Proposal development and sign-off - process in detail

	Refer/reject?	Activity or task	Who is responsible?	&	Who should be consulted?
< New Partners		Potential partner identification & rapid assessment site visit	CPO	~~	SWW staff / Mgt
	Reject?	CPO report & recommendation	CPO	~~	SWW staff / Mgt
	Reject?	Decision on whether to proceed	Mgt	~~	CPO / SWW staff
		Baseline M&E	CPO		
	Refer/reject?	CPO report recommendation	CPO	~~	SWW staff / Mgt
	Reject?	Mgt decision whether to proceed	Mgt		
< Contract renewals		Working up proposal	Partner	~~	SWW staff / CPO
	Refer/reject?	CPO assessment & recommendation	CPO	~~	SWW staff / FMOs
	Refer/reject?	Initial scrutiny	SWW TO	~~	FMOs / Mgt / SWW PO
		Contract development	CPO	~~	AA / MIS
	Refer?	Technical sign off	SWW TO	~~	MIS
	Refer?	Mgt sign off	DD / Mgt	~~	MIS
		Contract issued			