

Assessment and Selection of Applications

Project assessment and selection criteria for SO 2.6 Promoting the transition to a circular and resource efficient economy.

Only the proposal having met the submission deadline is subject to assessment.

The administrative compliance and eligibility check will be carried out by voting members of the AWG under the supervision of the Chairperson. The proposal will be examined by representatives of each country, filling in “yes” or “no” answer in the administrative compliance and eligibility check part of the grid, as published below.

If the project proposal has received "No" on a specific criterion/a, the AWG could request additional documentation or corrections of the already submitted documents or project proposal.

The Assessment Working Group may request submission of additional documents / corrections of already submitted proposal / certified translation in English of any Supporting Document (in case the presented translation is considered as not convincing) during entire evaluation process.

All requests for additional documentation/corrections shall be sent to the email address, provided by the Lead partner in Annex A4, which shall be used as the only official communication channel with the Applicant during the entire assessment process, and will contain clear instruction concerning the deadline for submission of the information and any other instruction if necessary. The deadline for submission of the information by the Applicant will to be defined, depending on the type of the requested information/correction/supporting document/s but shall be not less than 5 working days. The Managing Authority shall bear NO responsibility in cases when the Applicant does not respond to a clarification request within the set deadline. Furthermore, any requests for clarifications and notifications shall be deemed to have been received on the date upon which the Managing Authority has sent them to the Lead partner at the e-mail address, provided in Annex A4.

The aim of the quality assessment is the project proposal to be evaluated in relation to the set objectives and priorities, and ensures that the selected operation comply with the specific objective 1 and which will guarantee the visibility of the Community funding.

The technical and quality assessment of the project proposal is carried out taking into account the submitted project proposal, annexes and supporting documents, including the additionally requested documents and corrections.

8.1 Administrative and Eligibility Grid

No.	CRITERIA FOR ADMINISTRATIVE COMPLIANCE	YES	NO	<i>Descriptions</i>
1.	The Application Form is duly completed.			The version of the Application Form in JEMS is fully identical to the pdf/signed with qualified electronic signature version of the Application Form. The pdf version of the Application Form is signed on each page by Lead partner / signed with qualified electronic signature version of the Application Form is signed by the Lead partner.
2.	All sections of the application form and budget form and all the prescribed Annexes, have been properly and accurately filled in, in English and are typed (documents issued by third parties in other language are accompanied by their English translation – in their entirety or only for the relevant provisions).			
3.	All annexes are signed and complete.			
	Annex A1 Partnership Agreement			Signed and dated in pdf/signed with qualified electronic signatures by each partners
	Annex A2. Partnership and Co-financing statement			Signed and dated in pdf/signed with qualified electronic signatures by each partners

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	Annex A3 Project partner declaration			Signed and dated in pdf/signed with qualified electronic signatures by each partners
	Annex A4 Declaration of the e-mail address of the Lead partner			Signed and dated in pdf or signed with qualified electronic signature by the Lead partner
	Annex A5. Declaration for SMEs status			Signed and dated in pdf/signed with qualified electronic signatures by each partners
	Annex A6. State Aid Declaration			Signed and dated in pdf/signed with qualified electronic signatures by each partners
4.	The implementation period does not exceed the maximum project durations and should not be less than the minimum duration period indicated in the Applicant Guide			$\geq 12 \text{ months} \leq 24 \text{ months}$
5.	The value of the financial support requested is in line with the limits indicated in the Applicant Guide			$\geq 200\,000 \text{ €} \leq 400\,000 \text{ €}$
No.	CRITERIA FOR ELIGIBILITY COMPLIANCE	YES	NO	Descriptions
6.	All beneficiaries/ partners are micro, small and medium-size enterprises (SMEs). <i>The Lead Partner is:</i>			SME stands for small and medium-sized enterprise as defined in European Union law (EU recommendation 2003/361).
	Micro-enterprise			
	Small-enterprise			
	Medium-enterprise			
7.	<i>The Partner is:</i>			
8.	Micro-enterprise			
	Small-enterprise			
	Medium-enterprise			

