**PROGRAMME**

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**“CULTURAL ENTREPRENEURSHIP, HERITAGE**

**AND COOPERATION”**

**Criteria for technical and financial evaluation (TFЕ)**

|  |  |
| --- | --- |
| **Administrative data – to be filled in by the Programme Operator** | |
| **Project proposal number**  *(the number from EUMIS 2020 must be filled in)* |  |
| **Full name of the applicant** |  |
| **Full name of the partner(s)** |  |
| **Full name of the project proposal** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Criteria** | | | **Maximum number of points** | **Section of the Application Form[[1]](#footnote-1)1** |
|  |  | | | **100** |  |
| **1.** | **Operational and administrative capacity** | | | **10 points** |  |
| **1.1** | The applicant and/or the partner(s) (if any) have managed and/or participated in the management of projects with similar or identical project proposal activities financed by the EEA FM (European Economic Area Financial Mechanism), the Structural and Cohesion Funds of the European Union (EU) or other donors, and/or possess experience in the implementation of activities similar to the main activities in the project proposal. | | | **5 points** | Section (S.) 11 |
| * The applicant and/or the partner(s) have managed and/or participated in the implementation of projects with similar or identical project proposal activities financed by the EEA FM or the EU Structural and Cohesion Funds or other donors, and have experience in implementing activities similar to the main activities in the project proposal. | | | | **5 p.** |  |
| * The applicant and/or the partners have not managed and/or participated in the implementation of projects with similar or identical project proposal activities financed by the EEA FM, the EU Structural and Cohesion Funds or other donors, but have experience in the implementation of activities similar to the main activities in the project proposal. | | | | **3 p.** |  |
| * The applicant and/or the partners have not managed and/or participated in the implementation of projects with similar or identical project proposal activities financed by the EEA FM, the EU Structural and Cohesion Funds or other donors and do not have experience in the implementation of activities similar to the main activities in the project proposal. | | | | **0 p.** |  |
| **1.2** | | Does/do the candidate and/or partner(s) (if any) have sufficient project management capacity? The following components shall be taken into consideration:   1. human resources; 2. equipment, technical means, office; 3. the management team has the necessary professional experience to manage the project. | | **5 points** | S. 11 |
| * All of the above components are present. | | | | **5 p.** |  |
| * At least two of the above components are present. | | | | **3 p.** |  |
| * One or none the above components are present. | | | | **0 p.** |  |
| **2.** | | **Compliance and justification of the project proposal** | | **26 points** |  |
| **2.1** | | **The justification of the project proposal complies with the thematic areas of Outcome 1 “Cultural heritage management enhanced”, Output 1.2 “Cultural heritage objects made digitally accessible”:**   1. Items of cultural heritage made accessible through digitalization; 2. Establishment of digital laboratories or other type of digitalization capacity; 3. Development of the capacity and expansion of the activities of already existing digital labs/centers, incl. those funded under Outcome 2 “Documenting the cultural history” of Program BG08 “Cultural Heritage and Contemporary Arts”, funded by the EEA FM 2009-2014. | | **8 points** | S. 11 |
| * The project proposal will improve the access to items of cultural heritage through digitalization and provides for the creation or development of the capacity of already existing digital labs/centers. | | | | **8 p.** |  |
| * The project proposal will improve the access to items of cultural heritage through digitalization, but does not provide for the creation or development of the capacity of already existing digital labs/centers. | | | | **5 p.** |  |
| * The project proposal does not comply with the thematic areas. | | | | **0 p.[[2]](#footnote-2)\*** |  |
| **2.2** | | **The project proposal contributes to:**  **a) Documenting the cultural history of social, ethnic and cultural minorities and groups (incl. Roma);**  **b) Involvement of social, ethnic and cultural minorities and groups in cultural projects and enhancing their access to culture.** | | **5 points** | S. 11 |
| * The project proposal contributes meaningfully to both. | | | | **5 p.** |  |
| * The project proposal contributes meaningfully to one of the above. | | | | **3 p.** |  |
| * The project proposal contributes to none of the above or does not have a meaningful contribution. | | | | **0 p.** |  |
| **2.3** | | **To what extent does the project proposal demonstrate a clear link among the objectives of the project, the proposed activities and the expected results?** | | **5 points** | S. 1 and 7 |
| * All activities aim to achieve the objectives of the project proposal; each of the results of the project proposal has a comprehensive justification and there is a clear link between activities and results. | | | | **5 p.** |  |
| * Not all activities aim to achieve the objectives of the project proposal, or there is no comprehensive justification for one or more of the results from the project proposal or there is no clear link between activities, objectives and result(s). | | | | **3 p.** |  |
| * The project proposal does not demonstrate a clear link between the project objectives, the proposed activities and the expected results. | | | | **0 p.[[3]](#footnote-3)\*** |  |
| **2.4.** | | **Is the project’s implementation plan realistic and feasible? The following criteria shall be taken into consideration:**   1. All activities are well structured 2. The timing of the individual activities is realistic and the periods for conducting the procedures under the Public Procurement Act have been taken into account. | | **4 points** | S. 7 and 10 |
| * All of the above criteria are fulfilled. | | | | **4 p.** |  |
| * One of these criteria is not fulfilled. | | | | **2 p.** |  |
| * None of these criteria is fulfilled. | | | | **0 p.[[4]](#footnote-4)\*** |  |
| **2.5.** | | **Risk analysis.** | | **4 points** | S. 11 |
| * The project proposal presents a risk analysis, which contains information on:  1. the main financial, human, material, technological and information resources needed to implement the project activities and to ensure the sustainability of its results; 2. the possible risks, the probability of their occurrence and the impact they would have on the achievement of the project results; 3. the measures envisaged by the applicant to provide the necessary resources and to prevent, mitigate, transfer or accept and manage the identified risks. | | | | **4 p.** |  |
| * The risk analysis is available, but the information on the main institutional, operational and financial risks is not clear enough to ensure the achievement and long-term sustainability of the project results. | | | | **0 p.** |  |
| **3.** | | **Digitized cultural heritage value items made digitally accessible, training of expert personnel under the activity of digitalization and scope of target groups under Output 1.2.** | | **30 points** |  |
| **3.1** | | **Digitized cultural heritage value items made digitally accessible** | | **11 points** | S. 11 |
| * The project proposal activities provide for the creation of open online platforms, including such for exchange of knowledge and skills, etc., with the potential for inclusion in international aggregators and cultural heritage data providers, with the purpose of improving access for use by the general public, education, scientific research and the creative industries. | | | | **11 p.** |  |
