



EU TECHNICAL ASSISTANCE  
TO CIVIL SOCIETY ORGANISATIONS  
IN THE WESTERN BALKANS AND TURKEY

## Workshop on Assessment of Proposals for FSTP Implementors

16 – 18 April 2024, Pristina, Kosovo\*

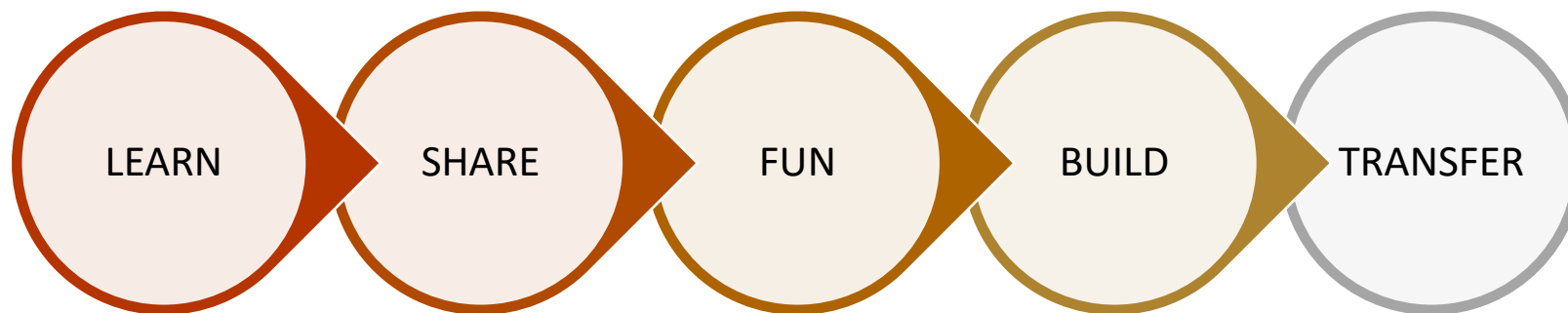
*Developed and implemented by  
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# WHY ARE WE HERE?



# WHAT ARE WE ARE GOING TO DO?



## HOW WE ARE GOING TO WORK?

Getting  
acquainted

Presentations

Q&A sessions

Small group  
tasks and  
exercises

Case studies

Role play

Discussions

Field visit

Coffee time  
and  
networking

Planning for  
future actions

Having fun and  
making new  
memories



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# Getting acquainted in small groups



# SMALL GROUP TASK

## INTRODUCE AND DISCUSS CURRENT PRACTICE

### TASK

1. Present yourself and your organisation in 3 minutes. - **Tell us, what you love at your current job.**
2. Discuss why you are here. - **What bothers you regarding the assessment of proposals?**
3. Appoint in the small group a person responsible for making notes and presenting your **group summary.**
4. Make a **group poster** including a presentation of group members and key issues from the current FSTP practice on assessment of proposals.

