

Stage 2 – Assessment Matrix

Stage 2: Assessment matrix								
Name of organization:								
Date stage 2 information submitted:								
Region or sub-region for which it is being considered:								
Date of assessment:								
<p>The applicant organization will be further assessed based on how well it meets the criteria considered for stage 2 of the process. Each criterion has been assigned specific weighted assessment score that total 100 points. Each criterion will be assessed with a range of scores (from 0 to the maximum score for that particular criterion) resulting in four assessment categories: does not meet, partially meets, meets or exceeds. The criterion on resource mobilization will be re-assessed during this stage because the information received during stage 1 of the process was insufficient. The total scores of each entity/organization from stage 1 and 2 will be added and the average will be used in the shortlisting.</p>								
CRITERIA FROM DECISION 15/8 (Annex II - Para. 4)		DATA SOURCE - EOI QUESTION	ASSESSMENT RUBRIC					
1	Capacity to manage complex projects/ programmes (15 points)		DOES NOT MEET	PARTIALLY MEETS	MEETS	EXCEEDS	SCORE	COMMENTS
	<p>Candidate demonstrates they have the capacities, appropriate policies, procedures, and other institutional mechanisms in place to manage multiple complex</p>	<p>*Number of complex biodiversity-related projects -Describe the most complex project that you have managed? *Size and duration of the project</p>	<p>Project portfolio: 1 project -1 point Project duration: 1-2 years Project size: <100k Project management policies and</p>	<p>Project portfolio: 2-3 projects - up to 3 points Project duration: 2-3 years Project size: 100-200 k</p>	<p>Project portfolio: 3-4 complex projects - up to 4 points Project duration: 2-5 years Project size: USD \$200k - USD \$1</p>	<p>Project portfolio: More than 3 complex projects - up to 5 points Project duration: 2-5 years Project size: USD \$ > 1 million</p>		

	<p>projects and programmes.</p> <p>Definitions Complex projects involve a high degree of difficulty and risk due to a variety of factors such as the size, scope, duration, and number of stakeholders involved.</p>	<p>*Project management policies and procedures in place</p> <p>*Number of staff dedicated to project management</p>	<p>procedures not well articulated or in place: 1-2 points</p> <p>Staff dedicated to project management - 1 point</p> <p>Max 3 points</p>	<p>Well-articulated project management policies and procedures in place - up to 2 points</p> <p>At least 2 staff dedicated to project management - up to 2 points</p> <p>Max 7 points</p>	<p>million</p> <p>Well-articulated project management policies, procedures and system in place - up to 3 points</p> <p>3-5 staff dedicated to project management - up to 4 points</p> <p>Max 11 points</p>	<p>Well-articulated project management policies, procedures and systems in place - up to 5 points</p> <p>More than 5 staff dedicated to project management - up to 5 points</p> <p>Max 15 points</p>		
2	Experience providing technical advice and support to Parties in planning and implementing (15 points)		DOES NOT MEET	PARTIALLY MEETS	MEETS	EXCEEDS	SCORE	COMMENTS
	<p>Candidate demonstrates experience in providing technical advice and support to Parties in planning and implementing country-led projects and/or programmes.</p>	<p>*Number of years providing advice</p> <p>*Number of country-led projects for which advice was provided</p> <p>*Type of support: designing project proposals on behalf of Parties, facilitating training to support Parties to design their own projects and programmes, facilitating the process to develop proposals, evaluation of</p>	<p>*Less than 2 years' experience providing technical advice and support to Parties in planning and implementing country-led projects.</p> <p>*0 country-led project supported</p> <p>*Examples involve only one type of support provided</p> <p>1 point per indicator met to</p>	<p>*3-5 years' experience providing technical advice and support to Parties in planning and implementing country led projects - up to 2 points</p> <p>*1-3 country led projects supported - up to 3 points</p> <p>*Examples involve 1-2 types of support - up to 2 points</p> <p>Max 7 points</p>	<p>*6-10 years' experience providing technical advice and support to Parties in planning and implementing country-led projects - up to 4 points</p> <p>*4-10 country-led projects supported - up to 4 points</p> <p>*Examples involve more than 2 types of support - up to 3 points</p> <p>Max 11 points</p>	<p>*Over 10 years' experience providing technical advice and support to Parties in planning and implementing country-led projects - up to 5 points</p> <p>*More than 10 country led projects supported - up to 5 points</p> <p>*Examples involve more than 3 types of support - up to 5 points</p> <p>Max 15 points</p>		

