



Estonia
Latvia
Russia

ENPI cross border
cooperation programme



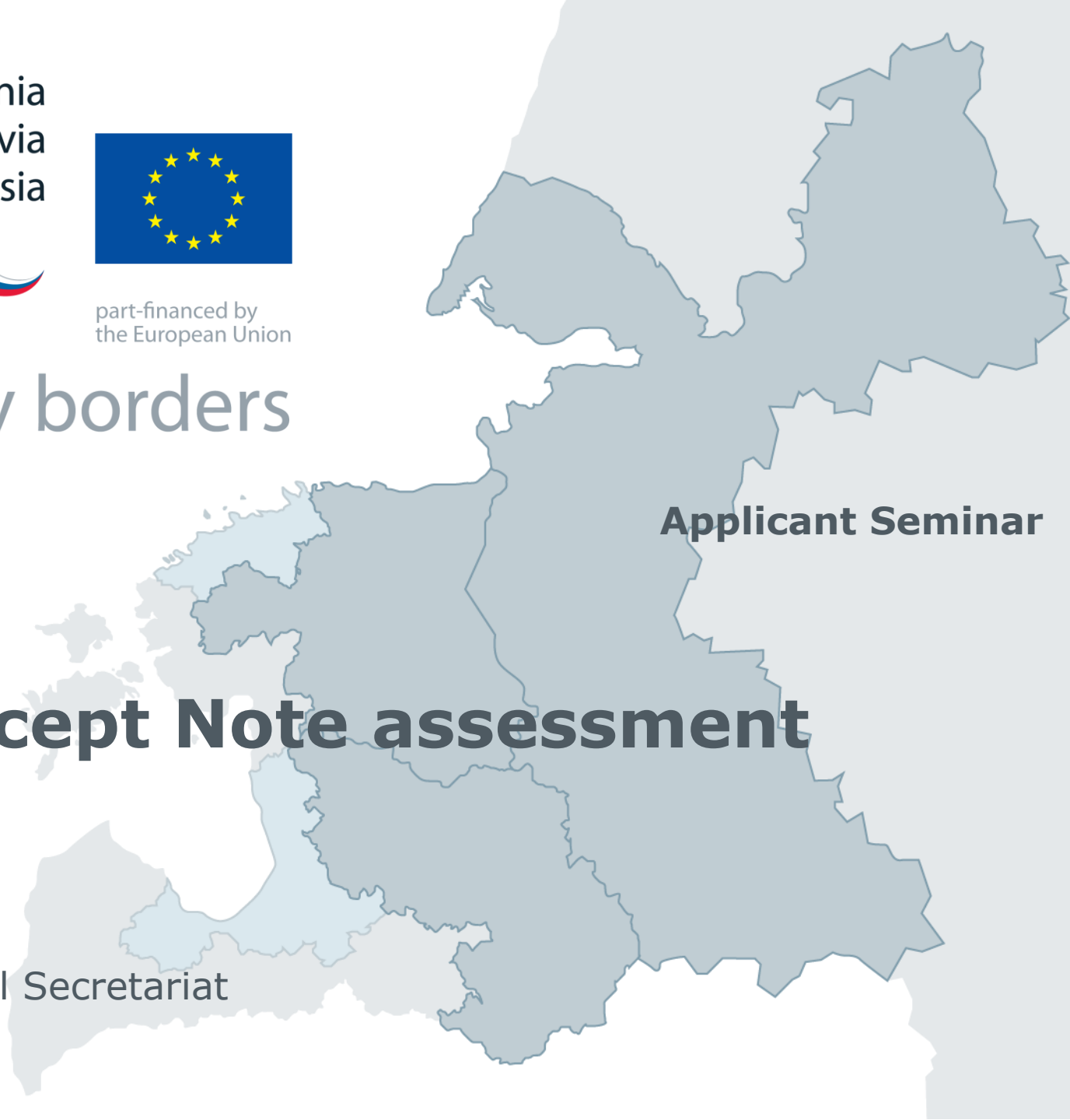
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Concept Note assessment

Applicant Seminar

Joint Technical Secretariat



Why and what to evaluate?

- ❑ To select high quality projects in order to secure Programme success.
- ❑ To rank project proposals according to the scores attributes to them.
- ❑ To make a selection of projects within the financial possibilities that Programme provides (you could have eligible, well scored projects that cannot be granted because of the budget limitations).



Why and what to evaluate?

