in strategy, approach, theory of change etc. compared to the MAPP. Justify why you decided for these changes (e.g. based on changed context, feedback from the community, different needs, unintended negative consequences, etc.). Also explain what the implications are of these changes going forward. (Max ½ A4) |
| 1.5 | Sustainability and Phase out |  |  | Shortly describe what strategies you plan for this year to ensure that sustainability of results can be achieved; how do you make sure that developments keep running within the community after the phase-out? You need to revert to your MAPP where this is also described and explain what part is implemented this year. Mention the challenges you had in the last years with sustainability (or that you foresee) and how you are going to mitigate or are actively manage these. Furthermore, highlight the signs you are seeing of community preparedness for phase-out. (Max ½ A4) |
| 1.6 Financial sustainability |  |  | Explain how you will try to attract contributions of the community or organise income generating activities this year. Go back to your MAPP where this is also described and explain what part is applicable this year. If applicable mention the challenges you had the last years with financial sustainability and how you mitigated these (Max ½ A4) |
| 1.7 Linking and learning |  |  | Explain how you are going to link with and learn from government authorities this year. This can include Lobby & Advocacy initiatives. Name the different government authorities you want to engage with and explain your lobby objectives for each. (Max ½ A4)  Explain how you are going to link with and learn from other relevant actors like NGOs, private sector, churches, local market players, knowledge centres and service providers this year. This can include Lobby & Advocacy initiatives. Give concrete examples of the value these collaborations will most likely add to your project. (Max ½ A4) |
| **Score for the quality of this section (1-4):****Explanation of the score:** |

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| **Annual Plan template** | **Assessment** | **Score** **1-4** | **Requested in the template** |
| 2 Planning, Monitoring, Evaluations and Learning |
| 2.1 | Activities and annual workplan |  |  | Write in ‘**Annex 1: Workplan of implemented activities**’ the activities that you are planning for this year in detail, organized per pathway of change. Annex 1 will be again used at the end of the year for your Annual Report. In your MAPP you have listed the main activities over the years, in this paragraph you work-out more detailed activities. Be SMART in your description of your activities (Specific, Measurable, Attainable, Realistic, Timely). Also include your activities planned for CAM/FAM (since not included in an outcome pathway in the MAPP). Please tick the boxes in Annex 1, indicating when you will be working per month on that activity. |
| 2.2 | PMEL Framework | * Are the activities in line with the multi-annual PMEL plan?
* Do the activities make sense in relation with the workload expected on PMEL this year?
* Are there enough activities allocated to reflection and learning?
 |  | Present in ‘**Annex 2: Report of results of your PMEL system**’ the most relevant planned and realised outcome indicators of the previous year(s) of the MAPP (if applicable) and the planned indicators for this annual plan period. Make sure to include Help a Child’s minimum requirements and others of your own initiative. Use the list of outcome indicators as defined in your multi-annual PMEL plan. Annex 2 will again be used for your Annual Report at the end of the year. Please upload the planning per indicator within the related Project Connect Project for this annual plan period. |
| 2.3 | PMEL activities |  |  | Annual Monitoring: Describe what activities are planned this year for collecting the ongoing monitoring data, and for monitoring if the activities are in line with the multi-annual PMEL plan. (Max ½ A4)Evaluative activities: Describe when the next evaluative activity is planned (baseline evaluation, outcome studies, mid-term evaluation or end-term evaluation). And how you will receive feedback and suggestions from the communities on a regular basis this year.  |
| 2.4 | Analysis, reflection and learning |  |  | Explain what the organisation will do this year to make effective use of all efforts done in PMEL. Explain what reflection sessions you plan to organise to reflect on the ToC, and (possibly) the results booked so far. Also describe whether and which decision making processes will be influenced by PMEL and other project experiences (Max ¾ A4). |
| 2.5 Special planned activities for external donors |  |  | CCCD projects are funded mainly by private Dutch sponsors via the CAM model. Possibly, other external donors like foundations or companies contribute to this project too. Please add specific additional narrative explanation as requested in the below table for those specific back donors (if applicable): |
| 2.6 | Risk assessment and mitigation |  |  | Give a detailed overview in this section of all those factors that might jeopardize your programs and their implementation this year. Describe what these factors look like, how they might jeopardize your activities and how you are going to mitigate the risks. (Max ½ A4) |
| 2.7 CAM |  |  | Please fill out the CAM Monitoring sheet |
| **Score for the quality of this section (1-4):****Explanation of the score:** |

