

CONCORSO ISTRUTTORE DIRETTIVO ESPERTO IN PROGETTAZIONE EUROPEA

Prova scritta

BUSTA 1

PROVA A

Massimo 15 righe

Il candidato/la candidata, sulla base dell'analisi del bando allegato "*Terms of reference for Carbon Footprint Compensation project*" pubblicato nell'ambito del programma Interreg MED (pag. 5-10), risponda alle seguenti domande:

- 1) Che tipo di progetto finanzia la call e qual è lo scopo?
- 2) Quali sono gli output e i risultati attesi?
- 3) Qual è la dimensione attesa del partenariato?
- 4) Qual è il budget disponibile per la call?

PROVA B

Massimo 30 righe, comprensive dell'abstract

Il candidato elabori una proposta di progetto per il territorio della Bassa Romagna, nell'ambito dei finanziamenti europei, sul tema dell'economia circolare, specificando in maniera sintetica i contenuti delle diverse fasi:

- Fase 1 Individuazione del tipo di finanziamento
- Fase 2 Elaborazione dell'idea progettuale (obiettivi e attività previste)
- Fase 3 Creazione del partenariato (tipologia di soggetti, paesi ecc)
- Fase 4 Ipotesi di budget
- Fase 5 Risultati attesi

La proposta progettuale dovrà essere accompagnata da un abstract di presentazione in lingua inglese (max 5 righe)

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Terms of Reference for Carbon Footprint Compensation project



6 to 5

Introduction

The Interreg Mediterranean Programme (hereinafter Interreg MED Programme) is a transnational cooperation programme co-financed by the European Regional Development Fund (ERDF). It supports the sharing of experiences and knowledge and the improvement of public policies between national, regional and local authorities and other territorial actors of the MED area through the funding of cooperation projects. Its eligible territory includes 57 regions from 10 EU Member-States (Croatia, Cyprus, France, Greece, Italy, Malta, Portugal, Slovenia, Spain, United-Kingdom (Gibraltar)) as well as 3 Mediterranean States (Albania, Bosnia-Herzegovina and Montenegro) candidates to the EU or potential candidates participating with the Instrument for Pre-Accession assistance funds (IPA II Funds).

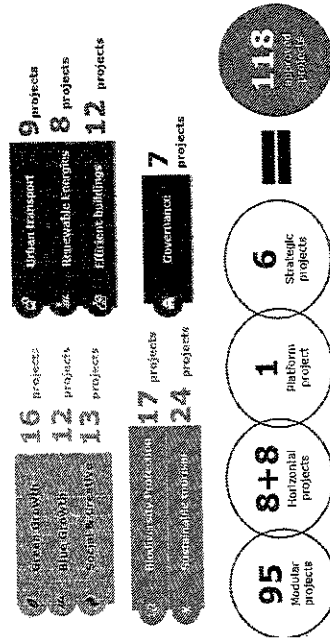
The overall objective of the Interreg MED Programme is « to promote sustainable growth in the Mediterranean area by fostering innovative concepts and practices (technologies, governance, innovative services...), reasonable use of resources (energy, water, maritime resources...) and supporting social integration through integrated and territorially based cooperation approach »¹.

For the 2014-2020 programming period, the total budget of the Programme is € 275.905.320 (€ 224.322.525 of ERDF, € 9.355.783 of IPA Funds, € 42.227.012 of national counterpart).

The Interreg MED Programme is managed by the Provence-Alpes-Côte d'Azur Region, acting as Programme Managing Authority (hereinafter MA), with the support of the Joint Secretariat (hereinafter JS) established in compliance with Article 23(2) of Regulation (EU) N° 1299/2013, placed at Marseille (France).

The Interreg MED Programme is supervised and monitored by the Monitoring Committee (hereinafter MC). A Steering Committee has been delegated with the task to select projects for funding. All 13 Member states participating in the Programme are represented in these Committees.

At this stage the Programme has approved 118 projects as follows:



Two additional calls for modular projects (transferring/mainstreaming) have been launched in the end of 2020 and beginning of 2021. All projects will be finalised in 2022.

¹ Interreg MED Cooperation Programme 2014-2020 validated by the EC on June 2nd, 2015.

