Guidelines for the Applicants of the open call “Implementation of the Model for Home Visits and Provision of Early Intervention Services” under the Programme “Health” of the European Economic Area Financial Mechanism 2014-2021

Annex 5

**Eligibility Evaluation Methodology**

1. **General information on the application:**

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| Code of the application  |  |
| Title of the application |  |
| Title of the Applicant |  |

1. **Evaluation criteria**

|  **Criterion** | **Evaluation questions** | ***Yes, no, not applicable*** | ***Comments*** |
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| 1. ***Formal evaluation criteria***
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| 1. **The Applicant has submitted an Applicant’s and Partner’s (Partners’) Declaration**
 | 1.1. The Applicant has submitted a declaration in line with the application form on its own or its Project Partner’s (Partners’) behalf;1.2. The submitted declaration confirms the compliance with the administrative compliance requirements. |  | *1.1. The declaration of the Applicant and the Project Partner (-s) submitted along with the application shall be checked for compliance with the approved form.**1.2. It shall be checked whether the submitted declaration confirms the compliance with administrative compliance requirements*  |
| 1. **The Applicant has submitted along with the application all the annexes listed in the Guidelines**
 | 2.1. All mandatory annexes referred to in the Guidelines have been submitted with the application. |  | *2.1. It shall be checked whether all mandatory annexes referred to in the Guidelines have been submitted with the application.* |

