

**Guidance Note on CBM’s**

**Project Design Form**

Contents

[Introduction 3](#_Toc514778623)

[Guidance on the questions of the template 5](#_Toc514778624)

[1. Relevance 5](#_Toc514778625)

[1.1 Background and Rationale of this project 5](#_Toc514778626)

[1.2 Relevance for country plan(s), National Development Plans, for SDGs and other international instruments 6](#_Toc514778627)

[1.3 Participation 7](#_Toc514778628)

[2 Effectiveness and quality 8](#_Toc514778629)

[2.1 Project Plan 8](#_Toc514778630)

[2.2 Technical Quality 10](#_Toc514778631)

[2.3 Disability Inclusive Development (DID), Accessibility and Universal Design 10](#_Toc514778632)

[2.4 Safeguarding 11](#_Toc514778633)

[2.5 Environment Responsibility 12](#_Toc514778634)

[2.6 Gender / Justice, Equality and Inclusion 12](#_Toc514778635)

[3 Efficiency 13](#_Toc514778636)

[3.1 Monitoring and Evaluation 13](#_Toc514778637)

[3.2 Resources and Capacities 14](#_Toc514778638)

[3.3 Assessment of Risks 15](#_Toc514778639)

[4 Sustainability and contribution to change 15](#_Toc514778640)

[3.1 Sustainability 15](#_Toc514778641)

[3.2 Accountability 16](#_Toc514778642)

[3.3 Advocacy 16](#_Toc514778643)

ANNEX I: Project Design Review – Optional Feedback Sheet

# Introduction

Projects[[1]](#footnote-1) planned for CBM and with a budget above 50,000 EUR are requested to use the Project Design Form. In line with *CBM’s three-way-working methodology* any Project Design is developed by the partner in close collaboration with

* the responsible Programme Manager in the Country Office,
* the funding Member Association (MA), and
* the Initiative/Technical Advisor.

The full set of CBM formats for the development of a Project consists of:

* The (narrative) **Project Design Form**;
* The **Risk register** (Excel. doc. to be attached as Annex);
* The **Log frame, incl. Cost plan** (Excel doc. to be attached as Annex);
* The **Activity schedule** (Excel doc. to be attached as Annex);
* The **Monitoring & Evaluation Plan** (Word doc. to be attached as Annex); note: the M&E plan is mandatory for Projects above 250,000 EUR. If not submitted together with the Project Design, it needs to be submitted latest three months after start of the project.

For sharing with internal stakeholders, please send all the above-mentioned documents, as available.

**The formal structure of the** **Project Design** **Form** is as follows:

1. Project Abstract;
2. Full Project Design;
3. Annexes.

**Project Abstract and Programmatic Approval Form (PPA)**

The Project Abstract in the Project Design Form (pages 3-4 in the red frame) is equivalent to the information required in the **Project Idea and** **Programmatic Approval Form (PPA)**. For seeking programmatic approval the information from the Project Abstract can be copied and pasted into the PPA. Once approval is granted the PPA is also used for requesting a new Project number. Thereby, the process remains lean and duplication of information is avoided.

Note: who approves project designs depends on the total amount of CBM funding required for the project duration, as outlined in **CBM’s Authority structure**.

**Additional guidance:** the Project Design Form and its Annexes such as the Log frame are meant to represent a concise and structured account of:

* Which development and overall change the project will bring about;
* Which resources are required;
* Why the project is necessary and relevant to the target group, CBM and the context in which it is implemented;
* How the project manages risks and ensures capacities are in place for successful implementation;
* How project progress will be monitored and how change and development the project brings about will be measured;
* What other key dimensions of quality in international cooperation have been addressed or considered to ensure programmatic and financial accountability of CBM towards international commitments as well as donors.

Example: Which of the Sustainable Development Goals are addressed by the project, which feedback systems are implemented, which structure will be set up to monitor and follow up programmatic and financial project implementation?

As a principle, CBM understands planning as a team exercise owned by the partner and guided by CBM’s three-way working methodology. Further, participatory approaches are expected to be employed to ensure relevant involvement of key stakeholders and rights holders as well as users of the Project outputs. Thereby, it is expected that the project design responds to the needs of, and is owned by, the affected communities.

