

**North American Bangladesh Islamic Community**

# **NABIC**

**Guideline for Solicitation, Evaluation, Monitoring and Renewal  
Of  
NABIC Projects in Bangladesh**

**Rev. 0**

**Issue Date: 28 Sept 2013**

## **I. Scope and Purpose:**

This guideline applies to all new and ongoing projects under consideration for funding by NABIC. It is intended to outline a process for formal and systematic approach in selecting, monitoring and renewals of NABIC projects.

## **II. General Information:**

While taking up a new NABIC project, serious considerations should be given to evaluate how the project will impact the long-running development and relief efforts by NABIC in Bangladesh. Such as, whether this project will complement and/or enhance the visibility of other NABIC projects. Since NABIC's vision is to be a role model, the project under consideration also needs to be a model for others, such that it is to be- copied by others, known for its customer services, be self-sustaining where applicable, etc. NABIC is NOT simply a relief agency!

All new projects must fit into one of the five focus areas: (a) Poverty Alleviation and Community Development (b) Healthcare (c) Science and Technology Education (c) Ethics Education and Corruption Reduction (e) Emergency Relief and Rehabilitation.

Project proposals can be received in one of the following ways:

- (a) Requests from existing Development Partners
  - i) Continuation of existing projects
  - ii) New project
- (b) Projects initiated by NABIC management
- (c) Projects recommended by NABIC members
- (d) Unsolicited proposals from NGOs in Bangladesh

## **III. Required Elements in a Submitted Proposal:**

A new proposal submitted either by a current development partner or by a new organization must contain sufficient information that will allow NABIC to make an initial evaluation of the project. The proposal at a minimum should contain the following elements:

- A. Program description including the uniqueness of the project
- B. Applicant's track records
- C. Management structure
- D. Support needed (finance, technical, etc)
- E. Contributions to be made by the requesting organization

F. Documents relating to registration as a non-profit organization including approvals from the Bureau for NGO affairs, if applicable.

(See Appendix A for a sample format)

#### **IV. Review and Selection of a Project (new project):**

A. Initial screening by the Executive Director (ED): The ED or a designated member of Board of Directors (BOD) or Board of Regents (BOR) will conduct a preliminary assessment to determine whether project is worth for Board's consideration. In doing so the ED or designee will see whether the proposal:

- i) Fits in to one of the five focus areas
- ii) In line with NABIC's vision and mission.

If the answer to the above questions is yes, the ED or designee will prepare summary of the project proposal and circulate among the BOD for their input.

#### B. Preliminary Review by Board of Directors

The BOD will review the summary to and decide whether the project is worth for further consideration. While reviewing the BOD may ask the following questions.

- Mission-driven: Does the project meet NABIC mission?
- Will this project complement and/or enhance the visibility of other on-going project?
- High-impact: How impactful is the project?
- Low-cost: How realistic is the cost?
- Long-term impact: Will it really have a lasting impact?
- Track record: How did this organization succeeded in other/previous projects?
- Marketability: Can this project attract donors and grab donor imagination?
- Timeline: What are the deadlines and are they realistic?
- Human Resources: Can it be managed, sustained, completed and delivered?

#### C. Additional Information Collection

If the BOD decides that the project merits further consideration, the ED shall:

- i) Collect additional information, as needed.
- ii) Visit the proposed project site, have in-person meeting with the officials of the NGO, as appropriate.
- iii) Submit a detailed report with recommendation for a final decision by the Board.

#### 4. Final approval by the Board

The Board shall consider the report and the recommendations submitted by the ED, other relevant information related to the project, NABIC's budget, and do one of the following:

- i) Approve the project as recommended
- ii) Reject the project
- iii) Send it back to ED for revision and/or further information collection

## **V. Monitoring of On-Going Projects:**

### Elements of the monitoring Procedure:

A. Filed Visit: Every effort should be made to annually visit a project site by the ED or a designee. The visit should include meeting with management, actual observation of project outcome, getting first-hand feedback from the beneficiaries, etc. See Appendix B for a sample form that can be used to collect information during the field visit.

B. Progress Report by Program Manager: NABIC should require that all project managers/contacts send regular reports (including pictures and financial status). Frequency for such reports may depend on the duration of the project, e.g., less than 3 months: one final report, more than 3 month but less than 9 months: one mid-term report and one final report; more than 9 months: quarterly reports and annual report.

