



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.

Please give all financial information in Euros or 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:

Name and title of person completing the questionnaire:

SECTION I: THE ORGANISATION

1. Please provide the date of creation and legal form of the organisation.
2. Summarise the history of your organisation (maximum 5 lines).
3. State the vision of the organisation.
4. State the mission of the organisation.
5. Whom or what triggered the creation of your organisation? (idea, observation, person behind it)
6. List the focus areas of the organisation.
7. List the approaches generally used: sensitisation, prevention, advocacy, service provision, capacity building, market development, etc...?
8. Is the organisation implementing its projects directly or is it working through to a local partner (i.e. direct or indirect implementation)?

9. What types of evaluation methods do you employ systematically? (formative, evaluability and/or needs assessment, process evaluation, outcome evaluation, impact evaluation etc.)
10. Do you have a baseline study for this project? (please attach)

M o d e o f i n t e r v e n t i o n

1. On what basis do you develop your programme strategy? (pilots, replication of proven methodologies/concepts, etc.)
2. Do you work alone or with other private or public bodies (NGOs, government (local, national or ministries), businesses, International Organisations (UN, UNDP, World Bank, etc))? If you work with partners, please name and describe the nature of the collaboration.
3. How do your projects include gender considerations? Can you please share how you ensure that you are taking gender into consideration in the design and delivery of your programmes?

G o v e r n a n c e

1. What are the bodies of the organisation (Board of Directors, Management, Committees, etc.)?
2. How long have they existed?
3. What are the essential contributions of these bodies?
4. Is the organisation subject to independent or state regulation/audits/oversight?

M a n a g e m e n t

1. Main members of your management.
For each member please provide: CV, terms of reference, in place since, employment rate
2. How many collaborators do you have? Specify the % of paid employees and volunteers, the proportion of local/expat staff, the number of hours they work.

F i n a n c i a l s (please provide information in Euros or USD)

1. What is your annual budget? (past 2 years)
2. What is your budget forecast? Please attach a copy of current budget annual.
3. To date, what percentage of the annual budget for the current year has been secured?
4. What is your fundraising strategy?
5. What percentage of overall budget is dedicated to fundraising?

6. Can you provide us with a copy of your last balance sheet?
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.
8. Are you subject to an annual external audit? Could you send us a copy?

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

Y o u r p r o j e c t

1. Describe the project for which you are requesting funding. Ensure to covering the following points:

- a. Starting date
- b. Duration
- c. Place of implementation
- d. Issue that the project seeks to resolve and impact of this issue on the communities concerned (Please join your needs assessment if you have conducted one).
- e. Objectives of the project (join your chain of results if you have one).
- f. Overall strategy and theory of change used to solve the problem.
- g. Systemic outcomes of this strategy (where applicable).
- h. Direct and indirect beneficiaries, and their number.
- i. Exit strategy if the project is limited in time.
- j. If the project is intended to be long-term active, how will you ensure financial sustainability?
- k. Project management staff (if available, please include terms of reference for the key positions and organigram).
- l. Private or public partners on the ground.
- m. Project management tools used.

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

2. Expected results and impact:

- a. Main expected results and outcomes.
- b. What are the key indicators you will use to ensure that you are moving towards achieving your project objectives?
- c. Will you use a logical framework to demonstrate your theory of change? If so, please provide it.
- d. If not, please explain:
 - o What changes you expect to see in the beneficiaries population.
 - o How do you plan to mitigate the possible negative results or outcomes.

- o Which risks could counteract the successful completion of the project.
- e. How often and through what means do you measure results?
- f. Please attach your M&E plan if you have one.
- g. If the project is ongoing, what are the results to date?
- h. Do you plan to conduct an impact evaluation for this project? Please discuss its relevance and feasibility.

3. Funding Request:

1. Budget for the project? Please use clearly defined budget categories and lines.
2. Budget of the activities per objective (define costs associated with activities of each objective)
3. Proportion of project funding already secured (In Euro/USD and as a percent of budget)?
4. Cost per beneficiary?
5. Breakdown between the different types of project funders (institutional, private, public, etc.)?
6. What proportion if any is self-financed?
7. Is there a donor partnership for the project (common decision to fund the project agreeing on the objectives) ?
8. Request of support:
 - a. What proportion of total project budget are you requesting? Amount it represents?
 - b. To cover what part of the project? (optional)
 - c. Over what period of time?

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).

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