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9.	SME, registered and operate or operate in the CB region not later than 31.12.2020			B1; Final statement and reports
10.	All beneficiaries/ partners have not submitted other applications to this Call.			
11.	One partner from each side of the cross-border region is involved in the project.			
12.	The beneficiary enterprises declared support for economic activity included in the eligible NACE codes list (Division C, I, H, NACE rev.2)			<div> <div>Division Title</div> <div> C Manufacturing C.10 Manufacture of food products C.11 Manufacture of beverages C.13 Manufacture of textiles C.14 Manufacture of wearing apparel C.15 Manufacture of leather and related products C.16 Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials C.17 Manufacture of paper and paper products C.18 Printing and reproduction of recorded media C.19 Manufacture of coke and refined petroleum products C.20 Manufacture of chemicals and chemical products C.21 Manufacture of basic pharmaceutical products and pharmaceutical preparations C.22 Manufacture of rubber and plastic products C.23 Manufacture of other non-metallic mineral products C.24 Manufacture of basic metals C.25 Manufacture of fabricated metal products, except machinery and equipment C.26 Manufacture of computer, electronic and </div> </div>

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			optical products C.27 Manufacture of electrical equipment C.28 Manufacture of machinery and equipment n.e.c. C.29 Manufacture of motor vehicles, trailers and semi-trailers C.30 Manufacture of other transport equipment C.31 Manufacture of furniture C.32 Other manufacturing C.33 Repair and installation of machinery and equipment I Accommodation and food service activities I.55.10 Hotels and similar accommodation I.55.20 Holiday and other short-stay accommodation H Transportation and storage H.52.10 Warehousing and storage
13.	The main economic activity of the applicant does <u>NOT</u> fall into the following sectors <ul style="list-style-type: none"> Investments to achieve the reduction of greenhouse gas emissions from activities listed in Annex I to Directive 2003/87/EC of the European Parliament and of the Council; The decommissioning and the construction of nuclear power stations; The manufacturing, processing and marketing of tobacco and tobacco products; Investment in airport infrastructure unless related to environmental protection or accompanied by 		Where an undertaking is active in the sectors referred as not eligible and is also active in one or more of the sectors or has other activities falling within the scope of this Call of proposals, those undertaking shall apply to aid granted in respect of the eligible sectors or activities, provided that the applicant concerned ensures, by appropriate means such as separation of activities or distinction of costs, that the activities in the sectors excluded from the scope of this call do not benefit from the de minimis aid granted in accordance with Regulation (EU) № 1407/2013.



	<p>investment necessary to mitigate or reduce its negative environmental impact.</p> <ul style="list-style-type: none"> • Undertakings active in the fishery and aquaculture sector, as covered by Regulation (EU) No 1379/2013 of the European Parliament and of the Council of 11 December 2013 on the common organization of the markets in fishery and aquaculture products, amending Council Regulations (EC) No 1184/2006 and (EC) No 1224/2009 and repealing Council Regulation (EC) No 104/2000 <p>Undertakings active in the primary production of agricultural products;</p> <ul style="list-style-type: none"> • Undertakings active in the sector of processing and marketing of agricultural products, in the following cases: <ul style="list-style-type: none"> (i) where the amount of the aid is fixed on the basis of the price or quantity of such products purchased from primary producers or put on the market by the undertakings concerned; (ii) where the aid is conditional on being partly or entirely passed on to primary producers; • Export-related activities towards third countries or Member States, namely aid directly linked to the quantities exported, to the establishment and operation of a distribution network or to other current expenditure linked to the export activity; • Aid contingent upon the use of domestic over imported goods. 			
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14.	Annual turnover Lead Partner				Finical statement and reports: (Net Sales Revenue 2020+ Net Sales Revenue 2021+ Net Sales Revenue 2022)
	Micro-enterprise	≥ 150 000 €			
	Small-enterprise	≥ 250 000 €			
	Medium-enterprise	≥ 350 000 €			
15.	Annual turnover Partner				Finical statement and reports: (Net Sales Revenue 2020+ Net Sales Revenue 2021+ Net Sales Revenue 2022)
	Micro-enterprise	≥ 150 000 €			
	Small-enterprise	≥ 250 000 €			
	Medium-enterprise	≥ 350 000 €			
16.	The beneficiary enterprises do not fall under one or more exclusion situations referred to in Article 136 Regulation (EU, Euratom) 2018/1046 of the European Parliament and the Council				Partners declaration” (Annex A2)
17.	At least 3 of the cooperation criteria are clearly fulfilled (mandatory cooperation in joint development and implementation of the project + one by choice from join staffing or financing)				
18.	The project was not physically completed or fully implemented before the application for funding under the programme.				
19.	The project complies with the EU and programme requirements regarding information and publicity and the project includes provisions regarding information and publicity				
20.	The proposed operation has at least 60% of the budget allocated to an investment component calculated based on the “list of investments” as shown in JeMS.				
21.					

