

**SELECTION CRITERIA FOR THE PRIORITISATION OF PROJECTS SUBMITTED FOR FUNDING BY THE  
ORANGE HOUSE TRUST FUND FOUNDATION (OHTFF)**

**INTRODUCTION**

At its second meeting, the Management Board of the Orange House Trust Fund Foundation (OHTFF) agreed that in order to maintain full transparency in selecting projects submitted for funding, objective criteria should be developed for the eligibility and prioritisation of projects submitted for funding. The Management Board also agreed that criteria should be developed both for the evaluation of the project content (scientific/technical merits) and for the effect of the project on the receiving society.

**ELIGIBILITY CRITERIA**

1. The request for assistance, advice, training, guidance, education, policy development and/or management should be related to: (i) chemical safety in production, transport, storage, supply and/or use; (ii) agriculture management and/or technology; and/or (iii) food and feed safety and food security.
2. The request for assistance should be addressed in writing by a public entity, such as (but not limited to) national, regional or community authorities, academia or non-governmental public non-profit organisations; and
3. The request should be made on paper with the official letterhead of the requesting authority and signed by a representative with decision making authority; alternatively the request may be made also on behalf of the requesting authority by a well-recognised international organisation, such as (but not limited to) a UN organisation, OECD, European Commission or an NGO;
4. The request should originate from a developing country, a country with an emerging economy or a group of such countries as defined annually by the World Bank, and
5. The request is for capacity building projects only (see criterion 1 above), not for financial assistance other than the coverage of expenses.

**SELECTION CRITERIA**

**Project Content**

1. The project proposal should include: well-described objectives, a work plan, and a time table; and
2. The project description should be scientifically and/or technically well-defined; and
3. The project description should be in compliance with internationally accepted ethical standards with respect to human, animal and environmental health, safety and wellness; and
4. The project is not a duplication of similar projects carried out in the same country or region or for the same entity, unless specifically justified.
5. The project proposal should include an indication of the financial implications.

**Project Impact**

6. The project includes adequate information on the needs for the project in the recipient country or region and its targeted output (in what sense is the project expected to make a difference?);

7. The project includes one or more objective indicators to assess its impact in the receiving country or region (e.g. safer handling of chemicals should result in less accidents; improved food hygiene and pesticide use should result in less food spoilage); in addressing such indicator(s) an estimate should be made of the lapse time needed before the impact can be assessed.

#### **PRIORITY SETTING OF ELIGIBLE PROJECTS WHICH PASSED THE SELECTION**

Prioritisation of eligible projects which successfully passed the selection process should be done by scoring each of the selection criteria on a scale of 1-3 (1= acceptable; 2= good; 3= excellent). Projects scored as excellent are further discussed for final prioritization.

#### **LEVEL OF FUNDING**

The level of funding of a project (zero tariff, reduced tariff) is subject to compliance criteria as defined by the OHP Management Board in the annual day-tariff scheme, annexed to the annual Management Plan. For 2011 these criteria are as follows:

**Zero Tariff:** This tariff applies to all projects requested by national authorities and institutions in developing countries and emerging economies with very limited resources and without project support from international organisations.

**Reduced Tariff:** This tariff will apply to all projects requested by: (i) national authorities and institutions in developing countries with additional external project support such as from international organisations; (ii) international organisations and the European Commission; (iii) national authorities in countries with established economies on a case-by-case basis depending on the aim of the project(s) at hand; and (iv) NGO's and private not-for-profit organisations.