

## Annex F of the Guidelines for Calls for Proposals

## CONCEPT NOTE VERIFICATION AND EVALUATION GRID

## CALL FOR PROPOSALS

**Supporting vulnerable youth to develop sustainable micro- and small businesses for enhanced resilience and economic integration in West Nile region**

UGA22003-10004

**PART A – VERIFICATION**

Grid completed by:

Date:

**I. IDENTIFICATION DATA**

Call for Proposals file number <sup>1</sup> :	
Title of action:	
Name of lead applicant:	
Location of the action	(districts)
Duration of the action	(months)
Amount requested	

**II. VERIFICATION**

	Yes	No
<b>Administrative verification</b>		
1. Instructions on the concept note have been followed. The correct application form was used and completed.		
2. Applicant's declaration has been completed and signed.		
3. The proposal is typewritten and in the required language.		
4. The required annexes are attached.		

<sup>1</sup> The number allocated to the application by the contracting authority after the opening

<b>Verification of admissibility</b>		
5. The applicant and co-applicants fulfil the admissibility criteria referred to in point 2.1.1.		
6. The 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)		
7. The legal status of the applicant and co-applicants meets the guidelines' requirements.		
8. The action will be implemented in the eligible region(s).		
9. The action and activities proposed are admissible under point 2.1.3 of the guidelines.		
10. The duration of the action is between 15 to 24 months		
11. The contribution requested is between the authorised minimum and maximum		
<p><b>Conclusion: The concept notes &lt;will/will not&gt; be taken into account for the evaluation</b></p> <p>Comments :</p>		

## PART B – EVALUATION

### 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
12. To what extent is the proposal relevant to the expected objectives and outputs, sectors, themes and priorities of the Call for Proposals?*	5(x2)**	
<b>Comments:</b>		
13. To what extent are the targeted business models (1) inclusive/accessible for the final beneficiaries, (2) contributing to environmental conservation/the green transition, and (3) economically viable for sustainable livelihoods?	5	
<b>Comments:</b>		
14. To what extent is the proposal relevant to the particular needs and constraints of the country and/or target region? To what extent does the selection of value chain(s)/value chain segment(s), targeted business models and approaches support local economic development?	5	
<b>Comments:</b>		
15. Have the target groups/final beneficiaries and their needs and constraints, been clearly defined and properly addressed? To what extent does the action include clear and balanced gender and	5	

vulnerability strategies aimed at enhancing access and inclusion of vulnerable youth, refugees, women?		
<b>Comments:</b>		
16. To what extent does the concept note promote innovations and good practices (ie. In business development support for enhanced resilience of vulnerable youth, business relationships and market/value chain integration, and in enhancing food security and climate change adaptation/environmental conservation) and other elements that add value (Eg. (eg. strategies fostering inclusion of specific vulnerable groups, elements addressing missing services in the targeted value chains, etc.) ?	5	
<b>Comments:</b>		
<b>Total score (1)</b>	30	
<b>Concept of the action</b>	<b>Max score</b>	<b>Score</b>
17. To what extent is the overall concept of the action logic and coherent? Are the expected objectives and outputs achievable through the activities and inputs listed? In particular, does it reflect a problem analysis; does it take into account external factors as well as the stakeholders concerned?	5(x2)**	
<b>Comments:</b>		
18. Is the action feasible within the given timeframe?	5	
<b>Comments:</b>		
19. Is the estimated budget realistic, demonstrating cost effectiveness?	5	
<b>Comments:</b>		
<b>Total score (2)</b>	20	
<b>OVERALL SCORE</b>	<b>50</b>	

\*\* 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 6 out of 10 points for criterion no. 12 will be shortlisted.

**General comments (main strengths and weaknesses)**

