



CRITERIA	KEYWORDS	DEFINITIONS	MINIMUM COMMITMENTS	R Required	R Recommended	1	2	3	4	5*
RELEVANCE The project meets demonstrated priorities and adapts to the intervention setting	Needs	The project meets the demands and needs of beneficiaries and helps achieve the priorities of other stakeholders (authorities, partners, donors...)	Conduct an analysis of needs, demands and resources in the initial diagnosis phase	R	R	R	R	R	R	R
	Mandate	The project reflects Humanity & Inclusion's strategy and values	During the project design and implementation phase, verify that the project meets both Humanity & Inclusion's mandate and the programme's strategy	R	R	R	R	R	R	R
	Context	The project adapts its action to the intervention setting (socio-cultural and historical determinants, security, logistical and regulatory constraints...) and its evolution	Analyse the intervention setting as outlined in the programme strategy or during the initial diagnosis phase	R	R	R	R	R	R	R
CHANGES The project aims to achieve positive short-, medium- and/or long term change for the targeted groups	Effects	The project brings about positive short- and medium-term changes in the lives of the beneficiaries and their families	Carry out a baseline assessment so that trends in identified indicators can be monitored. Depending on the projects: – Self-evaluation for all projects (at least once every 3 months for short-term projects and once a year for long-term projects) – Interim evaluation for any project of 3 years or over – Final external evaluation for any project of 2 years or over; and/or with a financial volume exceeding 3 million Euros	R	R	R	R	R	R	R
	Impact	The project helps bring about long-term positive effects on the lives of beneficiaries and their families	Consolidate the number and categories of beneficiaries at least once a year	R	R	R	R	R	R	R
	Mitigation	Any negative changes that might be brought about by the project (environment, economy, conflicts...) are avoided, minimised or offset	Define and manage project risks and assumptions	R	R	R	R	R	R	R
CAPACITIES The project helps strengthen internal and external capacities	Autonomy	The project helps to build the capacities of local stakeholders and to ensure their autonomy at the end of the project	Conduct a preliminary analysis of the capacity and structure of potential implementing partners during the design phase	R	R	R	R	R	R	R
	Competencies	The project team and partners develop the skills necessary for implementing the project	Train project teams, and partners if necessary, on Humanity & Inclusion approaches and skills	R	R	R	R	R	R	R
	Learning	The project contributes towards internal and external learning dynamics, and towards improving Humanity & Inclusion's practices	Write up and share lessons learned on each project during project completion phase	R	R	R	R	R	R	R
SUSTAINABILITY The project aims to achieve positive effects that will be ongoing once the intervention is over	Anticipation	The post-project phase is anticipated and planned from the outset	Develop a project exit and/or continuity strategy adapted to the context prior to the project closure phase	R	R	R	R	R	R	R
	Continuity	The intervention has met the identified needs of the populations and/or the project's activity has been transferred to other stakeholders in a position to continue it	Update the analysis of needs, stakeholders, risks and context during the project's implementation phase	R	R	R	R	R	R	R
	Resilience	The project helps to reduce the vulnerability of targeted populations and to increase their response capacity	During the project design phase, and again during the project closure phase when there is a final evaluation, verify that the project contributes/has contributed towards reducing the vulnerability of target populations	R	R	R	R	R	R	R
ADMINISTRATION The project has the appropriate management capacity	Organisation	Project and support teams (Humanity & Inclusion and partners) know their roles and offer a timely, cost-effective and quality contribution (operational, financial...)	Plan activities, budgets, logistical requirements and indicator monitoring, and share the completed and planned activities on a monthly basis	R	R	R	R	R	R	R
	Control	Controls are in place for monitoring activities, compliance with Humanity & Inclusion rules and the effects of the project, allowing corrective measures to be taken where necessary	Conduct an inter-services project review (project/support teams) on a regular basis (at least every 4 months) in order to monitor and adjust activities, indicators, budgets, logistical needs, risks management, recommendations and Humanity & Inclusion rules; write up the results in a report	R	R	R	R	R	R	R
	Communication	Project communication is tailored to meet the objectives of the population it is targeting	Adapt communication to each project stakeholder and propose a project summary from the perspective of one female and one male beneficiary	R	R	R	R	R	R	R
EFFECTIVENESS The project successfully achieves its objective	Feasibility	The project has the necessary resources (human, financial, logistical, technical...) to achieve its objectives	Verify project feasibility during the project design and launch phase	R	R	R	R	R	R	R
	Consistency	The results contribute to achieving project objectives	Produce a written document outlining the intervention approach and explaining the links between activities, results and objectives	R	R	R	R	R	R	R
	Product/Service	The project's outputs are of the required quality, in compliance with Humanity & Inclusion's and/or international technical standards	Monitor the technical quality indicators of the product/service	R	R	R	R	R	R	R
