**Annex F2a of the Guidelines for Calls for Proposals**

PROPOSAL verification and evaluation grid

CALL FOR PROPOSAL: <TITLE>AND <Nr>

**Grid completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_/\_\_/\_\_**

1. **IDENTIFICATION DATA**

|  |  |
| --- | --- |
| Reference number: |  |
| Title of action: |  |
| Navision no.: |  |
| Applicant (country): |  |
| Target region/regions or country/countries: |  |
| Amount requested | **EUR** \_\_\_\_\_\_\_\_  **Local currency**\_\_\_\_\_\_\_\_\_\_\_ |
| Duration: | \_\_\_ months |

1. **VERIFICATION**

|  |  |  |
| --- | --- | --- |
| 1. **Administrative verification** | Yes | No |
| 1. The correct proposal form was used. |  |  |
| 1. The form is completed and signed. |  |  |
| 1. The form is typewritten and in the required language. |  |  |
| 1. One original and <X copy/copies> are attached. |  |  |
| 1. The required annexes are attached. |  |  |
| 1. An electronic version of the form (CD-ROM) is attached. |  |  |
| 1. Each co-applicant (where relevant) has completed and signed the mandate, which is attached. |  |  |
| 1. The budget is attached, balanced and presented in the required format and denominated in EUR. |  |  |
| 1. The logical framework (if requested) is completed and attached. |  |  |
| 1. **Verification of admissibility** |  |  |
| 1. The duration of the action is between 24 and 30 months (authorised minimum and maximum duration). |  |  |
| 1. The costs presented in the action’s budget are eligible costs |  |  |
| 1. The contribution requested has not been modified by more than 20% from the amount requested at the concept note stage and remains below the maximum limit. |  |  |
| **Conclusion: proposal <will/will not> be taken into account in the evaluation**  Comments: | | |

1. **EVALUATION**

**Scoring guidelines**

This evaluation grid is divided into **sections** and **sub-sections**. For each sub-section, a score between 1 and 5 is given, in accordance with the assessment scale below:

|  |  |
| --- | --- |
| Score | Assessment |
| 1 | Very inadequate |
| 2 | Inadequate |
| 3 | Average |
| 4 | Good |
| 5 | Very good |

These scores must be added up to obtain the total score for the section in question. Total scores of sections must be carried forward to point 6 and added up to obtain the overall score for the application in question.

For each section, a box is provided for writing comments – which must concern the points covered in the section in question. Comments should be made for each **section**. If an evaluator gives a score of 1 (very inadequate), 2 (inadequate) or 5 (very good) for a sub-section, they must justify this in the “comments” box. These boxes may be enlarged as needed.

|  |  |  |
| --- | --- | --- |
| Financial and operational capacity | **Max**  **score** | **Score** |
| 1. Do the applicant and, where applicable, its partners, have sufficient experience in managing projects? | 5 |  |
| 1. Do the applicant and, where applicable, its partners, have sufficient technical expertise? (particularly, an understanding of the issues/points to be addressed) | 5 |  |
| 1. Do the applicant and, where applicable, its partners, have adequate management capacity?  (particularly, regarding staff, facilities and the capacity to manage the action’s budget) | 5 |  |
| 1. Does the applicant have stable and sufficient sources of financing? | 5 |  |
| **Total score (1)** | **20** |  |
| **Comments:** | | |

If the application obtains a total score below “average” (12 points) for section (1) financial and operational capacity, it will be eliminated by the evaluation committee.

|  |  |  |
| --- | --- | --- |
| Relevance of the action | **Max score** | **Score** |
| 1. Carry over the total score obtained in the evaluation of the concept note | 30 |  |
| **Total score (2)** | **30** |  |
| **Comments:** | | |

|  |  |  |
| --- | --- | --- |
| Effectiveness and feasibility of the action | **Max score** | **Score** |
| 1. Are the activities proposed appropriate, practical and consistent with the expected objectives and results? | 5 |  |
| 1. Is the action plan clear and feasible? | 5 |  |
| 1. Does the application contain objectively verifiable indicators to evaluate the results of the action? Is an evaluation provided for? | 5 |  |
| 1. Is the level of involvement and participation in the action of the partners satisfactory? | 5 |  |
| **Total score (3)** | **20** |  |
| **Comments:** | | |

|  |  |  |
| --- | --- | --- |
| Sustainability of the action | **Max score** |  |
| 1. Is the action likely to have a tangible impact on the target groups? | 5 |  |
| 1. Is the application likely to have multiplier effects? (particularly, the likelihood of replication and extension of action results, and the distribution of information) | 5 |  |
| 1. Are the expected results of the proposed action sustainable?   - from a financial point of view (*how will the activities be funded at the end of the grant?*)  - from an institutional point of view *(are there structures that will allow the activities to be continued at the end of the action ? Will there be local “ownership” of action results?)*  - at the political level (where applicable) *(what will be the structural impact of the action – for example, will it lead to better laws, codes of conduct, methods, etc.?)*  *-* from an environmental point of view (where applicable) *(will the action have a positive/negative impact on the environment?)* | 5 |  |
| **Total score (4)** | **15** |  |
| **Comments:** | | |
| Budget and report on the cost-effectiveness of the action | **Max score** |  |
| 1. Are the activities adequately reflected in the budget? | 5 (x 2)\*\* |  |
| 1. Is the ratio between estimated costs and expected results satisfactory? | 5 |  |
| **Total score (5)** | **15** |  |
| **Comments:** | | |

\*\* score multiplied by 2 depending on its importance.

|  |  |  |  |
| --- | --- | --- | --- |
| Overall score and recommendation | | **Max score** | **Score** |
| 1. Financial and operational capacity | | 20 |  |
| 1. Relevance of the action | | 30 |  |
| 1. Effectiveness and feasibility of the action | | 20 |  |
| 1. Sustainability of the action | | 15 |  |
| 1. Budget and report on the cost-effectiveness of the action | | 15 |  |
| **OVERALL SCORE** | | **100** |  |
| Only proposals that have achieved an overall score of 60/100 will be pre-selected | | | |
| Recommendation: | Not provisionally selected: | | |

|  |  |
| --- | --- |
|  | YES/NO |
| Supporting documents relating to the grounds for exclusion provided |  |

Proposals for which the requested documents have not been provided are not included in the list of successful proposals.