Consequently, the Project Design needs to be developed in an inclusive way, seeking participation from all relevant stakeholders and target groups. The principles of such an inclusive approach are further outlined in CBM’s inclusive Project Cycle Management (iPCM) and Disability Inclusive Development (DID) framework.

In closing, CBM encourages our partners and own staff to strive for conciseness and brevity wherever possible in the Project Design. While this Guideline lists many questions under each topic for reflection by the respective project planners, it is recommended to only focus on the most essential information. When in doubt, please consult with the interested MA.

Note: **Project Design**, **signed Approval (PPA)**, **Risk Register** and the full **Log frame, incl. cost plan** will have to be uploaded to CBM’s Project Management Software (Navision and Share Point) before the project can start and funds can flow.

# Guidance on the questions of the form

The structure of the questions in the Project Design Form follows the five DAC criteria for evaluating development assistance[[2]](#footnote-2), i.e.:

* Relevance
* Effectiveness
* Efficiency
* Sustainability and Impact

These DAC criteria are also the basis for evaluating CBM supported development projects, as in most other international organisations.

The rationale for this structure is to foster already during the planning stage an evaluative thinking in order to plan systematically and keep track of envisaged and desired changes, functionality of methods and approaches, the relation between inputs and outputs, as well as the mid and long-term effects of the intervention.

Moreover, the questions are strongly linked to the quality criteria CBM has developed to review its project designs, as well as CBM’s Programme Quality Framework that is currently under development.

# Relevance

Relevance is the alignment of the project with the priorities of the target group, the participants of the project, as well as national and international policies, but also the agenda of key stakeholders. While answering the questions 1.1 – 1.3 around relevance, please keep in mind the expressed priorities of these stakeholders, either as stated during a joint planning session or derived from existing documents, development plans, or mutual agreements.

### 1.1 Background and Rationale of this project

This question asks about the origin of the project idea, who was involved in it and what role the different stakeholders have. Stakeholders are not only those directly involved in the implementation of the project, but also other groups that have an interest in the project. For example other local or international development organisations active in the respective communities, umbrella organisations of persons with disabilities, the government and its departments, professional bodies, interest groups, activists, and many more.

The most important actors and participants in a project are the people belonging to the target group. It is a considerable change in their lives each project aims to achieve in its purpose. The project purpose directly derives from the situation of the people in the target group in that particular area. Therefore, this question asks for a ***description and an analysis of the problems of the target group and the changes the project intends to bring about***. CBM approaches problem analysis and identification of development needs in a participatory way, and therefore explicitly asks what changes to their lives are of highest priority for the members of the target group.

When answering question 1.1 in the Project Design Form, please consider the following:

* Provide a ***brief abstract of the stakeholders*** involved and the process so far that led to the development of this project idea.
* Explain how the project development process ***with the target group(s)*** has been facilitated.
* If the project idea is the continuation of a previous project provide a ***brief description of the previous project***, even if it had not been funded by CBM. If the previous project was funded by CBM, please also provide the project number for reference. Moreover, please briefly outline the ***key learnings from the previous project or similar projects*** that informed this new project plan.
* Explain the main ***problems of the project region or intervention area***, and what will be the solution the project will offer.
* Provide a brief ***description of the project’s target group***. How many persons, households, groups, or other units will be reached? Please also explain why these target groups have been selected. What describes the life circumstances of them (please refer to factors like poverty level, access to services, gender issues, remoteness, ethnical problems, etc.,)? Explain the changes the target group members **want to see**.
* Describe the ***hierarchy of problems*** the target group is facing. How are the problems interrelated with each other? Which problems lead to other problems or amplify their effects? Which ***barriers*** that prevent the target group from full societal inclusion on different levels will be addressed by the project, and how will the barriers be removed?

As CBM is committed to non-discrimination and a pro-poor policy in its projects, please also briefly explain how the project will ensure that no parts of the community are discriminated against, particularly how also the poorest community members will benefit from the project.

### 1.2 Relevance for country plan(s), National Development Plans, SDGs and other international instruments

CBM defines its strategic direction and priorities in a given country through a country plan. Therefore, for each of the core countries a CBM country plan is usually developed, defining mid-term objectives and areas of work. These areas should be aligned with relevant national and international development plans. CBM supported Projects are expected to contribute to the implementation of the relevant country plan, and contribute to or complement national (sectoral) development plans in order to realise the UN Convention on the Rights of Persons with Disabilities[[3]](#footnote-3). The question is to be answered in close coordination between partner and CBM.

