

DETAILED EVALUATION CRITERIA FOR CONCEPT NOTE FOR CBFO

EVALUATION CRITERIA FOR CONCEPT NOTE FOR COMMUNITY BASED FINANCIAL ORGANISATION GRANTS WINDOW 2

The following evaluation criteria will be used by the Internal Review Committee to approve/reject Community Based Financial Organisation Grants Concept Notes and invite applicants to submit full proposals:

No	CRITERIA	Yes	NO
1	The applicant(s) have supplied all the information required in the Call for Concept Note		
	Certificate of legal registration of the Principal Applicant(s)		
	List of board members/ Board of Directors and minutes of the last three board meetings		
	Audited financial statements for the past three years		
	Bank statement for the last three months		
	Tax registration certificate		
	Bank reference		
	References not less than three reference letters		
	Brief CVs (maximum four pages and font 12) of the three most senior positions in the organisation		
	If plan to work in consortium, provide MoU/agreements with consortia members		

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No	Evaluation Criteria	Maximum Score	Evaluator score
1	Does applicant(s) have previous CBFO support project experience? 1= None; 2= some; 3 = good; 4 = very good	4	
2	Is organisation's core business related to proposed project	4	
3	Does the applicant(s) have an understanding of CBFO context in Malawi? 1= None; 2= some; 3 = good; 4 = very good	4	
4	Project demonstrates the linkage and connectivity of activities and outputs are they going to realistically achieve outcomes and objectives(Theory of Change) No=0 Yes=6	4	
5	Does the project have a sound sustainability strategy? 1= None; 2= some; 3 = good; 4 = very good	4	
6	Does the project demonstrate innovative interventions in: <ul style="list-style-type: none"> o value chain development and linkages to markets 	4	
	<ul style="list-style-type: none"> o linkage and utilization of formal financial products 	4	
	<ul style="list-style-type: none"> o entrepreneurship development 	4	
	<ul style="list-style-type: none"> o building technical and financial capacity of CBFOs 	4	
7	Is proposed project responsive to the following: <ul style="list-style-type: none"> o Nutrition <p style="margin-left: 40px;">1= None; 2= some; 3 = good; 4 = very good</p>	4	
8	<ul style="list-style-type: none"> o Gender 1= None; 2= some; 3 = good; 4 = very good 	4	
9	<ul style="list-style-type: none"> o Youth- 1= None; 2= some; 3 = good; 4 = very good 	4	
10	<ul style="list-style-type: none"> o Environmental issues -1= None; 2= some; 3 = good; 4 = very good 	4	
11	Applicant(s) proposed contribution at least 20% or more - 10-12%=1, 13-15%=2, 16-19%=3, 20% above =4	4	
12	The applicant(s) have the necessary managerial capacity to implement the proposed project (from CV) 1= None; 2= some; 3 = good; 4 = very good	4	
13	The applicant(s) have the necessary technical capacity to implement the proposed project 1= None; 2= some; 3 = good; 4 = very good	4	

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14	Does applicant(s) have the necessary accounting capacity to implement the proposed project? 1= None; 2= some; 3 = good; 4 = very good	4	
15	Is the project contributing to FARMSE Development goal? 1= None; 2= some; 3 = good; 4 = very good	4	
16	Total	72	

Minimum passing mark is 70%