

Annex F1a of the Guidelines for Calls for Proposals

CONCEPT NOTE VERIFICATION AND EVALUATION GRID

CALL FOR PROPOSALS: <TITLE> AND <Nr>

I. IDENTIFICATION DATA

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

II. VERIFICATION

	Yes	No
1. Administrative verification		
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.		
5. An electronic version of the concept note is attached.		
2. Verification of admissibility		
6. The applicant (and co-applicants) fulfil the admissibility criteria referred to in point 2.1.1.		
7. 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)		
8. The legal status of the applicant and co-applicants meets the guidelines' requirements.		
9. The action will be implemented in the eligible region(s).		
10. The action and activities proposed are admissible under point 2.1.3 of the guidelines.		

11. The duration of the action is between 12 and 18 months (authorised minimum and maximum duration).		
12. The contribution requested is: <ul style="list-style-type: none"> For LOT 1: between 60.000 euro and 130.000 euro if only the energy sector is targeted, and if both the energy and water sector are targeted, the amounts are between 60.000 euro and 230.000 euro (the authorised minimum and maximum). For LOT 2: between 60.000 euro and 130.000 euro (the authorised minimum and maximum). 		
13. The proposed methodology of the action is attached.		
14. The sector(s) and corresponding profiles proposed of the action is/are in line with the targeted sectors as described under 1.4.1 of the guidelines.		
Conclusion: The concept note <will/will not> be taken into account for the evaluation 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
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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
15. To what extent is the proposal relevant to the expected objectives and results of the Call for Proposals?*	5(x2)**	
16. 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 and avoidance of duplication)	5(x2)**	
17. 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	
18. Does the proposal contain specific elements that add value, such as: <ul style="list-style-type: none"> considering the different certification pathways (as described under 1.4.4) % of WBL in the training program (as described under 1.4.7) attention for youth, gender equality and inclusion, and reducing access barriers (as described under 1.4.8) considering the provision of transversal and digital skills (as described under 1.4.9 & 1.4.10) letters of intent from private-sector partners or strategy for engaging private-sector actors for WBL (as described under 1.4.11) 19. As well as any other additional elements mentioned in section 1.4 of the guidelines for applicants	5	
Total score (1)	30	
Concept of the action	Max score	Score
20. 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)**	
21. Is the action feasible and consistent with the objectives and results expected?	5(x2)**	
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. 14 will be shortlisted.

General comments (main strengths and weaknesses)