

Annex F1a of the Guidelines for Calls for Proposals

CONCEPT NOTE VERIFICATION AND EVALUATION GRID
(1ST ROUND, PART A)
Call for Proposals

How Does Research on Inclusive Participation Contribute to the Development of a More United Society?

BEL22001-10057

Grid completed by: _____ Date: __/__/__

I. IDENTIFICATION DATA

Grid completed by:	
Call for Proposals number:	
Title of action:	
Country focus :	
Navision no. (Enabel's code)	
Name of applicant:	

II. VERIFICATION

	Yes	No
1. Administrative verification		
1. Instructions for the concept note have been followed.		
2. The concept note is in electronic format and in the required language (EN or FR).		
3. Applicant's declaration has been completed and signed.		
4. The legal identity file of all (co-)applicant is filled in, signed and attached.		
5. The legal status or articles of association of all (including co-applicant are attached.		
6. The required annexes are attached and in electronic format.		
2. Verification of admissibility		
7. The applicant (and co-applicant) fulfils the admissibility criteria referred to in point 2.1.1.		
8. The applicant (and co-applicant) is not on an Enabel exclusion list (exclusion ground no. 6) or on a financial sanctions list, BE, EU or UN (exclusion ground no. 7)		

9. The legal status of the applicant and co-applicant meets the guidelines' requirements.		
10. The action will be implemented in the eligible country.		
11. The action and activities proposed are admissible under point 2.1.3 of the guidelines.		
12. The duration of the action is between 6 months and 12 months		
13. The contribution requested is between the authorised minimum and maximum.		
14. Recent financial statement (<2 year) of the lead applicant (and if relevant co-applicant), certified by an independent body, are attached.		
15. Proof of 2 research programs in the past (lead applicant and co-applicant if there is one)		
16. Proof of being locally established is attached (lead applicant)		
17. If relevant, proof co-applicant established or represented in Europe.		
Conclusion: The concept note will be taken into account for the evaluation		
Comments:		

III. 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 added up to obtain the overall score for the concept note in question.

Relevance of the action	Max score	Score
18. To what extent is the proposal relevant to the expected objectives (general and specific) and results of the Call for Proposals? *	5 (x2)**	
19. To what extent is the proposal relevant to the needs and constraints on inclusive participation in the country selected?	5 (x2)**	
20. To what extent have the needs of the parties involved (research's target groups) been clearly defined and properly addressed in the proposal?	5	
21. Does the proposal contain specific elements that add value, such as the promotion of equal opportunity and gender equality, the needs of the disabled, minority rights and rights of indigenous populations or innovation and best practices, or highlight power relationships between these groups?	5	
Total score (1)	30	
Concept of the action	Max score	Score
22. To what extent is the overall concept of the action coherent? Does it reflect a problem analysis; does it consider the external factors that could influence the research's work? Is it complementary to other similar actions?	5 (x2)**	
23. Is the action feasible and consistent with the objectives and results expected?	5 (x2)**	
Total score (2)	20	
OVERALL SCORE	50	

** Scores will be multiplied by 2 depending on their importance.

Only concept notes which have obtained a minimum score of 30 points out of 50 will be shortlisted.

And only concept notes which have obtained a minimum score of 5 points for criterion no. 18 will be shortlisted.

General comments (main strengths and weaknesses)