When answering question 1.2 please consider the following:

* How does the project fit into the ***partner’s own strategy***?
* Which of the ***priorities identified in the country plan*** will the project relate to? How are the activities likely to contribute to the objectives of CBM’s country plan?
* Does the project contribute to or complement ***national development plans*** of the government? Has there been a consultation or alignment with responsible ministries or local government, and how has it been organised?
* Does the project aim at ***strategic policy change*** and intend to advocate for amendments or improvements in the national policies? What will these changes and improvements be?
* Which of the Sustainable Development Goals[[4]](#footnote-4) will be addressed by this project? If applicable, which SDG Indicators will the project contribute to? Which other international development initiatives will the project contribute to?
* As an organisation committed to Disability Inclusive Development (DID) CBM specifically focusses on the realisation of the UN Convention on the Rights of Persons with Disabilities (UNCRPD). How will the project contribute to this?

### Participation

A project can only develop the appropriate intervention strategy if the intended changes and the rationale for the activities have been identify through a participatory process with the target group.

When answering question 1.3 please consider the following:

* Provide a ***table with the targeted number of direct and indirect beneficiaries***, disaggregated by sex and age as envisaged.

***Direct beneficiaries*** are those people who immediately participate in the project and will be in contact with or directly reached by the project activities, such as people provided with services and devices, trained, or enrolled in school.

***Indirect beneficiaries*** are those people who are not immediately targeted in the project’s activities. They could benefit in result of investment, education activities or advocacy, such as i.e. people without disabilities in a certain area enjoying improved services, family members being freed form care taker duties, or persons with disabilities in the country having their situation improved by an amended law.

* Describe any ***participatory processes*** (consultations, joint planning, follow-up of feedback, participation in decisions on design and deliverables, etc.) that have taken place during the project’s planning.
* In what way will the target group and ***Disabled Peoples Organisations (DPOs)*** take influence in the project? Which forms of engagement of the target group/s are envisaged for ***implementation and further planning*** (including participation in steering committees, feedback mechanisms, monitoring, collecting data, evaluation teams, etc.)?

# Effectiveness and Quality

The effectiveness of a project refers to its level of success to achieve its objectives. Emphasis is on the most appropriate ways, methods and approaches the project employs for this, meaning on doing the right things: The project’s activities should be appropriate to produce outputs that are necessary to reach the intended outcome for the target group.

### Project Plan

This section describes the underlying intervention logic or theory of change of a project by outlining its objectives, results and activities. These are usually delineated from the problem analysis and the envisaged activity schedule as defined during the project planning phase. The information given here represents the narrative outline of the logframe of the project.

The logic to be followed for planning:

**Project Implementation**

**Project   
contribution**

**Activities**

**Results**

**as positive change**

**Specific objective**

**Project Scope**

**Overall objective**

The graph illustrates the logic of effects CBM expects to see in a project. Certain **inputs** like time and resources are used for activities that translate into **outputs**, usually tangible and countable. These outputs generate the project’s results. The use of the outputs are the **outcomes** of the project, the intended desired changes for the target group that are defined in the specific objective. Up to here is the sphere of direct control and regular monitoring of inputs, outputs, outcomes and the progress of the project. Towards or after project end the outcomes are expected to generate long-term **impact** that includes intended and unintended changes and which is formulated in the overall objective. These changes are no longer in the scope or control of the project and the project outcomes contribute to them but cannot be attributed entirely to the project.

Overall objective, specific objective, results and activities are to be recorded in the far left column of the logical framework of the project and are to be reported against during the implementation.

Here, it is also important to emphasize that CBM understands development not always as following a linear logic of cause and effects, but that project reality and context will often mutually influence each other, create feedback loops, and follow non-linear paths of change.

**Overall objective**

The overall objective is the long-term positive development for the target group, the community or the society as a whole that the project intends to contribute to. The achievement of this goal does not solely depend on one project, but on the activities of a multitude of stakeholders and may only show after years.

CBM advises to limit the project to one (1) overall objective only.

