

Due Diligence for Grantee Selection

Date: 3/3/10
Project Name: Utter Bakchar School
Location: Utter Bakchar, Bangladesh
Name: International Relief Friendship Foundation (IRFF)
Address: 102 Bradhurst Ave Suite 612 New York, NY 10039
Information: Paul Byrne byrne781@yahoo.com

Proposed Processes

1	Scan information provided about organization (website, status reports, financial reports, monitoring and evaluation reports)
2	Scan information from third parties (media, previous/current partners)
3	Complete Grantee Checklist (If information is incomplete, request follow-up materials and start process from beginning)
4	Based on findings in Grantee Checklist , make a recommendation for next steps: If organization meets region and sector requirements for project theme AND is a potential grantee based on organizational findings, send Project Request Form If organization meets region and sector requirements, but is not a potential grantee, send notification and file information. If organization is a potential grantee based on organizational findings, but does not currently meet the sector/regional requirements for the current project theme, notify organization and file information for review in future grant cycle
5	Upon receipt of a Project Request Form (with the assumption that the organization has already been approved through the Grantee Checklist mechanism), use the Project Check-list for a project-specific risk evaluation
6	Based on findings in Project Request Form , the Posterus Board votes on the project (a unanimous decision is required for funding approval)
7	Contract is developed between Grantee and Posterus that outlines the project timeline, disbursement schedule, M & E requirements, and conditionalities
8	Funds are disbursed

Proposed Grantee Checklist

Date: 3/3/10
Project Name: Utter Bakchar School
Location: Utter Bakchar, Bangladesh
Organization Name: International Relief Friendship Foundation (IRFF)
Address: 102 Bradhurst Ave Suite 612 New York, NY 10039
Contact Information: Paul Byrne byrne781@yahoo.com

Mandatory Criteria		X	Project Opportunities
Regional Focus	Sub-Saharan Africa		
	Latin America/ Caribbean		
	South Asia	X	Build a new schoolhouse with an established NGO, on-the-ground presence
	Southeast Asia		
Sectoral Focus	Agriculture		
	Education	X	Schoolhouse serving grades 1-5
	Healthcare	X	Community center providing health clinic space
	HIV/AIDS		
	Small Business Development	X	Community center facilitating microfinance training sessions

Organizational Profile	Rating	Comments
Track record in country	2	As part of its "Community Based Health and Education" program, IRFF-Bangladesh has been running two primary schools in small villages of Bangladesh for 18 years
Track record in other areas	2	Wide range of involvement, but strong partnership record with high-profile organizations for over 30 years.
Experience in sector of proposed partnership	1	Education as key focus for IRFF
Written policies/codes of conduct	1	By-Laws and Articles of Incorporation require chapter reporting, strong hierarchy
Reputation	1	As above, well established organization with large geographic reach
Business partners and associates	1	As above, long history of successful partnerships, well-connected board of directors

Social Impact	Rating	Comments
Community Relations	1	Stems from mission focused on poverty reduction, healthcare, education
Government Relations	4	Land donated by community, NGO affairs documentation provided

Proposed Grantee Checklist

Date: 3/3/10
Project Name: Utter Bakchar School
Location: Utter Bakchar, Bangladesh
Organization Name: International Relief Friendship Foundation (IRFF)
Address: 102 Bradhurst Ave Suite 612 New York, NY 10039
Contact Information: Paul Byrne byrne781@yahoo.com

Participatory Processes	1	Focus on community engagement, healthcare, economic opportunity creation; stress religious, cultural and racial cooperation; local workers will provide free labor to build schoolhouse and a mason and construction supervisor will be needed
-------------------------	---	--

Management Profile	Rating	Comments
Experience of Board	1	As above, strong board composition with 4 doctors and 1 ambassador
Experience of Key Staff	4	Unknown ED experience; Paul Byrne as 2004 Upenn graduate, Justin Heyman contact
Technical Expertise	4	As above; some concern over previous difficulty with inflation and project cost overruns.

