

## APPLICATION FILE VERIFICATION AND EVALUATION GRID

### Call for Expressions of Interest:

### Capacity building programme for one Circular Economy Business Support Organisation (CEBSO) in East Africa

BEL23009/EoI/001

#### I. IDENTIFICATION DATA

<b>Grid completed by:</b>	
<b>Application file number<sup>1</sup>:</b>	
<b>Navision no.</b>	
<b>Name of applicant:</b>	

#### II. VERIFICATION

	Yes	No
<b>A. Administrative verification</b>		
1. Instructions on the application file on Enabel Submit have been followed.		
2. The application file is written in English.		
3. The required annexes have been completed, signed by the applicant and attached to the application file: <input type="checkbox"/> Annexe A1 or A2, according to the status of the CEBSO: Legal entity form, including its supporting documents <input type="checkbox"/> Annexe D: declaration on honour		
4. The required additional documents have been submitted <input type="checkbox"/> Latest 2 years audited financial statements		

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

<b>B. Verification of admissibility</b>		
5. The applicant fulfils the admissibility criteria referred to under point 3.1. of the Call for Expressions of Interest		
<b>Conclusion: The application &lt;will/will not&gt; be taken into account for the evaluation</b> Comments:		

### 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 application in question.

<b>C. Profile of the organisation</b>	<b>Max score</b>	<b>Score</b>
6. Organisational alignment with the objectives and sectoral priorities of the EU CERC Business lab.	5x2	
<b>Total score (1)</b>	<b>10</b>	
<b>D. Technical capacity and past experience</b>	<b>Max score</b>	<b>Score</b>
7. Demonstrated ability to deliver effective business support to small and medium-sized enterprises, evidenced through past projects and measurable positive outcomes.	5	
8. Demonstrated ability to support businesses in implementing circular economy practices, evidenced through initial projects and measurable positive outcomes.	5	
9. Organisation's commitment and capacity to promote gender equality in its activities.	5	
10. Ability to track and evaluate the quality of its services	5	
<b>Total score (2)</b>	<b>20</b>	
<b>E. Operational and financial capacity</b>		
11. Organisation's capacity to build diversified and relevant partnerships with business support organisations and circular economy stakeholders, both at local and international level, including with European Union's stakeholders.	5x2	
12. Presence of skilled human resources within the organization capable of delivering business support services in the circular economy.	5	
13. Presence and adequacy of infrastructure (such as physical facilities, digital platforms, technical equipment, others) to deliver circular economy business support services.	5	
14. The organization demonstrates a viable business model with defined revenue streams.	5	
15. Audited financial statements for the past two years show stable financial performance and the ability to sustain operations over time.	5x2	

<b>Total score (3)</b>	<b>35</b>	
<b>F. Motivation and expectations of the organization</b>	<b>Max score</b>	<b>Score</b>
16. Organisation's motivation to participate to the capacity-building programme, and to clearly express what are the expected benefits for the organization.	5x2	
17. Organisation's ability to clearly identified and articular its needs with regards to circular economy expertise and organisational capacity building.	5	
18. Clear articulation of the organisation's strategic priorities for the next 2 years with regards to circular economy	5	
<b>Total score (4)</b>	<b>20</b>	
<b>G. Learning and integration capacity</b>	<b>Max score</b>	<b>Score</b>
19. Organisation's capacity to incorporate learning outcomes from capacity building programmes into its operations, through a coherent strategic approach.	5	
20. Existence and effectiveness of mechanisms for knowledge-sharing and peer-to-peer learning with national or international stakeholders, including with European Union partners.	5x2	
<b>Total score (5)</b>	<b>15</b>	
<b>OVERALL SCORE</b>	<b>100</b>	

Only the top 3 scoring application files which have obtained a minimum score of 60 points out of 100 will be shortlisted for an interview.

**General comments (main strengths and weaknesses of the organisation)**

**EU CERC**

FUNDED BY



**SUOMI  
FINLAND**

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