

Annex F of the Guidelines for Calls for Proposals

CONCEPT NOTE VERIFICATION AND EVALUATION GRID

CALL FOR PROPOSALS

Incubation and acceleration support for green business growth

UGA22003-10040

PART A – VERIFICATION

Grid completed by:

Date:

I. IDENTIFICATION DATA

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

II. VERIFICATION

	Yes	No
Administrative verification		
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.		

¹ The number allocated to the application by the contracting authority after the opening

Verification of admissibility		
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 <ul style="list-style-type: none"> - 15 to 24 months (lot 1) - 15 to 36 months (lot 2) 		
11. The contribution requested is between the authorised minimum and maximum <ul style="list-style-type: none"> - 150,000 – 300,000 EUR (lot 1) - 450,000 – 900,000 EUR (lot 2) 		
<p>Conclusion: The concept notes <will/will not> be taken into account for the evaluation</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)**	
Comments:		
13. To what extent does the proposed action have potential to foster green business growth, develop/scale sustainable and <u>market-driven</u> solutions, develop/scale innovations, and to promote decent job creation?	5	
Comments:		
14. To what extent is the proposal relevant to the particular needs and constraints of the country, target regions and/or sectors?	5	
Comments:		
15. 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	
Comments:		

16. To what extent does the concept note promote innovations, good practices and elements of added value?	5	
Comments:		
Total score (1)	30	
Concept of the action	Max score	Score
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)**	
Comments:		
18. Is the action feasible within the given timeframe?	5	
Comments:		
19. Is the estimated budget realistic, demonstrating cost effectiveness?	5	
Comments:		
Total score (2)	20	
OVERALL SCORE	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)

