**ASSESSMENT CRITERIA FOR FLC APPLICATIONS: EMBASSY OF FINLAND IN BUCHAREST, YEAR 2024**

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| **Title or application number of the project** |  |
| **Partner organization** |  |
| **Administrative assessment of the eligibility criteria** |
| **Criteria** | **Assessment** | **Comments** |
| **Compulsory requirements/eligibility criteria** | **Pass or fail** |  |
| Application arrived in time. |  |  |
| Application is signed and stamped. |  |  |
| Applicant is a registered organisation. |  |  |
| Applicant is an FLC eligible organization. |  |  |
| Application includes a project plan with a results analysis, and budget |  |  |
| Applicant has provided latest annual report (whole organisation) including financial report. |  |  |
| Applicant has provided latest audit report (whole organisation). |  |  |
| Project (theme, organisation) is ODA eligible. |  |  |
| Project output contributes to one of the FLC Programme's objective (sector/theme). |  |  |
| Activities to be funded are at least Human Rights sensitive. |  |  |
| **In addition to the above listed criteria, private sector applicants need to fulfil the following compulsory requirements** |  |  |
| Applying company has included in the application the Private Company Application Form. |  |  |
| Applying company covers at least 30 % of the project costs. |  |  |
| **Summary**: PASS in ALL items above**?** |  | *(If the application does not pass in all the items above, you don’t have to continue for the technical assessment)* |
| **Technical assessment** |
| **Assessment criteria for scoring** | **Competitive scoring**  | **Comments** |
| ***Applicant details***Applicant (organisation) has adequate financial and administrative capacity. Applicant has sound experience of project management. Applicant has relevant previous experience in the same sector / theme.Project management and key persons are adequate for the desired objectives/results.**Max 30** | *[Consider the issues mentioned in the table below and financial and admin capacity]* |  |
| ***Objectives and effectiveness*** Project objectives are based on realistic situations analysis and risk analysis, they are clearly defined and the project is likely to achieve the expected results. (subcategory max 15)Project applies Human Rights Based Approach and takes Cross-Cutting Objectives into consideration. (Has it been assured in the application that the project does not have negative effects on Human Rights or contribute to discriminatory structures, norms and practices? Have Human Rights been integrated in the project's objective and activities? Does the project aim at strengthening Human Rights as part of the expected results?) (Subcategory max 15)**Max 30** | *[Add scores from the HRBA and CCOs assessment below]* |  |
| ***Implementation of action***Project activities are relevant, realistic and contribute to the desired objectives.Potential risks are identified and measures for risk management outlined.**Max 30** |  |  |
| ***Cost estimate and funding***Project budget is clear and in line with the activities. The costs are reasonable.**Max 10** |  |  |
| **Total score****Max 100** |  |  |
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| **Table 1 Assessment of the Human Rights Based Approach (HRBA) and Cross-Cutting Objectives (CCOs). Max 15 points, one point per item.** |
| **Issues** | **Yes** | **No** | **Comments** |
| Has it been assured in the application that the project does not have negative effects on Human Rights or contribute to discriminatory structures, norms and practices? |  |  |  |
| Have Human Rights been integrated in the project's outputs, indicators and activities? |  |  |  |
| Does the project aim at strengthening Human Rights as part of the expected results? |  |  |  |
| Does the application indicate the integration of the Human Rights principles (universality, equality / non-discrimination, participation / inclusion, and accountability and transparency) in planning, implementation and monitoring of the project? |  |  |  |
| Have the rights-holders and duty-bearers and their capacity gaps been identified in the application? |  |  |  |
| Does the application indicate whether both the rights-holders and duty-bearers have been consulted or participated in the planning process of the project? |  |  |  |
| Does the project aim at strengthening capacities of the rights-holders and duty-bearers as part of the expected results? |  |  |  |
| Have groups in vulnerable situations been identified among the project beneficiaries? |  |  |  |
| Have the needs and rights of the groups in vulnerable situations been addressed in the application? |  |  |  |
| Have barriers for participation, inclusion and empowerment of rights- holders among project beneficiaries been taken in account in the project design? |  |  |  |
| Does the application indicate the assessment of the gender situation (including distribution of resources and power, gender roles, norms and values, participation in project activities and decision making, discrimination and gender based violence) among project beneficiaries? |  |  |  |
| Have the gender issues above been addressed in the project design? |  |  |  |
| Has the application identified advocacy objectives for Human Rights and gender equality? |  |  |  |
| Have any climate related risks been identified in the application that the project should take in account? |  |  |  |
| Does the application indicate any measures to mitigate the possible climate related risks? |  |  |  |
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| **Summary of the evaluation** | **Total max 15** | **Points** |  |
| Every "Yes" is 1 point.  | 15 |  |  |

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| **Table 2: Checklist for assessment of financial and administrative capacity** |
| **Management and organisation** |
| Issues: | Very good, good, fair | No | Explain: |
| Does the applicant provide reliable information on its administrative setup? |  |  |  |
| Has the current management provided evidence that it has been able to manage similar size projects within last three years? |  |  |  |
| Does the management structure have clearly defined roles, authorisations and authorities, and is there a functioning board with adequate bylaw/statues?  |  |  |  |
| Is there an office manual or equivalent stipulating rules and policies in regard to travel advances, other types of advances, petty cash, per diem level and payments etc.? Do these rates and rules seem reasonable? It is stipulated what standard of accommodation that is used for workshops and travels?  |  |  |  |
| **Financial management and auditing**  |
| Issues: | Yes | No | Explain: |
| Does the organisation provide bank account details on its name and explain who have right to use the account?  |  |  |  |
| Does the organisation have accounting software that allows for adequate accounting records for an organisation of its size and operations? |  |  |  |
| Does the organisation share its total budget and give adequate evidence on the scale of its total operations? |  |  |  |
| Is the organisation audited according to national rules and regulations applicable to the legal form of organisation that it is. What type of audit is it (ISA, national standard, assurance engagement, agreed upon procedures)? |  |  |  |
| Is the auditor external, independent and qualified? |  |  |  |
| **Risk Management** |
| Issues | Yes | No | Explain: |
| Are risk analyses performed regularly, and are there routines for identifying, analysing and taking risk-reducing measures in the organisation? |  |  |  |
| Has the organisation identified risks for its operations in the application in a comprehensive manner? |  |  |  |
| Does the organisation have sufficient staffing regarding resources, competence and professional knowledge in order to be able to work preventively and proactive with different types of risks? |  |  |  |
| **Anti-corruption** |
| Issues | Yes | No | Explain: |
| Are there satisfactory routines and systems for preventing, detecting and taking measures on fraud and corruption? |  |  |  |
| Have eventual corruption risks been identified earlier by host government or other financiers? |  |  |  |