

PROJECT ASSESSMENT RUBRIC
Scores:

- Each **X** in the YES column adds **1 point**.
- Each **X** in the NO column adds **0 points**.
- Each **X** in the P column (“partially”) adds **0.5 points**.

Results:

- Maximum score: **20 points**.
- Minimum score: **0 points**.
- Projects that will be considered for the process: **over 10 points**.

Evaluation Item	Description	YES	NO	P
1. IDENTIFICATION OF THE ORGANIZATION	<ul style="list-style-type: none"> • The name of the organization as it appears in its legal registry was indicated. 			
2. IDENTIFICATION OF THE PERSON IN CHARGE	<ul style="list-style-type: none"> • The name, email and phone number of the person responsible for the organization submitting the project were provided. 			
3. PROJECT OVERVIEW	In no more than 1000 words, the concept note describes:			
	<ul style="list-style-type: none"> • The global, national and local context of the project. 			
	<ul style="list-style-type: none"> • The problems that give rise to the intervention and the actions that the organization plans to take to diminish or eradicate these problems. 			
	<ul style="list-style-type: none"> • How the proposed actions fall within the strategic lines established for the call. 			
	<ul style="list-style-type: none"> • The population(s) on which the intervention is focused. 			
4. PROJECT TITLE	<ul style="list-style-type: none"> • The name of the project has been provided, as well as its geographic scope and the populations it will support. 			
5. AMOUNT REQUESTED	<ul style="list-style-type: none"> • The total cost of the project in US dollars is provided and, if different, the amount they are specifically requesting from UNAIDS is also included. 			
6. PARTNERS OF THE INTERVENTION	<ul style="list-style-type: none"> • The partners in charge of the implementation of the activities, whether they are local authorities, other NGOs, UN agencies, cooperation agencies, organized communities or other actors, are mentioned. 			
7. POPULATIONS	<ul style="list-style-type: none"> • At least one of the boxes identifying the target population(s) of the project has been checked. 			
	<ul style="list-style-type: none"> • The way the situation of these populations will be impacted by the proposed intervention is described. 			
8. GEOGRAPHIC SCOPE	<ul style="list-style-type: none"> • In the concept note, the geographic scope that the activities proposed by the project will have is stated, indicating country, municipality or department and locality, if it reaches that level. 			

9. STRATEGIC LINE, OBJECTIVES, EXPECTED RESULTS AND ACTIVITIES	<ul style="list-style-type: none"> The strategic line of the call in which the project is framed is clearly followed. 			
	<ul style="list-style-type: none"> The concept note states the objective(s) pursued with the implementation of this project, its results and specific activities. 			
	<ul style="list-style-type: none"> There is consistency between the objectives, results and activities defined. 			
10. SCHEDULE OF EVENTS	<ul style="list-style-type: none"> A schedule of activities is established and it is relevant and realistic regarding the activities. 			
11. BUDGET	<ul style="list-style-type: none"> A budget is established, both for the project in general as well as for each activity. 			
12. ANNEXES	<ul style="list-style-type: none"> The legal registration of the organization has been annexed. 			
	<ul style="list-style-type: none"> A bank account statement in the name of the applicant organization has been annexed. 			
	<ul style="list-style-type: none"> The completed Vendor form has been annexed. 			
TOTAL				

Total score:	
Name of the assessor:	
Date:	