C. Annual Evaluation by NABIC Board: The Board should formally evaluate each project with cost \$20K or more during the current calendar year, and decide whether to renew or discontinue project and suggest the as areas of improvement in case of renewal.

## **VI. Renewal/Continuation of Projects:**

A. In early to mid-September NABIC ED may send a courtesy notification to NABIC project contacts that the proposal for a new project or a renewal of a project should be submitted to NABIC by October 31<sup>st</sup>.

B. Project partners submit their request along with relevant documents to NABIC ED by October 31<sup>st</sup>.

C. ED reviews the request and other documents (including site visit reports, if applicable), collect additional information, as needed and prepare a summary report either justifying the continuation or termination.

D. The BOD meets before the end of November to review the summary report and proved its initial decision to ED.

E. ED takes the initial recommendations by the BOD work with the project contacts to refine improve the proposal and submits to BOD for final approval.

F. The BOD makes the final decision by January 31<sup>st</sup> of the following year.

## Appendix-A

### Guideline for Project Proposal Submission

#### A. Summary Information

1. Name/Title of the Project: \_\_\_\_\_

2. Name of the Organization Submitting the Proposal: \_\_\_\_\_

3. Address of the Organization's Primary Office: \_\_\_\_\_

\_\_\_\_\_

3.1: Primary Contact Person:

Name: \_\_\_\_\_

Relation to the organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

3.2: Alternate Contact Person:

Name: \_\_\_\_\_

Relation to the organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

4. Project Location: \_\_\_\_\_

5. Summary Description of the Project (no more than 200 words):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **B. Detailed Project Proposal:**

There is no specific format for submitting a project proposal. However all proposals at the minimum should contain the following information:

1. Full management structure (including names of President/Chairman/Executive Director, Board of Directors, Executive Committee, etc.)
2. Applicant's track record (in similar work).
3. Who will be benefited by the project?
4. Unique elements of this project compared to similar projects by other NGOs
5. Support needed from NABIC (financial, technical, etc.).
6. What contribution the NGO will make (space, labor, matching fund, etc.).
7. NGO Bureau approval status.

## Appendix B

### NABIC Sponsored Project Evaluation

#### A. Background Information

Name of the Project: \_\_\_\_\_

Parent Organization: \_\_\_\_\_

Project Location/Address: \_\_\_\_\_

\_\_\_\_\_

NABIC Contact Person: \_\_\_\_\_

Contact Phone/email: \_\_\_\_\_

Nature of NABIC Commitment/Proposed Commitment:

One Time Grant: \_\_\_\_\_

Annual Renewable Grant: \_\_\_\_\_

Duration of Commitment: \_\_\_\_\_

#### B. Project Visit Information

Date and Time of Visit: \_\_\_\_\_

Place of Visit: \_\_\_\_\_

Setting (indoor/outdoor/office/restaurant/project site/combination): \_\_\_\_\_

\_\_\_\_\_

Scheduled or Surprise Visit: \_\_\_\_\_

Persons in Attendance:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

### C. Project Assessment and Evaluation

Rate each item: 0= NA/no information, 1= below expectation, 2= average, 3= above expectation  
or answer each question: yes/no, explain if necessary, describe your experience.

1. How was the reception/welcome by the host? \_\_\_\_\_

\_\_\_\_\_

2. How was the introduction of the project? \_\_\_\_\_

\_\_\_\_\_

3. How was the presentation of the project? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Did you detect any inconsistency? \_\_\_\_\_

\_\_\_\_\_

5. What was your impression of the credibility of the people? \_\_\_\_\_

\_\_\_\_\_

6. How organized was the project office? \_\_\_\_\_

\_\_\_\_\_

7. Appearance of the facility: \_\_\_\_\_

\_\_\_\_\_

8. Any structural or quality concern? \_\_\_\_\_

\_\_\_\_\_

9. How is the maintenance and upkeep of the facility? \_\_\_\_\_

\_\_\_\_\_

10. What is the opinion of the beneficiaries (preferably random and unselected)? \_\_\_\_\_



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11. How do you rate the progress of the project? \_\_\_\_\_

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12. Did the project achieve its primary goal? \_\_\_\_\_

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