



ANNEX 1A

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. All members of the consortium should be represented in a case at least once. The cases should illustrate track record of the applicant within the selected thematic priorities included in the proposed programme engagement.

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 thematic priorities. 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. Cases submitted as part of the prequalification may be included in the full proposal but must be resubmitted.

The applicant is free to decide on the number of cases (minimum three), however the presentation of cases should not exceed 8 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 can be assessed solely on the basis of the cases presented. If the applicant is a member of an international alliance or federation, the added value in this aspect should be reflected as well.

Each case should as minimum provide the following information, but it is up to the applicant to decide on specific format and cases may include other elements as well:

- Reference to thematic priorities covered by the case (e.g., 3.1 Job creation, economic growth, trade and investment, etc).
- Dates
- Brief outline with key features of the engagement
- Key outcome level results/achievements contributed to
- Valued added of the applicant
- Role of local partner
- Lessons learned/reflections
- Budget and funding agencies (if relevant)
- For consortia, the cases should clearly indicate which member(s) of the consortium the case refers to.

For possible later validation, references should be provided to evaluations, impact studies or other evidence in support of the cases as well as contact information for local partners for possible interviews.