

Annex 7 of the Guidelines for Calls for Proposals

PROPOSAL VERIFICATION AND EVALUATION GRID

This grid is provided for information purposes, so that applicants may be aware of the criteria on the basis of which their application will be assessed. This document will be filled in by Enabel during the verification and evaluation of the applications.

Grid completed by: _____

Date: __/__/__

I. IDENTIFICATION DATA

Reference number:	
Title of action:	
Navision no.:	
Applicant (country):	
Target region/regions or country/countries:	
Amount requested	EUR _____
Duration:	___ months

II. VERIFICATION

1. Administrative verification	Yes	No
1. The correct proposal form was used.		
2. The form is completed and signed.		
3. The form is typewritten and in the required language.		
4. The required annexes are attached.		
5. Each co-applicant (where relevant) has completed and signed the mandate, which is attached.		
6. The budget is attached, balanced and presented in the		

required format and denominated in EUR.		
2. Verification of admissibility		
7. The applicant fulfils the admissibility criteria referred to in point 2.1.1.		
8. The legal status of the applicant corresponds to the requirements of the guidelines.		
9. The duration of the action shall end no later than 31/12/2022.		
10. The costs presented in the budget for the action are eligible costs.		
Conclusion: proposal <will/will not> be taken into account in the evaluation Comments:		

III. EVALUATION

Scoring guidelines

This evaluation grid is divided into **sections** and **sub-sections**. For each sub-section, a score is given.

These scores must be added up to obtain the total score for the section in question. Total scores of sections must be carried forward to point 3 and added up to obtain the overall score for the application in question.

For each section, a box is provided for writing comments – which must concern the points covered in the section in question. Comments should be made for each **section**. If an evaluator gives a score of 1 (very inadequate), 2 (inadequate) or the maximum score for a sub-section, they must justify this in the “comments” box. These boxes may be enlarged as needed.

3. Organizational assessment	Max score	Score
⇒ Entrepreneurial dynamism, economic and commercial development potential		
1. Financial viability of the organization	7	
2. human resources : amount, evolution, competences	5	
3. portfolio of clients, funders, accompanied structures (amount and profile)	5	
4. basic infrastructure (ICT – real estate – means of transport)	3	
5. portfolio of services to support SME's – local presence	6	
6. answer to the needs of SME's (approach, methodology, tools, etc.)	6	
7. economic & commercial impact of services delivered to the MSME's (strengthening – stimulating growth)	5	
8. indirect environmental, social, sustainability, ... impact of services delivered to SME's	3	
9. Capacity to manage a grant	5	
10. Capacity of the organization to absorb and sustain the proposed subsidized action: solidity, human resources, finances, ... (maintenance, license, ...)	5	
Total score (1)	50	
Comments:		

4. Evaluation of the action	Max score	Score
⇒ Relevance of the action		
1. Adequacy of the proposed actions with the development strategy (business plan,...) of the organization.	10	
2. Are the activities adequately reflected in the budget?	5	
3. Is the action plan clear and feasible? Does the application contain objectively verifiable indicators to evaluate the results of the action (SMART)? Is an evaluation foreseen?	10	
4. Impact of the action on the commercial strengthening of the organization (BSO): viability/sustainability/professionalization of the organization, diversification of income sources, economic growth potential	5	
5. Impact on improved dynamics related to 'quality improvements' in the portfolio of services offered to SME's	5	
6. Improved business management or market access	5	
7. Improved capacities of human resources engaged in business support activities	5	
8. Is the application likely to have multiplier effects? (viability - sustainability - continuity of the supported structures/SME's)	5	
Total score (2)	50	
Comments:		

Overall score and recommendation	Max score	Score
1. Evaluation of the organization: entrepreneurial dynamism, potential for economic and commercial development	50	
2. Evaluation of the action : Relevance of the action	50	
OVERALL SCORE	100	
Recommendation:		