**CRITERIA FOR SCORING AND RANKING**

| **Attribute** | ***Additional notes*** |
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| 1. **Board and Corporate Goverance**    1. Does the organization have a Board of Management/Governors? Indicate the size of Board       1. If yes, score 1       2. If no score 0    2. Role of the Board in Management: How many of the board members have a role in the day to day running of the organization?       1. If 20% of less, score 4       2. If between 20% and 50%, score 3       3. If between 50% and 70%, score 2       4. If between 70% and 100%, score 1       5. If No in a above, score 0       6. If 0% score, 1 ie no linkage between Board and Management. | *Total score to be max 5.*  *This is a negating/voiding criterion i.e. if no Board at all, the organization fails regardless of how it scores in the other criteria.*  ***Attachments:***  *Board composition document e.g. provided by government or any other authentic source.* |
| 1. **Legal status**    1. Registration status: Is this organization registered? Can it provide a registration document? Is the registration current?       1. If yes, score 1       2. If not, score 0 and void the rest of responses for this criterion.    2. What is the nature of the organization?       1. For profit, score 0       2. Faith based, score 0       3. Indigenous NGO, score 5       4. International NGO, score 3       5. Community-based organization, score 4       6. Association, score 2    3. Year of registration (experience of the organization = Date of application – Date of registration)       1. Less than 1 year, score 0       2. 1 – 2 years, score 1       3. 2 – 3 years, score 2       4. 3 – 4 years, score 3       5. 4 – 5 years, score 4       6. More than 5 years, score 5 | *Total score to be max 11. Criterion A is a voiding criterion. Organizations which do not attach their registration documents fail ab initio; for profit and faith based organizations also fail ab initio.* |
| 1. **Programme attributes**    1. Key programme personnel – Who are the key programme personnel and how much of their time do they spend on programmatic, supervisory, management and policy activities?   (Four key positions need to be clearly brought out: Project Manager/Programme Coordinator; M&E Officer; Project Accountant; Programme Assistant). For each of the positions:   * + 1. If less than 50% of time on programmatic activities, score 1     2. If 50 – 100% of time spent on programme work, score 2     3. If 100% of time spent on programme work, score 3   1. Qualifications of key staff – 1847 to determine suitability of qualifications on vetting and evaluation of the application | *Total score to be max 12. The qualifications of key programme personnel is an indication of programmatic capability of the organization.* |
| 1. **Financial health** 2. Financial reports – To attach financial reports for the past 3 years –    * 1. If 0 reports attached, score 0      2. If report for 1 year attached, score 1      3. If report for 2 years attached, score 2      4. If reports for 3 years attached, score 3 3. Range of programme budget (put the bands as tick boxes)    * 1. 0 – 10,000 USD, score 0      2. 10,001 – 50,000 USD, score 1      3. 50,001 – 100,000 USD, score 1      4. 100,001 – 500,000 USD, score 1      5. Over 500,000 USD, score 1 4. No ranking 5. No ranking 6. Management ratio (put a field for inputting the total human resources budget. The app will then calculate the HR: Turnover ratio based on the median of the bands in 4.d above    * 1. Less than 10%, score 1      2. 10 – 20%, score 2      3. 20 – 25%, score 3      4. 25 – 30%, score 1      5. Over 30%, score 0    1. Cost of M&E and reporting (put a field for inputting the total M&E and reporting budget. The app then calculates the ration of M&E to total turnover based on the medians of the bands in 4.d above)       1. Less than 5%, score 1       2. 5 – 10%, score 2       3. 10 – 15%, score 3       4. 15 – 20%, score 4       5. Above 20%, score 0 | *Total score to be max 11. In programme and development work, there allowable limits for human resources and management costs vis-à-vis the total programme turnover.*   1. *For HR, the allowable limit is 30%, although 20% is ideal.* 2. *On average, 5-15% of the total programme cost should be employed for M&E and reporting. Within this range, the higher the better. A ceiling of 20% can be used for M&E.* |
| 1. **Grading and ranking**    1. Total Maximum Score is 39. All percentages should be calculated out of 39.    2. The system should undertake an initial grading based on the scores.    3. A pass-grade of 55% should be set.    4. If the organization losses in the voiding questions, the system should automatically allocate a score of 0% to the organization.    5. For passing organizations, the system should provide a summary of their scores so DIA Fund can use this to determine areas where capacity building may be required. |  |