

# Evaluation Scoring Sheet for Concept Note

## EVALUATION SCORING SHEET FOR CONCEPT NOTE

The evaluation scoring sheet for Concept Notes (CN) should be completed for all CN received. All CN received will be given a control number by the NCTFJ Manager. 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 CN in NCTFJ files. The Applicant Organization and Programme/Project Approach sections should be completed by individual evaluators and the CN 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>	

**Compliance - To be answered by the Secretariat only**  
*All answers must be Yes for the CN to proceed to be evaluated.*

<b>Is the CN form complete?</b>	Yes		No	
<b>Are the required annexes attached?</b>	Yes		No	
<b>Is the applicant eligible?</b>	Yes		No	
<b>Is the geographic area eligible?</b>	Yes		No	
<b>Is the programme/project related to one or more NCTFJ defined objectives?</b>	Yes		No	
<b>Identify the NCTFJ Objective to which the programme/project is related</b>				

Applicant Organization		
<i>Score each aspect on a scale of 1 to 5</i>		
<i>1 – no or not clear, 2 – unsatisfactorily, 3 – partially, 4 – satisfactorily, 5 – fully</i>		
Evaluation aspects	Score	Comments (if any)
<b>Does the applicant organization have experience in implementing programme/projects in the proposed thematic area?</b>		
<b>Does the applicant organization have experience with the intervention proposed?</b>		
<b>Does the applicant organization have a track record in managing programme/projects with budgets similar to the amount requested?</b>		
<b>Does the applicant organization institutional goals align with the NCTFJ's goals and objectives?</b>		
<b>TOTAL SCORE (maximum score of 20)</b>		

Programme/Project Approach		
<i>Score each aspect on a scale of 1 to 5</i>		
<i>1 – no or not clear, 2 – unsatisfactorily, 3 – partially, 4 – satisfactorily, 5 – fully</i>		
Evaluation aspects	Score	Comments (if any)
<b>Does the programme/project present a clear and coherent logic of intervention?</b>		
<b>Does the programme/project support national or regional policies and strategies in conservation, environmental management and/or similar thematic areas?</b>		
<b>Does the programme/project clearly define benefits (outcomes) that it will achieve?</b>		
<b>Does the programme/project benefit vulnerable groups (e.g. traditional peoples, women, youth) or focus on gender and youth perspectives?</b>		
<b>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?</b>		
<b>Does the programme/project continue, replicate or scale-up</b>		

Programme/Project Approach

*Score each aspect on a scale of 1 to 5*

*1 – no or not clear, 2 – unsatisfactorily, 3 – partially, 4 – satisfactorily, 5 – fully*

Evaluation aspects	Score	Comments (if any)
<b>an already tested approach that was successful or clearly show synergies with other activities in the area?</b>		
<b>Does the programme/project create new capacities for the applicant and contribute to its sustainability in the long term?</b>		
<b>Does the programme/project include the needed stakeholders or partners for its implementation to be successful?</b>		
<b>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?</b>		
<b>Does the programme/project estimated budget have a coherent relation with the programme/project activities, taking into consideration other financial and technical resources?</b>		
<b>TOTAL SCORE (maximum score of 50)</b>		