

Project Guidelines and Selection Criteria 2011



D2Development Fund

The D2Development Fund in brief

The D2Development Fund promotes innovation and entrepreneurship in development and strengthens the development community at the London School of Economics and Political Science (LSE).

Every year in late summer, students and alumni interested in development can submit innovative project proposals to the D2Development Fund. An expert panel reviews the submissions according to comprehensive criteria and proposes the best three for online voting, in which any person who makes a donation can participate. The proposal with the most votes wins an award of 3000 Euros.

The D2Development Fund brings LSE's development community together to elaborate, discuss and fund innovative development ideas. We are currently working on a substantial extension of our website services to enhance online interaction amongst LSE development students and alumni. Keep on visiting www.d2development.org for the latest news.

Funding mainly comes from donations from members of the same community, and the concept also allows project proponents to promote their initiative and to seek advice from possibly more experienced members of the LSE development community.

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1. Eligibility of Projects

The D2Development Fund supports new and innovative development initiatives run by LSE students or alumni. In order to submit a project, the following criteria must be fulfilled:

1. Proposed projects must be related to development issues. It is up to the project proponents to justify this relationship.
2. Proposed projects have to be new in the sense that they have not been running for more than one year at the time of proposal submission deadline, neither in the form of the submitted project nor under any other form or name.
3. Projects must have a minimum duration of 2 years, and a maximum of 5 years (Note that any submission must be presented as a project, i.e. an activity with an explicitly limited duration. Of course, projects can be linked to the establishment of organizations that exist for an undetermined period of time).
4. The project team must consist of a majority of LSE students or alumni, which includes students or alumni of joint programs between LSE and other universities. LSE team members have to perform substantive functions in the team.

The D2Development Fund committee reserves the right to declare projects not eligible in case of justified doubt over the fulfillment of any criterion.

2. Application and Selection Process

Project proposals must be submitted by September 30, 2011, in electronic format to the D2Development Fund Committee. The proposals must follow the structure presented in chapter 6, of which every section has to be completed.

The D2Development Fund Committee will rank the projects according to the selection criteria presented in the next section. It will attach a value between 0 and 5 for each of the nine criteria. Projects with a score of less than 30 overall will be eliminated from the competition. If more than 5

projects fulfill these requirements, the committee will choose a maximum of 3 projects with the highest overall ranking and eliminate the other projects from the competition. The Committee will communicate its decision by October 31, 2011.

Proposals remaining in the competition will stand for a vote which takes place between early November and early December of 2011. The 3-page summary prepared as part of the project submission will be published on our website for evaluation by voters. In this document, project proponents may choose to include any information about their project that they feel best makes its case to the voters. We recommend that the executive summary includes a short description of proposed activities, summaries how the project addresses key selection criteria as outlined below, and provides details of the project team and its qualifications.

Any person can vote by registering on the D2Development Fund's website and contributing a donation to the Fund. The D2Development Fund reserves the right to discount votes in case of justified suspicion of fraud.

The result of the vote will be communicated in mid-December of 2011 and the project with the most votes will be declared winner of the 2011 D2Development award. The winner will be awarded a sum of EUR 3,000.

3. Selection Criteria

The Committee of the D2Development Fund will rank projects according to the following nine criteria by attaching a value between 0 and 5 for each criterion. The comments and questions mentioned under each criterion help the committee to guide its allocation of points.

1. Impact

- Impacts are the positive and negative, intended and unintended consequences of development interventions:
 - What will happen thanks to the project?
 - What are the real differences made for beneficiaries?
 - How many people will be affected?

- Are relationships with other activities in the same geographic and/or thematic area taken into account, synergies taken advantage of and inconsistencies avoided?

2. Effectiveness

- Effectiveness is the measure to which a development activity achieves its stated objectives:
 - To what extent were the objectives achieved / are likely to be achieved?
 - What were the major factors influencing the achievement or non-achievement of the objectives?

3. Innovation

- Innovation measures the newness and amount of pioneering and creative intellectual effort behind an activity:
 - Are the proposed activities new and innovative?
 - How is the project different from existing activities?
 - To what extent is the project idea built on a creative combination of existing knowledge from other disciplines / areas?

4. Financial soundness

- Financial soundness refers to the completeness and logical coherence of the proposed budget and financial figures:
 - Are all relevant activities comprehensibly and reasonably budgeted for?
 - Are revenues estimated cautiously and do alternatives for financing exist?
 - Are financial risks taken in to account duly?
 - Is the D2Development Fund award sum relevant to the financial viability of the project?
 - Efficiency: Is the stated objective likely to be attained with low cost relative to alternative ways to reach the same goal?

