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RULES for EVALUATING the Projects submitted by NGOs to the Council of State Support to NGOs under the President of the Republic of Azerbaijan



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The evaluation of projects submitted by NGOs to the Council of State Support to NGOs under the President of the Republic of Azerbaijan (hereinafter "the Council") is carried out by various structures in 3 stages and in the following order:

Stage I: Primary selection

The primary selection is conducted by the Council's Secretariat. At this stage the Secretariat of the Council:

- receives the projects according to the Council's decision;
- records and codifies the projects;
- groups the projects by their focus areas indicated in the announcement of competition;
- checks the conformity of projects and attachments to them with the format established by the Council;
- The projects irrelevant to the competition terms are introduced to the next stage for an expertise and not allowed to take part in the competition.

Stage II: Expertise

The projects are codified and passed to the expert groups. Only project proposals are submitted to the expert groups without any information on the organization, to which the project belongs. At the same time, the names of experts are codified as well. The experts evaluate the projects on a score-based system according to the evaluation sheet approved by the Council. Each project is individually evaluated by 3 different experts with provision of confidentiality. The expert evaluations are summarized by the Secretariat and transferred to the Council with the relevant reference.

Stage III: Consideration of the projects by the Council and identification of outcomes of the competition

The Council discusses each project proposal individually and makes relevant decision in view of the expert opinion. The Secretariat informs the organizations submitting project proposals about the decisions made. The winner organizations are contracted. The information on the winners of the competition is placed on the Council's web-page and delivered individually to the organizations.