



International Coffee Organization
Organización Internacional del Café
Organização Internacional do Café
Organisation Internationale du Café

WP VSC No. 2/06

27 January 2006
English only

E

Virtual Screening Committee
30 January 2006
London, England

**Form used by the USAID to evaluate
programme proposals**

Background

1. The attached evaluation form has been submitted by the USAID as an example of methods used for programme evaluations.
2. It may be of interest in the context of the procedures used by the Virtual Screening Committee (VSC).

Action

The Committee is requested to consider this evaluation form.

PROPOSAL SCORE SHEET

Proposal Number: - Title:

Reviewer: Target Country:

PRE-MEETING EVALUATION OF PROPOSAL

IS THE PROPOSAL ADEQUATE FOR REVIEW? Yes No
DOES THE PROPOSAL FIT THE PROGRAM GUIDELINES? Yes No

	Excellent	Good	Average	Poor	Not Acceptable
Scientific Merit	A	B	C	D	E
Relevance to Development	A	B	C	D	E
Capacity Strengthening	A	B	C	D	E
Innovation	A	B	C	D	E
Overall Grade	A	B	C	D	E

Are there any administrative concerns associated with the target country? Yes No
(if so, comment below)

Specific Comments on the proposal: (continue on back, if needed)

MEETING RESULTS

IF A PROPOSAL IS ULTIMATLELY INVITED, LIST ANY CONDITIONS OF INVITATION:

DELAY DECISION: Yes No
What is the Issue?

Who is Responsible to Resolve the Issue?

ANY COMMENTS FOR THE PROPOSERS? Yes (see back of page) No

FINAL DECISION

OVERALL GRADE FOR PROPOSAL _____

DECISION DATE:

LEAD REVIEWER:

CHECK THOSE "SPECIAL CONCERNS" BELOW THAT MUST BE ADDRESSED

- A. ____ Use of human subjects
- B. ____ Potential safety hazards
- C. ____ Animal or plant pathogens or pests
- D. ____ International shipment of hazardous materials
- E. ____ Recombinant DNA molecules
- F. ____ Radioactive materials
- G. ____ Use of vertebrate animals
- H. ____ Field collection of plants or animals, including
endangered or threatened species
- I. ____ Environmental hazards
- J. ____ Intellectual property rights
- K. ____ Gender issues

Any Specific Comments for the Investigators