**Evaluation criteria of the project APPLICATIONS**

*Document for the programme International Police Cooperation and Combating Crime*

*EEA Financial Mechanism 2014-2021*

# Document purpose

This document provides with detailed description of evaluation criteria, necessary for ensuring evaluation process of project applications in the programme *International Police Cooperation and Combating Crime* financed under the *EEA Financial Mechanism 2014-2021*.

A well-established and understandable set of evaluation criteria will ensure objective and qualitative evaluation process of the project applications and thus will contribute to ensuring transparent, effective and efficient use of financial resources provided by the *EEA Financial Mechanism 2014-2021*.

Evaluation process of the project applications will be conducted by the Ministry of Interior of the Republic of Latvia (hereinafter – Programme Operator), which according to the Article 6.5.3 of the *Regulation on the implementation of the EEA Financial Mechanism 2014-2021*[[1]](#footnote-1) holds a responsibility for evaluation of the projects and the award of grants. During evaluation process, the principles of good governance, transparency, equality, efficiency and zero tolerance toward corruption will be applied.

Project applications will be evaluated by the Programme Operator and the Council of Europe (hereinafter – International Partner Organization).

The evaluation process will be based on a combination of 4 different evaluation criteria: 1) administrative criteria; 2) eligibility criteria; 3) quality criteria; 4) financial criteria. Checklist of the criteria, which Evaluation Committee will use for evaluation of projects is provided in the section 2 “Project application evaluation”.

International Partner Organization will join the evaluation process after the Programme Operator will confirm that the project applications have complied with administrative and eligibility criteria. Based on the project applications evaluation, the Programme Operator will take decisions to reject or approve the project application. Detailed information about the project applications evaluation process is provided in the Evaluation Committee Regulations.

# Project applications evaluation

## Administrative criteria

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| --- | --- | --- | --- | --- |
|  | *Description of administrative criteria* | *Documentary evidence* | *Evaluation method* | *Comments from the Evaluation Committee* |
| 1. | Project application is filled in according to the methodology provided in the project application template; all mandatory sections in the project application are filled in; all mandatory annexes are enclosed to the project application  | Project application and annexes | Yes/No |  |
| 2. | The project application is filled in English language and language is understandable | Project application and annexes | Yes/No |  |
| 3. | Project application and annexes are submitted by the Project Promoter to the Programme Operator electronically and Chief of the Project Promoter’s institution has signed the project application. Legal force of the project application comply with requirements of regulatory enactments on the circulation of electronic documents.If the project application is submitted in paper format, it is formatted in accordance with the regulatory enactments on the development and drawing up of documents - bound, stamped, dated, each page numbered, signed and the signature decrypted, as well as the number of pages indicated. The "original" is indicated on the project application. | Project application and annexes | Yes/No |  |

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## Eligibility criteria

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| --- | --- | --- | --- | --- |
|  | *Description of eligibility criteria* | *Documentary evidence* | *Evaluation method* | *Comments from the Evaluation Committee* |
| 1. | Project Promoter is an eligible applicant  | Project application: Section 1 “Information about the Project Promoter” | Yes/No |  |
| 2. | Co-financing rate and budget itself comply with Regulations of the EEA Financial Mechanism 2014-2021 and Programme Agreement | Project application: Section 3.1. “General information about the project budget”Project application annex “Budget” | Yes/No |  |
| 3. | The project implementation period is no longer than deadline for cost eligibility  | Project applicationProject application annex “Budget” | Yes/No |  |
| 4. | No double financing risk arises for financing similar activities from other sources | Project application annex “Verification from the Project Promoter” | Yes/No |  |