**DURATION:** 20 minutes



# SHORT REMINDERS

## TONIGHT

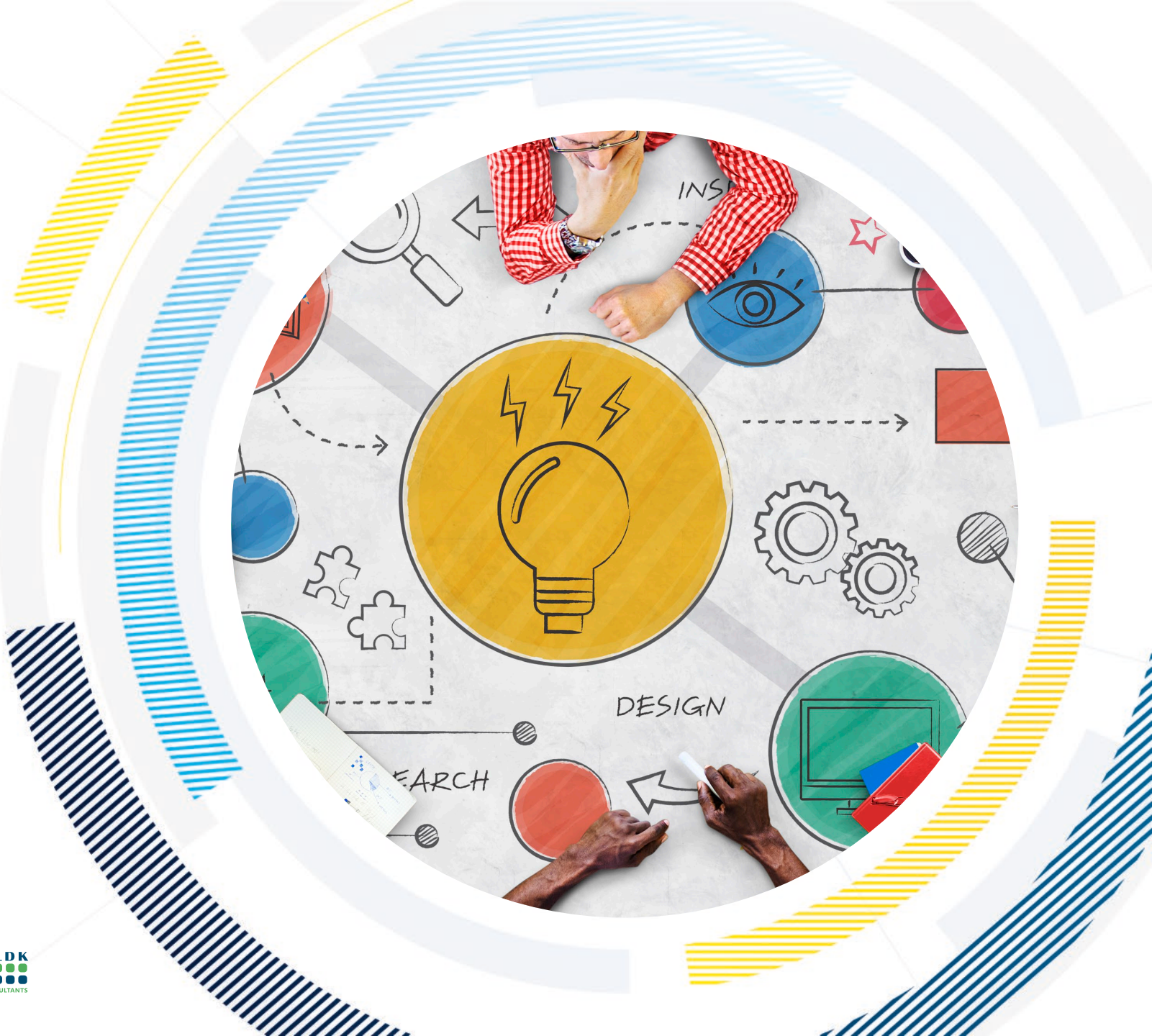
19:30 – 20:30 Dinner for all participants  
from

## TOMORROW

09:00 – 09:30 Registration, welcoming  
coffee and networking

09:30 Start of the workshop

# What is KEY (crucial) in the grant management and assessment process?





# OUR GREAT IDEA

- ✓ We are going to respond to the needs of our grant beneficiaries.
- ✓ We know exactly what they need.
- ✓ We are going to be transparent and supportive.
- ✓ We will ensure only the best ideas are awarded.
- ✓ We are ready to work hard on resolving all issues.
- ✓ We already see how the world is better because of our project.
- ✓ We are going to have a great team of people working on this project.
- ✓ ..... **AND THEN...**



# OUR GREAT SYSTEM

- ✓ Procedures in place – in written:
  - ✓ Describe in detail (primarily for yourself) what is needed to be implemented
  - ✓ How you publish/present the Call
  - ✓ How you conduct capacity building (help desk, training..)
  - ✓ How you select projects and who is the final decision-maker
  - ✓ How you respond to complaints
  - ✓ ....
- ✓ Forms available – for internal and external use
- ✓ Digital or paper
- **HOW MUCH TIME IS NEEDED TO DEVELOP A SYSTEM?**



# OUR GREAT TEAM

- ✓ Human resources challenges:
  - ✓ Lack of qualified staff.
  - ✓ Lack of financial resources for competitive incentives.
  - ✓ Contracted often on a project basis.
- ✓ We need to ensure in our team at least:
  - ✓ Programme person
  - ✓ Finance person
  - ✓ Supervisor
- WHICH SKILLS OR EXPERIENCE YOU ARE MISSING THE MOST IN YOUR CURRENT TEAMS?