EFFICIENCY The project makes optimal use of resources (human, financial, logistics, technical...)	Strategy	The proposed intervention method achieves the expected results at the lowest cost	During the project design phase, verify that the intervention strategy proposed is in fact the most cost-effective	R	R	R	R	R	R	R
	Flexibility	The project is flexible and adapts to the evolving needs and risks (constraints and opportunities)	Define and manage the main risks and assumptions linked to the project's implementation	R	R	R	R	R	R	R
	Optimisation	The necessary resources are mobilised and optimised throughout the project	Monitor and analyse the budget between project team and support services (at least once a month for short-term projects and every 4 months for long-term projects)	R	R	R	R	R	R	R
ACCOUNTABILITY The project is able to account for its actions to all stakeholders	Information	The stakeholders (including beneficiaries) are clearly and impartially informed about the results and performance of the project	Provide stakeholders (beneficiaries, partners, donors, Humanity & Inclusion support teams) with the clear and verified information they need in a suitable format	R	R	R	R	R	R	R
	Compliance	The project complies with international law, the laws in force in the project country, donor requirements, as well as Humanity & Inclusion's own rules, standards and commitments	Check compliance with the rules during the project design, project launch and project implementation phases with relevant support services (Admin/Log/HR...)	R	R	R	R	R	R	R
	Availability	All project documentation is conserved, classified and accessible	Develop, update and backup a project document database, to be used in compliance with data access and protection regulations	R	R	R	R	R	R	R
PARTICIPATION The project has put specific mechanisms in place to involve beneficiaries	Consultation	Beneficiaries are consulted at every stage in the project cycle	Involve beneficiaries (or their representatives) in the initial diagnosis and project launch phases	R	R	R	R	R	R	R
	Expression	Beneficiaries have the means to express their opinions (complaint mechanisms, satisfaction surveys...)	Encourage and empower beneficiaries (or their representatives) to express their level of satisfaction during the implementation phase	R	R	R	R	R	R	R
	Understanding	Beneficiaries agree with the priorities defined for the project and understand the expected benefits	Keep beneficiaries (or their representatives) informed during the project implementation and closure phases	R	R	R	R	R	R	R
COOPERATION Project partners are involved to the greatest extent possible	Choice	A preliminary analysis is carried out of potential partners (financial, technical, logistics, ethical, strategic)	Conduct a preliminary analysis of the capacity of potential implementing partners	R	R	R	R	R	R	R
	Involvement	Partners are kept regularly informed and involved in decision-making processes concerning the project's steering and implementation	Hold a steering committee meeting with potential partners at least once every 3 months for short-term projects and once a year for long-term projects	R	R	R	R	R	R	R
	Results	Partners (if any) actively contribute towards the project's success	Monitor the extent to which partners are meeting their objectives (at least once a month for short-term projects and every 4 months for long-term projects)	R	R	R	R	R	R	R
SYNERGY The project is consistent with its environment and interacts positively with other stakeholders	Cooperation	The project is accepted by all stakeholders and actively seeks their involvement	Carry out a stakeholder analysis during the initial diagnosis phase	R	R	R	R	R	R	R
	Complementarity	The project is coherent with other interventions so as to ensure a comprehensive response to the multiple and changing needs of the target groups	Look for opportunities for cooperation and complementarity between projects working in the same area during the project design and launch phases	R	R	R	R	R	R	R
	Respect	Project teams adopt a respectful and fair attitude towards everyone and ensure that actions are socially acceptable to the people targeted in all their diversity and to communities	During the project design phase, verify that the proposed intervention not only respects Humanity & Inclusion's principles, but is also perceived as appropriate to the context, is acceptable to the people, and is not in contradiction with local development strategies	R	R	R	R	R	R	R
ETHICS The project respects universal ethical principles and applies Humanity & Inclusion's values	Non-discrimination	In accordance with the humanitarian principles and international conventions (CRPD, Ottawa Treaty...), the project helps to prevent any form of distinction, exclusion or restriction, including those related to gender, disability, age, sexual orientation and/or cultural/political/geographic affiliation	During the project design phase, ensure that the project addresses everyone's needs and interests in an inclusive and differentiated way	R	R	R	R	R	R	R
	Do no harm	The project systematically considers the risk of negative effects and reviews any action that is seen to be harmful in any way	In the initial diagnosis and design phase, include a risk analysis of potential short- and long-term negative effects for communities	R	R	R	R	R	R	R
	Values	The project applies the values promoted by Humanity & Inclusion (Humanity, Inclusion, Commitment, Integrity)	Inform project teams and partners about the need for compliance with Humanity & Inclusion institutional policies and directives (Child protection; Protection from sexual exploitation and abuse; Code of conduct; Disability, gender and age...).	R	R	R	R	R	R	R

* 1. Initial situation 2. Design 3. Inception 4. Implementation 5. Completion

