

2.4 Will the **project activities** deliver the outputs?
 Activities could be e.g.
 --> providing prompt responses to referrals
 --> meeting British Nationals at the door of aircrafts
 --> providing support out of normal working hours
 --> providing specialist support/advice to Consular staff
 --> providing adequate assistance for consular cases e.g. those returning homeless

2.5 Is the partner able to offer global support?

	5
	5
Sub Total	25
0	

Reviewers comments

3. Risk

4.1 Realistic risk assessment, including duty of care to staff:

- Have all serious risks been identified?
- What steps might be taken? Is the management strategy effective? (tolerate, treat, terminate or transfer the risk)
- Will risks be reviewed during the delivery cycle?
- Does the partner have an internal due diligence process in place to monitor the risks?

	5
	5
	5
	5
Sub Total	20
0	

Reviewers comments

4. Budget/VFM

4.1 Have all costs been clearly identified and scheduled in the Activity Based Budget? (scheduled: structured breakdown of all project expenses)
 --> Does the proposal name what level of funding would be allocated to each output outlined in the project plan?
 --> Does the budget give a detailed breakdown of cost per activity per month and unit costs for staff where possible?

4.2 Does the project represent VFM, e.g. are administration costs reasonable? Procurement fair? (Administration costs should not exceed 10% of total project cost)

	5
	5
Sub Total	10
0	

Reviewers comments

5. Stakeholders

2. To some extent
1. Only slightly
0. Not at all