After specifying the overall objective,

* Briefly line out the ***overall change*** that the action will contribute to and that might become only visible after the project has ended and explain why it has been chosen.

**Specific objective**

The specific objective defines the change for the target group the project aims at. It is the actual purpose of the project, and therefore the project is fully responsible for its achievement.

CBM advises to limit the project to one (1) specific objective only.

After *specifying the specific objective,*

* Briefly outline what will have ***changed after completion of the project*** for the target group, and explain why this objective has been chosen.
* Explain how the outcomes will ***contribute to the achievement of the overall objective***.

**Results and activities**

* Please briefly describe each ***result*** and explain why it is necessary to obtain the specific objective.
* Please mention any ***deliverables*** related to this result.
* How will the achievement of this result be ***measured*** – e.g. external or internal statistics, reports, surveys, etc.?
* Please list the ***key activities*** leading to the result. Describe briefly how they will lead to the result.
* Please be ***as specific as possible*** e.g. in the example of a training: number of trainings, number of training days, number of trainees in each training, degree or certificate to be obtained, etc.

CBM advises the project to not exceed unnecessarily the **number of Results**. While the appropriate number often depends on the scope of the project, not to not exceed 3-4 results is usually possible.

With regards to indicators, CBM equally encourages to not exceed unnecessarily the **number of Indicators**. Usually 1-3 indicators per result and specific objective are sufficient.

**Note:** It is mandatory to use [CBM Standard Indicators](https://cbm365.sharepoint.com/sites/INDIC) wherever possible.

### Technical Quality

CBM is strongly committed to upkeeping quality standards in all supported projects. Quality is what is aimed for in all aspects from acknowledged effectiveness of certain approaches to the level of satisfaction of the rights holders or clients during and after project implementation. Therefore, CBM disposes of a network of technical advisors in all of its fields of work, supporting, monitoring and constantly improving the working methods and approaches according to most recent global standards, good practice and recommendations.

In answering question 2.2, do not only refer to the project design phase, but also elaborate on any further or continuous activities after the planning of the project to guarantee a constantly high technical standard.

In answering this question please consider the following:

* Please confirm that advice from ***technical advisors*** has been incorporated in the project design, and whether CBM’s Reference Guides for indicator development have been consulted.
* In which aspects does the project design build upon recognised ***good practice***?
* Are the technologies and approaches used ***appropriate to the local context***?
* What ***ongoing*** technical advice and monitoring is envisaged during the implementation, including monitoring and evaluation?

### Disability Inclusive Development (DID), Accessibility and Universal Design

Disability-Inclusive Development is the framework and the key theme of CBM’s work in order to bring positive change to the lives of people with disabilities living in poverty and their communities. In line with the Disability-Inclusive Development approach, projects supported by CBM address the barriers that hinder access and participation and actively seek to ensure the full participation of people with disabilities as empowered self-advocates in all development and emergency response processes.

CBM is committed to full accessibility of its projects according to the principles of universal design. It has adopted an Accessibility Policy[[5]](#footnote-5) and launched several guidance notes on the theme of accessibility. These can be found on [SharePoint](http://portal.cbm.org/knowledgebase/ID/AccessibilityCOP/SitePages/Home.aspx).

In answering this question please consider the following:

* Indicate how persons with disabilities will ***participate*** in planning, implementation, monitoring and evaluation of the project.
* Explain whether the project focusses on disability specific initiatives and disability mainstreaming in a ***twin-track approach***.
* How does the project facilitate the ***empowerment*** of persons with disabilities.
* How is ***disability disaggregated data*** being collected? What are the plans for using the Washington group questions (<http://www.washingtongroup-disability.com/washington-group-question-sets/short-set-of-disability-questions/> ) to identify persons with disability in the communities where the project is active?
* How will the project ensure all new ***buildings, public spaces, indoor and outdoor facilities including schools, housing, medical facilities and workplaces*** funded or co-funded by CBM through our partnership agreements are accessible and appropriately designed, including in emergencies? How will ***information, communication and other services including electronic services*** and emergency services be made accessible?

### Safeguarding

CBM has committed itself to safeguard children and vulnerable adults in its projects. Children are defined according to the UN Declaration on the Rights of the Child as all girls and boys below the age of 18[[6]](#footnote-6).

