CBM | Quick Process Reference Guide (QPRG)

Generic Institutional Donor Project Development Process

Purpose of the process	Clarify roles and responsibilities of involved stakeholders in the blue-print process for projects for Legally Contracted Designated Funding (LCDF)

1. Scope of the Process

- Generic higher-level management of projects that are submitted to institutional donors according to their own procedures that
  - Are of a competitive nature
  - Involve only a certain likelihood of funding
  - imply a formalised one or more step application process
  - Require the use of donor-specific reporting templates and procedures
  - Follow donor-given guidelines for call-up of funds, calculation of exchange rates or interest, visibility, or others.

  Examples could be EU, USAid, but also Foundations with similar procedures.

2. Key stakeholders

- are actively participating in decisions, project design and coordination, implementation and finalization of projects.
- Are jointly responsible for quality and accountability to target group members and the donor.
- In exceptional situations agree jointly on deviations from the standard roles and responsibilities during the Go / No-Go decision

Institutional Donors and Philantropy (IDP)	• Keeps and manages relationship to donor during pre-planning and planning phase, including quality control for all communication and documents going directly to LCDF donor during the pre-planning and planning phase • Leads the coordination of the Go / No-Go decision • Leads process for development and submission of new project ideas as a standard • Provides guidance to other stakeholders on donor requirements
Geography (Country Office) (CO)	• Keeps and manages relationship to partners during all phases of the process • Aligns donor funding interest with strategic development of project ideas in respective country • Supports the partner in programmatic development and implementation of project, guides on reporting requirements and provides feedback • Provide all initial checks of data and information coming from the partner

Geography (PD) – Regional Programme Delivery Teams	• Keeps and manages relationship to donor during Implementation support, monitoring and Assessment and Review phase, including quality control for all communication and documents going directly to the donor • Supports Country Office in project monitoring and reporting and leads on reporting of the project and communication to the donor • Provides guidance to all stakeholders on donor requirements
Initiatives	• Ensure technical and programmatic quality of the project • Provide related feedback to partner and CBM stakeholders during all phases of the project • Aligns donor funding interest with strategic initiative in respective country according to humanitarian situation • In exceptional cases, initiatives can be in the lead for proposal development and implementation if this is agreed between the stakeholders during the Go / No-Go decision.

Support Functions

- fulfill specific technical tasks in the process

Accounting & Transaction (A&T)	• support in set-up of projects in CBM administrative system • facilitates financial implementation, e. g. transfer of funds, controlling.
Controlling and Risk	• support in development and review of contracts (legal)
Strategic Portfolio and Partner Management SPPM@cbm.org	• support approval for projects > 500.000 EUR through compliance check • support set-up of LCDF projects in CBM systems, incl. proviso management facilitate issuing project numbers

3. Principles and definitions
- Checks and controls are to be done at the level closest to the partner.
- All documents that are to be submitted directly to the donor are to be pre-checked at the level closest to the donor
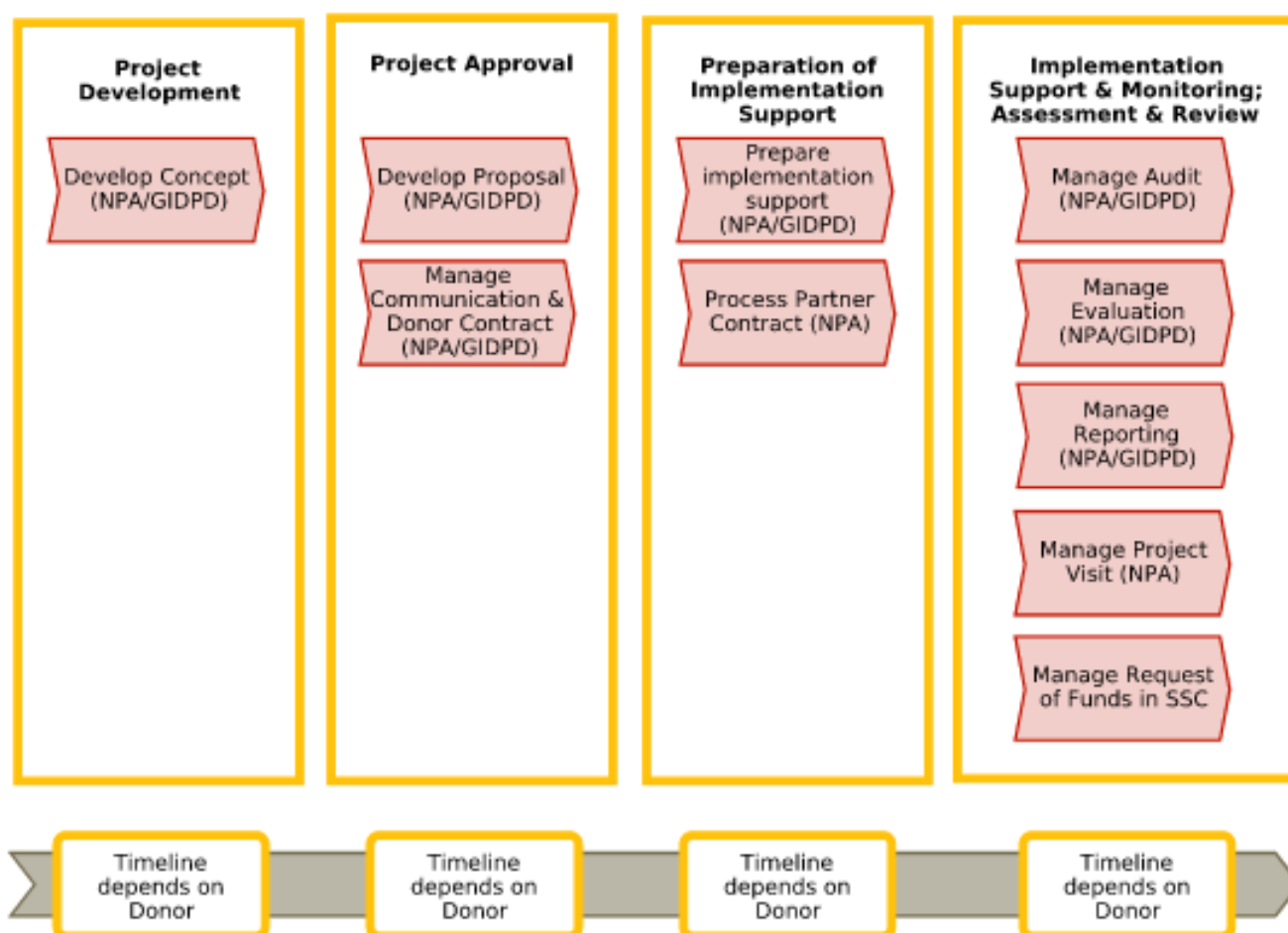
4. Abbreviations
- A&T   Accounting and Transaction
- CaR   Controlling and Risk