		projects and programmes; facilitating training on how to monitor projects	maximum of 3 points					
3	Experience with networks of collaborators (10 points)		DOES NOT MEET	PARTIALLY MEETS	MEETS	EXCEEDS	SCORE	COMMENTS
	Candidate demonstrates they have experience with active networks of collaborators, including institutions working at regional and subregional levels on biodiversity-relevant issues.	*Number of networks *Number of years of experience with network *Diversity of networks	*0 number of networks of collaborators *Less than 1 year working with network(s) *Scope of engagement covers only 1 biodiversity issue 0 points	*1-2 active networks of collaborators *1-2 years working with network(s) *The scope of engagement covers 1-3 different biodiversity issues. 1 point per indicator Max 3 points	*3-10 networks of collaborators. *3-5 years working with network(s) *The scope of engagement covers 4-8 different biodiversity issues. 2 points per indicator Max 6 points	*10 or more networks of collaborators. - 3 points *Over 5 years working with network(s) - 3 points *The scope of engagement covers 9 or more different biodiversity issues. - 4 points Max 10 points		
4	Capacity to mobilise resources for TSC (20 points) <i>Re-assessment from Stage 1</i>		DOES NOT MEET	PARTIALLY MEETS	MEETS	EXCEEDS	SCORE	COMMENTS
	Candidate demonstrates capacity to mobilize resources for technical and scientific cooperation programmes. Need examples of non-monetary resources	*Number of years of experience *Volume of resources *Diversification of funding sources *Type of resource mobilised	Unsatisfactory experience to mobilise/ leverage resources, i.e.: *Limited experience in mobilising resources (< 1 year) *Low volume of resources	Basic experience mobilising/ leveraging resources, i.e.: *Some experience in mobilising resources (1-3 years) *Low volume of resources mobilised (USD \$200-	Good experience in mobilising/ leveraging resources, i.e.: *Good experience (3-10 years) *Large volumes of resources mobilized (\$500k - USD \$1	Excellent experience in mobilising/ leveraging resources, i.e.: *Significant experience (>5 years) *High volumes of resources mobilised (> USD \$1		

			<p>mobilised (< USD \$200K/year)</p> <p>*Sources of resources not diversified (only 1 source)</p> <p>*Only one type of resource mobilised (only 1 type)</p> <p>1 point per indicator Max 4 points</p>	<p>\$500k/year</p> <p>*Sources not adequately diverse (2-3 sources)</p> <p>*Limited types of resources (only 2 types)</p> <p>2 points per indicator Max 8 points</p>	<p>million/year)</p> <p>*Diverse sources of resources (3-5 sources)</p> <p>*Diverse types of resources (3-4 types).</p> <p>3 points per indicator Max 12 points</p>	<p>million/year)</p> <p>*Diverse sources (>5 sources)</p> <p>*Diverse types of resources mobilised (> 5 types).</p> <p>5 points per indicator Max 20 points</p>		
5	Capacity to manage financial resources (15 points)		DOES NOT MEET	PARTIALLY MEETS	MEETS	EXCEEDS	SCORE	COMMENTS
	<p>Candidate demonstrates that they have appropriate policies and procedures in place to manage financial resources and disclose financial information regarding the operations of the organization or institution, including the sources of financial resources and how they are allocated.</p>	<p>*Financial management policies and procedures in place</p> <p>*Volume of resources managed</p> <p>*Financial disclosure policy</p> <p>*Audited financial reports available</p> <p>*If candidate is accredited under multilateral funding mechanisms such as GEF, Adaption Fund of Green Climate Fund full</p>	<p>*Financial management policies and procedures not clear</p> <p>*Volume of financial resources from donors <USD \$250 k per year</p> <p>*No clear financial disclosure policy</p> <p>*No audited financial reports available</p> <p>0 points</p>	<p>*Financial management policies and procedures are clear and in place - 3 points</p> <p>*Volume of financial resources managed from donors USD \$250k - USD \$1 million per year - 2 points</p> <p>*Clear financial disclosure policy - 2 points</p> <p>*Infrequent audit/no audited financial reports available - 0 points</p> <p>Max 7 points</p>	<p>*Financial management policies and procedures are clear and in place - 3 points</p> <p>*Volume of financial resources managed from donors USD \$1 - 2 million per year - 3 points</p> <p>*Clear financial disclosure policy - 2 points</p> <p>*Periodic audited financial reports available - 2 points</p> <p>Max 10 points</p>	<p>*Financial management policies and procedures are clear and in place - 3 points</p> <p>*Volume of financial resources managed from donors > USD \$2 million per year - 5 points</p> <p>*Clear financial disclosure policy including sources of financial resources - 3 points</p> <p>*Audited financial reports available (annual) - 4 points</p> <p>Max 15 points</p>		

		points will be given - 15						
6	Staffing (15 points)						SCORE	COMMENTS
	Willingness and ability of candidate to dedicate technical and administrative staff to support the operation of the regional/sub-regional support centre	Number of technical staff the organization can dedicate to the regional/sub-regional support centre Availability of administrative and financial management services to the support centre (HR, accounts, procurement and communications)	15 points for technical and administrative resources 3 points per technical staff person that will be dedicated to support the centre to a maximum of 9 points 2 points per administrative staff that can support the centre to a maximum of 6 points					
7	Infrastructure (10 points)						SCORE	COMMENTS
	Availability of infrastructure and facilities that can be availed to the support centre	Description of infrastructure and facilities that can be availed to the support centre	10 points for office space, meetings rooms, training facilities 1-3 points for office space 1-3 points for meeting rooms. Full points for meeting rooms >30 people 1-3 points for training facilities					
TOTAL POINTS								

