

EVALUATION SCORING SHEET FOR CONCEPT NOTE

The evaluation scoring sheet for Concept Notes (CN) should be completed for all notes received. All notes received will be given a control number by the NCTFJ Programme Officer. If a CN has a "No" as an answer in the Compliance section, the evaluation should not continue. In this case, the scoring sheet will be registered with the proposal in NCTFJ files. The Applicant Organization and Programme/Project Approach sections should be completed by individual evaluators and the proposal should have a final score composed by the arithmetic average of the individual scores received. The maximum score is 70 points, being 20 points for Applicant Organization and 50 points for the Programme/Project Approach.

Programme/Project Title:	
Control number: <i>(given by the NCTFJ)</i>	

Name of Evaluator:

Compliance - *To be answered by the Secretariat only*

All answers must be Yes for the CN to proceed to be evaluated.

	YES	NO
Is the CN form complete?		
Are the required annexes attached?		
Is the applicant eligible?		
Is the geographic area eligible?		
Is the programme/project related to one or more thematic areas of the Call for Proposal?		
Identify the thematic area(s) to which the programme/project is related		

Applicant Organisation

Score each aspect on a scale of 1 to 5

1 – no or not clear, 2 – unsatisfactory, 3 – partially satisfactory, 4 – satisfactory, 5 – fully satisfactory

Evaluation aspects	Score	Comments (if any)
Does the applicant organization have experience in implementing programme/projects in the proposed thematic area?		
Does the applicant organization have experience with the intervention proposed?		
Does the applicant organization have a track record in managing programme/projects with budgets similar to the amount requested?		
Does the applicant organization's institutional goals align with the NCTFJ's goal and objectives?		
Total Score (maximum 20 points)	0	

Programme/Project Approach		
<i>Score each aspect on a scale of 1 to 5</i>		
<i>1 – no or not clear, 2 – unsatisfactory, 3 – partially satisfactory, 4 – satisfactory, 5 – fully satisfactory</i>		
Evaluation aspects	Score	Comments (if any)
Does the programme/project present a clear and coherent logic of intervention?		
Does the programme/project support national or regional policies and strategies in conservation, environmental management and/or similar thematic areas?		
Does the programme/project clearly define benefits (outcomes) that it will achieve?		
Does the programme/project benefit vulnerable groups (e.g. indigenous peoples, women, youth) or focus on gender and youth perspectives?		
Does the programme/project benefit community groups? If it does not directly benefit communities will it contribute towards creating the necessary environment for resilient communities?		
Does the programme/project continue, replicate or scale-up an already tested approach that was successful or clearly show synergies with other activities in the area?		
Does the programme/project create new capacities for the applicant and contribute to its sustainability in the long term?		
Does the programme/project include the needed stakeholders or partners for its implementation to be successful?		
Does the programme/project connect on-the-ground with higher-level activities (e.g. policy action, business practice changes, sustainable finance mechanisms) to foster structural and sustainable change?		
Does the programme/project estimated budget have a coherent relation with the programme/project activities, taking into consideration other financial and technical resources?		
Total Score (maximum 50 points)		

Final Score

Evaluation aspects	Total
Applicant Organisation	
Programme/Project Approach	
TOTAL	

Please use the scale of 1-5 to guide evaluation.

Score	Category	Definition
5	<i>fully satisfactory</i>	Met all expectation/requirement
4	<i>satisfactory</i>	Met most
3	<i>partially satisfactory</i>	Met some expectation/requirement
2	<i>unsatisfactory</i>	Did not meet expectation/requirement
1	<i>No or not clear</i>	Not clear