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	The project falls within the types of actions under the specific objective of the programme.			
22.	The project contributes to the achievement of the Programme indicators and (RCO 116; RCO 84)			
No.	<i>Documents required for investment activities</i>	YES	NO	<i>Descriptions</i>
	<p>Ownership act or certificate (or other legal document according to national legislation) for SME ownership of the tangible assets, which will be subject of works activities together with recent cadastral map of the property – issued in the original language and English translation stamped and signed/ signed with qualified electronic signature by respective partner as true copy (in PDF format).</p> <p>In the case the project envisages the purchase of supplies which need to be permanently installed - ownership act or certificate (or other legal document according to national legislation) for SME ownership issued in the original language and English translation stamped and signed/ signed with qualified electronic signature by respective partner as true copy (in PDF format).</p>			Supporting documents Attachment B8.1.
	<p>Copy of letter issued by the relevant body clearly stating that Environmental Impact Assessment is not necessary - issued in the original language and English translation signed / signed with qualified electronic signature by respective partner as true copy.</p> <p>OR</p>			Supporting documents Attachment B8.3.

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	Copy of positive Environmental Impact Assessment (positive opinion from the relevant body), required by the national legislation - issued in the original language and English translation stamped and signed/ signed with qualified electronic signature by respective partner as true copy.			
	Copy of letter issued by the relevant body clearly stating that the project proposal is eligible according to the current River Basin Management Plans and Flood Risk Management Plans - issued in original language and English translation signed/ signed with qualified electronic signature by respective partner as true copy for Bulgarian partners and documents of equivalent meaning from the Ministry of Environment, Urbanization and Climate Change and from the Ministry of Agriculture and Forestry - issued in original language and English translation signed/ signed with qualified electronic signature by respective partner as true copy) for Turkish partners.			Supporting documents Attachment B8.4.
	Explanatory note for the envisaged prevention measures for avoiding pollution of water bodies in emergency situations by respective organization if applicable - issued in original language and English translation signed/ signed with qualified electronic signature by respective partner.			Supporting documents Attachment B8.6. if applicable
	Approved Detailed Works Design - issued in the original language and English translation of at least of the Explanatory Notes of each of the project design parts, Bill of Quantities, Cover sheets of technical drawings signed/ signed			Supporting documents Attachments B8.7 A) or B8.7 B)

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	<p>with qualified electronic signature by respective partner as true copy.</p> <p>OR</p> <p>Statement by the competent authority, which declares that the envisaged construction/repair works do not require approval of works design – issued in the original language and English translation signed/ signed with qualified electronic signature by respective partner as true copy, Technological production line scheme(s)/plan(s) and Explanatory note on the technical solutions planned in the original language and English translation signed/ signed with qualified electronic signature by respective partner as true copy.</p>			
	<p>Detailed Bill of Quantities containing all the attributes required in the Guidelines for Applicants, stamped and signed by the certified designers of relevant parts of the works design - issued in original language and English translation scanned in PDF file format signed/ signed with qualified electronic signature by respective partner as true copy, and in editable EXCEL format .</p>			<p>Supporting documents Attachments B8.6 A) or B8.6 B)</p>
	<p>Construction Permit validated “entered into force” by the relevant authority - issued in original language and English translation signed/ signed with qualified electronic signature by respective partner as true copy</p> <p>OR</p> <p>Statement by the competent authority, which declares that the envisaged construction/repair works do not require issue of construction permit - issued in original language and</p>			<p>Supporting documents Attachments B8.7 A) or B8.7 B)</p>

	English translation signed/ signed with qualified electronic signature by respective partner as true copy.			
	Detailed technical specifications for supplies with units, unit prices and total prices in Euro - issued in the original language and English translation, signed/ signed with qualified electronic signatures by the respective partner as true copy. Technical specifications are not required for equipment, which will be used for management of the project.			Supporting documents Attachments B10
	Market analysis for the envisaged supply are presented			Supporting documents Attachments B10
COMMENTS:				
		YES	NO	
PROJECT PROPOSAL SATISFIES ALL CRITERIA FOR ADMINISTRATIVE AND ELIGIBILITY COMPLIANCE				
Assessor's name:	Assessor's signature:	Date of evaluation:		