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| ***II. General project selection criteria*** |
| 1. **Compliance of the Applicant and the Partner (-s) with the requirements laid down in the Guidelines**
 | * 1. The Applicant meets the Applicant eligibility requirements laid down in the Guidelines.
	2. The Partner (-s) meets (meet) the partner eligibility requirements laid down in the Guidelines.
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| 1. **Retaining consistency of internal project logic**
 | 4.1 A consistent internal logic of the project has been retained, i.e. project results are the outcome of project activities, project activities are prerequisites for the implementation of project tasks and the latter – for achieving the defined project objective. Project tasks are specific (showing the essence and characteristics of the project), measurable (quantifiable and measurable) and achievable. |  |  |
| 1. **Project compliance with monitoring indicators**
 | 5.1 Does the project pursue the programme monitoring indicator (-s) provided for in the Guidelines? |  | *5.1. The project’s pursuit of the mandatory monitoring indicators set in the Guidelines shall be checked.**It shall be evaluated whether monitoring indicator values have been set for all the monitoring indicators provided for in the application.* |
| 1. **Feasibility of the project implementation schedule and project duration**
 | 6.1. Does the project implementation schedule correspond to scopes of project activities, is realistic and rationally planned? Is the project duration in line with the requirements established in the Guidelines? |  | *6.1. It shall be evaluated whether the project implementation schedule corresponds to the project specifics, seasonality, whether the deadlines for holding public procurement procedures have been included and properly evaluated, whether the project implementation schedule is logical and consistent (if the start of one activity depends on completion of another activity, whether this activity is not started earlier, etc.).**It shall be ensured that the total duration of the project implementation is in line with the requirements set out in the Guidelines.* |
| 1. **Reasonability of partnership**
 | 7.1. Has a partnership been provided for in the project?7.2. Is a partnership (if any) reasonable and beneficial in the implementation of the project? 7.3. Does the document evidencing a partnership (a draft partnership agreement, a signed partnership agreement, a letter of intent, etc.) meet the requirements set out in the Guidelines (applicable, where a partnership is planned in the project)?  |  | *7.1. Applicable where a partnership is mandatory.* *7.2. It shall be evaluated if the Partner’s (Partners’) participation in the project is reasonable, whether the Project Partner (-s) takes (take) part in the implementation of project activities/ pursuit of physical activity implementation indicators, whether the Applicant and the Project Partner (-s) create project results or use the results created during the project together.* *7.3. It shall be checked whether a document evidencing partnership submitted along with the application (applicable where a partnership is planned in the project) contains provisions in line with the requirements which a document evidencing partnership is subject to the requirements laid down in the Guidelines.*  |
| 1. **Project compliance with the principles of good governance**
 | 8.1. Does the project provide for actions, which would have an adverse impact on the implementation of the principles of good governance?8.2. Does the project provide for specific actions (measures) to promote the implementation of principles of good governance (if applicable)? |  | *8.1 It shall be made sure that the project’s implementation has no adverse impact on the implementation of principles of good governance.**8.2. It shall be evaluated whether this requirement has been established in the Guidelines or whether the application indicates that the project contributes to the implementation of these principles. It shall be made sure that there are specific actions or measures provided for in the project (demonstrated proactive approach), which contribute to the implementation of principles of good governance.* |
| 1. **Project compliance with the principles of sustainable development**
 | 9.1. Does the project provide for actions, which would have an adverse impact on the implementation of the principles of sustainable development?9.2. Does the project provide for specific actions (measures) to promote the implementation of the principles of sustainable development (if applicable)? |  | *9.1. It shall be made sure that the project’s implementation has no negative impact on the implementation of the principles of* *sustainable development:**9.1.1. In the environmental protection area (environmental quality and natural resources, protection of landscape and bio-diversity, climate change, environmental protection, etc.);**9.1.2. In the social area (employment, poverty and social exclusion, public health, education and science, preservation of cultural identity, sustainable consumption);**9.1.3. In the economic area (sustainable development of main sectors of economy and regions);**9.1.4. In the regional development area (reducing environmental, social and economic disparities).**9.2. It shall be evaluated whether this requirement has been established in the Guidelines or whether the application indicates that the project contributes to the implementation of these principles. It shall be evaluated whether the project provides for some specific actions or measures, which contribute to the implementation of the principles of* *sustainable development.* |
| **10. Project compliance with the principles of equal opportunities, non-discrimination and gender equality**  | 10.1. Are there any restrictions provided for in the project, which would have an adverse impact on the implementation of the principles of equal opportunities, non-discrimination and gender equality?10.2. Will the infrastructure created in the project be adapted for all groups of the society (if applicable)?10.3. Are specific actions (measures) offered, which show that the project contributes to the implementation of the principle of gender equality and/or promotion of the implementation of the principles of non-discrimination (if applicable)? |  | *10.1. It shall be necessary to make sure that the project does not provide for any restrictions, which would have an adverse impact on the implementation of the principles of gender equality and non-discrimination based on sex, race, nationality, language, origin, social status, religion, beliefs or views, age, disability, sexual orientation, ethnicity or religion.**10.2. It shall be ensured that all groups of the society have access to use infrastructure created in the course of the implementation of the project (if applicable).**10.3. It shall be evaluated whether this requirement has been set in the Guidelines or whether the application indicates that the project contributes to the implementation of these principles. It shall be made sure that the project provides for actions or measures, which contribute to the implementation of the principles of gender equality and non-discrimination.* |
| **11. Project compliance with EU’s competition policy** | 11.1. Does the granted financing exceed the set limits for *de minimis* aid and meet the requirements which *de minimis* aid is subject to? 11.2. Is the project financed according to the approved scheme for state aid or European Commission’s decision or the block exemption regulation in observance of the requirements laid down therein?11.3. Does the project financing mean the provision of unlawful state aid or *de minimis* aid? |  | *11.1. Applicable where the project is granted de minimis aid.**11.2. Applicable where the project is financed according to the approved state aid scheme, a decision of the European Commission, or the block exemption regulation.**11.3. Applicable where the Guidelines indicate that the project shall not receive state aid and/or de minimis aid.* |
| 1. **Assurance of own contribution**
 | 12.1. Does the Applicant’s and/or the Partner’s (Partners’) contribution meet the requirements laid down in the Guidelines and ensure financing of own contribution?  |  | *12.1. This criterion shall only apply in cases where the application provides for own contribution and/or own contribution is mandatory in accordance with the requirements laid down in the Guidelines / a proposal to submit a direct financing application:**12.1.1. whether the requirements for own contribution of the Applicant and/or the Partner (-s) are met;**12.1.2. whether the planned sources of financing of project costs planned in light of the share of eligible project costs and the method of payment of costs are clearly defined, reliable and properly planned.* |
| 1. **Assurance of ineligible costs**
 | 13.1. Does the Applicant and/or the Partner (-s) ensure the coverage of ineligible costs that are necessary for the implementation of the project (applicable where ineligible costs are planned)? |  | *13.1. It shall be evaluated whether the Applicant and/or the Partner (-s) has ensured and substantiated financing to cover ineligible costs. Applicable where costs that are ineligible for financing, but necessary for the implementation of the project and the achievement of results, have been planned.* |
| 1. **Ensuring project continuity**
 | 14.1. Has financial and operational continuity of the project been ensured (if applicable)?  |  | *14.1. The following shall be made sure:**14.1.1. whether financial prerequisites have been created for further use of the results created during the project, i.e. the property created / purchased / renovated will be retained (e.g. whether the Applicant has indicated in the application who will be responsible for the allocation of funds for the operation and maintenance of the reconstructed building and whether the funds will be made allocated);**14.1.2. how project results will be used after the end of the project and/ or how their dissemination will be ensured.* |
| 1. **Eligibility, necessity and reasonability of costs**
 | 15.1. Do the planned activities and costs meet the requirements for eligible activities, costs and their scopes, are they necessary for the implementation of the project?15.2. Have costs been planned effectively and reasonably?  |  | *15.1. It shall be made sure that project activities and costs are eligible according to the requirements of the Guidelines / a proposal to submit an application for direct financing and the Regulations, that the costs are necessary for the implementation of the project and that they are within the limits set (i.e. that the cost category does not exceed a percentage restriction, if any), whether VAT costs are eligible, whether the fixed tariff and / or flat rates were correctly applied to direct costs of the project, also whether indirect costs have been calculated correctly, whether the full cost of acquisition of equipment or facilities was included in the project budget, whether this equipment is an integral and necessary part of project implementation results.**It shall also be necessary to assess whether the same costs are not covered from different categories.**15.2. It shall be necessary to make sure that project costs are in line with market prices (not applicable to costs to be compensated in a simplified procedure).* |

