

Formal Evaluation Criteria

(to be filled by the evaluator)

Name of Applicant:

Registration number of Proposal:

Formal consideration	If met the requirements	Justification, in case of No:
The proposal was submitted by the deadline	Yes / No	
The applicant is entitled to submit the proposal, there are no grounds for exclusion (Annex 1)	Yes / No	
The proposal includes all requested documents (Annexes 1-4)	Yes / No	
The scanned, electronically submitted proposal contains all necessary signatures (and stamps if necessary)	Yes / No	
The organisation or individual entrepreneur submitting the proposal provided sufficient information on their expertise (Annexes 3 and 4)	Yes / No	
The organisation or individual entrepreneur submitting the proposal provided sufficient information on their legal background (Annex 2). <i>Attaching the documentation is not a factor of immediate formal exclusion, but is required before signing the contract.</i>	Yes/No	
The proposal meets all eligibility requirements. /		
The proposal does not meet all eligibility requirements, and so, is ineligible.		

I, the undersigned [FAMILY NAME, first name], having been appointed as an evaluating person for the abovementioned call, declare that I am aware of Article 61 of the Financial Regulation. I hereby declare that I do not fall under any of the circumstances in which a conflict of interests might exist. I confirm that, if I discover before or during the performance of my tasks that a conflict of interests exists, I will declare it immediately to my superior.

2022

Evaluation was done by

Name and signature

Evaluation sheet of Annex 3 - Declaration of References

(to be filled by evaluator)

Name of Applicant:

Registration number of Proposal:

Requirements	Scores: 0 = no information 1 = somewhat information 2 = detailed information	Justification:
Demonstrated understanding of objectives, priorities, target groups and activities of Erasmus+ Digitalisation.	0-1-2	
Demonstrated vision to add quality assurance dimension to LTA management and to develop the necessary know-how on values and purposes of the Erasmus+ LTA coordination.	0-1-2	
Experience with E+ projects and/or Transnational/Training and Cooperation Activities (TCA) is justified.	0-1-2	
Experience with Transnational or Training and Cooperation Activities (TCA) in the field of Education and Training is justified.	0-1-2	
Total:		

Evaluation sheet of Annex 4 - Description of professional ability

Name of Applicant:

Registration number of Proposal:

Requirements	If met:	Justification if the score is 0:
having minimum a Bachelor's degree	0-1	
having minimum a C1 level knowledge of English	0-1	
described understanding of the Erasmus+ programme and of the collaboration among the Erasmus+ National Agencies	0-1	
described understanding of the European E&T policy frameworks and its main actors	0-1	
presented experience in programme/ project/ organisation management	0-1	
presented experience in the field of Quality Assurance	0-1	
presented supervising and monitoring ability and/or experience	0-1	
presented his/her expertise in methodology of impact analysis	0-1	
Total:		

Content Evaluation Criteria

Name of Applicant:

Registration number of Proposal:

		Points	Point given	Note
Applicant's experience and preparedness:				
1.	Evaluation sheet of Annex 3 - Declaration of References	0-8 points		
2.	Evaluation sheet of Annex 4 - Description of professional ability	0-8 points		
Total		16 points		

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Content review was done by

Name and signature