Context

The programming period 2014-2020 is in its closing phase and the Interreg MED Programme is working on the transition process to the future period 2021-2027.

The Commission proposal for the 2021-2027 Multiannual Financial Framework sets a more ambitious goal for climate mainstreaming across all EU programmes, with an overall target of 25% of EU expenditure contributing to climate objectives, reflecting the importance of tackling climate change in line with the Union's commitments to implement the Paris Agreement and the United Nations Sustainable Development Goals. From the 17 SDGs, those most likely to be tackled by the Programme are: (7) Affordable and Clean Energy, (9) Industry, Innovation and Infrastructure, (11) Sustainable Cities and Communities, (12) Responsible Consumption and Production, (13) Climate Action, (14) Life Below Water, (15) Life On Land.

The EU aims to be climate-neutral by 2050 (European Council endorsement dated Dec. 2019) – an economy with net-zero greenhouse gas emissions. This objective, at the heart of the European Green Deal and the 2030 climate and energy framework, is regularly revised upwards, setting new emission reduction targets by 2030. On 11 December 2020, on the eve of the fifth anniversary of the Paris Agreement, the heads of state of the 27 EU countries decided to reduce their emissions by "at least 55%" by 2030 compared to 1990 levels, compared to -40% previously. The transition to a climate-neutral society is both an urgent challenge and an opportunity to build a better future for all. All relevant EU legislation and policies need to be consistent with, and contribute to, the fulfilment of the climate neutrality objective, and in parallel, the transition will require significant public and private investments. Interreg MED projects would be an excellent opportunity to support territories as well as national and regional policies to achieve the targets set in the EU Green Deal, contributing to an integrated approach.

In line with the EU focus on environment and climate objectives, the Orientation Paper for the Interreg MED Programme 2021/27 (Euro-MED) clearly pushes towards a Programme focused on environment.

If we were already convinced that environment is the first priority for our area, this is even truer now. It is now more than evident that we need to change for a more resilient system, and the Programme can contribute to it, through innovative solutions to shared Mediterranean environmental challenges. For those reasons, the main goal of the Euro-MED Programme 2021/27 will consist in contributing to the transition towards a climate-neutral society, fighting against climate change impact on Mediterranean resources, while ensuring a sustainable growth and the well-being of its citizens. By pursuing this goal, the Programme intends to reinforce the role of the environment as a catalyst for the improvement of the quality of human life.

In this perspective, the Programme intends to contribute to this main goal through the type of projects approved, its strategic architecture and the nature of activities implemented. More and more a focus on the sustainability and limitation of greenhouse gas emissions of activities implemented by projects will be at the heart of the Programme strategy.

During the period 2014-2020, the Programme has already supported initiatives and practices going towards the reduction of carbon footprint, as so far:

- guidelines on "greening our event";
- air travels: eligibility of costs for carbon emissions compensation

In addition to these initial efforts, the Programme intends to promote systematic measures to reduce carbon emissions. Going beyond, to promote a clear framework for the calculation and monitoring of emissions and related compensation actions in all approved projects.

Objective and scope of the work/ Type of project

The Terms of reference are addressed to fund a **Carbon Footprint Compensation project able to develop a methodology and a tool for calculation of the carbon footprint of MED projects, a decision-making support to limit greenhouse gas emissions and the promotion of good practices in carbon offsetting.**

The main objective of the project will be to develop a methodology and a tool able to meet the following criteria:

- applicable to all types of projects funded under the Euro-MED Programme 2021-2027, regardless of its duration, type of activities, nature of partners involved, size of partnership...
- plan of cost for the application of the methodology/tool that could be integrated in the budget of all projects funded under the Euro-MED Programme 2021-2027;
- methodology and a tool ready for implementation by projects approved under the Euro-MED Programme 2021-2027, in line with the Calendar of the future Calls for Proposals;
- possibility to test the methodology and the tool in closed or ongoing project(s) (on a voluntary basis);
- list of compensation actions viable for the projects concerned, taking into account their duration and the fulfilment of actions during the project lifetime. This will need to respect the Programme rules in terms of "cooperation area", namely that the proposed carbon footprint compensation actions take place in the Euro-MED Programme area. Criteria for the selection of compensation schemes (to apply in the future programming period 21/27) shall be defined, that guarantee their social and environmental performance following orientations already studied and proposed by qualified public authorities and/or European institutions

The scope of the work will be to deliver a methodology and a tool able to support the projects in the calculation of the gas emissions caused by the implementation of their activities, to orient the modalities of implementation of those activities to limit emissions and propose initiatives, measures, actions to compensate them. It should consider the impact in term of the projects outputs and results (answering the following question: Do the outputs and results of projects bring to sustainable policies?).