In order to avoid risks and ensure an appropriate assessment of risks for children and vulnerable adults participating in or affected by CBM projects, a Child Safeguarding Assessment tool has been developed by CBM.

In answering this section please consider the following:

* Which ***activities*** have been identified where children and vulnerable adults might be at risk? How are these risks addressed?
* Mention any safeguarding ***policies and procedures*** in place that will be used in this project.
* If applicable, explain which ***capacity development*** activities regarding safeguarding are part of the project plan.
* Describe any ***measures of participation*** of children or vulnerable adults that are part of the project design, implementation and monitoring.

### Environment Responsibility

Risks for the environment identified during the planning of the project are also to be reflected in the Project Risk Register.

Activities that can be considered as medium to high risk for environmental impact are e.g. farming, fishing, construction, manufacturing, medical activities generating or disposing waste. As well, activities involving travel (particularly air travel) or the importation of goods will have an environmental impact.

In answering this section please consider the following:

* Explain which ***actual or potential impact on the natural environment*** would or could be *caused by the project’s activities*. If the project intends ***positive effects*** on the environment, please mention them here.
* Explain which actual or potential impact on the environment *caused by other stakeholders* could ***affect the project activities and results.***
* If applicable, what professional or ***technical advice*** has been sought to minimise, avoid or mitigate negative environmental impact or to enhance environmental sustainability?

### Gender / Justice, Equality and Inclusion

Project activities influence various groups very differently, and according to their specific situation it could even worsen their situation or add to barriers, leading to exclusion and discrimination of particular groups or minorities. On the other hand, the success of development very much depends on creating and unlocking opportunities for all. This requires assessing the specific situation of all groups of individuals affected by a project and utilizing their feedback. Consequently, CBM puts emphasis on the proper assessment of the situation and any specific barriers for all gender and age groups, including other groups in the project region prone to discrimination, such as ethnic or religious minorities.

In this context, CBM has developed a ***Gender Analysis Tool*** to assess important aspects determining the different situations faced by men and women. For further information, please consult CBM’s Gender Advisor.

In answering this section, please consider the following:

* Explain the approaches and measures that will be taken to ***promote equal rights*** of girls, boys, women and men with disabilities.
* Explain how ***different roles and needs*** of girls, boys, women and men have been assessed and are reflected in the project design.
* Describe the ***specific barriers*** for girls, boys, women and men with disabilities that have been identified. How will they be addressed?
* Describe any ***gender specific outcomes*** planned by the project.
* Explain how ***gender disaggregated data*** will be collected in the project.

# Efficiency

Efficiency of a project is determined by proportional and commensurate investment of resources to achieve the desired objectives and changes. CBM aims at highest possible impact of its investment for people with disabilities. Therefore, attention is paid to good stewardship of resources, appropriate capacities and good monitoring of progress of project activities and achievements as well as expenditures. Efficient projects also consider potential incidents or risks that might hinder the project implementation and plan for ways to avoid, transfer or mitigate the negative effects.

### Monitoring and Evaluation

Monitoring is an essential part of efficient project management. Regular and systematic collection of relevant data allows to constantly assess the project’s progress, achievement of targets and objectives, to identify potential problems, lack of resources or risks for the project team to react and adapt accordingly. This requires a data collection system, defining the persons or teams responsible for collecting the required data as well as the intervals at which data will be collected.

Evaluations help to reflect on the project implementation with key stakeholders to identify lessons learned and need to be planned for in very project design. Further, efficient projects are making use of good practice lessons learned from previous projects.

To monitor and evaluate changes a baseline of the situation at the start of a new project is needed. The data for a baseline could either come from an evaluation of a previous project, from own monitoring, from external sources (e.g. national census, surveys, research, etc.) or from own baseline studies. If an own baseline study is required, this needs to be conducted either as part of the project planning or as initial activity at the start of the project implementation.