8.2 TECHNICAL AND QUALITY EVALUATION GRID

PROJECT RELEVANCE, COOPERATION CHARACTER AND PARTNERSHIP RELEVANCE				
No.	SELECTION CRITERIA	Scores	Max. scores	Reference/ comments

1.	Project partners have experience, as well as the necessary capacity to implement the project activities (financial, human resources, etc.)?		4	Part B B.1.6 Part C C.7
	All project partners have experience and capacity to implement the project activities envisaged for each of them, permanent staff and financial stability	4		
	Not all project partners have experience and capacity to implement the project activities, permanent staff and financial stability	2		
	None of project partners has experience and capacity to implement the project activities, permanent staff and financial stability	0		
2.	Is the composition of partnership relevant to the proposed project?		4	Part B B.1.6 Part C C.3
	The partnership is relevant to the proposed project and partners complement each other and all of them have the necessary expertise to implement the project	4		
	The partnership is relevant to the proposed project, but not all partners have necessary expertise to implement the project.	2		
	The partnership is not relevant to the proposed project and none of the project partners has the necessary expertise to implement the project	0		
3.	Are partners play a defined role in the partnership and the territory benefits from this cooperation?		4	Part B B.1.6
	All partners play a defined role in the partnership and the territory benefits from this cooperation	4		
	None of the partners partners play a defined role in the partnership and the territory benefits from this cooperation	0		
4.	Is the importance of cross-border cooperation for the topic addressed is clearly demonstrated?			Part C C.4

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	The importance of cross-border cooperation for the topic addressed is clearly demonstrated	2	2	
	The importance of cross-border cooperation for the topic addressed is not clearly demonstrated	0		
5.	Is there a clear benefit from cooperating for the project partners/ target groups / project area / programme area?		4	Part C C.2.3 Whole AF
	There is a clear benefit from cooperating for the project partners / target groups / project area / programme area	4		
	There is not clear benefit from cooperating for the project partners / target groups / project area / programme area	0		
6.	Does the project proposal make a positive contribution to the horizontal principles		2	Part C C.7.6
	The project have positive contribution to the horizontal principals	2		
	The project have not positive contribution to the horizontal principals	0		
SUBTOTAL			20	
TECHNICAL AND QUALITY RELEVANCE				
No.	SELECTION CRITERIA	Scores	Max. scores	Reference/ comments
1.	Declared support is for the main economic activity in Division C – Manufacturing, NACE rev. 2		10	Certificates with main economic activity
	All project partners are declared support for main economic activity in Division C – Manufacturing, NACE rev. 2	10		

	One of the project partners declared support for main economic activity Division C – Manufacturing, NACE rev. 2	5		
	None of the enterprises are from the manufacturing/processing sector, i.e. their main activity belongs in the Division C – Manufacturing, NACE rev. 2	0		
2.	Circular design-Re-shaping the first stage of an industrial process (Product design) in order to reduce the waste generated AND/OR increase the life of the final product.		10	AF, Investment
	> 10% of virgin material avoided through the new process AND/OR by the prolongation of the product's life	10		
	> 5% ≤ 10% of virgin material avoided through the new process AND/OR by the prolongation of the product's life	5		
	> 3% ≥ 5% of virgin material avoided through the new process AND/OR by the prolongation of the product's life	3		
3	New production process accepting "secondary raw material" - Replacement, total or partial, of virgin material with "secondary raw material"		10	AF, Investment
	> 10% of virgin material avoided through the new process	10		
	> 5% ≤ 10% of virgin material avoided through the new process	5		
	> 3% ≥ 5% of virgin material avoided through the new process	3		
4.	Re-use, remanufacturing, refurbishment, repair - Prolongation of the life of a certain product that otherwise will be disposed.			

