

The Required Documents

Dynamic Program Practices Award

Please use this sign (✓) to tick if you have the following documents:

No	Name of the Required Documents	Tick (✓)	Comment?
1	Result Framework/Logframe	<input type="checkbox"/>	
2	Data Collection Tools	<input type="checkbox"/>	
3	Monitoring and Evaluation Reporting Template for Project	<input type="checkbox"/>	
4	Quarterly and Annually Reflection Meeting Report	<input type="checkbox"/>	
5	Internal and/or External Evaluation Report	<input type="checkbox"/>	
6	Complaint Mechanism	<input type="checkbox"/>	
7	The Term of Reference for Management Team Members	<input type="checkbox"/>	
8	Latest four meeting minutes of management team	<input type="checkbox"/>	
9	Current project/program proposal documents	<input type="checkbox"/>	
10	Public Relations and Fund-raising Document	<input type="checkbox"/>	
11	The signed consent form	<input type="checkbox"/>	
12	Minutes and/or relevant documents that show active collaboration with other organizations to achieve common goals	<input type="checkbox"/>	
13	Progress reports	<input type="checkbox"/>	
14	The latest updated staff list, management team, board, and donors.	<input type="checkbox"/>	
15	List of project or program (name of donors, name of focal point, mobile phone, and email address)	<input type="checkbox"/>	