

MCOP6 Evaluation Rubric

Section	Criteria	Description / Indicators	Points – Write-up	Points – Evidence	Formats for Evidence	Total
1. Organization & Presentation	Structure, clarity, and visual appeal	Report is well-organized and visually coherent. Includes: cover page (title, target, team/school details, date, logo), table of contents (logical, page numbers), list of acronyms (accurate). Layout and design enhance readability and professionalism.	7	3 (clean formatting, consistent visuals, logical structure)	PDF	10
2. Summary (100 words)	Clarity & impact	Concise summary of objectives, activities, outcomes, and overall impact in ≤100 words. Should give a clear snapshot of the project's purpose and achievements.	10	–		10
3. Target Selection, Rationale and Problem Identification	Relevance & local connection	Clearly identifies chosen target (1–10) as well as a relevant issue being faced by the local community. Justifies its selection based on local environmental challenges, biodiversity priorities, and stakeholder needs. Demonstrates local relevance and alignment with MCOP goals.	7	3 (local data, maps, baseline info, stakeholder input)	JPEG, PNG, links, PPT, PDF, Word Doc	10
5. SMART Action Plan	Planning quality, stakeholder engagement & feasibility	Lists Specific, Measurable, Achievable, Relevant, Time-bound actions. Clearly identifies stakeholders, roles, timelines, and resources. Demonstrates feasibility and alignment with the target.	5	5 (Gantt chart, planning sheets, stakeholder list, meeting minutes)	Excel sheet, PPT, PDF, Word Doc	10
6. Activities Undertaken	Implementation, stakeholder collaboration, and innovation	Describes the actions executed and the participation of multiple stakeholders (e.g. schools, local government, NGOs, businesses, citizens). Highlights creativity, teamwork, and innovation in methods used.	8	12 (photos, attendance, testimonials, media reports, videos)	JPEG, PNG, links, PPT, PDF, Word Doc, Excel sheet	20
7. Outcomes & Impact	Measurable change, sustainability, and biodiversity impact	Provides quantitative and qualitative evidence of environmental and social outcomes. Explains how biodiversity or ecosystem health improved. Discusses sustainability and continuation of impact beyond project duration.	8	7 (before/after data, community feedback, comparative visuals)	JPEG, PNG, links, PPT, PDF, Word Doc, Excel sheet	15
8. Challenges & Learning	Reflection, problem-solving & adaptability	Discusses challenges faced, how they were addressed, and what was learned. Demonstrates adaptability, collaboration, and commitment to continuous improvement.	9	6 (process documentation, team reflections, logs)	JPEG, PNG, links, PPT, PDF, Word Doc, Excel sheet	15
9. Conclusion & Suggestions	Synthesis, future vision, and scalability	Summarizes main achievements and proposes actionable ideas for scaling, replicating, or sustaining efforts. Reflects creative foresight and realistic planning for next steps.	10	–		10
				Total		100