

EU for Economic Growth (EU4EG) Project

Contracting Authority:
Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ)

CALL FOR PROPOSALS FOR EXISTING MICRO, SMALL AND MEDIUM ENTERPRISES (MSMEs) TO USE BUSINESS SUPPORT SERVICES (BSSs) CALL REF: EU4EG_MSMEs_4

Annex C. Evaluation and selection of applicants

VII.1. Step 1: Opening & Administrative & Eligibility checks and evaluation of the Application

VII.1.1. Opening and Administrative check (Application)

Opening & Administrative check will be performed by the EU4EG project team respecting administrative compliance checklist.

Administrative compliance checklist (Application)

#	Criteria	Description	YES	NO	N/A	Comments
A.1.	The Application has been submitted electronically to the following email address: EU4EG@giz.de	The Application has been submitted to the email address: EU4EG@giz.de	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.2.	The Application is submitted on time.	The Application is submitted within the foreseen deadline.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.3.	All the documents of the Application have been duly filled-in and submitted	All the respective documents of the Application are correctly filled-in (no errors or missing information) and submitted: 1. Application (Annex A.1.) 2. Self-declaration (Annex A.2.) 3. Supporting documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.4.	The Declaration has been duly signed by the legally authorized representatives of the Applicant and stamped	- Self-declaration (Annex A.2.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.5.	Original, official supporting documentation to the Self-declaration of	a) Copy of the legal representative's identification documents (signed and stamped);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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	the Applicant is submitted in right format (pdf).	b) Copy of the Registration certificate issued by the Central Registry of the Republic of North Macedonia.				
A.6.	Original, official supporting documentation of the Applicant is submitted and in right format (pdf).	Originals or certified copies of the supporting documents: 1. Certificate for paid taxes and contributions from the Tax Authority of the Republic of North Macedonia;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.7.	The Application is compiled in the required language	The Application is compiled in English language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.8.	The length of the Application is according to the instructions.	The Sections 4.1. and 4.2. of the Application have the requested length.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.9.	Information provided in the Application follows the instructions in the AF.	Information presented in the Application is consistent with instructions in the AF (Annex A.1.) and contains all relevant sections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.10.	The Requested support contains all relevant information	The Requested support (Section 4.7 of the Application Form): (i) is presented in EUR (ii) contains the required information, (iii) amount of requested donor contribution, (iv) percentage of this contribution in relation to the total costs of the action, (iii) total budget.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Opening & Administrative check is based on questions which can be answered with "Yes," "No" or "Not applicable" for particular application.

VII.1.2. Eligibility check (Application)

Eligibility check will be performed by the EU4EG project team respecting eligibility checklist.

Eligibility checklist (Application)

#	Criteria	Description	YES	NO	N/A	Comments
E.1.	The Applicant fulfils the criteria for number of applications	- Applicant may submit only one (1) application under this CfP. - The Applicant may be awarded only once under this CfP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.2.	The Applicant is eligible organisation	The Applicant fulfils the criteria in Section IV.1.1. of the GfA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.3.	Time limits for duration of project implementation are respected	The expected overall duration of the project proposals is until 30.11.2024.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.4.	The requested amount of donor contribution is within the range of allowed size of support.	The requested amount of donor contribution is between the minimum and the maximum allowed size of support.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.5.	The requested donor contribution is within the range of allowed percentages of total costs	The requested donor contribution is up to the maximum allowed percentages of total costs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.6.	The action is implemented in the target area	North-East planning region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Polog planning region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Prespa area (Municipality of Resen)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		South-West planning region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.7.	Project Proposal fits the objectives of the CfP and the EU4EG project	Thematically the project proposal fits the objectives of the CfP and the EU4EG project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.8.	The action fulfils the obligatory requirements	The project proposal demonstrates: - The applicant has selected at least one obligatory BSSs from the EU4EG catalogue of advanced BSSs for MSMEs (see section 4.4.1. of the Application Form)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

		<ul style="list-style-type: none"> - Adoption of green/ circular and/or digital practices (see section 4.5. of the Application Form) - The proposed BSOs are from the short-list (see section 4.6. of the Application Form) 				
E.9.	The action is eligible	The action fits with: <ul style="list-style-type: none"> - priority themes and sectors - type of actions - type of activities (criteria in Section IV.2. of the GfA) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.10.	The costs of the action are eligible	The costs of the action are in line with the criteria in Section IV.3. of the GfA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.11.	The amounts of financing support are respected	See section 4.7. of the Application Form: <ul style="list-style-type: none"> - The expert fee is max. 150 EUR/day gross. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Eligibility check is based on questions which can be answered with “Yes,” “No” or “Not applicable” for application.

Clarifications regarding Application will be requested from the Applicant only when the information provided is unclear or missing and thus prevents the EU4EG project team from conducting an objective assessment. If any of the requested information is missing or is incorrect, the Application may be rejected on that sole basis and the Application will not be evaluated further.

IMPORTANT NOTE: Only Applications that satisfy all the administrative and eligibility criteria will be subject to Quality assessment.

VII.1.3. Quality assessment (Application)

The Applications that pass Opening & Administrative & Eligibility checks will be further evaluated on their quality, including the proposed budget/ business plan and the capacity of the Applicants. The evaluation criteria used are presented in the evaluation grid below. There is only one type of evaluation criteria: award criteria.

The award criteria help to evaluate the quality of the applications in relation to the objectives and priorities set forth in the Guidelines, and to award support to projects which maximize the overall effectiveness of the CfP. They help to select applications which the Contracting Authority can be confident will comply with its objectives and priorities. They cover the relevance of the action, its effectiveness and feasibility, and its sustainability.

The evaluation grid is divided into sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation Grid (Application)

Section	Maximum Score
1. Relevance of the action	40
1.1. How relevant is the proposal to the needs and the challenges of the applicant?	20
1.2. Does the proposed business support services contribute to adopt green/ circular and/or digital practices in the business operations?	20
2. Effectiveness and feasibility of the action	20
2.1. Is the project proposal appropriate, practical, and consistent with the needs/challenges and expected outputs?	5
2.2. How realistic is the time frame to prepare the planned deliverables?	10
2.3. Does the proposal contain indicators that contribute to achievement of EU4EG project indicators?	5
3. Sustainability of the action	40
3.1. Is the action likely to have a tangible impact on the future performance of the company?	20
3.2. Is the proposal likely to identify gaps/opportunities for future growth of the company? How likely is that the deliverables will result in follow-up actions/ new project proposals of the company?	20
Maximum total score	100

If the total score is less than 50 points, the application will be rejected.

After the evaluation, applications will be ranked according to their score. The highest scoring applications will be selected until the available budget for this Call for Proposals is reached.

After that, the evaluation committee will make a final recommendation to the GIZ as the Contracting Authority, which will decide on the award of support.

Applicant whose application has been selected will be informed in writing by the GIZ as the Contracting Authority.