



EVALUATION QUESTIONNAIRE

Evaluation questionnaire strictly for personal use by the If International Foundation

The Foundation would be very grateful if you would take the time to complete this questionnaire. The information you provide will allow us to move forward in considering a potential partnership.

How should you complete this document?

It has 4 separate sections: 1. The organisation; 2. The programmes; 3. The proposed project; 4. The request for support.

If some questions appear to be similar, please check whether they refer to the organisation or to the project and reply accordingly.

To ensure that your application is properly processed, please note that only complete questionnaires will be considered.

Please give all financial information in US dollars.

You may attach tables, graphs, reports, films and photos you feel support your application.

Please return the questionnaire by email to the following address:

contact@if-internationalfoundation.org

Date:

Person completing the questionnaire:

Section I: THE ORGANISATION

1. Mission

- 1.1 Define your mission.
- 1.2 Summarise the history of your organisation (maximum 5 lines).
- 1.3 What was the factor that triggered the creation of your organisation? (idea, observation, person behind it)
- 1.4. List the main objectives of the organisation.
- 1.5. Briefly describe your strategy for achieving these objectives.
- 1.6. Please give the date of creation and legal form of the organisation.
- 1.7. Please give an example of significant success and failure of the organisation indicating what you learnt from it (e.g.: as regards your approach, strategy, governance, projects...).

- Success:
Learning:

- Failure:
Learning:

2. Need

- 2.1 How would you define the need you are meeting?
- 2.2 In which country (ies)?
- 2.3 What is the root of the problem you are working on?
- 2.4 In which part of the problem do you intervene (raising awareness, prevention, solving the problem, providing a service, building capacity, ...)
- 2.5. What is your strategy for achieving this? (Please attach a strategic plan if you have one)

- What positive and negative effects of responding to this problem have you identified?
 - Positive effects:
 - Negative effects:
 - What mitigation strategies have you put in place to reduce potential negative effects?

3. Mode of intervention

- 3.1. Do you know of other organisations working in this field (in the same geographical area as you)?
- 3.2 Do you work alone or with other private or public bodies (NGOs, state government, government departments, businesses, International Organisations (UN, UNDP, World Bank, etc))?
- 3.3 How do you programmes consider gender? Can you please share how you ensure that you are taking gender into consideration in the design and delivery of your programmes?

4 . G o v e r n a n c e

- 4.1 What are the bodies of the organisation (Board of Directors, Management, Committees, etc.)?
- 4.2 How long have they existed?
- 4.3 What decisions have the Board taken in the last two years that has had a significant impact on the life of the organisation?
- 4.4 Is the organisation subject to regular independent or state regulation/audits/oversight?

5 . M a n a g e m e n t

- 5.1 Main members of your management.
For each member please provide: CV, time in office, number of hours worked.
- 5.2 What are the main qualifications of the management team?
- 5.3 How many workers do you have? Specify the % of paid employees and volunteers, the proportion of local/expat staff, the number of hours they work.

6 . F u n d i n g (please provide information in USD)

- 6.1. What is your annual budget? (past 2 years)
- 6.2. What is your budget forecast? Please attach a copy of current budget annual.
- 6.3. What is your fundraising strategy?
- 6.4. To date, what percentage of the annual budget for the year has already been secured?
- 6.5. Please give the breakdown of the budget (in %) between administration (specifying what these costs include), salaries, projects and operations.
- 6.6. Can you provide us with a copy of your last balance sheet?
- 6.7 What are the sources of funding for the organisation? List by type (private, institutional, state funding) specifying the breakdown; please also list your most important current donors.
Also specify whether you receive long-term support.
- 6.8 Are you subject to an annual external audit? Could you send us a copy?

7 . I m p a c t

- 7.1 Who are the direct and indirect beneficiaries of the work of your organisation?
- 7.2 How many people do you serve per year?
- 7.3 Do you follow up and evaluate your results?
- 7.4 Do you also measure your outcomes?
- 7.4 If so, what are the indicators used to measure your results and outcomes?
- 7.5 How often do you measure your results/outcomes?
- 7.6. Do you conduct impact studies?

S e c t i o n I I : P R O G R A M M E S O F T H E O R G A N I S A T I O N

8 . P r o g r a m m e s

- 8.1 Please list and describe in a few words the programmes currently run by your organisation.
- 8.2 Where appropriate, indicate the programme to which the project you are contacting us about belongs.

S e c t i o n I I I : T H E P R O P O S E D P R O J E C T

9 . Y o u r p r o j e c t

- 9.1 Describe your project covering the following points:

- Start date
- Duration of project (the project may have no time limit, in which case it is referred to as a Programme, for which the foundation also offers funding)
- Place of implementation
- Objectives of the project (short and medium term)
- Issue that the project seeks to resolve
- Priority of the issue within its overall situation (with evidence: studies, research, references, etc.)
- Strategy used to resolve the problem that the project aims to tackle
- Activities to be developed
- Systemic outcomes of this strategy (where applicable)
- Who are the direct and indirect beneficiaries
- Number of direct and indirect beneficiaries
- Cost per beneficiary
- Services delivered by the project
- Exit strategy if the project is limited in time
- If the project is intended to be long-term active, how will you ensure financial sustainability?
- Project management staff (if available, please include an organigram)
- Private or public partners on the ground
- International partners (funding and programmatic references)

- 9.2 How does the project fit within the organisation's mission and how will it complement the mission?

9.3. Expected results:

- List the main expected results and outcomes.
- What are the key indicators you will use to ensure that you are moving towards achieving these objectives?
- Can you give an indication of the budget required to achieve each objective?
- Do you have a logical framework to demonstrate your theory of change?
- Do you have a GANTT chart or other project management tool to demonstrate the sequencing of project activities, resource allocation/utilisation and distribution of responsibilities among project staff and other partners?
- How do the beneficiaries benefit from the project?
- What effect(s) will the project have on the community where the beneficiaries live (positive and negative)?
- How do you plan to mitigate possible negative results or outcomes?
- How often do you measure results?
- Please attach details of your monitoring and evaluation system (M&E strategy, M&E Plan, surveys, etc. you think could be relevant).
- If the project is ongoing, what are the results to date?

9.4. Impact:

- Will you conduct an impact study for this project? If so, when?

9.5. Funding (in USD):

- budget for the project?
- Items included in operating expenses?
Avoid miscellaneous headings.
- Proportion of project funding already secured (% of budget)?
- Breakdown between the different types of project funders (institutional, private, public ...)?
- Is there a donor partnership for the project?
- Is it partly self-funded and if so what proportion of the total project budget?

S e c t i o n I V : R E Q U E S T F O R S U P P O R T

10. Request for support

If no GANTT chart or other project management tool is presented for the project please include an action plan (calendar) with a detailed budget for how you will allocate the requested funding.

If International Foundation thanks you for taking the time to answer its questions. We are honoured by the trust you have placed in us. We will provide you with an answer within 3 weeks (excluding official school holidays).

**If International Foundation
108 chemin de Ruth, 1223 Cologny, Suisse
contact@if-internationalfondation.org**

www.if-internationalfondation.org