5. Sustainability

- Sustainability refers to the simultaneous and equitable consideration of social, economic and environmental short- and long-term viability and impacts of an activity:

- Can the proposed activity and its beneficial impacts likely be sustained after the duration of the submitted proposal has elapsed?
 - Have social, economic and environmental consequences of the proposed activity been duly taken into account?
6. Participation:
- Participation refers to the inclusion of and transfer of ownership to stakeholders of a development intervention:
 - To what extent will beneficiaries be able to influence the design and implementation of concrete activities?
 - Will local capacities in the intervention area be improved in the context of the proposed activity?
 - Will responsibilities be transferred to stakeholders, particularly to key beneficiaries?
 - Are developing country actors involved in the design and implementation of the proposed activity?
7. Consideration of vulnerable groups
- Vulnerable groups are people in particular need of development interventions due to their higher susceptibility to stress (including political, economic and environmental stress)
 - Does the proposed activity focus on vulnerable groups?
 - Is the selection of beneficiary groups explained and justified in terms of development needs?
8. Project-specific team expertise
- Project-specific expertise refers to the extent to which the academic, professional and extra-curricular qualifications of the project team match the management requirements of the proposed project:
 - Does the project team have the required knowledge and experience in the respective thematic and geographic area?
 - Does the team have sufficient project management experience?
9. Logical coherence

- This criterion refers to the completeness and logical coherence of the proposed project plan:
 - Does the proposal explain all relevant aspects of the project comprehensibly?
 - Is the proposal logically coherent and well thought-through?

These criteria and guiding questions can be interpreted and applied with common sense. They are meant to guide a reasonable assessment of the quality of a submission rather than to be applied to the letter.

Acknowledgements: Part of these selection criteria have explicitly been taken from the OECD's DAC Principles for Evaluation of Development Assistance.

4. Grant Payments and Reporting Requirements

Award winners will receive their grant in two installments:

- The first installment of two thirds of the total grant sum will be made within 2 months of the announcement of the award winner.
- The second installment, which amounts to the rest of the total grant sum, will be made upon receipt of the first technical and financial reports mentioned below, but not earlier than 6 months after the first installment. It may be withheld if the committee judges the deliverables unfulfilled.

Reporting requirements encompass periodic technical and financial reports against the project proposal as well short updates. The first set of reports has to be submitted between 6 and 12 months after receiving the first installment. The second set of reports has to be submitted 24 months after receiving the first installment. Whereas the technical and financial reports are for confidential consideration of the D2Development Fund committee only, the short updates, which have to be submitted at the same time, should include pictures or movies, and will be published on the D2Development Fund website. Further updates are welcome but not mandatory.

These commitments will be determined in a contract to be signed between D2Development Fund and the award winner.

5. Further Information

Further details on the selection process can be found on our website, www.d2development.org. For any questions you may contact the D2Development Fund committee at admin@d2development.org.

6. Mandatory Project Proposal Structure

The following structure is mandatory for all submitted proposals. Failure to adhere to this structure may result in refusal of the proposal or in the deduction of awarded points for the ten selection criteria.

1. Project Overview
 - a. Title
 - b. Abstract
 - c. Goal and objectives
 - d. Estimated duration
 - e. Estimated budget
2. Executive Summary (this has to be 3 pages long and will be presented on our website if the project passes the first selection and takes part in the voting round)
3. Administrative Information
 - a. Organization (short description)
 - b. Project team
 - c. Project leader
 - d. Partners
 - e. Other donors
4. Project description
 - a. Background and justification (needs assessment)
 - b. Goal and Objectives
 - c. Activities

- d. Expected Results and Timeline

5. Financial Plan

- a. Overview
- b. Detailed Budget relating to each activity mentioned above
- c. Revenue sources
- d. Financial risks and mitigating measures

6. Evaluation Criteria (explain on maximum half a page per criterion how your project achieves them. Reference should be made to the project plan laid out above. No additional notes are required for the logical coherence criterion).

- a. Impact/Effectiveness
- b. Innovation
- c. Financial Soundness
- d. Sustainability (M&E, long-term vision, environmental considerations)
- e. Vulnerable Groups (Gender, ...)
- f. How project is linked with other projects / coherence
- g. Participation of developing countries (number and type of people involved; capacities built in developing countries)
- h. Team expertise

7. CVs of each project team member

7. Legal information

The D2Development fund is a legally recognized association according to Art. 60 et seq. of the Swiss Civil Code. Our constitution can be downloaded on our website: www.d2development.org. In the unlikely event of a legal dispute, the place of trial will be Biel, Switzerland.

8. Amendments

The D2Development Fund reserves the right to make minor adjustments to the present document at any time.