

EVALUATION SCORING SHEET FOR CONCEPT NOTE

The evaluation scoring sheet for Concept Notes (CN) should be completed for all notes received. All CNs received will be given a control number by the EbA Facility Program Manager. CNs that have a “No” as an answer in the Compliance section, should not proceed to the rest of the evaluation. In this case, the scoring sheet will be registered together with the proposal in CBF files. The Applicant Organization and Project Approach sections should be completed individually by more than one person and the proposal should have a final score composed by the arithmetic average of the individual scores received. The maximum score is 75 points: 25 points for Applicant Organization and 50 points for the Project Approach.

Project Title:	
Project number: <i>(given by the EbA Facility)</i>	

Compliance <i>All answers must be Yes for the CN to proceed to be evaluated. To be answered by the EbA Facility</i>				
Is the CN form complete?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are the required annexes attached?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the applicant eligible?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the geographic area eligible?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the project related to one or more EbA Facility defined objectives?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the proposed project (or any of its activities) in the Exclusion List?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Applicant Organization		
<i>Score each aspect from 1 to 5, being: 1 – no or not clear, 2 – unsatisfactorily, 3 – partially, 4 – satisfactorily, 5 – fully</i>		
<i>To be answered by the EbA Facility</i>		
Evaluation aspects	Score	Comments (if any)
Does the applicant organization have experience in implementing projects in the geographic area?		
Does the applicant organization have experience with the EbA intervention proposed?		
Does the applicant organization have a track record in managing projects with budgets similar to the amount requested?		
Does the applicant organization have a system to manage environmental, social, and climate change-related risks?		
Is the applicant a Caribbean-based organization, meaning it is registered in a Caribbean country and works in the Caribbean?		

Project Approach		
<i>Score each aspect from 1 to 5, being: 1 – no or not clear, 2 – unsatisfactorily, 3 – partially, 4 – satisfactorily, 5 – fully</i>		
<i>To be answered by the EbA Facility</i>		
Evaluation aspects	Score	Comments (if any)
Does the project present a clear and coherent logic of intervention to reduce the climate risk identified through EbA interventions and/or hybrid solutions?		
Does the project support national or regional policies and strategies?		
Does the project clearly define climate adaptation benefits that it will achieve through EbA interventions/hybrid solutions?		
Does the project benefit vulnerable groups (e.g. traditional peoples, women, youth) or focus on gender and youth perspectives?		
Does the project continue, replicate or scale-up an already tested approach that was successful or clearly shows synergies with other activities in the area?		
Does the project create new capacities for the CSOs in the region, which will contribute to its sustainability in the long term?		
Does the project include the needed stakeholders or partners for its implementation to be successful?		
Does the 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?		
Does the project leverage other financial and technical resources?		
Does the project estimated budget have a coherent relation with the project activities?		