It is recommended that applicants liaise with completed or ongoing projects financed by MED or other programmes (with similar to MED types of activities), so as to establish a methodology based on concrete actions that have already been implemented by projects.

Activities and Work Packages

In compliance with the focus of the call and with time related restrictions, a simplified work plan is foreseen allowing for straightforward project implementation. Apart from the "preparation costs" related work package, the project application should foresee only one work package. In coherence with the proposed type of project, the work package "*Ad hoc*" should be duly completed in the application form.

The indicative type of activities to be considered within the chosen project and corresponding work package are presented below.

➤ Coordinating the work package

Within the simplified implementation context, this activity implies full project coordination and management by the Lead Partner, including partnership coordination and the necessary reporting exercise. Moreover, the project has to foresee coordination activities with the Programme bodies as for example:

- ✓ *Lead Partner seminar and kick-off meeting with representatives of the Joint Secretariat for the definition of the work plan and project results;*
- ✓ *timely exchanges with JS, during the one-year project duration for ensuring the monitoring of activities and regular updates on project implementation.*
- ✓ *Reporting exercise following the Programme rules*

➤ Compiling and organising information and data

The provision of a detailed assessment of the impact of MED project activities requires a preliminary work of data collection. Indicators on type of activities implemented by a project should support the definition of parameters for the GHG emissions calculation. This activity implies desk research, analysis of type of actions put in place, type of products delivered and category of services used by different types of MED projects. In case of lack of clear data, a reasonable estimation for the expected carbon emissions related to the concerned activity has to be foreseen.

In the data analysis, if possible, the project should also consider the time dimension of the carbon emissions identified, so as to clearly indicate the time period over which the emissions should be estimated (periodically or one-time emission), depending on the type of activity/target. This preliminary phase should guide the outline of ad-hoc methodology taking into consideration the specificities of the Programme.

➤ Defining tool/method and services

As a result of the identification of inputs/indicators on which to focus, within this activity, the project should foresee the delivery of the method used and the related tool for the calculation of carbon footprint and the identification of the lowest greenhouse gas emitting options for project implementation. The tool for monitoring the sustainability of the project activities should go with the indicative plan of costs for the adoption of the method and for the implementation of pre-identified measures to cut down emissions.

In case of an already existing methodology, under this activity, the project should foresee the adaptation of the method to the specific context and objectives of the Programme.

The method should provide a common approach, adaptable to all types of projects financed by the Programme.

➤ **Preparing pilot activities & Testing**

Following the development of the method, this phase implies the identification of projects with which the method/tool will be tested. The project should be able to test the method/tool on various types of projects approved under the current programming period (2014-2020) both ongoing and/or closed. The projects identified may be the same as those on which the project has gathered the data. The sample of projects chosen must ensure coverage of a wide range of different types of projects. Moreover, the projects selected for the testing phase should be involved on a voluntary basis, foreseeing the eventual cost of the testing phase under their own budget. Thereafter, the testing phase should allow to identify any weaknesses or shortcomings of the method and/or confirm its effectiveness.

➤ **Evaluation and updating/ finalising of the method**

After the testing, the project should assess the method together with the tool and, if necessary, its upgrade/update. This phase allows to improve the accuracy of the method proposed before its final delivery.

➤ **Providing guidelines and transferring of knowledge**

Taking into account the simplified implementation context, this activity implies the communication/transfer of knowledge of the project.

