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**Jamaica Business Fund**

**Concept Note**

**Evaluation Grid**

**4th Call for Proposals**

**Closing January 31, at 4:00pm**

Reference: JBF/19/CN

**CONCEPT NOTE EVALUATION GRID**

|  |  |
| --- | --- |
| **Reference Number:** | JBF/19/CN/... |
| **Applicant/ Organization:** |  |
| **Project Name:** |  |
| **Evaluator:** |  |
| **Date:** |  |

**Scoring Guidelines**

This evaluation grid is divided into **sections.** Each subsection must be given a score between 1 and 5 in accordance with the following guidelines:

|  |  |
| --- | --- |
| Score | Meaning |
| 1 | very poor |
| 2 | poor |
| 3 | adequate |
| 4 | good |
| 5 | very good |

The score will be multiplied by a weighting factor to give a weighted score for each section as follows: Section A – 30%, Section B – 50%, Section C – 20%. The weighted scores will be summed to give the total score for the Concept Note out of a maximum score of 100.

**If the group is not an established and functional supply chain the Concept Note may be rejected solely on that basis.**

Each section contains a box for comments. These comments should address the issues covered by that section. Comments must be made on each **section**. If an evaluator gives a score of 1 (very poor), 2 (poor) or 5 (very good) to a subsection, the reasons for giving such a score must be explained in the comments box. Extra space may be used for comments if required.

|  |  |
| --- | --- |
| **EVALUATION AREA** |  |
| Is the group an established and functional supply chain?  (A3) | Y/N |

|  |  |
| --- | --- |
| **EVALUATION AREA** | **Score** |
| **SECTION A: The Supply Chain Group - Composition and Experience** | **30%** |
| How clearly defined and strategically chosen are the members of the supply chain group? (Applicant and partners) (A1, A2, A3, B5) | /5 |
| Do all participants have a valid role in implementing the project, Have the tasks been appropriately allocated? (A2, B5, B6) | /5 |
| Do the applicant and partners have sufficient project management and technical expertise to carry out their roles in the project? If not, will adequate provisions be made to put the required expertise in place? (A4) | /5 |
| **TOTAL** | **/15** |
| **Comments:** |  |

|  |  |
| --- | --- |
| **SECTION B: Project details** | **50%** |
| Has the supply chain group demonstrated commitment to the project through investment of time and own resources in preparatory work? (B2, B3) | /5 |
| Have market need/s and supply chain weaknesses or problems been adequately defined? (B2, B3, B4) | /5 |
| How credible is the proposed project? Do the proposed activities adequately address the identified needs? Are the estimates of expected impact consistent with the activities proposed? (Sections A & B) | /5 |
| Is the project innovative? Does it have the potential for sustainable impact beyond the grant support? (Section B) | /5 |
| Has a specific buyer / market opportunity been identified through which the supply chain will achieve the proposed results? (B2, B3, B5, B7) | /5 |
| To what extent will the outcomes of the project contribute to desired impacts of the JBF*? Increases in sales, Increases in jobs, Increased exports, Increased supply chain productivity.* (B7 & B8) | /5 |
| Will there be other substantial impacts that can lead to economic growth or bring other important benefits to society? (Section B) | /5 |
| **TOTAL** | **/35** |
| **Comments:** |  |

|  |  |
| --- | --- |
| **Section C: Summary Budget** | **20%** |
| Is the proposed budget appropriate and consistent with the objectives and expected results of the project? (B6, B7, B8, C) | /5 |
| Is there adequate cost/benefit return with regard to investment and expected outcomes? | /5 |
| **TOTAL** | **/10** |
| **Comments:** | |

|  |  |  |
| --- | --- | --- |
| **SUMMARY & RECOMMENDATIONS** | | **Score** |
| **SECTION A:** | | **/ 15** |
| **SECTION B:** | | **/ 35** |
| **SECTION C:** | | **/ 10** |
| **(Transfer the section totals to the Excel Scorecard for the weighting factors to be applied and final score calculated.)**  **FINAL SCORE /100** | |  |
| Recommendation: | Comments: | |

**DECLARATION**

I, the undersigned, hereby declare that I have executed my responsibilities honestly and fairly.

I am independent of all parties which stand to gain from the outcome of the evaluation process. To the best of my knowledge and belief, there are no facts or circumstances, past or present, or that could arise in the foreseeable future, which might call into question my independence in the eyes of any party; and, should it become apparent during the course of the evaluation process that such a relationship exists or has been established, I will immediately cease to participate in the evaluation process.

I agree to hold in trust and confidence any information or documents ("confidential information") disclosed to me or discovered by me or prepared by me in the course of or as a result of the evaluation and agree that it shall be used only for the purposes of this evaluation and shall not be disclosed to any third party. I also agree not to retain copies of any written information supplied.

|  |  |
| --- | --- |
| **Signed:** |  |
| **Date:** |  |