# OUR AMAZING ATTITUDE



- ✓ Sometimes the best ideas fail.
- ✓ We can't profit without taking risks.
- ✓ Procedures are not guarantee for the selection of the best projects.
- ✓ People are coming and leaving organisations and projects.
- ✓ We monitor the process to make it better.
- ✓ We are eager to be objective, **BUT is that really possible?**



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# Key phases of the assessment process



# SMALL GROUP TASK

## KEY PHASES OF THE ASSESSMENT PROCESS

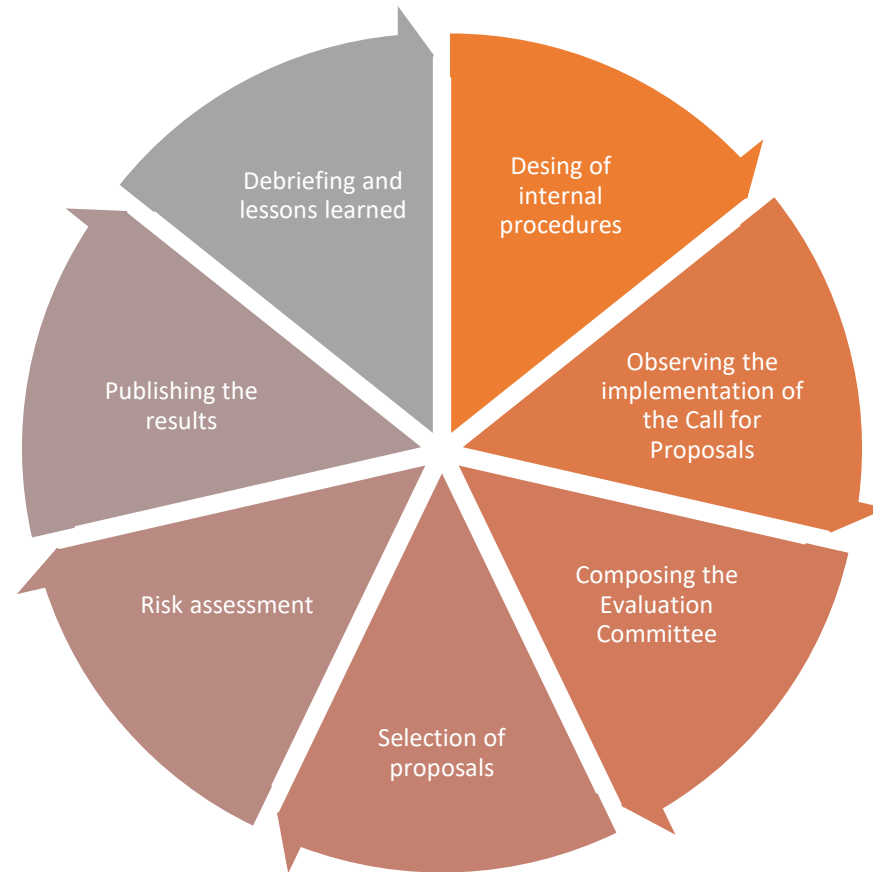
### TASK

1. Make a list of **key phases** of the assessment process.
2. Define what you need to **prepare** to implement each phase.
3. Appoint in the small group a person responsible for making notes and presenting your **group findings**.
4. Make a **group flip chart** for the presentation of findings.

**DURATION:** 20 minutes



# KEY PHASES OF THE ASSESSMENT PROCESS



# DESIGN OF INTERNAL PROCEDURES

Defining procedures, resources, deadlines, responsibilities

Development of forms, checklists etc.