The following activities should be foreseen:

- ✓ Provision of guidelines to be used for the transfer of the method proposed towards the projects approved under the Euro-Med Programme. Guidelines should include the method for the calculator functioning and use, the decision-support tool to limit greenhouse gas emissions with the possible compensation measures and the indicative plan of costs. The project should provide relevant technical documentation in order to transfer the methodology tested.
- ✓ Communication activities for the transfer of the outcomes towards the Programme and projects:
 - training on the tool/methodology, guiding and supporting the projects to effectively implement and adopt the output in their own practices and methodological work. In this sense,

the project should foresee participation to webinars organised by Euro-Med Programme within the Applicant Seminars of the 1st Calls for proposals;

- communication on the outcomes (calculation of GHG emissions, emissions avoided by modifying the implementation methods, emissions offset) and approach promoted by the Carbon Footprint Compensation project during targeted events organised by the Programme (such as the kick-off meeting of the Euro-Med Programme). This type of activity is addressed to communicate on the strategy adopted by the Programme to ensure the environmental sustainability of its projects.

The identification of the above-mentioned communication activities will be coordinated with the JS.

The following link provides with the 'Type of Activities and Deliverables' [factsheet](#) of the Interreg MED Programme Manual.

Outputs and expected results

In the framework of the Call for Carbon Footprint Compensation project, the main outputs expected are the following:

- **the methodology and tool** including: method of carbon emissions calculation, decision-support tool to limit the project emissions, compensation actions and plan of costs;
- **guidelines** for implementation of the methodology.

This Call for Proposals comes within the scope of the Specific Objective 2.2 "Renewable Energy" of the Priority Axis 2 of the Interreg MED Programme.

In this sense, the project can choose Programme output indicators referred to this Specific Objective. Specifically within this Call, you have to choose only the following Programme output indicator:

- *Number of models to develop action plans including local RES in energy mix*

In light of the specificity of the Call, the correlation of the project with the Programme target indicator will be not taken into account for the quality assessment of the project.

Only the result proposed and main outputs identified by the project will be assessed.

The project will run in parallel with the drafting of the ToRs for the 1st Calls for Proposals of the Euro-Med Programme. As mentioned, the outputs will be integrated as part of the work plan of the future approved projects. With regard to this point, even if the main outputs will be not ready for the drafting of the ToRs, it is expected that at least the main strategy/approach for carbon footprint compensation is set.

Reporting requirements

The project lifetime is divided in two reporting periods as follows:

- mid-term reporting 6 months after the project starting date; a mid-term payment claim should be submitted together with corresponding certified expenditures and a draft proposal of the methodology;
- final reporting at the end of the project with submission of a final implementation report together with the corresponding certified expenditure and the final outputs.

The project implementation state of the art will be verified through a formal mid-term interview between the JS and the Lead Partner/Project Partners.

Partnership composition, restrictions and requested qualifications

In general, the eligible types of structures are the ones considered by the Interreg MED Programme. See Factsheet "Partners co-financing and location of project activities" of the Programme Manual for more information regarding the typologies of partners and the co-financing rates.

Apart from the above-mentioned general eligibility features, partnerships setup under this targeted call shall comply with the following specific requirements to fully meet the target and objectives set by the call.

- The Lead Partner and/or partners have in-depth knowledge and expertise on the development of tools/methods/services to analyse and quantify the carbon emissions resulting from an activity/process.
- Partnerships composed by partners that have already tested an effective methodology addressing carbon footprint compensation, even in another type of context, will be considered as an added value.
- The Lead Partner and/or partners demonstrate to have technical and scientific skills for the evaluation of carbon footprint impact and identification of appropriate sustainable targets to be achieved.
- Knowledge or experience on European Territorial Cooperation programmes by the Lead Partner and/or partners will be considered as an added value;
- The Lead Partner should be a public body, or a body governed by public law (according to the definition of the Directive 2014/24/UE) and it is physically based in the European Union part of the Interreg MED Programme area (eligibility criteria B.2);
- Institutions willing to be involved in the project without financially contributing to it are to be considered as «Associated Partners» (APs). Such associated partners will not receive ERDF/IPA funding, will have to participate with their own funds, and do not account for the fulfilment of the minimum partnership requirements. Associated partners cannot be contracted as external service providers to a project partner.

