

The maximum scores must correspond to the evaluation grid included in the tender dossier

## EVALUATION GRID

To be completed for each tender by each evaluator

	Maximum	Initial assessment	Revised assessment (before interviews*)	Revised assessment after interviews*
<b>Organisation and methodology</b>				
Rationale	20			
Strategy	20			
Timetable of activities	10			
<b>Total score for Organisation and methodology</b>	<b>50</b>			
<b>Key experts</b>				
<b>&lt;Key expert 1&gt; (Max 25 points)</b>				
Qualifications and skills	5			
General professional experience	5			
Specific professional experience	15			
<b>&lt;Key expert 2&gt; (Max 15 points)</b>				
Qualifications and skills	2			
General professional experience	4			
Specific professional experience	9			
<b>&lt;Key expert 3&gt; (Max 5 points)</b>				
Qualifications and skills	1			
General professional experience	1			
Specific professional experience	3			
<b>&lt;Key expert 4&gt; (Max 5 points)</b>				
Qualifications and skills	1			
General professional experience	1			
Specific professional experience	3			
<b>Total score for Key experts</b>	<b>50</b>			
<b>Overall total score</b>	<b>100</b>			

\* In the case that interviews are held

<b>Strengths</b>	
<b>Weaknesses</b>	

Evaluation performed by:

<b>Name</b>	
<b>Signature</b>	

Date	
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## INSTRUCTIONS TO EVALUATORS

Each evaluator must make an initial assessment of the technical offers and award scores on each sub-criterion according to his/her assessment.

Each evaluator should be able to justify his/her assessment and scores in a meeting of the Evaluation Committee. The justifications must relate to the description of the project needs in the terms of reference and, for the key experts, to the profile descriptions included in it. Evaluators must therefore make comments in the strengths and weaknesses boxes.

The assessments made will be discussed in the evaluation meeting(s) and each evaluator may make adjustments to the initial assessments after this discussion.

If interviews are held, each evaluator may revise his/her assessment of individual key experts on the basis of these but the justification for any such adjustment must be given to the Evaluation Committee.

**Note that only tenders with average scores of at least 80 points qualify for the financial evaluation.**