# **Annex 4. Template for Grading Sheet for Project Appraisal**

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**AFoCO Project Appraisal Sheet**

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| --- | --- | --- | --- | --- | --- |
| **Project Profile** | | | | | |
| Project Code | | *(to be provided by the Secretariat)* | | | |
| Project Title | |  | | | |
| Recipient Country(ies) | |  | | | |
| Total Budget | |  | | | |
| Date of Review | | DD-MM-YYYY | | | |
| **Overall Appraisal** | | | | | |
| Appraisal Round (*Choose One)* | | Initial Appraisal | | Final Appraisal | |
| Name of the Reviewer | |  | | | |
| Professional Position | |  | | | |
| Institution/Office | |  | | | |
| Contact Information | |  | | | |
| Appraisal Grading (tick the appropriate box) | | | | | |
| **A** | Recommended for PAC deliberation | **B** | Recommended for PAC deliberation upon revision | **C** | Not recommended |

|  |  |
| --- | --- |
| **Official Use Only** | |
| Date of Receipt |  |
| Reference No. |  |

**Project Review Criteria and Grading System**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Score**  **Obtained** | **Comments and Recommendation** |
| 1. **Problem Context** | | |
| * 1. Is the problem identified justifies the need to have a project? | | |
| 1. Clarity of the core problem as it relates to causes and effects (10 points) | Score: | *(Specify justification on the score)* |
| 1. Adequacy of baseline data information about the justification of the problem (10 points) | Score: | *(Specify justification on the score)* |
| 1. **Technical feasibility** | | |
| * 1. ***Logical Framework Matrix*** | | |
| * + 1. Are the expected outputs clearly formulated in response to the problems to be addressed? | | |
| 1. Alignment of the objectives with the outputs(10 points) | Score: | *(Specify justification on the score)* |
| 1. Alignment of the activities with the outputs (10 points) | Score: | *(Specify justification on the score)* |
| 1. Formulation of Objectively Verifiable Indicators using SMART criteria and Means of Verification (10 points) | Score: | *(Specify justification on the score)* |
| * 1. ***Relevance to Policy and Programs*** | | |
| * + 1. Is the project consistent with the National/Regional Policies and Priority Programs? | | |
| 1. Responsiveness to relevant policies (5 points) | Score: | *(Specify justification on the score)* |
| 1. Alignment with relevant programs (5 points) | Score: | *(Specify justification on the score)* |
| 1. **Financial Feasibility** | | |
| * 1. Are the direct and indirect costs justifiable against the workload and actions to be delivered? | | |
| 1. Direct cost (operational expenses) (15 points) | Score: | *(Specify justification on the score)* |
| 1. Indirect cost (personnel cost, M&E and other support activities) (10 points) | Score: | *(Specify justification on the score)* |
| 1. **Sustainability or relevance of the Project** | | |
| * 1. Will the proposed technology/methodology by the project be appropriate and compatible with the prevailing socio-economic and cultural context? | | |
| 1. Appropriateness of the technology with the prevailing bio-physical, socio-economic and cultural context (5 points) | Score: | *(Specify justification on the score)* |
| 1. Relevance of the exit strategies with the prevailing national policy/regional trends and future direction (10 points) | Score: | *(Specify justification on the score)* |
| **Total Score (Out of 100 points)**  (add the score obtained for each criteria) | Total Score: |  |
| **FINAL GRADE (A, B, or C)**  **A** for an average score of 85~100 points *(the review criteria is mostly or fully met);*  **B** for an average score of 60~84 Points (*the review criteria is not adequately met and improvements are required*);  **C** for an average score below 60 points or if any of the criteria is score below 60 points (*the review criteria requires substantial improvements*) | **(A, B, or C)** |  |
| While the corresponding Score has been given, identify and describe (why and how) particular sections of the proposal that need further justification and enhancement. | | |