



## Annex 12

### Grids for administrative and eligibility assessment of the Applications for funding

#### Administrative verification grid (admissibility)

ELIGIBILITY	CRITERION	YES	NO	N/A
	1. Was the financing application sent before the deadline?			
	2. Is the financing application submitted in a sealed envelope?			
	3. Is the financing application accompanied by a forwarding letter and the list of documents containing all information mentioned in the Applicant's Guide?			
	4. Are the following elements present on the sealed envelope: applicant's name, project title, project localization (country/region)?			
	5. Is the financing application (annexes included) issued in two copies (1 original and 1 copy) dully marked as such („original”, „copy”)?			
	6. Is the financing application (annexes included) numbered, signed and stamped by the legal representative / proxy?			
	7. Is the financing application including all mandatory annexes, in the required format?			
	8. Is the financing application (annexes included) submitted also in electronic format on CD (Word and PDF format)?			
	9. Is the statement/commitment included in the annexes filled, dated, stamped, signed in the original copy and bearing the complete name of the signing person?			
	10. Are the applicant/partners identification documents compliant with the annexes, filled, dated, stamped, signed in the original copy and bearing the complete name of the signing person?			
	11. Are the mandatory documents regarding the financial situation of the applicant/partners compliant with the annexes, filled, dated, stamped, and signed by the issuer in the original copy and bearing the complete name of the signing person?			
	12. Is the financing application submitted in printed format (not hand written)?			
	13. Is the financing application (annexes included) written in Romanian or in English?			
	14. Is the financing application (annexes included) compliant with the standard format provisioned by the Applicant's Guideline AG?			
15. Is the financing application filled in all sections?				

<b>Project is eligible?</b>	<b>YES</b>	<b>NO</b>
<b>Comments:</b>		

**Elaborated by,  
Evaluation expert**

**Date:**



### Eligibility verification grid

	CRITERION	YES	NO	N/A
<b>ELIGIBILITY</b>	<b>A. Applicant / Partner eligibility</b>			
	1. Is the Applicant / the Partner belonging to the beneficiary category addressed by the Programme?			
	2. Did the applicant comply with the partner selection criteria, if the case? <sup>1</sup>			
	3. Is the Applicant / the Partner fulfilling all institutional, legal and financial criteria according to the Applicant's Guide:			
	a) Is the Applicant / the Partner <sup>2</sup> a legally constituted entity registered in Romania?			
	b) The Applicant / the Partner are not in any of the below mentioned situations: - Insolvency - It was declared to have been severely non-compliant with legal obligations regarding public procurement and/or contracting procedures assumed by signing a Financing Contract/Agreement involving public funds. - It was convicted through a final Court decision of illegal professional conduct in a jurisdictional Court of Law <i>res judicata</i> (i.e. against which no second appeal can be filed); - It is guilty of severe professional misconduct that the Contracting Authority can prove by any means.  (During this stage, only information provided and assumed according to annex will be considered)			
	c) The legal representative of the Applicant is not to be found in any of the following situations: - Having received a definitive conviction due to illegal professional conduct through a decision issued by an Authority with the power <i>res judicata</i> (i.e. against which no second appeal can be filed); - Having been the subject of a <i>res judicata</i> case for fraud, corruption, involvement in a criminal organization or any other illegal activity.  (During this stage, only information provided and assumed according to annex will be considered)			

<sup>1</sup> It applies only to applicants - public institutions /authorities that have established partnerships with private entities

<sup>2</sup> Only if the Partner is implementing project activities



<b>B. Project eligibility</b>			
1. The project falls within the activity categories addressed by the Applicant's Guidelines?			
2. The period of implementation is comprised between the day of signing the contract and the last eligibility date stipulated in the Guidelines for Applicants?			
3. Does the project presents activities and schematic maps with main restoration/rehabilitation actions and their spatial location for all peatlands and wetlands related to the Region for which the Application was submitted, according to the Guidelines for Applicants?			
4. The Project observes the legal provisions regarding the equal treatment, the sustainable development, the public procurement, the information and publicity and the state aid (European policies <sup>3</sup> ) <i>(During this stage, only information provided and assumed according to annex will be considered)</i>			
5. The Project hereby proposed for Programme financing did not beneficiated nor beneficiates of financing from other public funds <i>(During this stage, only information provided and assumed according to annex will be considered)</i>			
6. The Project observes the provisions of the national legislation concerning the eligibility of expenses <i>(During this stage, only information provided and assumed according to annex will be considered)</i>			

<b>Project is eligible?</b>	<b>YES</b>	<b>NO</b>
<b>Comments:</b>		

**Drafted by,**

**Evaluation expert**

**Date:**

<sup>3</sup> **The European policies** represent priorities / policies agreed upon by all Member States of the European Union, and they must be transposed in all European community investments. They include equal treatment promotion and nondiscrimination policy; sustainable development, environmental protection and improvement; information technology; public procurement.



