***This form to be printed double-sided!***

**Municipality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of the Civil Society Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Summary Evaluation Table**

|  |  |  |
| --- | --- | --- |
| **Section** | **Maximum score** | **Average score** |
| **1. Financial and operational capacity** | **15** |  |
| **1.1 Are applicant and partners sufficiently experienced in project management?** | **5** |  |
| **1.2 Do applicant and partners have sufficient professional capacities? (specific knowledge in the relevant field)** | **5** |  |
| **1.3. Do applicant and partners have sufficient management capacities?**  **(including staff, equipment and capacities for financial management)?** | **5** |  |
| **2. Relevance** | **25** |  |
| **2.1. How relevant is the project compared to the goal and one or more priorities defined in the Public call?**  **Note: score 5 (very good) can be assigned only if the project is addressing at least one of the priorities.** | **5** |  |
| **2.2 Are stakeholders clearly defined and strategically selected (agents, final beneficiaries, target groups)?** | **5** |  |
| **2.3 Are the needs of the target group and final beneficiaries clearly defined and does the project address them in the right way?** | **5** |  |
| **2.4 Does the project incorporate added value, like innovative approach and good practice models?** | **5** |  |
| **2.5 Does the project proposal advocate for rights based approach and does it have a positive influence on vulnerable groups? (Promotion of gender equality and women’s empowerment, protection of environment, international cooperation, youth, etc.).** | **5** |  |
|  | | | |
| **3. Methodology** | **20** |  | |
| 3.1 Does the **plan of activities** and proposed **activities** logically and practically corresponds with goals and expected results? | 5 |  | |
| 3.2 How consistent is the overall project design? (especially, does it reflects analysis of identified problems, possible external factors) | 5 |  | |
| 3.3 Is the level of **involvement of partners in project implementation** satisfactory? Note: if there are no partners the score will be **1.** | 5 |  | |
| 3.4 Are **objectively measurable indicators** included in the project? | 5 |  | |
|  | | | |
| **4. Sustainability** | **25** |  | |
| 4.1 Will proposed activities have **concrete influence** on target groups? | 5 |  | |
| 4.2 Will the project have **multiple effects**? *(including possibility for application on the other target groups or implementation at the different location and/or extending the effects of the activities as well as exchange of information on the experience gained through the implementation of the project)* | 5 |  | |
| 4.3 Are expected results of suggested activities **institutionally sustainable**? *(will the structures that enable project activities exist after the completion of the project? Will there be a local ownership over the project results?)* | 5 |  | |
| 4.4Are expected **results sustainable**? (if applicable, name the *structural impact of implemented activities – improvements of legal frameworks, methods, code of conduct, etc.)* | 5 |  | |
| 4.5 Is it likely that expected long term results/outcomes will influence local economic conditions and/or quality of life in target areas? | 5 |  | |
|  | | | |
| **5. Budget and cost efficiency** | **15** |  | |
| 5.1 Is ratio between estimated costs and expected results satisfactory? | 5 |  | |
| 5.2 Are suggested costs **necessary** for project implementation? | 5 |  | |
| 5.3 Budget  - is the budget clear and does it include narrative part? (including explanations for technical equipment)  - meets the principle that administrative and personnel costs cannot be above 20% of the total budget?  - is the budget gender-sensitive?  - have CVs and job descriptions been enclosed where applicable? | 5 |  | |
| **Maximum total score** | **100** |  | |

COMMISSION MEMBERS:

REPRESENTATIVES OF THE MUNICIPALITY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REPRESENTATIVE OF CIVIL SOCIETY ORGANIZATIONS (CSO)

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, date\_\_\_\_/\_\_\_\_/20\_\_