Approved by:	Thorsten Schmidt	Date: September 2022		Version: 1.0
Authors:	Christian Garbe	Process Owner:	Programme Standards and Quality	
Consulted with:	Institutional Donor Department, Programme Delivery Departments,			

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- CO   Country Office
- GIDPD   Generic Institutional Donor Project Development
- IDP   Institutional Donors and Philantropy division
- IYA   Intra-Year Allocation process
- LCDF   Legally contracted designated funding
- NAV   Navision system
- PPA   Programmatic Project Approval form
- RoF   Request of Fund
- ToR   Terms of Reference
- SSC   Shared Service Centre
- SPPM   Strategic Partner and Portfolio Management Department

5. Process flow chart

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6. Annex

Process Description

Phase	Sub-processes	Purpose & Main Steps	Responsible / supporting	Resources
Project Development				
	Develop Concept	The purpose of the process is to internally agree upon (Go-No-go Decision), develop, and review project ideas that are to be submitted for a particular donor call, including submission of a concept note (if applicable), and to clarify roles and responsibilities for the project and proposal development process. The Project Idea approval is in the responsibility of Geography (CO).	IDP / Geography (CO) and Initiative	Template GIDPD Call for Proposal Overview Form, GIDPD Region Checklist Go/No-Go, GIDPD IDP Checklist Go/No-Go, GIDPD Initiative Checklist Go/No-Go, Collaboration Guideline IDP-Initiatives - Regions, Roles and Responsibilities in GIDPD Project

				Development Process [Project Idea and Programmatic Approval Form (PPA)](#)
Project Approval				
	[Develop GIDPD-Proposal](#)	The purpose of the process is to plan the Project in logic, activities, budget, timelines and finalise all required project documents, and submit it to the donor. The Programmatic Project Approval is in the responsibility of Geography (CO).	IDP / Geography (CO) and Initiative	[Project Idea and Programmatic Approval Form (PPA)](#)
	[Manage Communication & Donor Contract](#)	The purpose of the process is to agree and sign funding contract with the donor and to facilitate handover of the process to Geography (PD)	IDP	
Implemen-tation Support				
	[Prepare implementation support](#)	The purpose of the process is to initiate the necessary tasks to • a) properly reflect the upcoming project in monitoring systems, and • b) start implementation by partner.	Geography (PD)	
	[Process Partner Contract](#)	The purpose of this process is to confirm processes, responsibilities, and deliverables of both partner and CBM in a legal project contract	Geography (PD) (supported by SPPM)	LCDF project contract annexes

Implemen-tation: Monitoring, Assessment and Review	Manage Request of Funds in ProMIS	The purpose of this process is enabling approved funds to be transferred to the bank account of the respective partner or Country Office	Geography (CO)	
	Manage Project Visit	The purpose of this process is to identify any areas of concern (vis a vis relevance, efficiency, effectiveness, potential impact both financial and results oriented).	Geography (PD)	
	Manage GIDPD-Audit	The purpose of this process is to prepare, plan and conduct a certified financial report	Geography (PD)	Evaluation management response (template) ToR Audit
	Manage GIDPD-Reporting	The purpose of this process is to collect and process all required information to prepare and submit a final report to the donor, containing programmatic and financial assessment.	Geography (PD)	
	Manage GIDPD-Evaluation	The purpose of the process is to plan, prepare and conduct a final evaluation of the project to provide insights and learnings for future project design. This information also feeds into the Final Report.	Geography (CO)	ToR Evaluation (ToR) Selection criteria Evaluation management response (template)

7. Process Map

Link to Full Process Map