Additionally, the following restrictions regarding the partnership are to be respected:

- All partners must be located in the territories of the Participating States of the Interreg MED Programme or, in case of partners outside of the MED area, only partners from Belgium could belong to the core partnership as project partner. However, third country partners are welcome to participate as associated partners.

Partnership size requirements:

- At least three (3) different Interreg MED Programme countries of which at least 1 from the European Union part of the Interreg MED Programme area should be included in the partnership (eligibility criteria B.1).
- Considering the type of project and the duration, the recommended size for the partnership is 3 (max. 4) co-financed partners, including the Lead Partner.

Financial allocation and project duration

At the time of publication of this Terms of reference, the indicative financial allocation for this Call for proposals is about EUR 500.000 in total (ERDF+IPA-national co-financing).
The overall ERDF+IPA envelope in the framework of this call is EUR 425.000.
The financial allocation of this Call for Proposals comes within the scope of the Priority Axis 2 of the Interreg MED Programme.

Partners are co-financed at 85% or 50% (for partners under GBER Regulation 651/2014). See Factsheet "Partners co-financing and location of project activities" of the Programme Manual for more information regarding the co-financing rates.

Due to the short project duration, the possibility for an IPA advance payment will not apply for this call.

Indicatively, only one project will be approved under this Call for proposals. Depending on the availability of funds in the selection phase and the quality of the proposals, a second project could be approved. Nevertheless, any final decision on how to implement results of this call in the future will be assessed during the drafting of the new ToFs 21/27. In order to guarantee the best quality, consistency and operability of the final methodology and tools proposed to the applicants.

Projects are invited to establish as starting date of the activities June 1st, 2021 and as ending date June 30th, 2022. The duration of 13 months cannot be exceeded, the last possible end date is June 30th, 2022.

For more information on budget, kindly see the factsheet of the Programme Manual « Sound Project Budget ».

Submission of proposals, appraisal and selection procedure

In order to submit the proposal, the Lead Partner must request the creation of an account giving access to the Application form on SYNERGIE CTE by sending an e-mail to the Joint Secretariat of the Interreg MED Programme (programme_med@maregionsud.fr).

The request for the account creation can be sent to the JS until 8th April. Any request made after this date will not be treated.

This section sets out the procedure of the submission of proposals, appraisal and selection in the framework of the current call for Carbon Footprint Compensation projects. Kindly note that this is a specific procedure approved for this call; accordingly, **standard rules included in the Programme Manual are not applicable if not consistent with specific rules introduced in this document.**

We remind you that the Lead Partner is in charge of the application file submission procedure, on behalf of the whole project partnership. An on-line Lead Applicant seminar for partners wishing to submit proposals as Lead Partners, will be organised by the JS upon the call opening.

Submission of proposals

The submission procedure consists of **two main steps**: submission of an **Application Form**, to be filled in and validated in the Interreg MED monitoring system named SYNERGIE CTE, and production of several **annexes** (including Partners' additional documents) being compulsory, which shall be uploaded into Synergie CTE as well; thus, please note that there are **two different deadlines** to be respected.

→ The **Application Form** must be validated on SYNERGIE CTE by April 15th, 2021, at noon (Metropolitan France local time).

→ The **upload of the compulsory annexes** to SYNERGIE CTE shall be completed by May 10th, 2021, at noon (Metropolitan France local time).

Application form

The Application Form must be completed on SYNERGIE CTE. Guidance on how to fill in the form and what is expected in each question is provided in the SYNERGIE CTE guides. All documents needed for the development of the proposal, including the Programme Manual, the Terms or Reference of the call and a courtesy Application Form in word format (not to be used for the submission), are available on the Interreg MED Programme website.

The Application Form must be drafted in one of the two programme languages (English or French).

Coherence checks shall be made during the whole period of the drafting; it is recommended not to wait until the final stages unless Lead Partner disposes of enough time for all corrections. Lead Partners are invited to use the coherence check after saving each section of the Application Form. Be careful not to let any results of coherence checks in red or orange on SYNERGIE CTE. They must be green even when they are not preventing the submission.

