*[Translation from Bulgarian]*

**CRITERIA AND METHODOLOGY FOR EVALUATION**

**RENEWABLE ENERGY, ENERGY EFFICIENCY AND ENERGY SECURITY PROGRAMME**

**Pre-defined project: "Feasibility study on the use of hydropower potential in existing water supply systems and on enhancing the potential of existing small hydroelectric power plants in water supply systems"**

1. **METHODOLOGY FOR EVALUATION**

The evaluation under this procedure shall be carried out by the Programme Operator (PO) of the Renewable Energy, Energy Efficiency and Energy Security Programme, which is responsible for the selection and processing of the project proposal. The evaluation shall be based on a combination of evaluation methods presented in Section II Project Evaluation Criteria.

**CHECKVERIFICATION OF THE ADMINISTRATIVE COMPLIANCE AND ELIGIBILITY**

The PO shall verify meeting the criteria of administrative compliance and eligibility based on the information included in the application form and annexes to the application form as described in the Applicant's Guide for the pre-defined project. The methodology and criteria shall not be subject to change during the evaluation. The evaluation shall verify whether the project proposal fulfils all the criteria, with the "YES", "NO" or "N / A" (not applicable) rating for each criterion.

In the event that the evaluation process reveals irregularities and / or incompleteness and / or inconsistencies of the project proposal, the PO shall send to the Beneficiary a notification of them, setting a deadline for their removal, which may not be less than 10 days. The evaluation period for the project proposal shall run until the date of removal. The request to provide information / documents shall be sent via the ISMU E-services Module 2020, for which the beneficiary shall receive a message at the email address indicated on his / her registration form. Changes in the applicant’s profile in MIS 2020 are ineligible.

**TECHNICAL AND FINANCIAL EVALUATION**

The technical and financial evaluation shall be carried out on the basis of the criteria set out in Section II, point 3. – Criteria. Criteria shall be subdivided into subsections, each subsection being rated "YES", "NO" or "N / A" (not applicable) in the appropriate column. For each criterion to be evaluated, the PO shall check the information included in the sections, the application form and the required documents attached to it.

During the evaluation process, the PO reserves the right to request clarifications and additional documentary evidence that might be necessary.

1. **EVALUATION CRITERIA FOR THE PROJECT PROPOSAL**
2. **ADMINISTRATIVE COMPLIANCE**

| **Criteria** | **YES** | **NO** | **N/A** | **Notes:** |
| --- | --- | --- | --- | --- |
| 1. The project proposal has been submitted within the deadline |  |  |  |  |
| 1. The project proposal has all sections in the Electronic Application Form completed that are indicated to be mandatory |  |  |  |  |
| 1. The project proposal is completed in English and in Bulgarian[[1]](#footnote-1) |  |  |  |  |
| 1. The project proposal is signed by the legal representative of the applicant or a person authorized for the purpose of submitting the project proposal |  |  |  |  |
| 1. An authorization document for the submission of the project proposal with QES (if applicable) - signed and dated by the legal representative of the applicant according to the establishment / incorporation document, is attached to the project proposal, scanned and uploaded to the EUMIS 2020 |  |  |  |  |
| 1. The application is accompanied by a declaration that the applicant is familiar with the application conditions and the conditions of implementation, completed in a form (Annex 1 to the Application Guidelines), signed and dated by the applicant's legal representative, according to the establishment / incorporation, scanned and uploaded to the EUMIS 2020. |  |  |  |  |
| 1. A declaration on the VAT status is attached completed in a form (Annex 2 to the Application Guidelines), signed and dated by the legal representative of the applicant, according to the establishment / incorporation document, scanned and uploaded to the EUMIS 2020. |  |  |  |  |
| 1. CVs of the project management team members are attached to the project proposal |  |  |  |  |
| 1. Procurement Plan is attached to the project proposal |  |  |  |  |
| 1. Publicity plan meeting the requirements of the Regulation |  |  |  |  |
| 1. Partnership Agreement (Annex 3 to the Application Guidelines) is attached |  |  |  |  |
| 1. Declaration of authentication of the two languages signed with QES is attached to the project proposal (Appendix 4); |  |  |  |  |
| 1. Declaration of participation of consultants in the preparation of the project proposal - signed with QES is attached to the project proposal (Appendix 5). |  |  |  |  |
| 1. Declaration of the existence/absence of double financing (Appendix 7). |  |  |  |  |

