Project Selection Process

Giving Women organises two selections rounds per year. The two project evenings take place in May and in November. The project selection process takes approximately 15 weeks from the project application deadline to the project evening, which ensures enough time to complete each task.

Preparations

Fixing dates for the project selection rounds

The dates for the project selection rounds should be fixed 2 years in advance. It is the role of the head of the sub-committee to make a proposal to the members and to share the final decision with the Secretary General.

The dates that should be fixed are:
- Project application deadline
- 1st PSS meeting (it is enough to fix the week during which the meeting will take place)
- Project evaluation deadline
- 2nd PSS meeting (it is enough to fix the week during which the meeting will take place)
- Project evening

Call for projects

The members of the PSS are responsible to source projects and build up a robust pipeline. The call for projects, which is initiated by the Secretary General, normally takes place 2 months before the project application deadline, which gives the organisations enough time to prepare their applications. The Secretary General is responsible for sending out a call for projects to all Giving Women members, the master list which includes organisations that are potentially interested in support from GW, to announce it on the website and to follow-up with projects from previous selection rounds. The Secretary General will also send out a reminder before the deadline and ensure that all relevant documents have been submitted in advance of the application deadline.

In addition, each member of the sub-committee as well as its head are responsible for looking for new projects. This is an on-going task. Whenever an organisation is approached for projects, the member who contacts them should always copy the Secretary General so as to add this organisation to the master list.

<u>Project Application</u>

The Secretary General is responsible to follow-up with each project prior to the project application deadline to ensure that the application is complete and that all relevant documents have been submitted.

When a complete project application is received, the Secretary General shares a link to the project's dropbox file with the members to give the members more time to study the applications.

<u>Evaluation Process</u>

Just after the project application deadline, the "Evaluations Coordinator" is responsible for sending out a call for evaluators, informing them about the deadlines and their responsibilities and ensuring they are all "fit" for the evaluations. Pairs will be created where necessary.

<u>1st PSS meeting and follow-up</u>

The aim of the first PSS meeting is to review all project applications and select 3 to 4 projects for evaluation that meet the GW selection criteria.

At this time, each PSS member will be allocated a project. She will be responsible for the project until the end of the selection process*.

a) Preparation for the meeting

   The members of the committee and the head are responsible for preparing questions they may have and to complete the rating table for projects. This information should be shared with the other members of the committee and the Secretary General at least 2 days before the meeting.

b) Follow-up on open questions

   Each member is responsible to follow-up **ASAP** with the assigned project owner to obtain the answers to the outstanding questions. In all email exchanges, the member will copy the evaluator and the Secretary General.

c) Informing about output

   The members are responsible for sharing their results with the other members, the evaluator and the Secretary General and to give a personal recommendation of whether GW should take this project on or not. The sub-committee members are given 2 days to give their feedback and to take a final decision. Silence is tacit agreement with recommendation.

<u>Informing the evaluators and project owners</u>

Following the final selection the Secretary General is responsible for informing the project owners and the evaluators about the outcome. In this email, she will copy the PSS member responsible for the project.

<u>Preparations for the project evening</u>

The Secretary General is responsible for sharing the presentations template for the project evening with the project owners. In this email, she will copy the responsible PSS member and the evaluator. The evaluator is responsible to work with the project owner on this presentation and to make sure, that the information is presented in a clear way.

<u>Summary of roles during the project selection process</u>

Head of the PSS
- Look for potential projects (on-going task)
- Initiate a proposal for the dates of the next selection rounds (2 years in advance) and once agreed, inform the Secretary General about the final decision.
- Prepare for the 1st PSS meeting sharing open questions and rating table 2 days before the meeting with the sub-committee and the Sec. Gen.
- Initiate review of selection and evaluation process
- Foster and build partners for project pipeline

Members of PSS
- Look for potential projects (on-going task)
- Prepare for the 1st PSS meeting sharing open questions and rating table 2 days before the meeting with the sub-committee and the Sec. Gen.
- Follow-up with the project owner of the project that has been allocated to her in case there are open questions.
- Share the outcome of the follow-up with the other PSS members and Sec. Gen. giving a personal recommendation on whether this project should be taken on or not. The members of PSS will be given 2 days to give their feedback and to take a final decision.

Evaluations Coordinator

- Invite members to evaluate projects and ensure quality of evaluators. If evaluator is not qualified, pair with another member who is so as to ensure the quality of the evaluations.
- Distribute projects to evaluators after initial screening by PSS.
- Remain available for questions and concerns around evaluation process or criteria.
- Review evaluation process regularly
- Ensure evaluations are completed in a timely fashion and feedback is delivered by PSS.

Secretary General
- Initiate the call for projects
- Sending out a reminder for call for projects
- Follow-up with project owners to ensure their applications are complete
- Share with PSS members and head the complete projects as they come in
- Keep the *control sheet* updated
- Taking minutes of the meetings
- Informing project owners and evaluators about the outcome of the second meeting