

Guidelines for processing requests Essential aspects

(proposal of 15 March 2006)

1. General information

- 1.1 Requests for financing pertaining to a community-based project using information and communication technologies, transmitted to the Fund, are subject to an acknowledgement by the Executive Secretariat.
- 1.2 After acknowledgement, the request is processed according to the following 3 steps:
 - a) first, during the identification phase, the project is briefly examined; follows a decision to retain the project for further enquiry (evaluation phase), or not ;
 - b) after the identification phase is completed, during the evaluation phase, the project is subjected to a detailed examination ;
 - c) finally, after the evaluation phase, during the selection phase, based on the results of the detailed examination, the project is submitted for a decision for grant.
- 1.3.1 When the decision to fund a project has been taken, a monitoring procedure is set in motion – requiring a short quarterly report and an annual detailed report – until the date of project finalisation; such intermediary reports are essential steps towards the final evaluation report.

2. Brief examination and decision to move to the evaluation phase

- 2.1 After acknowledging receipt of the request, the Executive Secretariat briefly examines the project proposal and the information on the executing agency. The examination evaluates:
 - a) the projects' conformity with the criteria defined by the Fund (community-based projects that are in line with national priorities, targeting insolvent demand, the development of new activities and new employment, the replicability to other communities, the tackling of education and health issues, the management by women's organisations, and the South-South cooperation, etc.).
 - b) the structure, activity and officials responsible of the organisation that submitted the project (statutes, organs, officials, administration, financial reliability, activity reports, accounts and financial statements, audits, etc.).
- 2.2 Based on this brief examination, the Executive Secretary makes his recommendation to the Executive Committee. The latter decides with sovereign power whether to:
 - a) move to the evaluation phase ;
 - b) not to follow up.
- 2.3 The Executive Secretary informs the organisation that submitted the project of the Executive Committee's decision.

3. Detailed examination (evaluation phase)

- 3.1 On the basis of the Executive Committee decision, the Executive Secretary entrusts a qualified external agency with the detailed project examination.
- 3.2 The detailed examination undertaken by the qualified external agency pertains to project:
- a) opportunity;
 - b) feasibility;
 - c) usefulness;
 - d) sustainability;
 - e) replicability;
 - f) cost – efficiency;
 - g) results indicators;
 - h) traceability of financial contributions;
 - i) information technology value-added and verification of technical aspects (networks, satellite or land connections, hardware and software, local contents, implementation, etc.).
- 3.3 The qualified external agency submits an evaluation report and a technical notification to the Executive Secretary.
- 3.4 The Executive Secretary submits the evaluation report and the technical notification, together with a financial notification, to the Executive Committee, who decides with sovereign power whether to accept or refuse the grant; the amount of the grant and the instalments calendar are agreed upon.
- 3.5 The Executive Secretary informs the organisation that submitted the project of the Executive Committee's decision.

4. Monitoring and final evaluation

- 4.1 When a decision to fund a project has been taken, the Executive Secretary decides of the monitoring and evaluation procedure, comprised of a brief quarterly report and of a detailed annual report, ensuring that the project is well monitored.
- 4.2 When the project ends, a final evaluation report is transmitted by the Executive Secretary to the Executive Committee, who takes note of good project execution.

