

**Annex F1 of the Guidelines for Calls for Proposals**

## CONCEPT NOTE VERIFICATION AND EVALUATION GRID

*This grid is provided for the information of applicants, so that they can be fully aware of the criteria on which their concept note will be assessed. The grid will be completed by Enabel for each application received.*

### Trade for Development Centre – Call for Proposals for the implementation of a strategy and/or an action plan to be more sustainable and more respectful of decent income and decent work

Call for Proposals number: BEL22010-10023

**I. IDENTIFICATION DATA**

<b>Grid completed by:</b>	
<b>Name of applicant:</b>	
<b>Title of action:</b>	
<b>Country:</b>	

**II. VERIFICATION**

	Yes	No
<b>1. Administrative verification</b>		
1. Instructions on the concept note have been followed.		
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. (see list at the last page of the Guidelines for Applicants)		
<b>2. Verification of admissibility of the applicant</b>		
5. The applicant fulfils the admissibility criteria referred to in point 2.1.1. of the Guidelines for Applicants		
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)		
<ul style="list-style-type: none"> <li>• The administrative check is &lt;OK / not OK&gt;</li> <li>• The applicant &lt;is admissible / is not admissible&gt;</li> </ul> <b>Conclusion:</b> <ul style="list-style-type: none"> <li>• The concept note &lt;is / is not&gt; taken into account for the rest of the verification</li> </ul>		

	Yes	No
<b>3. Verification of admissibility of the action</b>		
7. The action will be implemented in the eligible region(s).		
8. The action and activities proposed are admissible under point 2.1.3 of the guidelines.		
9. The subsidised action ends on 30 September 2027 at the latest.		
10. The contribution requested is between the authorised minimum and maximum.		
<b>Conclusion: The concept note &lt;will/will not&gt; be taken into account for the evaluation</b>		

### 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.

<b>Financial and operational capacity</b>	<b>Max score</b>	<b>Score</b>
11. Do the applicant and, where applicable, its partners, have sufficient experience in managing projects?	5	
12. Do the applicant and, where applicable, its partners, have sufficient technical expertise? (particularly, an understanding of the issues/points to be addressed)	5	
13. 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	
14. Does the applicant have stable and sufficient sources of financing?	5	
<b>Total score</b>	<b>20</b>	
<b>Comments:</b>		

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

<b>Sustainability of the organisation</b>	<b>Max score</b>	<b>Score</b>
15. Number of members/suppliers	5	
16. Portfolio of services (social, financial, etc.) provided to members, employees or the community	5	
17. Environmental impact and agroecological practices: waste management; soil and water conservation; protection, maintaining and/or restoring biodiversity; protection, maintaining and/or restoring forests and other natural ecosystems; use of shade trees, etc.	5	
18. Presence of women among members/suppliers and on decision-	5	

making bodies.		
19. Existence of policies, measures, action plan to promote gender equality, to promote an inclusive, gender-sensitive, discrimination-free environment.	5	
20. The organisation has taken steps towards more sustainability, e.g. certification, membership of a fair trade or sustainable trade network, partnership with a (commercial) player committed to sustainability, etc.	5	
<b>Total score</b>	<b>30</b>	
<b>Relevance of the action</b>	<b>Max score</b>	<b>Score</b>
21. To what extent is the proposal relevant to the expected objectives and results of the Call for Proposals?***	5(x2)**	
22. To what extent is the proposal relevant to the particular 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)**	
23. To what extent have the parties involved (final beneficiaries/partners, target groups) been clearly defined and strategically selected? Have they been consulted? Have their needs been clearly defined and properly addressed in the proposal?	5	
24. Does the proposal contain specific elements that add value, such as environmental aspects, the promotion of equal opportunity and gender equality, the needs of people living with disabilities, 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	
25. To what extent do the proposed activities contribute to the organisation's development strategy and/or action plan on sustainability, decent income and decent work?	5	
<b>Total score</b>	<b>35</b>	
<b>Concept of the action</b>	<b>Max score</b>	<b>Score</b>
26. To what extent is the overall concept of the action coherent? In particular, does it reflect a problem analysis; does it take into account external factors as well as the stakeholders concerned?	5(x2)**	
27. Is the action feasible and consistent with the objectives and results expected?	5(x2)**	

	<b>Total score</b>	<b>20</b>	
	<b>OVERALL SCORE</b>	<b>105</b>	

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

Only concept notes which have obtained a minimum score of 63 points out of 105 will be shortlisted.

\*\*\* And only concept notes which have obtained a minimum score of 6 out of 10 points for criterion no. 21 (“To what extent is the proposal relevant to the expected objectives and results of the Call for Proposals?”) will be shortlisted.

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