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| 3 Sustainability and Complementarity |
| 3.1 | Christian identity: Hope and dignity |  |  | As a Christian non-profit organization Help a Child wants every child – regardless of their social, political, religious, ethnic or economic background – to have a life in dignity, with love and with a promising future. Our Christian norms and values are very important to us. Please reflect in what way your Christian identity is expressed in the project. For example, through:- Involvement of local churches- Using Bible/Bible stories and verses- Christian identity and culture of implementers and field staffHighlight new or different strategies you are going to put in place to strengthen this aspect in this year. |
| 3.2 | Working in groups |  |  | Please summarize the type of groups you have in your project (for example SHGs, CLAs, CBOs, federations, VHCs, cooperatives, etc.) and how these groups are maturing. What evidence do you have that this spirit of working in groups is influencing mind-set change? Are your groups so far focused on taking actions for internal benefits of group members, or have they started looking beyond to help address community issues? Highlight milestones in group maturity that you would like to see achieved this year and any potential risks which could threaten the sustainability of these groups. (Max ½ A4)  |
| 3.3 | Child rights and child participation |  |  | Please summarize the ways in which child-focus will be emphasized in your project this year. Describe the efforts you plan on making to increase child participation and respect for child rights in your project. (Max ½ A4) |
| 3.4 | Inclusion |  |  | Please explain how you are going to ensure that marginalised groups (such as people with disabilities, orphans, ethnic minorities, etc.) are included within your project activities. Reflect any obstacles that hinder the inclusion of these groups and how you plan on taking these barriers away. (Max ½ A4)  |
| 3.5 | Do no harm |  |  | When planning projects, it is often difficult to foresee all the effects our work might have in a community. Along the way, it might happen that we discover some unintended negative consequences of our work. *(For example, paying school fees for a child can make the family more dependent on support and less likely to provide for the child once they don’t receive that support.)* How do you plan on making sure that no harm is done? Do you foresee any potential negative consequences, and how are you planning to mitigate these? (Max ½ A4) |
| 3.6 | CBCFM  |  |  | Please report whether you have a mechanism for Community Based Complaints & Feedback in place, see annex 3.If so, clarify how it was established and how this is functioning. If not, please clarify how you are going to address any complaints and feedback. (Max ½ A4)  |
| 3.7 | Additional comments |  |  | Details or any additional comments you want to share with us regarding this year’s implementation. (Max ½ A4) |
| **Score for the quality of this section (1-4):****Explanation of the score:** |

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| 4 Organisational Development |
| 4.1 | Organisational activities |  |  | Related to the MAPP, what kind of organizational development activities are foreseen in this year. You can think of staff training, performing organisational scans, implementation of child protection staff policy, etc. (Max ½ A4) |
| 4.2 | Expectations of external support |  |  | Other than providing funds, is there any type of support you need or expect from Help a Child and/or other external support in this year in order to implement your MAPP successfully? Think of training, support visits, coaching, etc. (Max ½ A4) |
| **Score for the quality of this section (1-4):****Explanation of the score:** |

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| **Annual Plan template** | **Assessment** | **Score** **1-4** | **Requested in the template** |
| 5. FINANCIAL PLAN |
| 5.1 | Finance and Administration plan |  |  | Provide a list of the management letter issues of external audits and issues from internal audits of previous years and provide per issue information about how they are followed up. (Max ½ A4) |
| 5.2 | Planned Budget | * Is the budget within the indicated financial framework?
* Is the budget realistic and attainable?
* Is the budget enabling good implementation of annual activities?
* What is (relative) own contribution of the organisation to the budget?
* What is the staff / activity budget ratio?
* What is the overhead / total budget ratio?
* What is the hardware / software ratio?
* Are the budget and narrative in line with each other?
* Is each budget line build up from unit costs \* number of units?
* Are the unit costs and numbers understandable?
* Is the budget in the format as explained in the plan template?
* PMEL max 3%?
* Management costs excluding direct staff and PMEL max 15%?
* Assets purchase is relevant and understandable?
 |  | The annual budget needs to be uploaded via Project Connect, in Excel. The template can be found here. For more information see the Project Connect Manual. |
| **Score for the quality of this section (1-4):****Explanation of the score:** |

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| **OVERALL ASSESSMENT** |
| **To what extent is this Annual Plan acceptable within the strategic framework of the MAPP and the ToC of Red een Kind?*** Fully acceptable, no changes needed
* Acceptable with some changes

 * Not acceptable in this form, major changes needed

**Three major changes needed to reach full acceptance are explained here:**1. …
2. …
3. …
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