| * The project proposal activities provide for the creation of digital libraries with the purpose of improving access for use by the general public, education, scientific research and the creative industries. | | | | **8 p.** |  |
| * The project activities provide another form of public access to the digitized sites. | | | | **5 p.** |  |
| * The project proposal activities do not foresee providing access to the digitalized content. | | | | **0 p.[[5]](#footnote-5)\*** |  |
| **3.2** | | **Training of expert personnel under the activity of digitalization** | | **8 points** | S. 11 |
| * Training of three or more experts of the candidate is planned. | | | | **8 p.** |  |
| * Training of up to three experts of the candidate is planned | | | | **5 p.** |  |
| * There is no training provided. | | | | **0 p.[[6]](#footnote-6)\*** |  |
| **3.3** | | **Scope of target groups:**   1. Civil society, incl. disadvantaged persons, minorities, children, persons interested in cultural heritage and with a desire to deepen bilateral and multilateral relations between representatives of Bulgarian culture and those of Iceland, Liechtenstein and Norway; 2. Researchers, students, lawyers, people seeking opportunities to further their knowledge in the field of cultural heritage, history, etc.; 3. Cultural institutes, non-profit organizations, etc. | | **6 points** | S. 11 |
| * The project proposal provides for a combination of more than two of the above-mentioned target groups, the inclusion of new target groups is also eligible. | | | | **6 p.** |  |
| * The project proposal provides for a combination of two of the above-mentioned target groups, the inclusion of new target groups is also eligible. | | | | **4 p.** |  |
| * The project proposal does not provide for a combination of the target groups listed above, and/or the inclusion of new ones. | | | | **0 p.** |  |
| **3.4** | | **Concept for attracting audiences to digital exhibitions to achieve the common goals of the indicator "Number of visits to digital exhibitions"** | | **5 points** | S. 11 |
| * The activities for attracting audiencesto the digital exhibition(s) organized under the project are aimed at the general public and education, including integration with educational programmes for the purposes of the educational process. | | | | **5 p.** |  |
| * The activities for attracting audiences to the digital exhibition(s) organized under the project are aimed at the general public. | | | | **3 p.** |  |
| * The activities for attracting audiences to the digital exhibition(s) organized under the project do not imply effective reaching of the audience. | | | | **0 p.** |  |
| **4.** | | **Financial justification and budget** | | **15 points** |  |
| **4.1.** | | **How necessary and financially justified are the categories of expenditures?** | | **10 points** | S. 5, 7 and 12 |
| - The Budget (incl. Bill of Quantities for repairs – if applicable), the Financial Argumentation, the Payment Plan, the Technical Specification are clear and detailed, the estimated costs correspond to the activities and expected results of the project proposal by the applicant and the partner(s) and the link between them is clear;  - The set quantities and costs are realistic, necessary and sufficient for the quality completion of the activities; | | | | **10 p.** |  |
| - The Budget (incl. Bill of Quantities for repairs – if applicable) and/or the Financial Argumentation are relatively clear but incomplete, the estimated costs correspond to the activities and the expected results in the project proposal;  - The set quantities and amounts are greater/smaller than the market values for quality completion of the activities. | | | | **8 p.** |  |
| - The Budget (incl. Bill of Quantities for repairs – if applicable), and/or the Financial Argumentation are relatively vague and incomplete, the estimated costs do not correspond to the activities and the expected results in the project proposal;  - The quantities and amounts that are set are greater/smaller than the market values for quality completion of the activities. | | | | **4 p.** |  |
| - The estimated costs in the project Budget (incl. Bill of Quantities for repairs – if applicable) and/or the Financial Argumentation do not correspond to the market values, there is duplication, unfoundedness and/or inconsistency with the project activities. | | | | **0 p.[[7]](#footnote-7)\*** |  |
| **4.2.** | | **Do the expenditures set out in the budget correspond to the effect which is expected to be achieved (economic efficiency and effectiveness of the proposed intervention)** | | **5 points** | S. 5, 7 and 12 |
| * The candidate has selected the optimal path (costs – results – effect) to solve the problem and reach the desired benefits. The projected costs entirely correspond to the expected results and effect. | | | | **5 p.** |  |
| * The projected costs do not entirely correspond to the expected results and effect. | | | | **3 p.** |  |
| * The projected costs do not correspond to the expected results and effect. | | | | **0 p.[[8]](#footnote-8)\*** |  |
| **5.** | | **Partnership** | | **19 points** |  |
| **5.1.** | | | **Partnership with organizations from the donor countries** | **7 points** | S. 3, 11 |
| * The project proposal includes a relevant and experienced partner from the donor countries that will actively contribute to the project implementation. | | | | **7 p.** |  |
| * The project proposal includes a relevant partner from the donor countries. | | | | **3 p.** |  |
| * The project proposal does not include a partner from the donor countries or include a partner from the donor countries that is not relevant for the call. | | | | **0 p.** |  |
| **5.2.** | | **Balance of the partnership** | | **4 points** | S. 7, 11 |
| * The project partner(s) has(have) an independent role[[9]](#footnote-9)2 in the implementation of the project activity(s). | | | | **4 p.** |  |
| * The project partner(s) has(have) a supporting[[10]](#footnote-10)3 role in the implementation of the project activity(s). | | | | **2 p.** |  |
| * The project proposal does not include a partner. | | | | **0 р.** |  |
| **5.3.** | | **Skills of the partner(s)** | | **4 points** | S. 11 |
| * The skills and experience of the project partner(s) correspond to the project objectives and the project activities. | | | | **4 p.** |  |
| * The skills and experience of the project partner(s) do not correspond to the project objectives and the project activities, or the project proposal does not include a partner. | | | | **0 p.** |  |
| **5.4** | | **To what extent is the project partnership necessary to achieve the project objectives, the proposed activities and the expected results?** | | **2 points** | S. 11 |
| * The project proposal clearly and in detail describes the need for the project partnership to achieve the project objectives and to realize the project activities. | | | | **2 p.** |  |
| * The project proposal creates a link between the need for the project partnership and the achievement of the project objectives. | | | | **1 p.** |  |
| * The project proposal lacks justification for the need for partnership and how this partnership contributes to the achievement of the project objectives, or it does not include a project partner. | | | | **0 p.** |  |
| **5.5** | | **Sustainability of the project partnership** | | **2 points** | S. 11 |
| * The participants in the partnership have participated jointly in the implementation of projects funded by the EEA FM and/or the EU Structural and Cohesion Funds or other donors and the partnership is expected to continue after the end of the project. | | | | **2 p.** |  |
| * The participants in the partnership have not participated jointly in the implementation of projects funded by the EEA FM and/or the EU Structural and Cohesion Funds or other donors, but the partnership is expected to continue after the end of the project. | | | | **1 p.** |  |
| * The project proposal does not include a partner. | | | | **0 p.** |  |
| **Total amount of points** | | | | **100** |  |