Calendar of the call

The calendar of the call for Carbon footprint Compensation project is the following:

Key steps	Dates
Applicant seminar (on line)	4 march 2021
Application submission phase	15/02/2021 to 15/04/2021
Submission of compulsory annexes	Until 10/05/2021
Application appraisal	April/May 2021
Selection by the Steering Committee	May 2021
Pre-contracting and contracting procedures	June 2021
Starting date of the project	June 2021

Please note that this calendar might be subject to change and should be considered as indicative.

Once the application is entirely filled in, the Lead Partner must validate the Application Form on SYNERGIE CTE by the deadline set for the call. Please bear in mind that the validation will only be effective after having pressed the VALIDATION button (a single confirmation e-mail is automatically sent by the tool when the validation has been performed correctly). Should Lead Partner encounter any problem in filling or validating the Application Form on SYNERGIE CTE, it is imperative to contact the JS (programme_med@marregionsud.fr) before the closure of this phase.

Once the Application Form is validated, it cannot be modified anymore. Lead Partners are invited to keep the e-mail sent by the system attesting the time of validation (France time). Please bear in mind that the e-mail will be sent to the contact person address entered previously in the system: kindly check that this information is correct in order to receive the confirmation e-mail.

Compulsory annexes, Documents to be provided

The Application Form should be accompanied by the compulsory annexes indicated here-below. The annexes shall be uploaded to the system by May 10th, 2021 at noon (Metropolitan France local time).

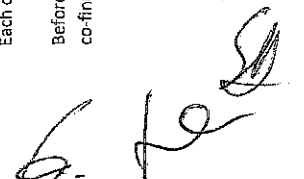
In the framework of this call, the compulsory annexes are the following ones:

- A scan copy of the signed Application Form (AF) confirmation page duly completed (version of the AF submitted). Only the page of the PDF released by Synergie CTE including the date, the name and position of the signatory and the signature of the Lead Partner legal representative must be uploaded. This page (part E of the Application Form) must have the mention "SUBMITTED".
- A scan copy of the signed Partner declaration duly completed from all participating partners using the template provided by the programme, including the Lead Partner. These forms are to be dated and signed by the Partner legal representative. The national co-financing amount included in this declaration must correspond to the information stated in the Application Form validated.
- A scan copy of the signed "De minimis" declaration (if applicable) duly completed, only from the partners whose activities within the project are State Aid relevant and that are willing to apply the de minimis Regulation, using the template provided by the Programme. In this declaration the partners should indicate any contribution received during the previous three fiscal years falling under the de minimis Regulation. Before filling in the de minimis declaration, partners concerned are requested to please read the Factsheet on « State Aid » very carefully.
- A scan copy of the signed Associated partner declaration (if applicable) duly completed, for each associated partner using the template provided by the Programme.

NB: In case of delegation of signature, a proof of delegation should be uploaded together with the signed document.

Each document shall be scanned and uploaded individually and cannot exceed the size of 8 MB.

Before filling in the Partner declaration, partners are requested to read very carefully the section on co-financing in the Factsheet « Partnership architecture, requirements and relevance », and the



factsheets « State Aid » and « Eligibility of expenditures » (available on the Interreg MED Programme website).

The content of template provided by the Programme cannot be amended in any way.

No other type of document and no modification to the template documents provided by the Interreg MED Programme will be accepted. All documents must be duly completed, dated and signed.

Lead Partners are invited to check that the information included in the partner declarations is coherent with the information entered on the Application Form on SYNERGIE CTE. If any information, especially the co-financing amount, is not coherent, the Lead Partner must request the concerned partner to correct it.

Original paper version of the signed and stamped documents uploaded to SYNERGIE CTE must be gathered and kept by the Lead Partner.

Appraisal of project proposals

After submission, each Interreg MED proposal is subject to a two-step appraisal procedure safeguarding the principles of transparency and equal treatment as described below.

- Administrative and eligibility check of the Application Form
- Quality assessment phase of the Application Form

Each of the two steps can lead to the permanent elimination of the proposal. The Steering Committee of the Interreg MED Programme is responsible for the decision on the evaluation of each single step.

The absence of any document or an error in its completion will be presented to the Committee and may be included as a condition to contracting (based on Annex 2: list of pre-contractual criteria). If, two months after the selection of the operations (starting from the date of the Monitoring Committee validation) the problems linked to the compulsory annexes have not been solved, the Steering Committee shall decide to de-programme the project or to withdraw the concerned partner.