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	> 10% of virgin material avoided by the prolongation of the product's life	10	10	AF, Investment
	> 5% ≤ 10% of virgin material avoided by the prolongation of the product's life	5		
	> 3% ≥ 5% of virgin material avoided by the prolongation of the product's life	3		
5.	Waste reduction		15	AF, Investment
	The new process generates less waste > 10%	15		
	The new process generates less waste > 5% ≤ 10%	10		
	The new process generates less waste > 3% ≥ 5%	5		
	Industrial symbioses		10	Whole AF
	The new process generates waste that can be re-used in the same process or in another production process.	10		
	The new process does not generate waste that can be re-used in the same process or in another production process	0		
	Subtotal		65	
OPERATIONAL ASSESMENT				
No	SELECTION CRITERIA		Max. Scores	Reference/ comments
	Scores			

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1.	The project time plan is realistic and activities, deliverables, outputs are in a logical time-sequence.	2	2	Part C C.6
	The project time plan is not realistic and activities, deliverables, outputs are not in a logical time-sequence.	0		
2.	The proposed activities and deliverables are relevant and lead to planned outputs and results	2	2	Part C C.4
	The proposed activities and deliverables are not relevant and do not lead to planned outputs and results	0		
3.	The proposed project budget is directly connected and reflected in the project activities. All estimated costs fully correspond to the proposed activities and are necessary for the implementation of the project.	2	2	Part D D.2 Part E E.3
	Costs envisaged are totally inconsistent with project activities necessary for the implementation of the project.	0		
4.	Distribution of tasks between project partners is appropriate (e.g., sharing of tasks is clear, logical, in line with partners' role in the project, etc.)	2	2	Part D D.2 Part E E.3
	Distribution of tasks between project partners is unbalanced (e.g., sharing of tasks is clear, logical, in line with partners' role in the project, etc.)	0		
5.	The project budget is in accordance with the principles of economy, efficiency and effectiveness, and complies with the eligibility rules of expenditure?	2	2	Part D D.2 Part E E.3
	The project budget is totally inconsistent and does not comply with the eligibility rules of expenditure.	0		
6.	The estimated expenditures are necessary for the implementation of the project and the prices are market based.	2	2	Part D D.2 Part E E.3
	The estimated expenditures are inconsistent with the implementation of the project and most prices are not market-based.	0		

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7.	The expenditures are in line with the list of eligible expenditure annexed to the Applicant’s Guide.		3	3	Part D D.2 Part E E.3
	The expenditures partially cover the expected benefits for the target area and the target groups. Some costs are not relevant to the activities proposed.		1		
	The expenditures are not in line with the list of eligible expenditure annexed to the Applicant’s Guide.		0		
	<i>! If the project is not in line with the list of eligible expenditure annexed to the Applicant’s Guide it will be rejected</i>				
SUBTOTAL				15	
TOTAL SCORE				100	
Assessor’s name:		Assessor’s signature:		Date of evaluation:	

IMPORTANT

Maximum score of the project assessment is 100 points.

Only projects with total final score of 65 and above at the technical and quality evaluation stage can be proposed for financing.

In case there are project proposals with an equal number of points, the proposal with higher rank on selection criteria “Project relevance, cooperation character and partnership relevance”, will be ranked first. In case the project proposals are with equal number of points on selection criteria “Project relevance, cooperation character and partnership relevance”, will be ranked first the project with higher rank on selection criteria “Technical and quality relevance”. In case there are project proposals with equal number of points of all selection criteria, will be ranked the proposal that was first submitted in Jems.



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Taking into account good administrative practice, the Assessment Working Group can verify and subsequently exclude an applicant at any stage of the Call for proposals evaluation process whenever it is obvious that the latter does not meet the eligibility criteria.

During the assessment of the project proposals the procedure for budget optimization and projects' content modifications will be conducted by the AWG members - final review of the budget of the project proposals, making revisions of unit rates, based on both the recommendations of the external assessors and the good practices of the MA and NA in terms of transparent and market-oriented financial allocations.

After the submission of the evaluation report to the MC, the Programme Managing bodies shall conduct the following pre-contracting procedures:

1. Documentary check of presence/lack of double financing – assessment of whether or not the proposed action/s has not already been financed under other EU funded Programmes;
2. Performance of on-the-spot visit in case the project proposals envisage investment component – assessment of whether or not the object, subject to the proposed investment, really exists and is in a physical condition as described in the project proposal and/or has not already been developed or is currently under development.

The proposal will be presented to the Monitoring Committee for final decision.

COMPLAINT PROCEDURE

In case of disagreement with the outcome of the selection procedure, each Lead partner may issue a complaint towards the decision of the Monitoring Committee, following the standard complaint procedure described in Attachment 4 “Complaint Procedure” to these Guidelines for Applicants.