

Concept papers selection criteria

The below criteria are applied in selecting successful concept papers for further development:

1. **BP Values alignment:** applicant organizations should understand safety, ethics and compliance requirements of BP. Proposed project concepts should present how they will ensure safety and ethics compliance during the projects implementation. BP Group Policy requires the applicant organizations to pass through Anti-Bribery and Corruption and Company Due Diligence procedures through Ethics and Compliance and Procurement and Supply Chain Management departments.
2. **Need-based intervention:** any proposal of a project aiming to achieve a change in society should, firstly, establish the need for such change. Establishment of the need should be presented based on the desk and/or field study. Applicant organization should refer to the sources used and cite them throughout the concept paper. Applicant organization should be ready to present a field research report or the cited resources upon request.
3. **Cost-effectiveness:** the applicant organization should present an intervention design in such a manner that it offers to deliver the most amount of results of the highest quality with the least possible costs. BP Social Investment team will conduct a cost-effectiveness analysis involving the assessment of the opportunity cost of the proposed concept, assessment of the proposed scope of work against the achievement of the intended goals and objectives; assessment of the proposed budget and budget breakdown against the proposed scope of work. Prices of services and materials requested will be compared against the market prices corresponding to the time and place.
4. **Outcome oriented approach:** implementation of activities and/or provision of equipment support alone are not sufficient to ensure projects' success. Therefore, proposed project concepts should have an outcome oriented approach, meaning the applicant is responsible for the achievement of the objectives, not just the conduct of the activities. This is usually reflected in the design of activities and the proposed monitoring mechanism.
5. **Experience:** the team proposed for the implementation of the projects should be experienced in project management, financial administration and the subject matter presented. BP considers that at least one subject matter expert should be presented as an expert/consultant with relevant experience related to the content of the proposed project.
6. **Transparency:** proposed project concepts must be transparent and be open to internal and external scrutiny to allow potential beneficiaries, non-governmental organizations and government departments to comment on them. Proposed project documents should present all actions and related costs for every item line, its description, explanation, justification and breakdown upon request. Any attempt to hide project or organization-related information from BP will lead to the failure to meet the criteria. Applicant organizations should be informed that any information they provide to BP as part of the application should be considered by the applicant for discretion. Should the applicant organization wish any part of the proposal to be treated by BP as confidential, they should express it in a clear, written manner.
7. **Socio-economic, environmental sustainability and exit strategy:** any intervention should be sustainable. This means, the assistance provided to the target groups should be owned by the beneficiaries and multiplied through scale-up. Applicant organizations should demonstrate that the proposed project is sustainable. An example of it would be co-funding and in-kind contributions from third parties or beneficiaries, a mechanism to manage environmental impact of the activities, developing a scheme for involving active participation of the beneficiaries in the decision-making process within the proposed project. Any proposed project concept should have a clear and detailed-enough exit strategy.
8. **Measurement of success:** the proposed concept should clearly state how the expected results will be monitored and tracked throughout the projects implementation. Applicant

organizations should present evidence that they have knowledge, skills and experience to conduct a comprehensive, multi-level monitoring of the achievement of projects activities and objectives.

9. **Capacity building:** concept papers should present an approach with capacity building element containing transfer of skills and knowledge to the beneficiaries. This is essential for ensuring sustainability of the project. Moreover, experienced organizations should involve capacity building elements for similar organizations in the field and develop linkages with local educational institutions and private sector along the capacity building themes. This, for example, may include involvement of other organizations, interns and entrepreneurs to develop a wide network of people and institutions to achieve diffusion of knowledge and develop capacities.
10. **Prevention of duplication:** projects should avoid duplicating, instead, compliment the efforts of companies, international and local agencies or government. Therefore, concept papers should contain a section where applicant organization presents results of the research of the existing efforts by government, private sector and international/local non-government organizations in the field of projects' concern.