Lead Partners will be informed about the missing or mistaken documents, so they can be corrected as soon as possible.

Administrative and eligibility criteria

The administrative and eligibility assessment is carried out to verify whether an application complies with the administrative and eligibility criteria established by the Interreg MED Programme for the projects of the call.

ANNEX I: ADMINISTRATIVE AND ELIGIBILITY CRITERIA LIST

Nº	Criteria
A	Administrative check
A.1	The Application Form has been submitted via the online monitoring tool of the Interreg MED Programme, SYNERGIE CTE, respecting the deadline
B	Eligibility check
B.1	The project fulfils minimum partnership requirements: 3 partners representing 3 different countries from the Interreg MED Programme area of which at least 1 from the Union part of the Interreg MED Programme area
B.2	The Lead Partner is a public body or a body governed by public law (according to the definition of the Directive 2014/24/UE) and it is physically based in the Union part of the Interreg MED Programme area
B.3	The following eligibility criteria are to be checked by the on-line monitoring tool SYNERGIE CTE (if the criterion is not respected, the system prevents the submission of the proposal)
B.4	Time limits are respected: start and end dates of the project respect the call and Interreg MED Programme requirements
B.5	No partner concentrates more than 30% of the total eligible budget (ERDF + IPA + national co-financing)
B.6	No country concentrates more than 40% of the total eligible budget (ERDF + IPA + national co-financing)
B.7	Preparation costs do not exceed the lump sum of EUR 30 000 set by the Interreg MED Programme

ANNEX II: PRE-CONTRACTUAL CRITERIA LIST

Nº	Criteria
C	Pre-contractual check of compulsory annexes
C.1	The Application Form confirmation page has been duly completed, signed and uploaded on Synergie CTE
C.2	The compulsory annexes per each partner have been duly signed and uploaded to the online monitoring tool of the Interreg MED Programme, SYNERGIE ETC
C.3	The partnership has used the Interreg MED Programme templates, without making any amendments.
C.4	The amounts of national co-financing indicated in the "partner declarations" are equal, superior or inferior up to 0,99 € of negative difference, with reference to the amounts of national co-financing corresponding to the ERDF/IPA requested in the application form

The list of administrative and eligibility criteria to be observed are included as Annex I of the present document.

Proposals failing in any of those requirements will be regarded as non-eligible and will not be further processed. Lead Partners of non-eligible proposals will be informed.

Quality assessment criteria

The quality assessment is carried out based on a quality assessment grid, included as Annex III of the present document, that identifies strategic and operational criteria. For each one of the criterion, a main assessment question with several sub-questions has been identified. The score of each main question is the average of the score of the concerned sub-questions.

The score per each assessment question will be calculated on a scale of 10 points. The maximum score will be of 100 points. 6 main questions have been identified in the evaluation grid composed of strategic and operational issues, with a weight of 1.5 for the strategic questions and a weight of 2.0 for the operational questions.

The threshold for projects to be recommended for approval to the Steering Committee by the JS is of 75 out of 100 points (representing 75% of the maximum score). Each section must reach an average score of 5 out of 10 points in order to be proposed for the selection.

Selection and Communication of results to the Lead Partners

Decisions on funding of projects will be made by the Steering Committee and validated by the Monitoring Committee of the Interreg MED Programme based on the results of the assessment described above and on the call budget availability.

After the above-mentioned validation, the Lead Partners of the submitted proposals will receive a communication from the Managing Authority indicating if the proposal is accepted without modification, accepted under conditions or rejected. The communication will contain the reasons for approval (and if this will be the case necessary requirements to be fulfilled within a set timeframe) or for rejection.

For more information about the submission and resolution of complaints, kindly see factsheet « Resolutions of complaints » of the Programme Manual (available on the Interreg MED Programme website).

