

INFO DAYS

Eastern Partnership Territorial Cooperation Programme Moldova-Ukraine



This Programme is funded by the European Union
and the German Government



This Programme is
implemented by GIZ

giz Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

Actors

Internal assessors

- Nominated by the Managing Authority

External assessors

- External experts, contracted via an open call

Evaluation Committee

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Observers

- Representative of European Commission

Role of the assessors - to carry out all or part of the detailed examination so as to assist the EC in its deliberations.

Tasks of the assessors:

Internal
assessors

- Administrative check
- Eligibility check

External
assessors

- The evaluation of concept notes and full applications

Evaluation Committee

- Takes the decision on the selection of projects to be funded,
- Submits the recommendation of proposals to be funded to European Commission for approval.



Evaluation Committee

Chairperson

Non-voting
member

Secretary

Non-voting
member

**Odd
number of
voting
members**



- Only the Chairperson of the Evaluation Committee may authorise contacts with an applicant during and after the evaluation process.
- Assessors work under the supervision of the Chairperson of the Evaluation Committee

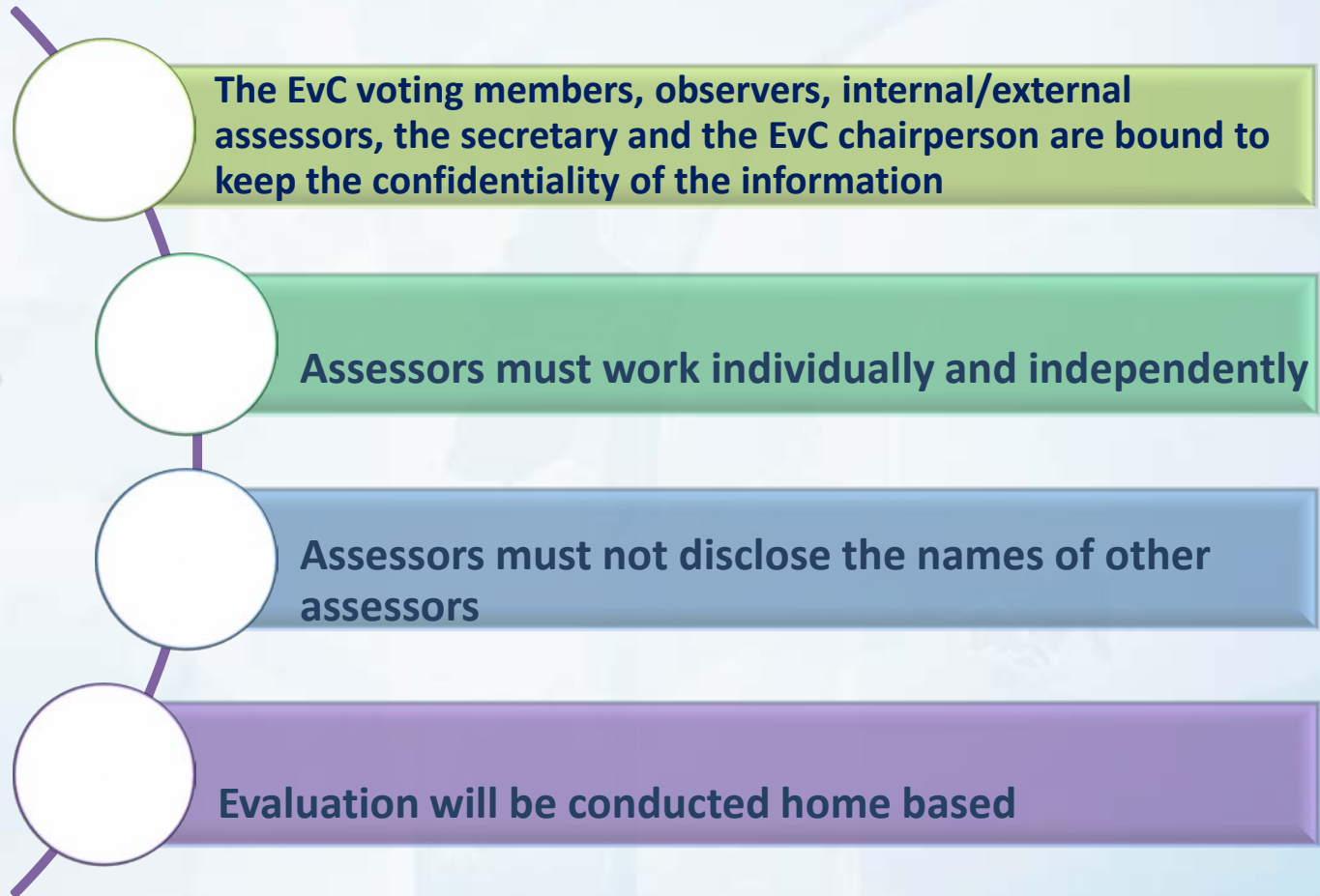


Role of the observers:

