

CBM Quick Process Reference Guide (QPRG)

for BMZ Projects End-to-End

Process description

1. Purpose of process

Clarify roles and responsibilities of involved stakeholders in the BMZ End-to-End process.
Align the process from start to finish with existing QPRGs, internal procedures, and guidelines.

2. Introduction and scope

Initiation, prioritisation, development of project ideas and proposals, their submission to German Ministry for Economic Cooperation and Development (BMZ) / bengo agency, implementation, monitoring, internal and external reporting and finalization of projects end to end in BMZ budget line “Private Träger” (CSOs/NGOs).

3. Key stakeholders in the process

- are actively participating in decisions, project design and coordination, implementation and finalisation of projects developed for German Ministry for Economic Cooperation and Development (BMZ).
- are jointly responsible for quality and accountability to target group members and bengo agency/BMZ

Stakeholder	Responsibility
IDP / Institutional Domestic Donors	<ul style="list-style-type: none"> • Keeps and manages relationship to bengo agency and BMZ during pre-planning and planning phase, including quality control for all communication and documents going directly to bengo/BMZ • Initiates and leads annual process for selection, development and submission of new project ideas • Provides guidance to other stakeholders on BMZ requirements
Country Office (CO)	<ul style="list-style-type: none"> • Keeps and manages relationship to partners during all phases of the process • Aligns BMZ funding interest with strategic development of project ideas in respective country • Supports the partner in programmatic development and implementation of

	<p>project, guides on reporting requirements and provides feedback</p> <ul style="list-style-type: none"> • Provide all initial checks of data and information coming from the partner
Programme Delivery teams	<ul style="list-style-type: none"> • Keeps and manages relationship to beno agency and BMZ during Implementation support, monitoring and Assessment and Review phase, including quality control for all communication and documents going directly to beno/BMZ • Leads on monitoring and reporting of the project • Provides guidance to all stakeholders on BMZ requirements
Initiatives	<ul style="list-style-type: none"> • Ensure technical and programmatic quality of the project • Provide related feedback to partner and CBM stakeholders during all phases of the project • Aligns BMZ funding interest with strategic initiative in respective country