In answering this section please consider the following:

* Indicate if the project is the ***continuation of a previous project*** and if so, inform on its objectives, results and duration,
* Explain which lessons related to this project have been ***drawn from past experience***. How are lessons learned incorporated in the design of the proposed project? If the project design is based on findings from action research please mention the related study, provide a link to it or attach it to this project design.
* If there are evaluations, reviews and reports from previous projects, please indicate which ***recommendations have influenced the design of the proposed project***. If the evaluation was done in a project funded by CBM, please provide the respective project number and the year of the evaluation.
* Indicate if the project includes elements of ***research or pilot testing*** of new approaches. If so, please elaborate.
* Indicate which ***evaluations*** (mid-term and end of project) are planned in the project implementation phase and what type(s) of evaluation (internal/mixed/external). Is the involvement of Disabled Peoples’ Organisations envisaged in the monitoring and evaluation?
* Indicate whether a ***baseline study*** has been conducted to assess the situation and establish the current situation in form of quantitative and qualitative data.
* Describe how the ***targets for the project’s indicators*** have been established. Which activities are planned to provide the required data if no baseline was available before?
* Explain how ***data will be collected***. Will further or regular surveys be conducted, or questionnaires developed?[[7]](#footnote-7)
* Indicate if the project aligns with ***data collection on national level*** or contributes to national statistics data.
* Indicate how it can be ensured that the target group/s detect and measure any ***unplanned – positive and negative – effects***.
* Indicate how the project will create ***space for intermittent learning and reflection***, and how lessons learned from the monitoring will be utilizedduring project implementation.

### Resources and Capacities

An efficient project will match the implementation of the activities with the resources and capacities required for the task. Therefore, the envisaged project team[[8]](#footnote-8) needs to be adequate to the task, have the required skills and be sufficiently staffed to be functional in all phases of the project.

In answering this section please consider the following:

* Describe what is the organisation’s professional and administrative capacity (staff, position, professional qualification) ***related to the proposed project.***
  + Indicate ***who will be involved*** in the implementation of the project.
  + Please do not mention names but rather functions and envisaged roles within the project, e.g. project manager, financial accountant, physiotherapist, training coordinator, etc.
  + Please also mention how many persons are working in this function for this project, and which percentage of their working time they approximately dedicate to this project, e.g. “2 district CBR coordinators, 50% of their working time”.
  + **Note:** If an organogram is provided, please do not refer to the organogram of the entire organisation, but only to the organogram of the project team.
* Explain which ***additional managerial and technical capacities*** are needed to be built to ensure a successful implementation of the proposed project.
* Indicate which **recommendations from the Partner Assessment** have been included in the project plan.

**Important:**

Please note that organisations, leadership and management must **not be named on the international sanction lists** or adversely mentioned in local judicial action. The names of leaders and management, including those employed for the project should be checked against the [EU, UK, US Office of Foreign Assets Control (OFAC) and UN sanction list](https://www.treasury.gov/about/organizational-structure/offices/Pages/Office-of-Foreign-Assets-Control.aspx). Other requirements from the donor might apply and should also be checked.

### Assessment of Risks

Annex D of the Project Design Form is the Risk register template. It contains a brief guideline on how to fill it and provides an initial structure of main risk categories. Please use this template to identify and analyse the risks related to the planned project activities. The filled register is part of the project plan and will be consulted when reviewing the project design.

In answering this section please consider the following:

* Explain which high priority risks have been identified during the risk assessment that require an ***additional set of activities*** to be put in place to mitigate the risks.
* Will these additional activities be ***funded*** through this Project Plan, and if not, how will these risks be ***mitigated***?

# Sustainability and contribution to change

It is CBM’s ambition to bring about positive change through our project work that lasts after the project ends and continues to affect individuals and their families, communities and the society. To this end, measures need to be taken from project planning through to implementation that create ownership of the project results by the communities, and that prepare responsibly for exit from the project area.

### Sustainability

Changes will likely become sustainable if the respective stakeholders assume ownership, if they are rooted in systems and structures, rely on available resources and do not use up more resources than can be generated.

In answering this section please consider the following:

* Distinguish between different levels of sustainability, such as ***financial, political, organisational, societal, environmental***, etc., as appropriate
* Indicate which parts or activities of the project will ***continue*** after the end of the project. How will ***positive effects*** of the project be sustained? Which approaches will be used to create maximum ***ownership*** at the project and community level?
* Specify if there is an ***exit strategy*** planned for the period after completion of the project.[[9]](#footnote-9)
* Indicate whether there is any ***cost-recovery strategy*** included in the project (e.g. cross-subsidisation).
* Indicate if ***other organisations*** are or will be contributing to aspects of the project.
* Explain how ***local resources and existing structures*** will be employed to ensure ownership and sustainability. How will ownership by the beneficiaries be determined?