3) Strategic assessment criteria

- 1. The project addresses common territorial challenges or a joint asset of the programme area and is coherent with the 7th and 8th objectives of the Operational Programme (OP) (C1.1, C1.2)
 - 2. The project's approach for the development of the methodology is consistent and can allow to meet the call's objectives
 - 3. The project makes a positive impact on territorial development, equal opportunities and non-discrimination, equality between men and women, sustainable development (C1.3, C1.4)
- How well is it met for the project?*
- 1. Project's context (relevance and strategy)
 - 1. The project addresses common territorial challenges or a joint asset of the programme area and is coherent with the 7th and 8th objectives of the Operational Programme (OP) (C1.1, C1.2)
 - 2. The project's approach for the development of the methodology is consistent and can allow to meet the call's objectives
 - 3. The project makes a positive impact on territorial development, equal opportunities and non-discrimination, equality between men and women, sustainable development (C1.3, C1.4)
 - 2. Cooperation character
 - 1. The importance of the territorial approach to the topic addressed is recognised
 - 2. The results obtained (or to be obtained) are relevant and/or the cooperation has a significant added value for the partners
 - 3. How well the partner meet the transversal cooperation criteria?
 - 1. The project's result and main outputs clearly link to Programme priority
 - 2. The intervention logic is consistent and allows to meet the objectives of the OP
 - 3. Project's contribution to expected results are outputs
 - 4. Project's contribution to the OP's objectives are specific and visible

4) Partnership relevance

- 1. To what extent will the project contribute to the achievement of the OP's objectives?
 - 2. To what extent will the project contribute to the achievement of the programme's specific objectives?
 - 3. To what extent will the project contribute to the achievement of the OP's objectives?
 - 4. Partnership relevance
- The partnership complies with the requirements and objectives of the call and of the selected type of project

ANNEXE III: QUALITY ASSESSMENT GRID

Only one single score (including single general comment) per each assessment question based on several sub-questions will be allocated. The quality assessment will comprise of a single phase. The score per each average assessment question will be calculated on a scale of 10 points, with a weight of 1.5 for the strategic assessment criteria and a weight of 2.0 for the operational assessment criteria. The maximum score reachable by a proposal is of 100 points equivalent to a percentage of 100% (60 points in the first section plus 40 points in the second section). The total final score is showed in percentage figure (being 100 points the maximum total score reachable, thus 100% of points available).

As indicated in table below, the final score per case (for the assessment sub-questions) is determined by specific sub-questions (following principles for the assessment). Only one single score will be allocated for each sub-questions. The score of each sub-questions assessment question will be multiplied per 1.5 (for strategic) or 2.0 (for operational) to be awarded of 1.5-2.0 points. The score of each row (being 100 points the maximum total score reachable, thus 100% of points available).

Assessment: The threshold for projects to be recommended for approval is the Strategic Committee by the MAAs of 75 out of 100 points in the final assessment (representing 75% of the maximum reachable score). For each question received a minimum average score of 3 out of 10 points in order to allow the project to be prepared for the selection. A final decision on project approval or rejection is taken by the Selection Committee. Projects will be selected, taking into consideration their score (in descending order), positions of each sub-area (delegation and budget availability for that).

Project Identification

Project acronym	Pre-filled from IR
Project title	Pre-filled from IR
Project number	Pre-filled from monitoring tool Strategic CTE
Name of the lead partner organisation (English)	Pre-filled from IR

INTERREG MED PROGRAMME – Terms of Reference for Carbon Footprint Calculation Project

2) Operational Assessment Criteria

5. Work plan	<ul style="list-style-type: none"> * Prepared activities are relevant and just to the planned main outputs and results and allow to meet the call's objectives * Distribution of tasks among partners is appropriate * Time plan is realistic (contingency included) 	C4
To what extent is the work plan realistic, consistent and coherent?		
6. Budget	<ul style="list-style-type: none"> * Project budget appears proportionate to the proposed work plan and the main outputs and results aimed for * Total partner budgets reflect partners' financial commitment and role * The budget is clear and realistic and fits with the Programme financial recommendations 	B1, C4, D
To what extent is the budget realistic, consistent, proportionate, relevant and viable?		
7. Final overview	The project globally answers to the expectations and needs of the Programme. Is it coherent with the call, the relevant call objectives and the overall objective of the Programme? Is it coherent in the implementation of all its activities?	All sections Annexes Annex 2