**Checklist: Review of System Capacity Grant (SCG) Applications/Revision[[1]](#footnote-2)**

(Last updated April 2022)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **System Capacity Grant Applications** (see section below for revisions) | | | | **Comments**  (include any relevant details to explain your answers, if necessary) |
| **Country:** | | |  |  |
| **Maximum SCG Application:** | | |  |
| **Amount requested:** | | |  |
| **Previous approved amount (if any):** | | |  |
| **Remaining balance:** | | |  |
| **Date of Submission:** | | | Request submitted to GPE Secretariat: Click or tap to enter a date. |  |
| Request submitted to GARC: Click or tap to enter a date. |  |
| Yes | No | N/A | **Eligibility**  (Q1 to be completed by GOO, Q2 by Finance and Risk team and Q3 & Q4 by Country Team) |  |
|  |  |  | Is the Country eligible for SCG funding under GPE criteria? |  |
|  |  |  | Has the grant agent (GA) (note which legal entity is applying) been accredited by GPE? |  |
|  |  |  | Has the GA been properly selected? |  |
|  |  |  | Has the government and local education group (LEG) approved/endorsed the SCG GA? |  |
| **The section meets GPE’s SCG requirements: Yes  No** | | | | |
| Yes | No | N/A | **Justification to address specific enabling factors or areas** (to be completed by Country Team) |  |
|  |  |  | Has the decision to address specific enabling factors been based on the partnership compact? |  |
|  |  |  | If not based on a partnership compact, does the application convincingly explain the choice to address specific enabling factors? |
|  |  |  | If the partnership compact has not been developed, is there an exceptional case that justifies the SCG financing mechanism? |  |
|  |  |  |
|  |  |  | If yes, please specify how it expects to fund support for capacity development reinforcement related to assessment of enabling factors during the Compact process. |  |
|  |  |  | Does the application correctly identify financing windows? |  |
|  |  |  | If yes, do the program activities proposed fit in the corresponding financing windows? |  |
|  |  |  |
| **The section meets GPE’s SCG requirements: NA  Yes  No** | | | | |
| Yes | No | N/A | **Program design** (to be completed by Country Team) |  |
|  |  |  | Does that program convincingly explain how what is proposed will address the specific issues identified with regards to the enabling factors (theory of change or result chain)? |  |
|  |  |  | Does that program convincingly integrate a gender lens, and discuss how it will advance gender equality in the country (theory of change or result chain)? |
|  |  |  | Does the application refer to evidence that the proposed interventions have reasonable chance of success based on national, regional, or global evidence? |
|  |  |  | Is gender equality hardwired through the program design, including systematically applying a gender lens and identifying key challenges and design of program activities from a gender equality perspective? |
| **The section meets GPE’s SCG requirements: NA  Yes  No** | | | | |
| Yes | No | N/A | **System Capacity Reinforcement** (to be completed by Country Team) |  |
|  |  |  | Does the application convincingly explain how the proposed action will lead to system capacity reinforcement? |  |
| **The section meets GPE’s SCG requirements:  Yes  No** | | | | |
| Yes | No | N/A | **Timeline** (to be completed by the Country Team lead) |  |
|  |  |  | Does the program (ESA, ESP and JSR) timeline seem appropriate and realistic for the activities outlined? |  |
| **The section meets GPE’s SCG requirements: Yes  No** | | | | |
| Yes | No | N/A | **Budget** (to be completed by the Finance and Risk team) |  |
|  |  |  | Is the budget reasonable for the activities and grant agent costs?  *(Note in the comments section any costs that need further clarification e.g., activity or costs are not relevant for the type of grant, significant line items are insufficiently justified, or costs/activities may be deemed excessive)* |  |
|  |  |  | Is the agency fee excluded from the overall proposed budget? |  |
|  |  |  | Is the agency fee correctly reflected in the application? |  |
| **The section meets GPE’s SCG requirements: Yes  No** | | | | |
| Yes | No | N/A | **SEAH[[2]](#footnote-3) Risk Assessment** (to be completed by the Finance and Risk Team) |  |
|  |  |  | Does the program design include identification of risk associated with sexual exploitation, abuse, and harassment (SEAH) that may be induced or exacerbated by the GPE grant?  *Note: if yes, please summarize the risk assessment in the comment section.* |  |
|  |  |  | If SEAH risks were identified were there any proposed mitigation measures  *Note: if yes, please summarize the risk the risk mitigation measures in the comment section.* |  |
|  |  |  | If SEAH risk were considered not relevant for the GPE grant, did the application provide reasons for this conclusion  *Note: if yes, please summarize the reasons for the conclusion in the comment section.* |  |
| **The section meets GPE’s SCG requirements: Yes  No** | | | | |
| Yes | No | N/A | **General Risk Assessment** (to be completed by the Country Team lead) |  |
|  |  |  | Are there any major issues to be flagged that could delay or otherwise impact the ESP preparation?  *Note: If yes, please summarize major issues in the comments section.* |  |
|  |  |  | Are there any concerns on how the grant will be managed and implemented?  *Note: If yes, please summarize major concerns in the comments section.* |  |
| **The section meets GPE’s SCG requirements: Yes  No** | | | | |
|  | | | | |
| **SCG/ESPDG: Extensions & Revisions** | | | | |
| Yes | No | N/A | **Extensions/Revisions** (to be completed by the Country Team lead) |  |
|  |  |  | If changes to the goals (reinforcement of specific enabling factors), has there been a convincing rationale included for those changes? |  |
|  |  |  | If changes to activities, does the proposal convincingly explain how changes activities address weaknesses in the enabling factors? |  |
|  |  |  | Is there any impact on how the system capacity will be reinforced? |  |
|  |  |  | Has the disbursement rate been included and is it consistent with the extension rationale? |  |
|  |  |  | Has the LEG been consulted about revisions? |  |
|  |  |  | Is the revised timeline for implementing the proposed activities reasonable? |  |
|  |  |  | Are there any major issues to be flagged that could delay or otherwise impact the ESP preparation?  *Note: If yes, please summarize major issues in the comments section.* |  |
|  |  |  | *For a costed extension/revision only (to be completed by Finance and Risk team):*  Is the budget reasonable for the activities and grant agent costs?  *(Note in the comments section any costs that need further clarification e.g., activity or costs are not relevant for the type of grant, significant line items are insufficiently justified, or costs/activities may be deemed excessive)* |  |
| **The section meets GPE’s SCG requirements: Yes  No** | | | | |
| *Please provide additional comments/details, if necessary.* | | | | |

**To be completed by Grant Operations Officer:**

**The Request:** *Description of the request (from GA application).*

**DECISION**

Please note that the agency fee should be reflected in decimals and not rounded up when reflected in the decision language.

**Completed by:**

Country Team (Country Team Lead/Education Specialist/Grant Operations Officer and any other Peer Reviewer):

Click or tap to enter a date.

Finance Reviewer:

Click or tap to enter a date.

GARC Chair (only if a meeting was held):

Click or tap to enter a date.

**Approved By:**

CEP Regional Manager:

Click or tap to enter a date.

CEP Manager (only if escalated):

Click or tap to enter a date.

Chief Financial Officer (only if escalated):

Click or tap to enter a date.

1. This checklist is used to review the system capacity grant application by the following GPE Secretariat teams: 1) Grant Application Review Committee (GARC), 2) Finance and Risk team, and 3) Country Team. [↑](#footnote-ref-2)
2. Sexual Exploitation, Abuse and Harassment. [↑](#footnote-ref-3)