|  |  |
| --- | --- |
|  | **Maximum** |
| **Organisation and methodology** |  |
|  |  |
| [Rationale] | [10] [<other>] |
| [Strategy] | [30] [<other>] |
| [Support facilities] | [5] [<other>] |
| [Involvement of all members of the consortium] | [5] [<other>] |
| [Timetable of activities, including the number of expert days proposed] | [10] [<other>] |
|  |  |
| **Total score for organisation and methodology** | **[60] [<**insert a maximum score between 60 and 40**>]** |
|  |  |
| **Key experts** |  |
|  |  |
| **<Key expert 1> (Max [20] [<**other total**>] points)** |  |
| [Qualifications and skills] | [5] [<other>] |
| [insert number] [qualifications and skills] | [maximum score] |
| [General professional experience] | [5] [<other>] |
| [insert number] [general professional experience] | [maximum score] |
| [Specific professional experience] | [10] [<other>] |
| [insert number] [specific professional experience] | [maximum score] |
|  |  |
| **<Key expert 2> (Max [20][<**other total**>] points)** |  |
| [Qualifications and skills] | [5] [<other>] |
| [insert number] [qualifications and skills] | [maximum score] |
| [General professional experience] | [5] [<other>] |
| [insert number] [general professional experience] | [maximum score] |
| [Specific professional experience] | [10] [<other>] |
| [insert number] [specific professional experience] | [maximum score] |
|  |  |
| **Total score for key experts** | **[40] [<**insert a maximum score between 40 and 60**>]** |
|  |  |
| **Overall total score** | **100** |

|  |  |
| --- | --- |
| **Strengths** |  |
| **Weaknesses** |  |

**Tenders minimum threshold to be considered technically acceptable and qualify for the financial evaluation:**

**- overall total score of at least 75 points**

**- key experts fulfil the minimum requirements for each criterion**

**How to prepare the evaluation grid for publication:**

* The categories to be used to assess the organisation and methodology (i.e. rationale, strategy, support facilities, involvement of the consortium members and timetable of activities including the number of expert days proposed) and each of the key experts (i.e. qualifications and skills, general professional experience and specific professional experience) may be modified as required and the division of scores must be adapted according to the requirements of the specific tender procedure.
* The minimum requirements for the key experts are described in “6.1.1. key experts” of the terms of reference, whereby each criterion is preceded by a number. The numbers and the corresponding criteria should be listed in the evaluation grid.
* The number of key experts must correspond to the number of key expert profiles identified in the terms of reference and must not exceed 4 key experts. The total maximum score of the key experts shall be range between 40 and 60 points.
* The overall total maximum score is 100 and can cannot be modified.
* The sum of the maximum scores of the sub-criteria should be equal to the maximum score of the criterion (e.g. qualifications and skills; general professional experience or specific professional experience).
* Those maximum scores cannot be modified after the deadline for informing potential tenderers of any clarifications.

**How to complete the evaluation grid at the evaluation stage:**

* The members of the evaluation committee should familiarise themselves with the instructions and guidelines to evaluators (annex b12a) and shall complete independently from each other the evaluator’s grid (annex b12a).
* The strengths and weaknesses in this evaluation grid must reflect those commonly agreed by the committee amongst all those pointed out by the evaluators in their individual evaluator’s grids.
* The evaluation committee must evaluate tenders on the basis of this evaluation grid, which includes maximum scores.

**Please delete the highlighted text.**