



Guideline for Evaluators for Giving Women Projects

Context:

A **Project Circle (PC)** is a group of Giving Women members who collaborate to support a project sourced, screened and presented at a Giving Women project evening. Such projects, hereafter **Giving Women Projects**, have been screened by **Project Selection subcommittee** and vetted by Giving Women **Evaluators** prior to said project evenings.

The aim of a Project Circle (PC) is to provide opportunities for GW members to **learn** about supporting philanthropic work in concrete ways, to **exchange experience** and know-how and to **creatively engage** with Giving Women Projects to further their goals and objectives.

A **PC** consists of a project coordinator (a GW member), the project owner (normally the founder or director of a GW project), and a number of self-selected GW members.

What GW evaluators do?

The aim of the evaluators is to determine whether a project that has applied to Giving Women for support fulfils **all the selection criteria** and is **in a position** to collaborate with GW members in their project circle to achieve objectives they will define together.

Process and Responsibilities:

1. The evaluators will receive a link to a dropbox folder containing the “Detailed Project Application form” and supporting documentation: organisational chart, annual financial reports for the project and organisation of the past two years (including audited accounts where available), detailed budget for the project for this year and next year (if available), the project’s logical framework (if available), the strategy/business plan of the organisation/project, most recent annual report (if available), and any other documents they feel would be useful in telling their story.
2. Review the evaluation form, and read all documents provided and note all questions and points you seek greater clarity or any concerns about financials, governance, or model etc. Use annexes and materials available on the website and online to compliment this desk review.

3. The evaluators should **contact the director/founder** (hereafter the 'project owner') (contact details in the Application form) of the selected project and introduce herself as the Giving Women evaluator and set up a skype call to ask all questions and request further documentation/information to complete the evaluation form. You may want to request documentation and/or share your questions by email in advance of your call. If the project owner prefers to answer the questions by email, that is fine, but it is still important to connect by phone/skype and for you to be available to answer any of the questions they might have on the process. Organise to speak with another member of their team in case of any unclear or worrying answers. Speaking with the project owner, or another qualified person from their team is important to assessing the availability, commitment level and openness of the organisation to collaborate with GW project circle.
4. Based on the applications form, your conversation and other complimentary documentation complete the Giving Women Evaluation form.
5. When asked: "What can we expect from Giving Women?" feel free to help the project to understand the kinds of support GW members can provide, and suggest also areas where you have identified weaknesses in their project/organisation. On the evaluation form feel free to add areas that you feel GW could possibly provide support based on gaps/weaknesses you have identified during your evaluation.
6. Submit Evaluation to Project Selection Subcommittee on time. Your presence is requested at the Project Selection Subcommittee (PSS) Meeting 2, where you are invited to present your findings. The PSS may raise additional questions to which you may or may not be able to respond. The dedicated PSS member will follow up with projects after this meeting to acquire additional info where necessary. After which the final decision will be taken on whether the project will be presented to GW members at the next Project Evening.

If the project is selected:

1. Share the Giving Women Presentation template and guide the project owner in preparing his/her presentation and ensure that she keeps to the format required and respects the time allotted.
2. Prepare a short presentation (no slides) to support the presentation to highlight what really impressed you about the project and its founder so that the members are encouraged to join the project circle. It is important to share your enthusiasm for the project and mention the key competencies that would be particularly useful in moving the project forward.

Red Flags

There are a few things that should be considered red flags. If you identify any of these red flags, they should be **mentioned in your evaluation**. It does not mean the project will definitely not be taken, but these types of issues need to be discussed openly.

1. If the project owner is not responsive, or hard to reach, or rude.
2. If they refuse or neglect to share certain key information
3. If they are only focused on financial support
4. If they are undergoing a transitional period (or are unclear about their strategic direction)
5. If there is no representation in Switzerland

Pairing

If this is your first time evaluating a project for Giving Women, you may want to be paired with another more experienced evaluator to evaluate a project. Or you may just want to share the fun! Please advise the Evaluation Coordinator and she will do her best to find you a pair.

Evaluation Coordinator:

The current evaluation coordinator is Elianna Moquette Sabbag. Please don't hesitate to get in touch if you have any issues, questions or concerns.

Elianna Moquette Sabbag : Elianna.sabbag@givingwomen.ch

THANK YOU!!!