

Guidelines for Assessment of Proposals and Award of Funding

1. Introduction

This document sets out the guidelines and processes to be followed for assessing proposals received under General and Specific Calls for Proposals and the award of funding by the National CSR Foundation.

2. Key Stages

The key stages leading to the final award of funding after the closing of a Call for Proposals are described below:

Stage	Description	Responsibility
I	<p>Eligibility and administrative checks</p> <p>To verify whether:</p> <ul style="list-style-type: none"> • applicants are eligible to apply for funding • application pack has been correctly completed as per application checklist 	Secretariat
II	<p>Technical Assessment</p> <p>To assess the merit of proposals received as per the criteria and markings set out in the Technical Assessment Grid and to advise on award of funding</p>	Assessment Committee
III	<p>Review and Validation of Technical Assessment</p> <p>To review and validate technical assessments and to make recommendations to Council for award of funding</p>	Project Management Sub-Committee
IV	<p>Award of Funding</p> <p>To approve proposals and amount of funding</p>	Council

3. Eligibility and Administrative Checks

The processes involved in carrying out Eligibility and Administrative Checks are:

1. Recording applications
2. Administrative verifications
3. Communication

These comprise the following tasks:

Process	Tasks
1 Record Applications	<ul style="list-style-type: none"> • Receive applications • Allocate SN and ID • Data entry - Administrative Database
2 Verifications	<ul style="list-style-type: none"> • Registration with National CSR Foundation • Application pack correctly completed • Annexures
3 Sorting	<ul style="list-style-type: none"> • Sorting and classification of applications cleared for Technical Assessment by Priority Areas and Programmes
4 Communication	<ul style="list-style-type: none"> • Acknowledge receipt of applications • Inform applicants of outcome of Eligibility and Administrative checks • Request for missing information/annexures and meetings with representatives of organisations (where required) • Updates of applications received to Council & on website

4. Technical Assessment

4.1 Order and Schedule of Assessment

Applications cleared for technical assessment are classified by Priority Areas and Programmes. The assessment process is to be carried out by an Assessment Committee in the order the Priority Areas are specified in the Charter of the National CSR Foundation.

A schedule of assessment shall be drawn with planned meetings of the Assessment Committee and a list of proposals to be assessed at each meeting.

4.2 Important Principles of Assessment

The technical assessment of every proposal shall abide by the following important principles:

1. Objectivity
2. Transparency
3. Fairness
4. Merit

4.3 Technical Assessment Criteria

At each meeting of the Assessment Committee, every proposal shall be reviewed in detail and assessed by the assessors according to the 5 criteria set in the Technical Assessment Grid, namely:

1. Relevance
2. Effectiveness
3. Efficiency
4. Impact
5. Sustainability

Relevant indicators and scores are provided as guidance to the assessors.

Technical Assessment Grid

Criteria	Indicators	Maximum Score
<p>1. Relevance</p> <p>Proposed intervention:</p> <p>1.1. Aligns to the priority areas of the National CSR Foundation</p> <p>1.2. Responds to national development challenges/priorities and SDGs</p> <p>1.3. Identifies and addresses particular needs and problems of target group - beneficiary/needs assessment, problem/situation analysis undertaken</p> <p>1.4. Uses innovative approaches to meet needs and problems identified</p>	<p>1.1 Policy & Guidelines on Funding- Section 17</p> <p>1.2 Framework for Action</p> <p>1.3 Application Pack-Narrative Description Section A</p> <p>1.4 Application Pack-Narrative Description Section H</p>	<p>20</p>
<p>2. Effectiveness</p> <p>2.1. Planned activities likely to achieve objectives and expected outputs and outcomes</p> <p>2.2. Beneficiaries appropriately targeted</p> <p>2.3. Action plan and timeframes realistic</p> <p>2.4. Results framework and performance indicators clearly defined</p>	<p>2.1 Application Pack-Narrative Description Sections B, C & D, Results Framework- Logic Model</p> <p>2.2 Application Pack-Narrative Description Section A, Target Beneficiaries of Proposed Intervention</p> <p>2.3 Application Pack-Narrative Description Section C</p> <p>2.4 Application Pack Narrative Description Sections C & D, Results Framework Logic Model</p>	<p>20</p>
<p>3. Efficiency</p> <p>3.1. Planned use of resources and budgeted items reflect proposed activities</p> <p>3.2. Budgeted expenditures justified, appropriate and realistically estimated</p> <p>3.3. Objectives and outputs/results likely to be achieved efficiently -</p> <ul style="list-style-type: none"> • Comparison of resources/budgeted expenditures and expected outputs/results • Management and administration cost as a percentage of total expenditures 	<p>3.1 Application Pack- Narrative Description Sections C, F & I, Results Framework Logic Model, Budget Summary, Part C: Budget Estimates</p> <p>3.2 Policy & Guidelines on Funding sections 12.3-12.7, Application Pack Part C: Budget Estimates, Part D: Budget Justification</p> <p>3.3 Application Pack-Narrative Description Sections B, D & F, Results Framework Logic Model, Part C: Budget Estimates, Part D: Budget Justification</p>	<p>20</p>

