

## **Criteria, Indicators and Processes for Appraising APFNet Project**

Project appraisal is a comprehensive process used to evaluate the feasibility and suitability of a proposed project before its implementation. This process helps APFNet make informed decisions about whether to proceed with a project. APFNet has established criteria, indicators and processes for appraising projects, which also serve as guidelines for preparing project Concept Notes and Proposals that are suitable for submission to APFNet for funding.

### **Project Appraisal Processes**

There are two stages to each project approval session:

**Concept Note Stage:** The project process starts with the submission of a Concept Note (CN) outlining the project's intention by the dates specified in the Call for Project Announcement. After a preliminary review to confirm eligibility of the proponent and completeness of the documents, the CN will be submitted to APFNet Project Appraisal Panel (PAP) for appraisal.

Concept Notes meeting the appraisal criteria will receive an A ranking and be recommended by the PAP for further development into a full Project Proposal (PP). CNs failing to meet the appraisal criteria will receive a B ranking and will not be recommended for the next stage.

**Project Proposal Stage:** The Project Proposal should be developed based on the Concept Note and specify the design of the project's impact, as well as how the project will be implemented, monitored, and evaluated.

To appraise Project Proposals, the PAP will score them and propose a ranking for donor consideration. The number of projects to be funded depends on the availability of the annual budget. Proposals confirmed for funding should be revised to incorporate PAP suggestions and submitted to the APFNet Secretariat within the required timeline.

