



INTERNATIONAL COFFEE ORGANIZATION
ORGANIZACIÓN INTERNACIONAL DEL CAFÉ
ORGANIZAÇÃO INTERNACIONAL DO CAFÉ
ORGANISATION INTERNATIONALE DU CAFÉ

PJ 17/11

7 September 2011
Original: English

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Projects Committee
2nd Meeting
29 September 2011
London, United Kingdom

**Draft assessment document
for project proposals**

Background

As noted in March 2011, a draft assessment document to assist with the technical screening of projects is attached.

Action

The Projects Committee is requested to consider this document and submit its recommendation to the Council.

PIPELINE PROJECTS

DRAFT ASSESSMENT DOCUMENT

To be completed by the Virtual Screening Subcommittee (VSS) and submitted to the ICO Secretariat as a Word document by e-mail to volcan@ico.org.

I – New project proposal - basic data

	To be completed by the ICO Secretariat¹
Title:	
ICO Pipeline (Document number of the project proposal)	
Duration:	
Location:	
Short description of the problem to be addressed:	
Proponent:	
Governmental office supporting this request (attach letter)	
Budget – CFC (contribution requested)	
Budget – Co-financing (contribution committed by potential donor)	
Budget – Counterpart (maximum contribution available) commitment letter (date)	
Expected impact of project	
Expected outcome (project activities)	
Expected outputs (main goal)	
Communication and visibility strategy to be considered ²	

¹ If solutions/clarifications are obtained in the course of the review, both the original problem and the clarification received should be recorded in the sheet. This will facilitate the collection of lessons learnt and the detection of recurrent problems.

² For most projects, communication of results is essential to meet donor/government requirements as well as to strengthen sustainability of actions and results. As experience is gained and 'lessons learned', this information must be shared with partner organizations and with others to strengthen overall programme development. Communication aspects should be considered for all projects and be planned/budgeted for where appropriate.

II – Project appraisal against ICO criteria:

	Yes/No	To be completed by the VSS
ICO Criteria³		Analysis: for each criterion explain why it is adequately met, or why it is not relevant. Please do not cut and paste text from the project document.
1. Country eligibility: Are the intended beneficiaries of the project consistent with the type of beneficiaries described in paragraph 29 of ICC-105-16?		
2. Aims and purposes: Are they consistent with the 2007 Agreement and ICC-105-16?		
3. Is the project consistent with country or regional priorities?		
4. Are there critical gaps or problems with the project?		
5. Is the project likely to have sustainable impacts for project beneficiaries?		
6. Is the scale and scope of the project appropriate?		
7. Is the timeframe of the project appropriate?		
8. Government commitment: Is the counterpart contribution committed by the government appropriate?		
9. Will this project develop capacity-building in the local community?		
10. Have gender aspects been adequately addressed?		
11. Does this project leverage additional resources through private sector, civil society, government, or academic participation?		

³ See 'Development Strategy for coffee' – Document ICC-105-16.

CONCLUSION OF THE PROJECTS COMMITTEE (Tick as appropriate)				
	Project approved	Idea for seminar to be considered	Project rejected	Additional comments, if any
Projects Committee decision				
Chairperson: _____ Date: _____				

The final Project Assessment Document must be transmitted by the Chair of the Projects Committee for information/recommendation to the International Coffee Council for consideration and (if appropriate) final approval.