

Assessment template Project Design plan

**This assessment covers the following Project Design 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 Project Design Plan template for partners.
* Each section in the project design plan template is assessed by the Country office and the HAC Netherlands 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 Project design 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.

# Assessment

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Design template** | **Assessment** | **Score** **1-4** | **Requested in the template** |
| 2. In-depth Context analysis |  |  |  |
| 2.1. Macro level2.1.1 Legislation & Regulations |  |  | Identify and analyse legislation and (government, private sector) regulations that are relevant for the project and intervention area. |
| 2.2 Meso level2.2.1 Area Selection |  |  | Explain why you have chosen to implement the project in the selected intervention area, and why not in other areas in the country. |
| 2.3 Micro level2.3.1 Description of population and context2.3.2 Other actors |  |  | Give a precise description of the population of the area: situation, assets, capabilities, mind-set, etc.Give a description of the context of the area. Think of physical, social, economic, political and spiritual aspects. Map all other relevant actors in the same area. A listing with a short description of their (potential) roles suffices here. |
| 2.4 Summary2.4.1 Key Barriers and root causes |  |  | As a result of the above context analysis, fill out the key barriers and root causes for development in this area. |
| **Score for the quality of this section (1-4):****Explanation of the score:** |

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| **Project Design Plan template** | **Assessment** | **Score** **1-4** | **Requested in the template** |
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| 3. Community Challenge Report |  |  |  |
| 1. Summary (max ½ page)
 |  |  | Provide brief highlights of the content of the community challenge report. |
| 1. Community mobilisation (max ½ page)
 |  |  | Briefly describe the process undertaken to mobilize communities towards the process of CC an how many villages and how many people were mobilized. |
| 1. Participatory tools and assessments
 |  |  | Present the outcomes per tool you have used in collecting and documenting beneficiary and community views on the situation in the community, including the identification and analysis of the root causes of child poverty |
| 1. Community visioning and planning (max ½ page)
 |  |  | Present the Community Action Plan and the way you have discussed this plan with the community. |
| 1. Parenting (max ½ page)
 |  |  | Document the process of establishing the parenting challenge, indicating how many parents have committed to participate, and the extent to which men have been involved. |
| 1. Setting up SHG’s (max ½ page)
 |  |  | Describe and document the process of establishing/forming self-help groups (SHGs). |
| 1. CAM Selection (max ½ page)
 |  |  | Describe the criteria for selecting CAM from all the villages targeted and document the process of selecting. |
| 1. Conclusion (max ½ page)
 |  |  | Highlight key points of the community challenge by way of summing up the exercise, also challenges during the process can be described here. |
| **Score for the quality of this section (1-4):****Explanation of the score:** |

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| --- | --- | --- | --- |
| **Project Design Plan template** | **Assessment** | **Score** **1-4** | **Requested in the template** |
| 4 l Theory of Change |  |  | Are the different stages of a Toc well reflected?:-identifying the goal of the project;-describing the outcome pathways that lead to this goal, by defining the intermediate and immediate outcomes and how these relate to each other;- listing the outputs or activities of your organization to contribute to these pathways - addressing the actors that have (potentially) substantial influence on the project and describing the relation between the project and these actors; - check the validity of your Theory of Change by addressing your main assumptions behind your rationale;Is the ToC represented well in a visual? |
| **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** |
| 4 Organisational Development |
| 5. l ProjectQuality Check |  |  |  |
| 5.1 Checklist |  |  | Has all the 7 checkpoints been answered? |
| 5.2 Risk Assessment |  |  | Describe the risks and its mitigation measures.  |
| 5.3 Identification of gaps5.3.1 From the perspective of the Community Action Plan5.3.2 From the perspective of the partner5.3.3 From the perspective of the CCCD obligatory elements |  |  | -Is the vision of the community, as described in the Community Action Plan, well embedded? Are there any gaps between the vision of the community and the project design? Also describe how to bridge these gaps. - Is the capacity of the implementing partner sufficient to carry out the project as designed? If any gaps are identified in the capacity of the partner, describe how to bridge these gaps. - Is the project in line with the obligatory elements of a CCCD project as described in paragraph 4.3 in the CCCD manual? |
| **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** |
| 6. Multi-annual Project Plan  |  |  | Describe your activities per pathway. Be SMART in your description of your activities (Specific, Measurable, Attainable, Realistic, Timely). |
| 7. Multi-annual Project 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?
 |
| **Score for the quality of this section (1-4):****Explanation of the score:** |

|  |
| --- |
| **OVERALL ASSESSMENT** |
| **To what extent is this Project Design Plan acceptable?** * 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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