Key process principles and considerations

- 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

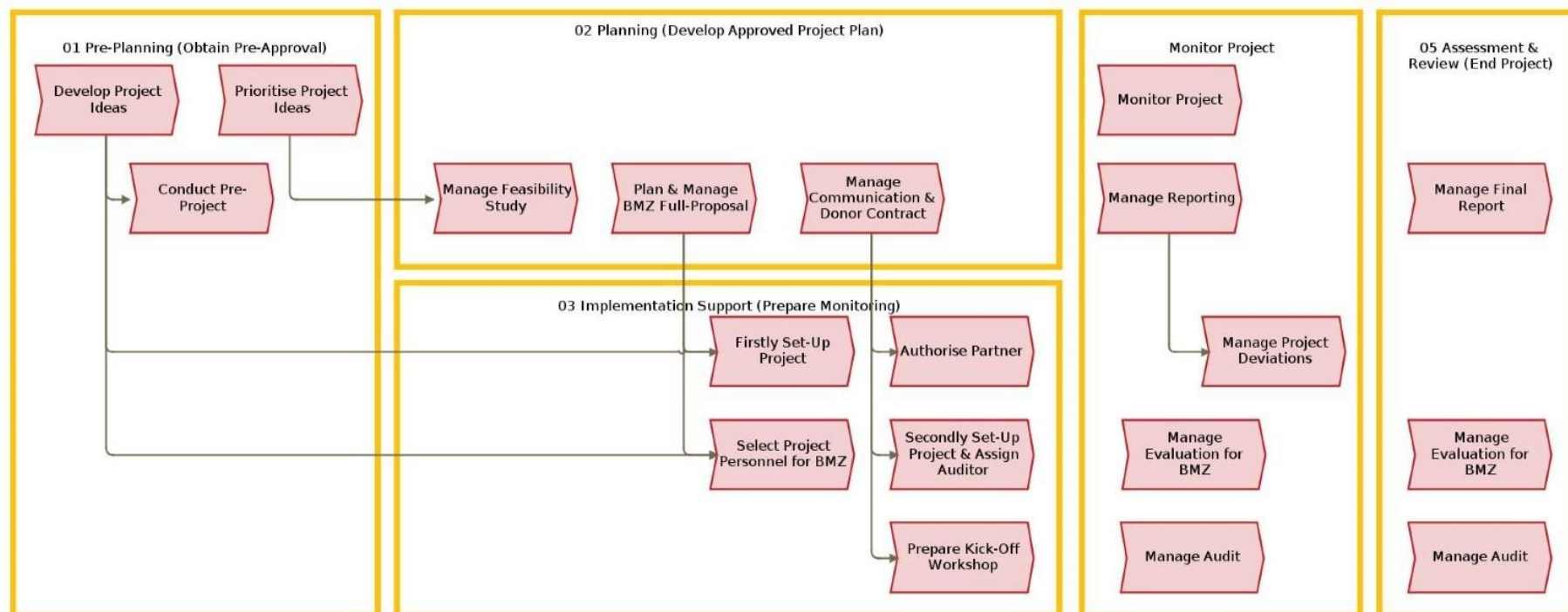
4. Specific situations

n/a

5. Minimum requirements

n/a

Process map



6. Detailed process step and responsibilities

Phase	Sup-processes	Purpose & Main Steps	Responsible	Resources
Pre-Planning	Choose Project Ideas	The purpose of the process is to internally develop, review and select project ideas that are to be submitted to the annual BMZ proposal list	IDP	<ul style="list-style-type: none"> • Launch e-Mail • BMZ Funding Criteria • List Project Ideas • Country classification • Current projects • Country plans • Rapid Quality Assessment of COs • Project portfolio 202x - 202y • Evaluation grid • Standard e-mail request • BMZ partner assessment • Financial statement • NGO registration • PPA
	Conduct Pre-Project	<p>The purpose of this process is to develop capacities of a partner to potentially become capable of managing BMZ-funded projects in the future.</p> <p>A pre-project needs to be conducted if one of the following criteria is fulfilled:</p> <ul style="list-style-type: none"> • partner new to BMZ • partner did not implement project with such a big budget yet 	IDP (CO)	<ul style="list-style-type: none"> • Concept note (also: “BMZ concept note format & annexes”)

		<ul style="list-style-type: none"> • partner did not implement a project in this thematic area yet • partner has not yet fully the capacities to implement such a project 		
	Prioritise Project Ideas	The purpose of the process is to align prioritisation from CBM and BMZ and decide upon final list of projects to be planned.	IDP	<ul style="list-style-type: none"> • Standard email for BMZ prioritization
Planning	Manage Feasibility Study	The purpose of this process is to plan and implement a feasibility study according to BMZ requirements	IDP	<ul style="list-style-type: none"> • Standard ToR Feasibility study
	Plan & Manage BMZ Full Proposal	The purpose of the process is to plan the Project in logic, activities, budget, timelines and finalise all required project documents for submission.	IDP (CO)	<ul style="list-style-type: none"> • Proposal guidelines • Checklist narrative proposal part II, budget-planning • CBM Checklist BMZ criteria • PPA • BMZ full proposal • Bengo guidelines • Bengo instructions
	Manage Communication & Donor Contract	The purpose of the process is to agree and sign funding contract with the donor.	IDP	

Implementation Support	Manage Set-up I	<p>The purpose of the process is to initiate the first steps of necessary tasks to</p> <ul style="list-style-type: none"> • a) properly reflect the upcoming project in monitoring systems, and • b) start implementation by partner. <p>This refers to any tasks that could be done or started before contract with donor is signed.</p>	IDP (PD)	
	Select Personnel for BMZ Project	The purpose of the process is to select and employ all partner or CO personnel required for the project implementation according to proposal and budget considering all agreed required competencies and qualifications.	CO (PD)	
	Manage Set-up II & Assign Auditor	The purpose of the process is to finally establish the project plan as a CBM project in the system and to tender, select and instruct the project's auditor	PD	<ul style="list-style-type: none"> • LCDF project contract annexes
	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	PD	<ul style="list-style-type: none"> • LCDF project contract annexes

	Prepare and Conduct Kick-off Workshop	<p>The purpose of this process is to plan and conduct a joint event to:</p> <ul style="list-style-type: none"> - confirm project objectives and content - train partner staff, and if applicable, CO and auditor on BMZ standards and requirements for implementation and audit of projects - to hand over the responsibility for project to Programme Delivery 	PD	<ul style="list-style-type: none"> • standard agenda • Standard project presentation • Activity plan • Standard presentation BMZ guidelines • World Café • ToR Audit • MoU (draft template) • Content specification thematic blocks
Monitoring	Manage Project Visits	The purpose of the process is to provide required resources and track their use, advice and feedback for successful implementation.	CO	<ul style="list-style-type: none"> • ToR project visit • Project Visit Report (template)
	Manage Reporting	The purpose of this process is to prepare, assess and process project expenditure information into reports and edit them for submission to the donor	PD (CO)	<ul style="list-style-type: none"> • SOP Calculation of Debit Interest
	Manage Project Deviations	The purpose of the process is to assess the necessity of changes to the project design and/or budget, to process and provide the required information and to	PD	<ul style="list-style-type: none"> • Checklist narrative proposal part II, budget-planning • BMZ criteria Planning deviations <ul style="list-style-type: none"> ◦ ... the same document in English translation

		manage potential amendments with the donor.		
	Manage Audit	The purpose of this process is to prepare, plan and conduct an annual certified financial report.	PD (CO)	<ul style="list-style-type: none"> • Evaluation management response • ToR Audit
	Manage Evaluation	The purpose of the process is to plan, prepare and conduct a potential mid-term evaluation of the project to provide insights and information for potential adaptations in the project implementation.	CO (PD)	<ul style="list-style-type: none"> • ToR Evaluation • Selection criteria • Evaluation management response
Assessment and Review	Manage Final Report for BMZ	The purpose of this process is to collect and process all required information in order to prepare and submit a final report to the donor, containing programmatic and financial assessment.	PD	<ul style="list-style-type: none"> • bengo final narrative report • SOP Calculation of Debit Interest • Bengo Manual Final Report • Standard letter bengo
	Manage Audit	The purpose of this process is to prepare, plan and conduct an final certified financial report. This information also feeds into the Final Report.	PD (CO)	<ul style="list-style-type: none"> • Evaluation management response • ToR Audit
	Manage Final Evaluation for BMZ	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.	CO (PD)	<ul style="list-style-type: none"> • ToR Evaluation • Selection criteria • Evaluation management response

Approved by: Director FaOD -Thorsten Schmidt; Endorsed by SteerCo Infrastructure Projects

Process contact: PSQ/Christian Garbe

Date of approval: 22.03.2023

Last revised: 13:06.2023

Version: 2.0