1. **ELIGIBILITY**

| **Criteria** | **YES** | **NO** | **N/A** | **Notes:** |
| --- | --- | --- | --- | --- |
| 1. Pursuant to item 5, Annex 2 of the Programme Agreement for financing the Renewable Energy, Energy Efficiency, Energy Security Programme the Applicant is an eligible Beneficiary under this procedure. |  |  |  |  |
| 1. The Applicant is directly responsible for the management and execution of the Project and does not act as an intermediary |  |  |  |  |
| 1. The Beneficiary's Partner under this procedure is eligible under item 5, Annex 2 of the Programme Agreement for the Renewable Energy, Energy Efficiency, Energy Security Programme |  |  |  |  |
| 1. The Partner has experience in the field of the Project activities described in the application form |  |  |  |  |
| 1. Project's objective(s) is / are eligible and is / are in accordance with item 5, Annex 2 of the Programme Agreement for the Renewable Energy, Energy Efficiency, Energy Security Programme |  |  |  |  |
| 1. The project proposal contributes to the general objectives of the EEA FM |  |  |  |  |
| 1. The project proposal meets the requirements for activities to be implemented on the territory of Bulgaria and in a donor country (if applicable) |  |  |  |  |
| 1. The project proposal contains eligible activities |  |  |  |  |
| 1. Project activities should be implemented no later than 12 months after the signing of the Grant Contract |  |  |  |  |
| 1. The amount of the requested grant does not exceed BGN 684 530 |  |  |  |  |

1. **CRITERIA FOR TECHNICAL AND FINANCIAL EVALUATION**

| **Criteria** | **YES** | **NO** | **N/A** | **Notes:** |
| --- | --- | --- | --- | --- |
| 1. The project proposal contributes to the objectives of the Renewable Energy, Energy Efficiency and Energy Security Programme and the purpose of this procedure. |  |  |  |  |
| 1. The Partnership Agreement includes a clear division of roles, responsibilities and cash flow; assessment of partner involvement in the preparation, implementation and sharing of project results |  |  |  |  |
| 1. The Project proposal demonstrates a clear link between objectives, activities and outcomes and the absence of economic objectives related to the marketing of goods and services. |  |  |  |  |
| 1. All project activities are clearly and consistently described, giving the reasons for choosing each activity and its contribution to achieving the expected results. |  |  |  |  |
| 1. The Plan for the implementation of the Project is clear and feasible |  |  |  |  |
| 1. The project proposal describes the ways in which it is planned the sustainability of the results and the effect of the project implementation to be secured |  |  |  |  |
| 1. The Beneficiary proposed a team with appropriate qualifications and experience to implement the project activities. A clear division of responsibilities and functions between individual members of the team is proposed |  |  |  |  |
| 1. Horizontal Principles - the project complies with the horizontal principles set out in the application form |  |  |  |  |
| 1. The outsourcing plan is in line with the foreseen activities and the applicant has provided mechanisms allowing for monitoring and ongoing control of the implementation of the foreseen procurement and for timely corrective action to be taken |  |  |  |  |
| 1. Description of the risk for the implementation of the Project, evaluation of its probability and impact as well as measures for its mitigation. |  |  |  |  |
| 1. The applicant has not received funding from a public source (other project / programme / budget line or other funding scheme from the national budget, EU budget or other donor programme) for the same costs for which funding is requested under this procedure |  |  |  |  |
| 1. The costs proposed are necessary for the implementation of the Project and are fully in line with the activities foreseen to be implemented |  |  |  |  |
| 1. Project management costs do not exceed 7% of the total cost of the project |  |  |  |  |

**Conclusion:**

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|  |

**Name:**

**Date of performing the verification:**

**Signature: ......................................**

1. In the event of a discrepancy between the texts, the text in English shall prevail. [↑](#footnote-ref-1)