## Quality criteria

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| --- | --- | --- | --- | --- |
|  | *Name of quality criteria and its description* | *Documentary evidence* | *Evaluation method* | *Comments from the Evaluation Committee* |
| 1. | **Project application section 1.1. -** **“Background information”*** functions and tasks of the Project Promoter, related to the project are clearly outlined
* legal framework of the Project Promoter is described
* project ownership is justified
 | Project application section 1.1. “Background information” | Yes/NoYes/NoYes/No |  |
| 2. | **Project application section 1.2. -** **“Key personnel”*** contact information of key personnel responsible for implementation of the project are provided
 | Project application section 1.2. “Key personnel” | Yes/No |  |
| 3. | **Project application section 2. 1. -** **“General context and justification”*** current situation and problems are clearly stated and justified. References to reports and statistics are used
* general context is provided and justified on how the Project Promoter intends to address problems in current situation

• Information is provided on how the expected results relate to the priorities: 1) at the level of program results; 2) at the national level; 3) At European Union level* target groups and their benefits from intervention are clearly stated
 | Project application section 2.1. “General context and justification” | Yes/NoYes/NoYes/No |  |
| 4. | **Project application section 2.2. -** **“Detailed description of the project”*** table of planned activities and results is in line with the programme’s objectives pursued
* start dates and end dates for the activities are clear and realistic
* assumptions with regard to the planned activities are reasonable and understandable
 | Project application section 2.2. “Detailed description of the project”Project application annex “Key milestone plan” | Yes/NoYes/NoYes/No |  |
| 5. | **Project application section 2.3. -** **“Project Partners and their role”*** the Project Partner’s role and result of the cooperation is outlined and planned intervention is reasonable and in line with programme objective
 | Project application section 2.3. “Project Partners and their role” | Yes/No |  |
| 6. | **Project application section 3.1. -** **“General information about the project budget”**: * Annex 7.1. is correctly elaborated and detailed
* information is provided about total project budget, as well as about budget for reaching each of the project indicators, which are set in Programme Agreement
 | Project application section 3.1. “General information about the project budget”Project application annex “Budget” | Yes/NoYes/No |  |
| 7. | **Project application section 3.2. -****“Planned procurements”*** all relevant procurements are indicated
 | Project application section 3.2. “Planned procurements” | Yes/No |  |
| 8. | **Project application section 4.1. -****“Cost effectiveness and project management”*** strong arguments are provided: 1) that that the Project Promoter aims for cost efficiency in the estimated budget; 2) that the results, activities and indicators are to be achieved in the planned time-frame
 | Section 4.1. “Cost effectiveness and project management” | Yes/No |  |
| 9. | **Project application section 4.2. -****“Risk management”*** the project application provides with an identification of potential risks and methodology for handling the risks during the project implementation
 | Section 4.2. “Risk management” | Yes/No |  |
| 10. | **Project application section 4.3. -****“Project governance”*** the governance structure is proportionate to the project size and needs
 | Section 4.3. “Project governance” | Yes/No |  |
| 11. | **Project application section 5. -****“Sustainability and continuation”*** Clear description is provided on the follow-up of the project after funding ends
 | Section 5 “Sustainability and continuation” | Yes/No |  |
| 12. | **Project application section 6. -****“Publicity activities”*** Publicity activities are described and these activities are planned in accordance of the framework of the project to promote it and maximize its visibility in public
 | Section 6 “Publicity activities” | Yes/No |  |

## 2.4.Financial criteria

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| 13. | Project application annex “Budget”* The costs included in the project budget comply with the chapter 8 of the Regulation on the Implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021 adopted by the EEA Financial Mechanism Committee on 23 September 2016 and the paragraph 14 and 25 of the Regulation No. 91 of the Cabinet of Ministers “European Economic Area Financial Instrument 2014–2021. Regulations for the Implementation of the Program “International Police Cooperation and Fight against Crime” for the period 2014-2021.
* The costs provided in the project budget for the implementation of the project are proportionate and in line with current market prices;
* The use of funds is useful for achieving the goal (value for money).
 | Project application annex “Budget” | Yes/No |  |

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1. [*https://eeagrants.org/sites/default/files/resources/EEA%2BFM%2BRegulation%2BFinal%2B23%2B09%2B2016%2B.pdf*](https://eeagrants.org/sites/default/files/resources/EEA%2BFM%2BRegulation%2BFinal%2B23%2B09%2B2016%2B.pdf) [↑](#footnote-ref-1)