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| 1. **The requested sum of the mechanism and co-financing funds**
 | 16.1. The requested sum of the mechanism and co-financing funds is not lower than the minimum sum set in the Guidelines or higher than the maximum sum set in the Guidelines (*applicable in the case of calls for tenders)*16.2. The requested sum of the mechanism and co-financing funds is higher than the maximum sum set in the proposal to submit an application for direct project financing. *(applicable in case of projects of direct financing)* |  | *16.1. It shall be verified that the sum of the mechanism and co-financing funds requested in the submitted application is not lower than the minimum sum and not higher than the maximum sum set in the Guidelines.**16.2. It shall be verified that the sum of the mechanism and co-financing funds requested in the submitted application is not higher than the maximum sum set in the proposal to submit an application for direct project financing.* |
| 1. **Compliance of the publication of the project with the requirements set in the Guidelines/ a proposal to submit an application for direct financing**
 | * 1. Are the publicity measures provided for in the application in line with the requirements set in the Guidelines/ a proposal to submit an application for direct financing?
	2. Does the application contain all the mandatory information on publicity measures according to the requirements laid down in the Guidelines/ a proposal to submit an application for direct financing?
 |  | *17.1. It shall be made sure that all mandatory publicity measures have been selected in accordance with the requirements set out in the Guidelines / a proposal to submit an application for direct financing.**17.2. It shall be made sure that the application contains a description of the publicity measures, information on the target group of the publicity measure, the period of implementation, the administrative unit (including the contact person) responsible for the implementation of the publicity measure (-s).* |
| 1. **Ensuring the administrative capacity of the Applicant and / or the Partner (-s) to implement the project**
 | 18.1. Does the Applicant and / or the Partner (-s) have sufficient administrative capacity for the implementation of the project?  |  | *18.1 It shall be evaluated whether the project management structure is clear, functions and responsibilities of members of the project administration team are clear and sufficient, and they are necessary for the implementation of the project. If the project is implemented with a Partner (s), the functions of the Project Partner (-s) in the project administration, cooperation and communication between the Partners have been described clearly.*  |

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| ***III. Special project eligibility criteria*** |
| **19. Information on the licence for the provision of individual health care services held with the institution providing home visit services**  | 19.1. Does the institution providing home visit services hold a valid licence for the provision of primary outpatient personal health care (family medical) services?  |  | *19.1. It shall be verified that the institution providing home visit services is holding a valid licence for the provision of primary outpatient personal health care (family medical) services.* |
| **20. Information on the provision of free home visit services** | 20.1. Are home visit services rendered towards families free of charge? |  | *20.1. It shall be made sure that it is foreseen in the project application that the home visit services shall be rendered towards families free of charge.* |
| **21. Information on continuous and uninterrupted provision of home visit services** | 21.1. Are home visit services rendered on a continuous and uninterrupted basis, i.e., will the institution provide home visit services towards a single family on a continuous and uninterrupted basis until the child of the family reaches the age of 2 years old, except for such cases, where the aforementioned rendering of services shall not be possible having regards to objective grounds out of the control of the institution (e.g., the family refuses to continue the receipt of home visit services, the family changes their place of residence, etc.)? |  | *21.1. It shall be made sure that it is foreseen in the project application that provision of home visit services towards the families are provided on a continuous and uninterrupted basis, i.e., the institution will provide aforementioned services on a continuous and uninterrupted basis until the child of the family reaches the age of 2 years old, except for such cases, where the aforementioned rendering of services shall not be possible having regards to objective grounds out of the control of the institution (e.g., the family refuses to continue the receipt of home visit services, the family changes their place of residence, etc.).* |
| **22.** **Information on number of candidates delegated for the position of home visit specialists** | 22.1. Does the submitted list of candidates include the number of specialists who will provide home visit services, plus at least one additional candidate? |  | *22.1. It shall be verified that the submitted list of candidates includes the number of specialists who will provide home visit services, plus at least one additional candidate.* |
| **23. Information on the eligibility of the delegated candidates for the position of home visit specialists**  | 23.1. Do the delegated candidates for the position of home visit specialists meet the necessary education, qualification and other auxiliary requirements established within item 21.4 of the present Guidelines? |  | *23.1. It shall be verified that the required education, qualification and other auxiliary requirements established within item 21.4 of the present Guidelines of are met by the delegated candidates for the position of home visit specialists.* |
| **24. Special conditions requiring each (one) home visit specialist to provide services towards at least 25 persons** | 24.1. Does the project include special conditions requiring each (one) home visit specialist to provide services towards at least 25 persons? |  | *24.1. It shall be verified that the project foresees that each (one) home visit specialist is providing services towards at least 25 persons.* |

**The evaluation concluded as**: Positive [ ]  Negative [ ]  With provision [ ]

Date of evaluation