



Annex A – Instruction for Preparation of Cases

PREPARATION OF CASES

The application format for a Strategic Partnership prescribes that the applicant shall attach a number of cases to illustrate relevant track record. For consortia, the cases shall cover the track record of the consortium as a whole. For validation, references should be provided to evaluations, impact studies or other evidence in support of the cases to document track record.

The cases should illustrate relevant track record, experience and added value of the applicant in the following capacity criteria:

1. Strategic Capacity
2. Programmatic Capacity
3. Partnership Capacity

For the applicant, it will be important to consider a selection and composition of cases that can serve as a sufficient basis for the assessment of the track record of the applicant in relation to the criteria listed above. To ensure this, the applicant is free to extract relevant information from any thematic, country and/or regional programme or campaign in the recent past (not more than five years old and based on programming in ODA eligible-countries). The cases should be selected from (a) significant and typical programme(s) or process(es) within the applicant's own portfolio, so that it is illustrative of the general approach and experience of the organisation.

The applicant is free to decide on the number of cases (minimum three), however the presentation of cases should not exceed 10 pages in total (using Garamond 13, single spacing). It is possible to refer to the same case under different capacity criteria. Applicants are requested to prepare the cases in such a manner that the applicant's track record and added value in relation to the concerned assessment criteria can be assessed solely on the basis of the cases presented. Each case should as minimum provide the following information:

- Reference to specific sub-criteria covered by the case (e.g., 1.3 Information and Public Engagement, 3.3 Local Leadership, etc).
- Dates
- Key results/achievements contributed to
- Valued added of the applicant organisation
- Lessons learned/reflections
- Budget and funding agencies (if relevant)

For applications made by a consortium, the cases should clearly indicate which member(s) of the consortium that the case refers to.