



Annex 1A

Instructions for preparation of cases

The application form (Annex 1) 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, but may be from individual contributions. The cases should illustrate experience and added value of the applicant organisation in the following assessment criteria:

1. Partnership and local leadership approach
2. Humanitarian, development and peace action (nexus)
3. Innovation
4. HRBA and Leaving No-One Behind
5. Gender equality, girls and women's rights
6. Meaningful inclusion of children and young people
7. Greening of engagements
8. Global and local connectedness and coordination
9. Information and public engagement in Denmark

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 below listed criteria. To ensure this, the applicant is free to extract relevant information from any country, thematic, regional or global programme or campaign in the recent past (not more than five years old and only in OECD DAC eligible countries). The cases should be selected from a significant and typical programme or process within the applicant's own portfolio, so that it is illustrative of the general approach and experience of the organisation. Cases submitted as part of the EoI may be included in the full application but must be resubmitted.

The applicant should respect the number of cases to be referred to under each section of the application form. The applicant is free to decide on the total number of cases presented as part of the application (same case may be referred to under different sections), however the presentation of cases should not exceed 15 pages in total (using Garamond 13, single spacing).

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:

- Dates
- Key results/ achievements
- Added value of the applicant
- 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.



For possible later validation, references should be provided to evaluations, impact studies or other evidence in support of the cases.