### Accountability

CBM is accountable not only to our donors, but most importantly towards persons with disabilities as well as their families and communities. To do so we listen to what they prioritize for their development, we welcome complaints and feedback; we are reporting on the project’s progress to our donors and supporters: what is done, how it is done, what has been learned, and what has been effective.

In answering this section please consider the following:

* Explain how the project objectives, outcomes and outputs will be ***shared with the community and the target group***.
* Describe how ***feedback*** will be collected in an inclusive way and how potential feedback from the communities and the target group will be used for steering or adapting the project plan.
* Explain how potential ***complaints from stakeholders*** will be handled. Is there an effective, safe, confidential and accessible system for complaint management?
* Explain how ***accessibility*** of the project related information for the stakeholders and target group will be ensured.

### Advocacy

In order to achieve systemic change on a local or national level, it needs to be sustained through laws, regulations or policies of other influential key stakeholders. Such change usually requires advocacy activities led by Disabled People’s Organisations and, if needed, supported by a range of other partners providing technical expertise and capacity development.

In answering this section please consider the following:

* Explain how the project will ***contribute to policy changes***. In what way will the project contribute to improvement in the implementation of existing national disability related policies?
* Indicate which activities for ***influencing others*** towards the project objectives are planned. What outcomes will be achieved?
* Describe how ***evidence and learning*** gathered from this project can be used in advocacy.

ANNEX I: Project Design Review Criteria – Optional Feedback Sheet

This sheet is a summary of comments on a Project Design. It is to be used alongside the Project Design Review Criteria document. Enter very brief key points below in the table for comments. Please check the chosen assessment rating for each criterion. The review of a Project Design should be coordinated by a senior programme representative in the CO (or RHO), drawing together a team of 2 other reviewers (eg. Advisor and MA Programme). Each reviewer should place their comments in the relevant column and add their name to the column header, and if desired add brief general comments at the end. This keeps all reviews for the review of a MYP in one document.

Remember: When filling this form please refer to the MYP review criteria document - it gives guiding questions and points for each rating.

**Project information**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of CBM person coordinating this Project Design review: | | | | |  | | |
| Names of reviewers: | | | | | | | |
| Reviewer 1: |  | Reviewer 2: | |  | | Reviewer 3: |  |
| Designation: |  | Designation: | |  | | Designation: |  |
|  | | | | | | | |
| Country of the Project design: | | |  | | | | |
| Partner Name: | | |  | | | | |
| Project Number (if issued): | | |  | | | | |
| Project Name: | | |  | | | | |
| Proposed Project start & duration: | | |  | | | | |

**Feedback scale.** The scale to be used is below (weak - strong). You should enter your rating into the summary comment sheet below against each criterion with some key comments. The feedback rating should explain how well the plan addresses the questions for each criterion:

**o   Weak** = there is **no evidence** that the review questions have been **considered or included**

**o   Limited** = there is **some evidence** that the review questions are **addressed and included** in the plan

**o   Good** = **good evidence** that the review questions are **addressed and included** in the plan

**o   Strong** = **strong evidence** that the review questions are **strongly addressed and well developed** in the plan

The table below has 5 columns. The first column gives the number of the criterion, the second the headline. Columns 3-5 allow for 3 reviewers to each enter their feedback. In each cell in the three review columns the reviewer adds comments against the criteria and adds the feedback rating by ticking one of the tick boxes.