- ❑ Does the project respect programmes administrative requirements and eligibility rules (are the action, the partners and the expenditures eligible?).
- ❑ Is the project relevant to this Programme? Does it contribute to the achievement of the programmes objectives?
- ❑ What will be delivered? What financing for (activities but also achievements)? What concrete outcomes? Do the target groups need them?
- ❑ Is the project feasible? Is it possible to implement the project in the proposed way? (e.g. time, budget...).



Assessment procedure – Concept Note evaluation

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Assessment is done using 2 phase approach.

1 phase - evaluation of projects in **Concept Note phase.**

Two stages:

- Opening session and administrative check of Concept Note
- Concept Note evaluation



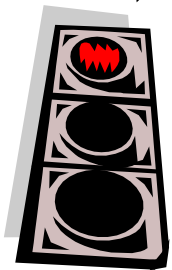
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Result of the opening session CN

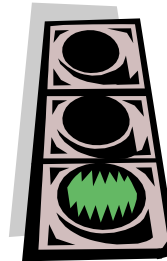


Deadline 27 February:

- arrival of electronic form;
- dispatch of paper version;
- receipt of paper version.



**received after
the deadline**



**received within
deadline**



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Administrative check criteria

- Correct forms have been used
- Declaration by the applicant has been filled in, signed and dated (and stamped if available)
- Concept Note is typed and filled in **English**
- Concept Note is signed, dated (and stamped if available)
- One original and 1 copy included
- Electronic version of Concept Note has been sent to the email address project@estlatrus.eu



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Concept Note assessment criteria

Categories of criteria:	Max score
Relevance of the project	30
Relevance to the objectives and priorities, target groups, final beneficiaries, target regions and cross border relevance	
Design of the Project	20
Coherence (sustainability), methodology and Partnership (justified and balanced)	
Total	50

NB! In order to be approved or included into the reserve list, project has to get at least 30 points out of 50!

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Quality criteria

Relevance (max 30 points)

1.1. Relevance to the objectives and priorities of the Call for Proposals	5x2
1.2. Cross border relevance of the project	5x2
1.3 Relevance to the target groups, final beneficiaries and target regions	5x2

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Quality criteria

Design (max 20 points)

2.1 Coherence	5x2
2.2 Methodology	5
2.3. Partnership	5



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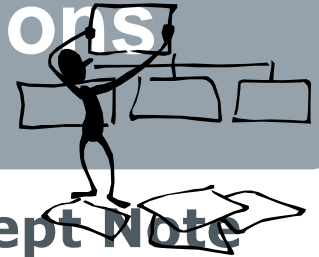


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Assessment procedure – Functions

GLfGA Section 2.3 p 27



Functions of Programme bodies during Concept Note assessment

Joint Technical Secretariat:

- Opening Session (Concept Notes are opened, registered and numbered)
- Administrative Check of Concept Note (CNs are checked against administrative criteria, Section 2.3. of GLfGA, p,27)

Selection Committee:

Concept Note evaluation – assessed at least two members

- Makes quality assessment of the concept notes and puts respective scores (GLfGA Section 2.3 p 28 scores)
- Selects the CN to be shortlisted and recommends the list to the JMC

Joint Monitoring Committee:

- Review the results of assessment made by SC
- Makes final decision about the CNs to be invited to proceed with FAF
- They have right to put recommendations for the applicants to fulfil



Indicative time table 2012 GLfGA Section 2.4

	Date	Time
Launch of the Call for Proposal	10 January	
Deadline for request for any clarifications from the JTS on the Concept Note	11 February	16:00
Consultations provided by the JTS	Detailed info website	
Last date on which clarifications are issued by JTS on the Concept Note	17 February	16:00
Deadline for submission of Concept Note	27 February	16:00
Invitation to submit Full Application Form	June*	
Consultations provided by the JTS	Detailed info website	
Deadline for request for any clarification from JTS on Full Application Form	July*	
Deadline for submission of the Full Application Form	August*	
Notification of award (after the JMC approval)	November*	
Fulfillment of the recommendations	December*	
Contract signing	December 2012 - January 2013*	

Result of CN assessment

**After all Concept Notes have been assessed,
a list will be established with the proposed
projects ranked according to the total
score!**



Important notice!

Please note that any attempt to influence the Joint Monitoring Committee, the Joint Managing Authority, the Joint Technical Secretariat, the Selection Committee or the assessors during the assessment or decision taking procedure may result in the immediate exclusion of the respective Application from further consideration.

Please note that grants may not be awarded to applicants who during the application and contracting procedure are guilty of misrepresentation in supplying the information required by the JMC and/or Joint Managing Authority as a condition of participation in the contract procedure or fail to supply this information.



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