

## Annex F of the Guidelines for Calls for Proposals

## CONCEPT NOTE VERIFICATION AND EVALUATION GRID

**CALL FOR PROPOSALS: SKILLS DEVELOPMENT FOR ENHANCED EMPLOYABILITY OF YOUTH, WOMEN AND GIRLS OF THE REFUGEE AND HOST COMMUNITIES IN NORTHERN UGANDA – UGA160321T**

**PART A – VERIFICATION**

Grid completed by:

Date:

**I. IDENTIFICATION DATA**

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

**II. VERIFICATION**

	Yes	No
<b>Administrative verification</b>		
1. 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.		
<b>Verification of admissibility</b>		
5. The applicant and co-applicants fulfil the admissibility criteria referred to in point 2.1.1.		

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

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 15 to 18 months		
11. The contribution requested is between the authorised minimum and maximum		
<b>Conclusion: The concept notes &lt;will/will not&gt; be taken into account for the evaluation</b> Comments :		

**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
<p>12. To what extent is the proposal relevant to the expected objectives and outputs of the Call for Proposals?*</p> <p><i>Does the action properly target the groups and final beneficiaries targeted by the Call for Proposals?</i></p> <p><i>Does the action adopt a holistic approach to skills development, including transversal employability skills, 30% WBL, and officially recognized assessment and certification?</i></p> <p><i>Does the action foresee relevant post training employment support strategies/ mechanism aimed at facilitating beneficiaries' transition into the labour market after graduation?</i></p>	5(x2)**	
<b>Comments:</b>		
<p>13. To what extent is the proposal relevant to the particular needs and constraints of the country and/or target region? To what extent does the action address local labour market needs and/or local employment opportunities?</p>	5	
<b>Comments:</b>		
<p>14. Have the target groups/final beneficiaries and their needs and constraints, been clearly defined and properly addressed? To what extent does the action include clear and balanced gender and</p>	5	

vulnerability strategies aimed at enhancing access and inclusion of vulnerable youth, refugees, women?		
<b>Comments:</b>		
15. Does the action promote partnerships with the private sector in skills development?	5	
16. To what extent does the concept note contain innovative elements or other elements that add value? (I.e. Innovative approaches and/or value addition in the areas of work based learning modalities or collaboration with the private sector; 21 <sup>st</sup> century skills; integration of technology/digital economy; integration of environmental conservation/green economy; decent work; entrepreneurship promotion, post training employment support services; social inclusion; gender equity, ...)	5	
<b>Comments:</b>		
<b>Total score (1)</b>	30	
<b>Concept of the action</b>	<b>Max score</b>	<b>Score</b>
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)**	
<b>Comments:</b>		
18. Is the action feasible within the given timeframe?	5	
<b>Comments:</b>		
19. Is the estimated budget realistic, demonstrating cost effectiveness?	5	
<b>Comments:</b>		
<b>Total score (2)</b>	20	
<b>OVERALL SCORE</b>	<b>50</b>	

\*\* 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)**