Building the capacities of the staff

Pilot the system internally



# DESIGN OF INTERNAL PROCEDURES

## HOW TO START?

- ✓ **Team** brainstorming and feedback (not necessarily at the beginning)
- ✓ **Describe** in writing – step by step-by-step process to clarify to yourself what you need to do:
  - ✓ From observing the Call implementation to reporting on the assessment process.
- ✓ **Present** procedures to the team – i.e. in the form of the workshop where you are going to test forms etc.
- ✓ **Revise** based on the feedback – continuously



# OBSERVING THE IMPLEMENTATION OF THE CALL

- ✓ Questions asked (clarifications, inquiries etc.).
- ✓ Key **challenges reported by applicants** (regarding i.e. Call requirements, application forms etc.) – often during i.e. capacity building activities.
- ✓ Help desk, mentoring, workshops, info sessions – provide **feedback by applicants** to be considered for eventual revisions in the Call.
- ✓ **Conduct revisions** if needed (publish a corrigendum, prepare additional instructions, and clarifications, **AND** based on that **prepare** a set of information for assessors).

# COMPOSING THE EVALUATION COMMITTEE

SELECTION

INSTRUCTIONS

PREPARATION

# Selection of assessors

Internal, external, mix

Public call or by direct invitation

Selection criteria – to be documented in their selection

Contract (if paid and external)

Decision (if internal or volunteer engagement)

Declaration of objectivity, confidentiality and avoidance of conflict of interest)

Experts, stakeholders, key community members, previous grant beneficiaries...

# Assessors

- ✓ Internal Assessors :
  - ✓ Need to fulfil selection criteria
  - ✓ To be appointed by the internal decision (due to time needed for the work on the process)
  - ✓ To sign a Declaration of objectivity, confidentiality, and avoidance of the conflict of interest
- ✓ External Assessors :
  - ✓ Need to fulfil selection criteria
  - ✓ To sign a Contract (if paid)
  - ✓ To sign a Declaration of objectivity, confidentiality, and avoidance of the conflict of interest



# Mix of internal and external assessors

- ✓ Possible
- ✓ Need to define in procedure
- ✓ Always asking ourselves whether this is transparent, how this contributes to the quality of work
- ✓ To ensure equal treatment of all assessors and applicants



# Instructions for assessors

- ✓ **Standard package** about the Call and criteria for assessment, transparency, confidentiality, conflict of interest
- ✓ **Instructions** on assessment – how to score
- ✓ **Documents** for assessment (forms etc.)
- ✓ List of **projects**
- ✓ **Applications**
- ✓ **Timeline** of the meetings, engagement process
- ✓ **Communication** (whom to contact from the organisation)

# Preparation of Assessors



- ✓ Sending **package** of materials (instructions and other documents) before the intro meeting.
- ✓ Intro **meeting** and getting acquainted with our great idea and the process.
- ✓ Short **workshop** on the use of forms and reporting (assessing).
- ✓ **Clarification** in the follow-up communication.



# SELECTION OF PROPOSALS

- ✓ Facilitation of the process
  - ✓ Preparation for the meetings/review of proposals
  - ✓ Facilitation of the meetings
- ✓ Decision making
  - ✓ Individual assessment
  - ✓ Group assessment
  - ✓ Final decision-maker (quality assurance, executive director etc.)
- ✓ Reporting
  - ✓ On the individual assessment of each proposal
  - ✓ On the whole process

# WHAT IS THE ROLE OF ASSESSORS?

- ✓ To consult?
- ✓ To instruct?
- ✓ To review only the descriptive part of the proposal?
- ✓ To review the financial part of the proposal as well?
- ✓ To give recommendations (i.e. what to consider in implementation, what to additionally request)?
- ✓ Is their finding final?

# ONCE ASSESSMENT IS COMPLETED...

## RISK ASSESSMENT

- In/after contracting
- Preparation for possible problems in implementation

## PUBLISHING THE RESULTS

- Informing public
- Informing awarded
- Informing rejected

## DEBRIEFING

- Reflections on the process
- Lessons learned



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# Case study scenario exercise





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# Evaluation Committee meeting - Role play exercise