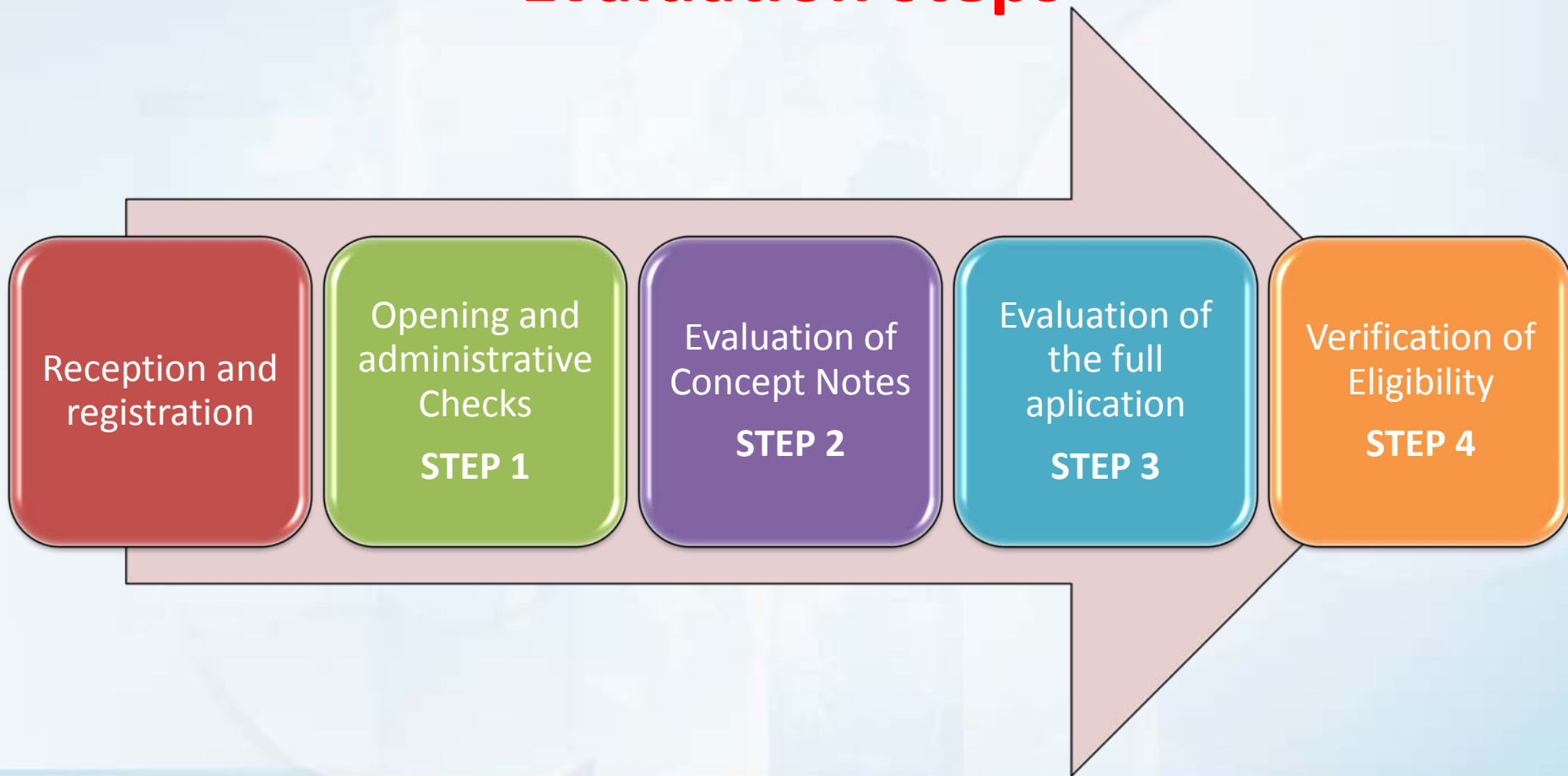
- may provide independent advice to the procedures, applying the evaluation criteria, etc.,
- they cannot give any opinion on the proposals.