Communications Capacity	Rating	Comments
English Language	1	All communications in English, reports from ground to be in English.
Access to Communications Technology	1	Well-established, modern organization

Risk Assessment	Rating	Comments
Financial Transparency	1	Have provided detailed budget.
Bribery/Corruption	1	IRFF-Bangladesh Managing Director, Mr. Humayun Kabir will personally purchase all materials, make all payments to contractors and immediately supervise the progress of the construction. The IRFF-Bangladesh Director, Mr. Tetsuya Amano will also monitor transactions and the project's progress. Locks will secure the school with no additional security envisioned due to the relative safety and low crime rates in the area.
Reporting/disclosure	1	Have agreed to provide Posterus with end-of-project report, quarterly reports from country chapter.
Compliance Challenges	N/A	

Proposed Grantee Checklist

Date: 3/3/10
Project Name: Utter Bakchar School
Location: Utter Bakchar, Bangladesh
Organization Name: International Relief Friendship Foundation (IRFF)
Address: 102 Bradhurst Ave Suite 612 New York, NY 10039
Contact Information: Paul Byrne byrne781@yahoo.com

Scale	Rating	Comments
Perceived risk is at a low level/minimal	1 - 3	Perceived opportunity is at a high level/minimal or perceived risk is at a low level
Perceived risk is at a medium level	4 - 6	Perceived risk/opportunity is at a medium level
Perceived risk is at a high level/significant	7 - 9	Perceived opportunity is at a low level/significant or perceived risk is at a high level
Insufficient information / more info needed	MIN	Insufficient information / more info needed (MIN)
Not applicable	N/A	Not applicable

Project Checklist

Date: 3/3/10
Project Name: Utter Bakchar School
Location: Utter Bakchar, Bangladesh
Organization Name: International Relief Friendship Foundation (IRFF)
Address: 102 Bradhurst Ave Suite 612 New York, NY 10039
Contact Information: Paul Byrne byrne781@yahoo.com

Question	X	X	Comments
	Yes	No	
Is this project a good fit for Posterus' mission and goals?	X		Education, healthcare and microfinance facilitation in developing nation
Do project managers have appropriate experience in the field?	X		Long history of education engagements, existing presence in Bangladesh
Does the project have a realistic timeline?	X		Full construction of single-story schoolhouse expected to take 4 weeks, provided timely delivery of materials
Does the organization have access to the human and physical resources necessary to complete the project?	X		Local materials and labor to be used, when available
Can the project produce tangible results within 6 months of the theme timeline?	X		
Are cost estimates realistic?	X		All assumptions appear valid.
Is there an in-kind contribution to the project?		X	But potential for classroom material donations in future.
When feasible, will local resources be used for the project?	X		
Will the project require on-going maintenance? If yes, does the organization have a strategy to deal with on-going costs?	X		When substantial renovations are needed, IRFF plans on soliciting additional donations or providing funds out of its general reserve.
Is the monitoring and evaluation for the project adequate?	X		Immediate post-project report, quarterly reports from country branch.

Project Checklist

Date: 3/3/10
Project Name: Utter Bakchar School
Location: Utter Bakchar, Bangladesh
Organization Name: International Relief Friendship Foundation (IRFF)
Address: 102 Bradhurst Ave Suite 612 New York, NY 10039
Contact Information: Paul Byrne byrne781@yahoo.com

Question	X Yes	X No	Comments
Would the project have any foreseeable externalities? If negative, can they be mitigated?	X		Positive externalities include community space for health clinics and microfinance training sessions, shelter for community members from monsoon rains.
Is the organization prepared to implement the project on receipt of funds?	X		Construction to begin in December 2009 following the end of the rainy season.
Is there a viable local alternative solution?		X	

Communication Log

Date: 3/3/10
Project Name: Utter Bakchar School
Location: Utter Bakchar, Bangladesh
Organization Name: International Relief Friendship Foundation (IRFF)
Address: 102 Bradhurst Ave Suite 612 New York, NY 10039
Contact Information: Paul Byrne byrne781@yahoo.com

Date	Contact	Topic	Remarks
8/25/09	Paul Byrne	Initial proposal of funding opportunity	
9/2/09	Paul Byrne	Initial proposal submitted	
10/4/09	Posterus	Additional questions submitted to IRFF	
10/24/09	Paul Byrne	Additional information provided	
11/1/09	Posterus/Paul Byrne	Partial funding options discussed	
11/8/09	Posterus	Funding Vote: 5/6 in favor of full funding, Ayo Omojola dissented	
11/25/09	Posterus	Donation check mailed to IRFF	
12/7/09	IRFF	Donation check deposited by IRFF	
2/21/10	Paul Byrne	Project construction in-progress photos sent	
8/11/10	Paul Byrne	Project update	
8/30/10	Paul Byrne	Project construction in-progress photos sent	
10/16/10	Byrne	Project construction - roofing and windows update	