| **Criteria** | | **Reviewer 1**  **Name:** | **Reviewer 2**  **Name:** | **Reviewer 3**  **Name:** |
| --- | --- | --- | --- | --- |
| **A. The Plan is strategic and relevant** | | | | |
| 1. | The Project Design aligns with CBM's vision, mission, strategy and the relevant country plan | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak |
| 2. | The Project Design clearly benefits the poorest | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak |
| 3. | The Project Design aligns with CBM disability inclusive development (DID) principles | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak |
| 4. | The Project Design has a clear approach & objectives | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak |
| **B. Plan Effectiveness and Quality (critical/foundational)** | | | | |
| 5. | The Project Design builds in monitoring and learning | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak |
| 6. | Quality and technical strength of the Project Design | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak |
| 7. | The Project Design has a strong approach to safeguarding children and vulnerable adults | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak |
| 8. | The Project Design identifies and minimises harmful impact on the natural environment | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak |
| 9. | A gender equality approach is evident | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak |
| **C. Efficiency** | | | | |
| 10. | The Project Design has a strong risk approach | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak |
| 11. | Value for money is evident in the Project Design | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak |
| 12. | Partner resources for this plan and capacity building needs are addressed | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak |
| **D. Impact and sustainability** | | | | |
| 13. | Sustainability of project outcomes, transition plan & potential wider scale implementation | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak |
| 14. | Accountability to local stakeholders | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak |
| 15. | Advocacy, influencing and networking | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited or Weak |
| **OPTIONAL CRITERIA** | | | | |
| 16. | Inclusive Disaster Risk Reduction (iDRR):  (Optional Criterion) | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited, Weak or Not Applicable | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited, Weak or Not Applicable | **Comment**  **Assessment feedback**  Select one from the following:  Strong, Good, Limited, Weak or Not Applicable |
| Brief general feedback from each reviewer: | | | | |
|  | |  |  |  |

Each Reviewer: Please add one paragraph maximum here as summary comment to recommend or not recommend the Project Design.

**REVEIWER SUMMARY COMMENTS FOLLOW** :

**Table of recommendations and follow up**

The below table consists of four main columns: A) recommendation, B) the criterion the recommendation relates to, C) name and title of person making the recommendation, and D) follow up and outcome. Column D is to be completed by the MYP Review Coordinator. The table allows for tracking of recommendations made by the reviewers to ensure they are considered and action is taken as appropriate.

Once the reviewers have made their comments and ratings they should enter any recommendations made in the below table. The review coordinator (to be nominated for each review) is then responsible for completing the follow-up/outcome column as the recommendation has been considered and addressed.

| **A. Recommendation** | | **B. Criterion** | **C. Person recommending** | **D. Review Coordinator to complete**  **Follow up/Outcome and date** |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
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| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |

The reviewers **recommend** the Multi-Year Plan for approval:

………………………………………… ………………………………………… …………………………………………

(Reviewer 1) (Reviewer 2) (Reviewer 3)

Date and place: Date and place: Date and place:

1. When mentioning Projects, this also refers to Programmes, as applicable. [↑](#footnote-ref-1)
2. <http://www.oecd.org/dac/evaluation/daccriteriaforevaluatingdevelopmentassistance.htm> [↑](#footnote-ref-2)
3. See here for the UNCRPD: <https://www.un.org/development/desa/disabilities/convention-on-the-rights-of-persons-with-disabilities.html> [↑](#footnote-ref-3)
4. See here for Sustainable Development Goals: [https://sustainabledevelopment.un.org/?menu=1200](https://sustainabledevelopment.un.org/?menu=1300) [↑](#footnote-ref-4)
5. CBM’s Accessibility Policy from 2008 has been reviewed and there will be a new policy published in short time [↑](#footnote-ref-5)
6. CBM’s Child Safeguarding Policy can be found here: <http://www.cbm.org/article/downloads/54741/Child_Safeguarding_Policy__2014.pdf> For further information, please contact CBM’s Child Safeguarding Officer or the regional or country focal point for Child Safeguarding. [↑](#footnote-ref-6)
7. For **establishing a baseline** and following up progress in terms of **changes towards Disability Inclusion**, CBM has developed a “**Monitoring on Inclusion**” tool, consisting of a set of questionnaires to be contextualised, enquiring after changes in different spheres in which changes in inclusion may be observed. For support please refer to the CBM Country Office. [↑](#footnote-ref-7)
8. Please note that organisations, leadership and management must not be named on the international sanction lists or adversely mentioned in local judicial action. The names of leaders and management, including those employed for the project should be checked against the EU, UK, US Office of Foreign Assets Control (OFAC) and UN sanction list. Other requirements from the donor might apply and should also be checked. [↑](#footnote-ref-8)
9. CBM is currently developing a Guidance Note on Responsible Exit. Please contact your Country Office. [↑](#footnote-ref-9)