Admitted

Rejected

|  |
| --- |
| Argumentation/Notes: |

**NB! In the event that an assessor gives an evaluation other than the maximum for each criterion, he/she must give his/her reasons in the “Notes” box.**

**NB! If the project proposal receives “0 points” on any of the following sub-criteria: 2.1, 2.3, 2.4, 3.1, 3.2, 4.1 and 4.2 of the TFE, the project proposal is rejected.**

1. 1 The information in the column should correspond to the Sections of the Application Form. [↑](#footnote-ref-1)
2. \* A score of “0“ under this sub-criterion leads to rejection of the project proposal. [↑](#footnote-ref-2)
3. \* A score of “0“ under this sub-criterion leads to rejection of the project proposal. [↑](#footnote-ref-3)
4. \* A score of “0“ under this sub-criterion leads to rejection of the project proposal. [↑](#footnote-ref-4)
5. \*A score of “0“ under this sub-criterion leads to rejection of the project proposal. [↑](#footnote-ref-5)
6. \*A score of “0“ under this sub-criterion leads to rejection of the project proposal. [↑](#footnote-ref-6)
7. \*A score of “0“ under this sub-criterion leads to the rejection of the project proposal. [↑](#footnote-ref-7)
8. \*A score of “0“ under this sub-criterion leads to the rejection of the project proposal. [↑](#footnote-ref-8)
9. 2 The partner has a key/independent participation in the implementation of specific activity(s) under the project proposal. [↑](#footnote-ref-9)
10. 3 The partner supports the implementation of specific activity(s) under the project proposal. [↑](#footnote-ref-10)