

3. Best Practices

This chapter contains a series of checklists and overviews deriving from the experience gained with hundreds of PPRs in past years.

3.1 Checklists

The following checklists are not to be understood as a set of rules to be worked through item-by-item. Realizing that PPRs will be carried out under very different circumstances, they are meant to help both the officer responsible for the commission and the PPR team observe the standards expected of the PPR.

3.1.1 Checklist for the preparation of a PPR

- Implementing organizations, the political executing agency and the respective superior(s) agree on the objectives, focuses and time frame of the PPR, including deadlines.
- TOR drafted for the PPR in cooperation with project management and the GTZ office; if necessary also with the regional manager and the responsible P+D section.
- Identification of suitable German, international and local appraisers and elaboration of the respective TORs.
- PPR briefing session with appraisers; points to be discussed include:
 - objectives and main focus of activities
 - program and approach
 - briefing of appraisers at GTZ head office and, if necessary, at other organizations in Germany
 - visits to organizations in partner country
 - journeys to neighboring countries (in the case of regional projects)
 - provision of documents
 - planning of any workshops that might be required in the course of PPR (if necessary, including secretariat to document results)
 - documentation and reporting
 - deadlines
 - contractual issues, flight bookings, visa procurement, hotel reservations
- Contracts concluded with the appraisers (GTZ office is responsible for contracting appraisers from the partner country).
- Project team and GTZ head office compile relevant project documents and forward them to the appraisers in good time, including:
 - expert reports on project preparation/feasibility study
 - present commission and/or implementation offer and previous BMZ commissions
 - project data sheet
 - last project report
 - last PPR report
 - evaluation report (BMZ)
 - project planning matrix
 - present plan of operations
 - project arrangement (exchange of notes)