

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

## PROPOSAL VERIFICATION AND EVALUATION GRID

**CALL FOR PROPOSALS: SKILLS DEVELOPMENT FOR INCREASED EMPLOYABILITY OF VULNERABLE YOUTH, REFUGEES, WOMEN AND GIRLS IN KAMPALA METROPOLITAN SUB-REGION**
**Grid completed by:** \_\_\_\_\_ **Date:** \_\_/\_\_/\_\_

**I. IDENTIFICATION DATA**

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

**II. VERIFICATION**

<b>1. Administrative verification</b>	Yes	No
1. The correct proposal form was used and completed		
2. The applicant's declaration is completed and signed		
3. The mandate of the co-applicant is completed and signed		
4. The proposal is typewritten and in the required language.		
5. The budget is attached, balanced and presented in the required format and denominated in Euro and Ugandan Shilling.		
6. The logical framework is completed and attached		
<b>2. Verification of admissibility</b>		

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

7. The applicant and co-applicants fulfil the admissibility criteria referred to in point 2.1.1.		
8. 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)		
9. The legal status of the applicant and co-applicants meets the guidelines' requirements.		
10. The action will be implemented in the eligible district(s).		
11. The action and activities proposed are admissible under point 2.1.3 of the guidelines.		
12. The duration of the action is between 18 and 24 months		
13. 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.		
<p><b>Conclusion: proposal &lt;will/will not&gt; be taken into account in the evaluation</b></p> <p>Comments:</p>		

### 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 poor
2	Poor
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.

<b>Financial and operational capacity</b>	<b>Max score</b>	<b>Score</b>
14. Do the applicant and, where applicable, its partners, have sufficient experience in managing projects?	5	
15. Do the applicant and, where applicable, its partners, have sufficient technical expertise? (particularly, an understanding of the issues/points to be addressed)	5	
16. 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	
17. Does the applicant have stable and sufficient sources of financing?	5	
<b>Total score (1)</b>	<b>20</b>	
<b>Comments:</b>		

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
<p>18. How relevant is the proposal to the objectives and expected results of the call for proposals?</p> <p><i>Does the action properly target the groups and final beneficiaries targeted by the Call for Proposals?</i></p> <p><i>Does the action adopt a holistic approach to skills development, including transversal employability skills, 30% WBL, and officially recognized assessment and certification?</i></p> <p><i>Does the proposed action adopt comprehensive and relevant post training employment support strategies/mechanisms to sustainably facilitate beneficiaries' transition into the labour market after graduation? Including detailed description of sub-grants methodology if applicable</i></p>	5(x2)**	
<p>19. 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 action address local labour market needs and/or local employment opportunities?</p>	5	
<p>20. To what extent are final beneficiaries and target groups clearly defined and strategically chosen? Have their needs been clearly defined and are they adequately addressed in the proposal? To what extent does the action include clear and balanced gender and vulnerability strategies aimed at enhancing access and inclusion of vulnerable youth, refugees, women?</p>	5	
<p>21. Does the proposed action include a clear, comprehensive and well thought out approach to work-based learning?</p> <p><i>Including a selection methodology for identifying and engaging with private sector actors</i></p>	5	
<p>22. Does the proposed action promote partnerships or meaningful engagement with the private sector in Skills Development?</p>	5	
<p>23. To what extent does the concept note contain innovative elements or elements that add value? (I.e. Innovative approaches and/or value addition in the areas of work based learning modalities or collaboration with the private sector; 21<sup>st</sup> century skills; integration of technology/digital economy; integration of environmental conservation/green economy; decent work; entrepreneurship promotion, post training employment support services; social inclusion; gender equity, ...)</p>	5	

<b>Total score (2)</b>	<b>35</b>	
<b>Comments:</b>		

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

Sustainability of the action	Max score	
28. Is the action likely to have a tangible impact on the target groups?	5	
29. Are the expected results of the proposed action sustainable? <ul style="list-style-type: none"> <li>- from a financial point of view (<i>how will the activities be funded at the end of the grant?</i>)</li> <li>- from an institutional point of view (<i>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?</i>)</li> <li>- at the political level (where applicable) (<i>what will be the structural impact of the action – for example, will it lead to better laws, codes of conduct, methods, etc.?</i>)</li> <li>- from an environmental point of view (where applicable) (<i>will the action have a positive/negative impact on the environment?</i>)</li> </ul>	5	
<b>Total score (4)</b>	<b>10</b>	
<b>Comments:</b>		



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

Overall score and recommendation	Max score	Score
1. Financial and operational capacity	20	
2. Relevance of the action	35	
3. Effectiveness and feasibility of the action	20	
4. Sustainability of the action	10	
5. Budget and report on the cost-effectiveness of the action	15	
<b>OVERALL SCORE</b>	<b>100</b>	

Only proposals that have achieved a score of 6/10 for criterion 18 and an overall score of 60/100 will be pre-selected.

Recommendation:	Not provisionally selected:
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	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.