

## Annex F of the Guidelines for Calls for Proposals

## CONCEPT NOTE 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	

**II. VERIFICATION**

	Yes	No
<b>1. Administrative verification</b>		
1. Instructions on the concept note application form 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.		
<b>2. 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)		

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

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 18 months and 24 months		
11. The contribution requested is between the authorised minimum and maximum.		
<p><b>Conclusion: The concept note &lt;will/will not&gt; be taken into account for 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 added up to obtain the overall score for the concept note in question.

<b>Relevance of the action</b>	<b>Max score</b>	<b>Score</b>
<p>12. To what extent is the proposal relevant to the expected objectives and 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 partnerships with private sector, transversal employability skills, 30% WBL, and officially recognized assessment and certification?</i></p> <p><i>Does the action foresee relevant and sufficient post training employment support strategies aimed at integrating youth in local markets, and access value chains and business networks</i></p>	5(x2)**	
<p>13. To what extent is the proposal relevant to the particular needs and constraints of the country and/or target region?</p> <p><i>Does the action address local labour market needs and/or employment opportunities within an identified value chain? Are relevant private sector actors in the region identified?</i></p>	5	
<p>14. 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 vulnerability strategies aimed at enhancing access and inclusion of vulnerable youth and women?</p>	5	
<p>15. Does the action promote partnerships with the private sector in skills development?</p>	5	
<p>16. To what extent does the concept note contain innovative elements and best practices in Skill Development? (I.e. Innovative approaches and/or value addition in the areas of work based learning modalities or collaboration with the private sector; 21st 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 (1)</b>	30	
<b>Concept of the action</b>	<b>Max score</b>	<b>Score</b>
<p>17. To what extent is the overall concept of the action 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?</p>	5	
<p>18. Does the action involve local stakeholders and expertise? Are the proposed strategies and complementarity between lead and co-applicant realistic?</p>	5	
<p>19. Is the action feasible and consistent with the objectives and outputs expected?</p>	5	
<p>20. Is the estimated budget realistic, demonstrating cost effectiveness?</p>	5	

	<b>Total score (2)</b>	20	
	<b>OVERALL SCORE</b>	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 6 out of 10 points for criterion no. 12 will be shortlisted.

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