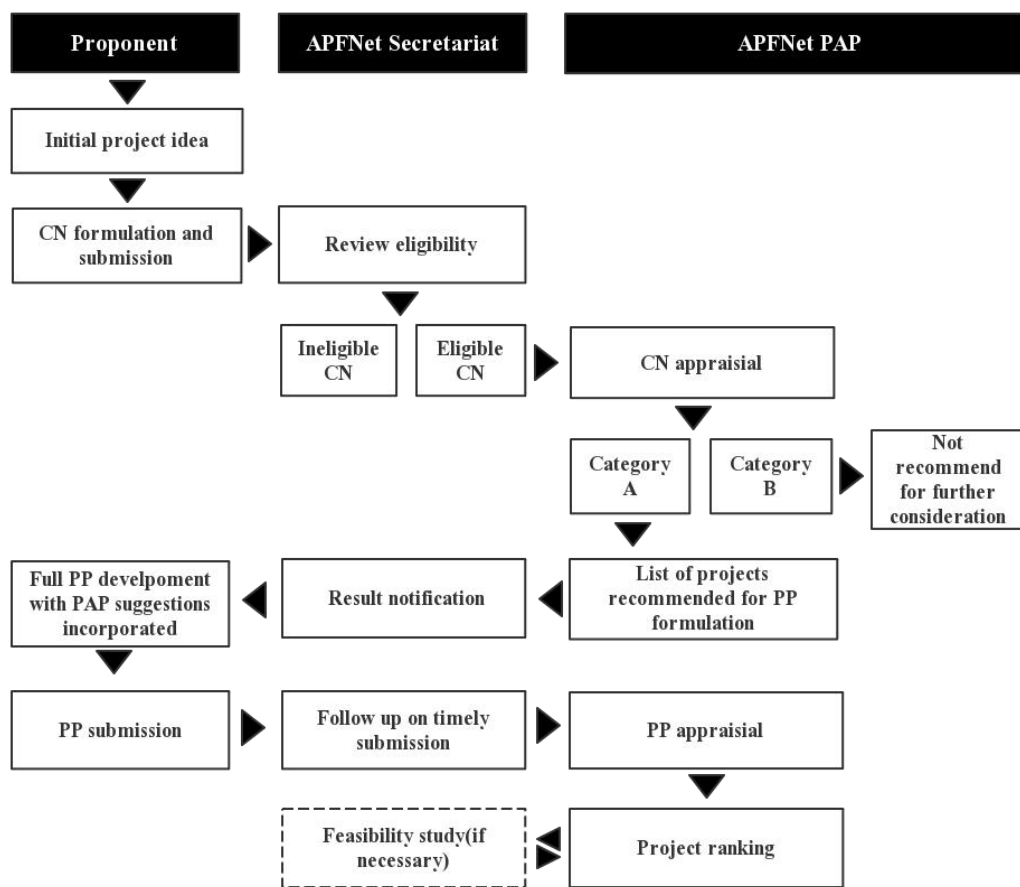


Table 1. Project Appraisal Processes of APFNet

## Criteria and Indicators for Appraising Concept Notes

**Concept Note Appraisal** is the process of reviewing and assessing accepted project Concept Notes by the APFNet Project Appraisal Panel. The panel scores project Concept Notes based on project **relevance**, **proponent**, and **design**.

**Project Relevance** is the degree to which a proposed project aligns with the needs, priorities, and objectives of APFNet, as well as the priorities and policies of the target economy. It assesses whether the project is relevant to a specific priority of the Demonstration Project of APFNet, and how closely it aligns.

Project that aims to demonstrate or test specific forest restoration practices, research results, management models, etc., should be relevant to the following priorities as identified in the APFNet Strategic Plan 2021-2025:

- Multifunctional restoration of degraded forests through assisted natural regeneration and natural regeneration.

- Multifunctional restoration of deforested lands through afforestation and enrichment planting.
- Improved management of non-degraded forests using best practices in SFM to minimize further forest loss and degradation.

**The project proponent** is the individual or organization that proposes and manages the project. They are responsible for providing an introduction to their agency/organization, specifying the project team composition, and listing key staff. The project proponent is evaluated based on their ability to manage the project, manage risks, deliver the expected outcomes, and their experience with similar projects. If the proponent fails to meet the threshold requirement, they cannot proceed to the next stage.

**Project design** refers to the process of developing a detailed plan or blueprint for a project. A good project design should clearly identify the project objectives, the activities that will be undertaken to achieve those objectives, the expected outputs and outcomes, the resources required to complete the project, and the timeline for completion. Additionally, it should take into account the needs and expectations of stakeholders, potential risks and challenges that may arise, and strategies to mitigate those risks. A well-designed project should be feasible, relevant, and effective in addressing the problem it aims to solve. It should also be efficient in terms of resource utilization and cost-effectiveness.

### **Criteria and Indicators for Appraising Project Proposals**

**Project Proposal Appraisal.** The proponent, who is invited to submit the full proposal, is expected to complete the proposal within the given time frame, taking into account the feedback received from the Concept Note appraisal. The Project Proposals will be assessed using the following five criteria:

- **Project Relevance**
- **Project Impact**
- **Project Effectiveness**
- **Management and Sustainability**
- **Project Efficiency**

**Project Relevance** The PAP assesses the alignment of the proposed project with the priorities of APFNet, as well as the importance and necessity of the issue the project seeks to address.

**Project Impact** is the criterion that was assigned the highest value in the proposal scoring. PAP primarily evaluates project impact from four dimensions: project outputs, outcomes, beneficiaries, and dissemination. Project outputs refer to the tangible and measurable results that are produced as a direct result of a project's

activities. These can include things like reports, products, or services. On the other hand, project outcomes refer to the broader and more long-term impacts that a project is intended to achieve. These can include changes in behavior, attitudes, or policies.

**Project Effectiveness** examines how a project will take place, particularly how well a project will achieve its objectives. A suitable set of indicators that can effectively measure the project's performance is expected to be identified, aligned with the project outputs and outcomes, and capable of capturing quantitative and qualitative data. The PAP also assess whether potential risks have been adequately identified and mitigated, or at least minimized.

**Management and Sustainability** PAP considers whether projects are achievable from a project management perspective. This also looks at whether the benefits of a project are likely to continue after the project is completed.

**Project Efficiency** considers the relationship between project inputs and outputs, particularly whether the project uses the least costly resources possible to achieve the desired results. The PAP examines the technical design of the proposed solutions and assesses whether the financial arrangements are sound and affordable.