**Annex F1a of the Guidelines for Calls for Proposals**

Concept note verification and evaluation grid

**CALL FOR PROPOSALS: < TITLE >**

1. **IDENTIFICATION DATA**

|  |  |
| --- | --- |
| **Grid completed by:** |  |
| **Call for Proposals number:** |  |
| **Title of action:** |  |
| **Navision no.** |  |
| **Name of applicant:** |  |

1. **VERIFICATION**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| 1. **Administrative verification**
 |  |  |
| 1. Instructions on the concept note have been followed.
 |  |  |
| 1. Applicant’s declaration has been completed and signed.
 |  |  |
| 1. The proposal 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 concept note (Flash Disk) is attached.
 |  |  |
| 1. **Verification of admissibility**
 |  |  |
| 1. The applicant (and co-applicants) fulfils the admissibility criteria referred to in point 2.1.1.
 |  |  |
| 1. 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)
 |  |  |
| 1. The legal status of the applicant and co-applicants meets the guidelines’ requirements.
 |  |  |
| 1. The action will be implemented in the eligible region(s).
 |  |  |
| 1. The action and activities proposed are admissible under point 2.1.3 of the guidelines.
 |  |  |
| 1. The duration of the action is between <X months> and <X months> (authorised minimum and maximum duration).
 |  |  |
| 1. The contribution requested is between the authorised minimum and maximum.
 |  |  |
| **Conclusion: The concept note <will/will not> be taken into account for 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 added up to obtain the overall score for the concept note in question.

|  |  |  |
| --- | --- | --- |
| Relevance of the action | **Max score** | **Score** |
| 1. To what extent is the proposal relevant to the expected objectives and results of the Call for Proposals? \*
 | 5(x2)\*\* |  |
| 1. To what extent is the proposal relevant to the needs and constraints of the target country/countries or region/regions? (including synergy with other initiatives of Belgian cooperation and avoidance of duplication)
 | 5(x2)\*\* |  |
| 1. To what extent have the parties involved (final beneficiaries, target groups) been clearly defined and strategically selected? Have their needs been clearly defined and properly addressed in the proposal?
 | 5 |  |
| 1. Does the proposal contain specific elements that add value, such as environmental aspects, 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 [as well as any other additional elements mentioned in section 1.2 of the guidelines for applicants]?
 | 5 |  |
| Total score (1) | **30** |  |
| Concept of the action | **Max score** | **Score** |
| 1. To what extent is the overall concept of the action coherent? Does it reflect a problem analysis; does it take into account external factors as well as the stakeholders concerned?
 | 5(x2)\*\* |  |
| 1. Is the action feasible and consistent with the objectives and results expected?
 | 5(x2)\*\* |  |
| **Total score (2)** | **20** |  |
| Expérience and Capacity  | **Max score** | **Score** |
| 1. Applicants and co-applicant track record (experience in similar and other actions)
 | 5(x2)\*\* |  |
| Total score (3) | **10** |  |
| **OVERALL SCORE** | **60** |  |

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

Only concept notes which have obtained a minimum score of 40 points out of 60 will be shortlisted.

And only concept notes which have obtained a minimum score of 7 out of 10 points for both criterion no. 14 and criterion no. 20 will be shortlisted.

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