## Grid for technical and financial evaluation of Applications for Financing

*Note: In order for the Project to qualify, the following scores must be obtained in a cumulative manner:*

- *For each major criterion - relevance, maturity and sustainability - it is necessary to obtain the minimum qualification score.*
- *Each criterion/sub criterion have a maximum and a minimum score established by the Applicant's Guide for the specific call.*
- *The final score required for the selection of the project application for funding must be at least 60 points.*
- *Each major criterion includes subscriptions.*
- *The evaluation of each sub-criterion is between 0 and the maximum score corresponding to the sub-criterion*

CRITERION	Maximum score	Minimum score	Score	Comments (score explanation)
<b>1 Relevance</b>	<b>20</b>	<b>10</b>		
<b>1.1 Contribution to the Programme objectives.</b>	<b>8</b>	<b>5</b>		
1.1.1 The general objective (the purpose) and the specific objectives of the project contribute to the <b>achievement of the general objective of the Program</b>	4	2		
1.1.2 The expected activities are justified in order to achieve the general objective of the Program	4	3		
<b>1.2 Added value</b>	<b>12</b>	<b>5</b>		
1.2.1 The Project provides activities contributing to the dissemination of its achievements – The Project Promoter proposes Project achievements dissemination activities, and these activities address all relevant target groups and all identified stakeholders.	4	3		
1.2.2. Does the project support innovative solutions for the reconstruction / rehabilitation of wetlands / peatlands, based on the experience through previous projects, with the potential for replication?	3	2		



CRITERION	Maximum score	Minimum score	Score	Comments (score explanation)
1.2.3. Was a Partnership established with a Donor State Partner? Although this is not a mandatory provision, it is recommended to do so in order to strengthen the bilateral relationship between the Romanian Project Partners and the Donor State Project Partners.	5	0		
<b>2 Maturity</b>	<b>60</b>	<b>39</b>		
<b>2.1 Quality of the technical offer.</b>	<b>38</b>	<b>26</b>		
2.1.1. Are the project areas correctly and in detail described in terms of their importance for biodiversity? Are pressures and threats on peatlands and wetlands subject to reconstruction / rehabilitation sufficiently detailed and correlated with project activities?	3	2		
2.1.2. The Project objectives, actions and results are correctly formulated and there is a logical correlation between the problems / deficiencies identified and the results of the project.	4	3		
2.1.3. It has been argued that the methods chosen for restoring the water regime are the most efficient for restoring the functions within the ecosystem for each individual peatland / wetland.	4	3		
2.1.4. The schematic maps presented reflect in an appropriate manner the restoration / rehabilitation works proposed for each peatland / wetland.	4	3		
2.1.5. The breakdown budget for each type of activity (restoration / rehabilitation) for each peatland / wetland was presented.	4	3		
2.1.6. Does the project stipulate a separate activity for monitoring and establishing some post-reconstruction / rehabilitation management measures for peatlands / wetlands?	2	1		



CRITERION	Maximum score	Minimum score	Score	Comments (score explanation)
2.1.7. The anticipated results are quantifiable, correlated with the project indicators and contribute to the achievement of the program results. The proposed indicators are correctly identified, allow the monitoring of the project implementation and contribute to the achievement of the Programme indicators.	4	3		
2.1.8. The scheduled activities cover an optimal implementation for the project (preliminary/preparatory activities implementation duration, procedures for the obtaining of authorizations/approvals/permits etc.)	3	2		
2.1.9. The procurement plan respects the legal provisions in force and it is correlated to the periods specified in the schedule of activities.	3	2		
2.1.10. The project complies with the information and communication requirements.	2	1		
2.1.11. The risks are identified in a coherent manner and the risk prevention and mitigation measures are presented and detailed.	3	2		
2.1.12. The project complies with the principles of promoting equal opportunities, non-discrimination and sustainable development (protection and improvement of the environment).	2	1		
<b>2.2 Project implementation framework (capacity and staff)</b>	<b>10</b>	<b>6</b>		
2.2.1 The management team and the project implementation team are properly sized according to the needs of the project.	2	1		
2.2.2. The responsibilities of the people involved in the project are well defined and correlated with their job descriptions / service contracts (if outsourcing is provided).	3	2		



CRITERION	Maximum score	Minimum score	Score	Comments (score explanation)
2.2.3. Does the promoter / partners have previous experience relevant to the implemented activities? (the CVs of the personnel involved will be analysed).	3	2		
2.2.4. The material resources related to the activities provided by the project, the endowments, IT equipment owned and used for the implementation of the project were presented. Has the need to purchase new equipment been justified and for what activities are they needed?	2	1		
<b>2.3 Quality of the financial offer</b>	<b>12</b>	<b>7</b>		
2.3.1. The Project costs are calculated, detailed, coherent and realistic?	3	2		
2.3.2. Are the costs estimated according to the expenditures categories and activities that are calculated and justified in a correct manner considering the proposed objectives and the estimated results?	3	2		
2.3.3. Do the project costs comply with the provisions of the Applicant's Guide and the Regulation on the implementation of the EEA Financial Mechanism 2014-2021 regarding the eligibility of the cost?	3	1		
2.3.4. The financial plan distributed on implementation years corresponds to the Project implementation needs?	3	2		
<b>3 Sustainability</b>	<b>20</b>	<b>11</b>		
<b>3.1</b> The Applicant has identified the necessary actions in order to secure the Project sustainability, by planning future activities?	8	4		
<b>3.2</b> The Applicant has identified and estimated the availability of the necessary financial and human resources in order to secure the Project sustainability?	6	3		



CRITERION	Maximum score	Minimum score	Score	Comments (score explanation)
3.3 The Applicant has presented the dissemination method for the results/experience achieved through the Project and the method for these results/experience to produce effects after Project finalization?	6	4		
<b>Maximum / minimum total score for all criteria</b>	<b>100</b>	<b>60</b>		
<b>APPLICATION FOR FINANCING SCORE GRANTED BY THE EVALUATOR</b>	(arithmetic mean of the scores awarded on criteria)			

The proposal obtained a score of ..... points and  
is it recommended / qualified following the evaluation process for funding?  YES  NO

Evaluation expert comments

Drafted by,  
Evaluation expert

Date: