

PARTNERSHIP ASSESSMENT AND SELECTION PROCESS

1. CHOOSE THE STRATEGY FOR SELECTING A PARTNER

Purpose: Context, availability of partners, and timeframe, will determine what selection procedure to pick.

- a. Open tender
- b. Sole sourcing
- c. Bidding by invitation



2. IDENTIFICATION OF POTENTIAL PARTNERS

Purpose: investigate and outline the child labour situation and the local context in the selected country/area .

- a. Desk review / open call
- b. Scoping mission
- c. Recommendations from local stakeholders
- d. Due diligence

*All of these activities can be complemented by a public request for proposals



3. PARTNER CAPACITY ASSESSMENT

Purpose: understand the partner's technical and administrative capacity and evaluate potential risks.

- a. Conduct micro-assessment of partners
- b. Commission consultancy firm to conduct micro-assessment of partners
- c. Get feedback and buy-in from local stakeholders



4. REQUEST FOR CONCEPT NOTE

Purpose: The Concept Note is a short and precise description of the future project. It can be a useful way to gauge whether potential partners have a good idea of the scope of work.

- a. Release Request for Concept Note

5. EVALUATION OF CONCEPT NOTES BY ECLT

Purpose: Rank preferred concept notes based on a defined set of criteria and grading system and select partner.

- a. Internal Review and grading of concept notes



6. EVALUATION OF CONCEPT NOTE BY IN-COUNTRY PANEL

Purpose: A panel of key local stakeholders (companies, ministries, unions) will help select one applicant and start co-designing and planning future intervention.

- a. Share concept notes with panel and ask for review & grading
- b. Invite applicants to present proposed concept note



7. SELECTION OF PARTNER

Purpose: Based on the internal and external reviews and the grading of concept notes, partners are selected to prepare a full project proposal.



8. PROJECT PROPOSAL DEVELOPMENT

Purpose: The proposal is the final outcome of the project preparation. It includes the framework for implementation of activities, and achievement of the objective of the project.

- a. Guidelines for the development of new project proposals aligned with the recommendations from the scoping mission and the findings from the baseline assessment.
- b. In collaboration with selected partner draft the proposal
 - i. If needed, include capacity development plans of partner and associated budget approval
- c. Feedback from stakeholder panel



9. PROJECT APPROVAL

Purpose: Present the new project proposal to the client for approval of the scope of the project.

- a. Prepare executive summary and presentation of the scope of the new project
- b. After approval, include latest inputs/modifications
- c. Contracting of partner