**Important
to know
!!!**



Evaluation steps



Reception and registration

- All the applications received (before and after the deadline) are registered by the MA staff under the supervision of the Chairperson/Secretary of the EvC.
- Envelopes/parcels remain sealed and kept in a safe place until the opening session takes place, only after the deadline for submitting proposals has expired.



Step 1 – Opening

All proposals received will be opened and the registration details will be checked and completed (they must include the registration number of the application, the date of submission and the applicant's name and address) and the application numbered.

The sequential reference number (code) assigned to each application should be marked on all copies of the application and will be retained throughout the evaluation process as the sole reference.

During the opening session it will be verified that the submission deadline has been respected.

!!! the opening session may take place on an on-going basis and in parallel to the administrative check, until these are completed

!!! !!!Originals of the applications will be kept in archives of the MA;

copies of the applications in paper version will be distributed to the internal assessors, the evaluators or external assessors.



Following the opening session the Secretary,
under the supervision of the Chairperson, draws:

- ✓ a list of the proposals having respected the deadline of submission, **admitted** to the further evaluation step;
- ✓ a list of the proposals received after the deadline, **automatically rejected** that will not be further evaluated.



Step 1- Administrative check

Internal assessors should verify each proposal against the Checklist and the Declaration by the applicant

Each proposal will be examined by one assessor only.

Assessors must fill in the assessment grid (Annex I to this guideline)

If any of the requested information is missing or incorrect the application will be disqualified from the evaluation process

Chairperson may seek clarifications if

such clarifications do not improve the content of the application,

On the basis of the clarifications received by the applicant and under the supervision of the Chairperson, the corresponding administrative check grid is updated recording whether the clarification provided is acceptable

Chairperson with the support of Secretary establishes

list of proposals having met the administrative criteria

list where the criteria is not satisfied

lists and the administrative check grids of all the applications submitted are presented to the EvC voting members



Step 3- Administrative check

EvC meets in order to:

- review the conclusions and to decide on any contentious case;
- recommend proposals for further evaluation;
- sign the Opening and Administrative Checks Report

The MA signs the Evaluation Report with regard to this step of the process, attesting that the procedure has been respected.

Then Chairperson sends a standard letter to applicants, indicating:

- whether or not the application was submitted within the deadline,
- informing the applicant of the reference number they have been allocated,
- whether the application has satisfied all the administrative criteria and whether the application has been recommended for further evaluation

Step 2 and 3 – Evaluation of the Concept Note and the Full Application Forms

Carried out by External Independent Assessors

Each application shall be assessed by two assessors working separately on “four eyes” principle and producing their own independent assessment under the supervision of the Chairperson



The SC Chairperson/Secretary shall keep a record of the proposals attributed to each assessor and the names of the experts carrying out the assessment must be kept confidential



Once the External Assessors are done with the evaluation the Chairperson with the support of the Secretary, prepares a list of proposals ranked by scores with detailed comments justifying the scores given by both assessors



The lists are submitted to the voting members of the Evaluation Committee. Copies of the grids shall be attached to the evaluation report.

- In case two assessors will come up with the scores with the difference of more than 10 points for one and the same application than the opinion of a third assessor shall be sought and the score assigned by the third assessor will be the final



Step 4 -Verification of Eligibility

The eligibility verification will be performed based on the supporting documents requested by the Contracting Authority (see Section 2.4) and submitted together with the full application form.

- carried out by Internal Assessors.

During the eligibility check, the MA can cooperate with national authorities and delegations of the European Union to verify the legal status of applicants and overlapping with other EU financing.



SCORING

- The applications will be ranked in accordance with the final score they are attributed by the Evaluation Committee.
- The concept note will receive an overall score out of 50 using the breakdown in the evaluation grid. **Only the concept notes with a score of at least 30 will be considered for pre-selection.**
- The list of concept notes will be reduced, taking account of the ranking, to those for which the total of requested contributions is twice more the available budget for this Call for Proposals, based on the indicative financial envelopes.
- The full application will receive an overall score out of 100. The score received for "relevance" in the concept note evaluation will be transferred to the full application evaluation grid as this aspect will not be assessed again.



- For full application evaluation if the total score for section 1 is less than 12 points, the application will be rejected. If the score for at least one of the subsections under section 1 is 1, the application will also be rejected.
- If the total score is less than 50 points, the application will be rejected.



Thank you for your attention!



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