

**I. Instructions for Evaluators**

This evaluation matrix is organized in three sections.

**i. Section 1: Eligibility Criteria - Prerequisites**

Section 1 of the Evaluation Form contains prerequisites which must be fulfilled by the applying NGO. These prerequisites are listed in "Section 2. Eligibility Criteria" of the SGF Guidelines for the Second Call for Proposals. Should any of these prerequisites not be met, the project is excluded and the evaluator can cease the evaluation. Not listed in the evaluation form are the conditions that the proposal is submitted in English, that the duration of the project ranges between 12 and 36 months and that only up to USD 20,000 per year and maximum USD 60,000 for three years are requested. These are also prerequisites that have to be complied with for the proposal to be eligible for funding.

The proposal has to come as a complete package including:

1. Project Proposal
2. Budget
3. Work Plan
4. Recent audited financial statement
5. Banking information
6. NGO registration certificate.

**ii. Section 2: Primary Assessment Criteria**

Section 2 of the Evaluation Form contains information that is of particular importance in terms of evaluating the proposal. Evaluators are requested to assign a score to each question, according to the scale provided. The evaluator will insert the total sum for this section and provide comments and justification for the scoring provided. It is recommended to provide a short comment for each of the eight questions. In any case, a justification has to be provided for scores of 1 and 2.

A minimum score of 22 points has to be achieved for this section for the proposal to be qualified and the evaluation to continue. Only those proposals that score more than a total of 22 points in this section will be placed on the shortlist and ranked.

**iii. Section 3: Secondary Assessment Criteria**

Section 3 contains assessment criteria that are desirable for the proposal to fulfil. Evaluators are requested to assign a score to each question, according to the scale provided. Though these questions are also important, they are less integral than the questions reflected in Section 2. Accordingly, no threshold will be required. A total score should be recorded for this section.

Evaluators should provide comments / justifications, in particular to scores of 1 and 2.

**iv. Final Total Score**

The final total score is obtained by adding up the total score for section 2 and the score for section 3.

**II. Guidelines for Scoring**

The following is a general guideline for the allotment of points based on agreement with the statement provided:

- 1 = do not agree
- 2 = partially agree
- 3 = agree
- 4 = fully agree
- 5 = very strongly agree

The scoring is based on a scale of one to five. In general, a score of 1 means that the evaluator does not agree and would consider that the proposal is not fulfilling the specific assessment criteria. A score of 5 should be reserved only for instances where the evaluator very strongly agrees that the project proposal has satisfied the statement given in an outstanding manner. Scores of 5 should be rare, and only allocated for exceptional cases.

For section 2, scores of 1 and more than two scores of 2 will raise questions on the suitability of the proposal, even if it reaches 22 points and is allowed to continue on the shortlist.

The Trust Fund Manager reserves the right to provide further guidance regarding the evaluation of the proposals under the Small Grants Facility to the individual evaluators selected for this task, as it deems necessary.