

Policy

1. A proposal must fall within the strategic direction of IF, and its overriding goals to empower local communities to access resources and have control over the decisions that determine their basic needs and human rights. Proposals must also be aligned with IF's *Mission Statement, Guiding Principles* and *Key Development Areas (health, environment and human rights)*.
2. Management committee members must take into consideration a) IF's capacity to support the proposal over the full requested period and b) opportunities to develop a longer term and mutually beneficial relationship.
3. Where possible, the proposal should be introduced to the Management Committee by a member who can provide background to the request.
4. All members of the management committee present at the meeting where a decision is being made must assess all proposals against the *Proposal Assessment Framework*.

Commentary

This proposal assessment process is not numerically weighted. It is designed to achieve a balance between objectivity, and flexibility through discussion and an exploration of the key issues that are pertinent to IF support, and the feasibility of the project. However, there are three key criteria, which on balance, should be given greater consideration. They are, in order of importance:

- IF management, human resource and financial capacity
- Predicted impact (or leverage) of IF contribution
- Alignment with IF strategic direction, Guiding Principles and Key Development Areas

These criteria are especially important when multiple proposals are being assessed at any one time.

Proposal Assessment Framework

Applicant name: _____

Nature of support: _____

Date received: _____

IF contact: _____

Key Criteria – Summary finding

<i>Criteria</i>	<i>Comments</i>
1. IF Capacity Human and financial resources, technical capacity	
2. Impact Potential / foreseeable impact of support on: - NGO capacity - community dev.	
3. Alignment With IF key development areas, and guiding principles.	

Management Committee Decision

Decision date: _____

IF member responsible for providing feedback: _____

Assessment Criteria / Discussion Points

1. Country

- Which country?
- Do we have other links/established presence?
- What is the context?
- What is the security situation?
- Accessibility?

Comments

2. Community

- Level of poverty/marginalisation
- Level of need
- Access to other resources
- Size (number of people)

Comments

3. Sector

- It is community development?
- Does it align with our key development areas (health, environment, human rights)?
- Does it align with our strategic direction?
- Are there intersectoral links and opportunities?

Comments

4. Partner organisation

- What is the purpose of the organisation? Its aims?
- What is its track record? What is the reputation of the organisation in the community?
- Who are the decision makers in the community and the organisation?
- What is the decision making structure?
- Room / requirements for capacity building?
- Confidence in systems (financial, management, representation)
- Non-profit?
- Political affiliations, position, if any
- Understanding of IF
- Other existing partners (local, international)?

Comments

5. IF

- What can we bring to the organisation?
- Room / requirements for capacity building
- What can we learn from the project/organisation?
- If applicable, What can we bring to the project?

Comments

6. Relationships

- Opportunity to build relationships
- Risks in the relationships? (Also refer to 13)

Comments

8. Is IF support likely to result in both improved *capacity* and improved *opportunity*?

Comments

9. Support request

- Financial - how much?
 - Use of funds
 - Relative to overall NGO budget
 - Realistic budget?
 - Relative to benefit/number of beneficiaries (i.e. value for money?)
- Human
 - Capacity? / Capability?
 - Relevance?
 - Cost (see financial questions)
- Other sources of support
- Organisation / community contribution

Comments

10. IF Resources

- Financial (required vs. available)
 - How much will it cost?
 - Impact on our budget? (short-term, long term, can we guarantee minimum required level of support over time?)
- Human (required vs. available)
 - Does IF have the time, capability, capacity, interest?
 - Risk (insurance component)

- Other commitments (availability, compatibility)

Comments

11. Third party support (i.e. a second INGO)

- Reputation?
- Previous working relationship
- Benefits in partnership?
- Working relationship (how will it function?)

Comments

12. Risks

- What are the risks?
- Are they manageable, how and by whom?

Comments

13. Exit Strategy

Comments

14. Legal considerations

Comments

15. Other considerations:

Comments
