

Due Diligence for Grantee Selection

Date: 3/3/2010
Project: Utter Bakchar School
Location: Utter Bakchar, Bangladesh
Organization: International Relief Friendship Foundation (IRFF)
Address: 102 Bradhurst Ave Suite 612 New York, NY 10039
Contact: 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 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: 2/25/2011
Project Name: Jilore Vijana Resource Center (JVRC)
Location: Malindi, Kenya
Organization: Jilore High School, via Lee Ann Sobczak, Peace Corps Volunteer
Address: PO Box 5905, Malindi, Kenya, 80200
Contact: Lee Ann Sobczak, Las9316@gmail.com

Mandatory Criteria		X	Project Opportunities
Regional Focus	Sub-Saharan Africa	X	Create a resource center building at an established high school
	Latin America/ Caribbean		
	South Asia		
	Southeast Asia		
Sectoral Focus	Agriculture		
	Education	X	Computers, media and general meeting space for students, youth and the community at large
	Healthcare		
	HIV/AIDS		
	Small Business Development		

Organizational Profile	Rating	Comments
Track record in country	1	Peace Corps Partnership Program (PCPP) gives credibility, oversight with long track record
Track record in other areas	1	PCPP recognized across the world
Experience in sector of proposed partnership	1	PCPP recognized across the world, JVRC has 30+ years of experience plus success in receiving grants
Written policies/codes of conduct	3	PCPP well established, JVRC had some poor management
Reputation	3	PCPP well established, JVRC had some poor management
Business partners and associates	4	PCPP well established, JVRC had some poor management, unknown local partner strength

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Social Impact	Rating	Comments
Community Relations	1	Stems from mission focused on poverty reduction, healthcare, education
Government Relations	1	School founded by community and transferred to/registered with government
Participatory Processes	1	Focus on community engagement, keeping youth off the streets in a learning environment; providing sports equipment, media and access to information to expand the learning opportunities for local youth and community members; community contributing 38.1% of cost; labor, construction, land, materials, knowledge, skills, management and security all substantially sourced from the community

Management Profile	Rating	Comments
Experience of Board	2	Peace Corps Volunteer, Lee Ann Sobczak will administer all funds and provide reporting functions
Experience of Key Staff	2	Local experience building, managing and maintaining other high school buildings
Technical Expertise	2	Some concern regarding school management post-build

Communications Capacity	Rating	Comments
English Language	1	All communications in English, reports from ground to be in English.
Access to Communications Technology	4	Jilore has limited access to modern communications, which is a major intended outcome of the JVRC project; Lee Ann appears to have regular access to internet

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Risk Assessment	Rating	Comments
Financial Transparency	1	Have provided detailed budget.
Bribery/Corruption	1	PCPP will release all funds directly to Ms. Sobczak, who will in turn administer payment to all parties and suppliers, documenting each transaction in the process
Reporting/disclosure	3	Regular photographic and written reporting shall be conducted during the build; ongoing reporting thereafter TBD prior to funding
Compliance Challenges	N/A	

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	MIN	Insufficient information / more info needed (MIN)
Not applicable	N/A	Not applicable

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Question	Yes	No	Comments
Is this project a good fit for Posterus' mission and goals?	X		Education, community strengthening, youth violence and substance abuse deterrence
Do project managers have appropriate experience in the field?	X		PCPP and Lee Ann Sobczak (PC volunteer) provide reassurance; local builders experienced in providing services to high school
Does the project have a realistic timeline?	X		Full sourcing, construction and additional work projected to take six months
Does the organization have access to the human and physical resources necessary to complete the project?	X		Yes, local expertise and experience in building for high school
Can the project produce tangible results within 6 months of the theme timeline?	X		Yes, as per timeframe
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		

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Question	X Yes	X No	Comments
Will the project require on-going maintenance? If yes, does the organization have a strategy to deal with on-going costs?	X		Students from the high school will clean the center as part of routine school grounds cleaning; a manager from the community will be hired to lead all administrative tasks
Is the monitoring and evaluation for the project adequate?	X		Peace Corps reporting requirements, post-funding reporting TBD
Would the project have any foreseeable externalities? If negative, can they be mitigated?	X		Positive externalities include community space for meetings, forums for educational broadcasts and computer training; youth kept off of streets to lower risk of crime, substance abuse
Is the organization prepared to implement the project on receipt of funds?	X		Construction to begin upon receipt of full funding per PCPP guidelines
Is there a viable local alternative solution?		X	

Communication Log

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Date	Contact	Topic	Remarks
1/25/2011	Lee Ann Sobczak	Initial funding proposal submission	Received and reviewed
2/8/2011	Lee Ann Sobczak	Receipt of Posterus approval for funding	
2/13/2011	Lee Ann Sobczak	Communication of partner nonprofits	
2/22/2011	Lee Ann Sobczak	Update on fundraising planning	
3/1/2011	Lee Ann Sobczak	Update on fundraising planning	