<p>4. Impact</p> <p>Proposed intervention:</p> <p>4.1. Likely to have a tangible impact on target group</p> <p>4.2. Likely to have multiplier effects in the community and society</p> <p>4.3. Contributes to overall national development objectives and advances SDGs</p>	<p>Application Pack-Narrative Description Sections B & D, Results Framework Logic Model, Framework for Action</p>	<p>20</p>
<p>5. Sustainability</p> <p>5.1. Organisation has adequate technical, governance, management and financial capabilities to implement and sustain the proposed intervention, as evidenced by track record and past monitoring and evaluation performances</p> <p>5.2. Positive impacts sustainable</p> <p>5.3. Collaborative partnerships explored including effective coordination of activities</p> <p>5.4. Scope for scaling up and replication</p> <p>5.5. Complementarity with public services v/s likelihood of duplication</p> <p>5.6. Necessary licences, clearances, permits and approvals available</p>	<p>5.1 Application Pack-Narrative Description Section E, Monitoring performance</p> <p>5.2 Application Pack-Narrative Description Sections D & G, Results Framework Logic Model</p> <p>5.3 Application Pack-Narrative Description Section I</p> <p>5.4 Application Pack-Narrative Description Sections B, C & D, Results Framework Logic Model</p> <p>5.5 Application Pack-Narrative Description Sections B, F & I, Part C Budget Estimates, Funding database - Ministries</p> <p>5.6 Application Pack-Narrative Description Section C &G, Results Framework Logic Model</p>	<p>20</p>
<p>MAXIMUM TOTAL SCORE</p>		<p>100</p>

4.4 Technical Assessment Grading

A careful discussion of the proposal is followed by an overall marking based on the average of individual scores allocated by each assessor.

Proposals reaching a score of 50 and above shall be recommended for funding while a score below 40 is considered as not meeting the threshold for funding.

Proposals having achieved scores between 40 and 50 marks are considered as not ready for funding. However, applicants may be asked to substantially revise and resubmit their proposals for consideration subject to availability of funds.

The Technical Assessment scores and corresponding grades to be allocated are as follows.

Grade	Scores
A	75 - 100
B	60 - less than 75
C	50 - less than 60
D	40 - less than 50
E	Less than 40

4.5 Supporting Documentations and Information

In reviewing and assessing proposals, the Assessment Committee shall refer to supporting documentations and information as detailed below.

The main supporting documentations to be used are:

1. Policy and Guidelines on Funding
2. Framework for Action

Supporting Information

	Details
1 Organisational details	<ul style="list-style-type: none"> • Application Pack Part A
2 Funding under previous Calls for proposals	<ul style="list-style-type: none"> • Number of proposals approved and their description • Duration of funding • Total amounts approved and disbursed
3 Monitoring performance	<p>Financial Monitoring</p> <ul style="list-style-type: none"> • List of expenditures incurred • Budget reallocations • Employment contracts/payslips/ receipts/ invoices/ payment vouchers <p>Activity and Beneficiary Monitoring</p> <ul style="list-style-type: none"> • Activities/Progress report • List of beneficiaries • Beneficiaries feedback <p>Overall</p> <ul style="list-style-type: none"> • Monitoring report • Observations/remarks of Programme Officers
4 Other sources of funds	<ul style="list-style-type: none"> • Application Pack Part C: Budget Estimates • Income & Expenditure Statements • Funding database - Ministries
5 Government services	<ul style="list-style-type: none"> • Government schemes/services/facilities by priority areas and ministries
6 SRM beneficiaries	<ul style="list-style-type: none"> • SRM Map

4.6 Analysis of Budget

The Assessment Committee shall duly analyse the proposed budget estimates together with their justifications to ensure eligibility of the cost components as per the National CSR Foundation Policy and Guidelines on Funding and to assess whether the budgeted amounts are fair and reasonable. The Assessment Committee may conduct relevant comparisons of expenditures and generate standard benchmarks where necessary.

4.7 Outcome of Technical Assessment

The Assessment Committee shall present its outcome to the Project Management Sub-Committee and advise with regards to the:

1. Overall merit of the proposal
2. Total amount of funding to be recommended based on grades attained by the proposal
3. Recommended amounts/ceilings for specific budget items (where applicable)

The Committee shall keep a record of the assessment exercise.

5. Review and Validation of Technical Assessment

The Project Management Sub-Committee shall review the outcome of the Technical Assessment and duly consider the advice of the Assessment Committee. It reserves the right to request for clarification and further information. After deliberation, the Project Management Sub-Committee may either validate or amend the outcome of the Technical Assessment. It shall make recommendations to the Council of the National CSR Foundation for award of funding.

6. Final Award of Funding

The Council of the National CSR Foundation shall have the sole authority to approve or reject a proposal.

In the event of approval, Council shall indicate the total amount of funding approved and the amounts approved for specific budget items where required. It should be noted that, as per Section 24 of the National CSR Foundation Policy and Guidelines on Funding, the Foundation will engage in further discussions with successful applicants regarding the technical and financial aspects of approved proposals and the action planning for implementation.

Where proposals are rejected, full justifications and comments of the Assessment Committee shall be provided to the applicants. These should serve as constructive feedback to be used to improve non-funded proposals for future re-submission under other Calls for Proposals.

Aggrieved applicants may appeal to the Funding Appeals Committee of the National CSR Foundation within 15 days of being informed of the outcome of their application in accordance with Section 23 of the Policy and Guidelines on Funding.

7. Conflict of Interest

Assessors, Staff, Council Members shall declare any direct or indirect personal interest concerning any applicant and shall be excluded from any proceeding or decision-making relating to assessment of proposal and award of funding.