**Annex 9: quality review on evaluation**

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| --- | --- |
| Project name & acronym |  |
| Project reference number |  |
| Project officer |  |
| Title of call for subgrant proposals |  |
| Project beneficiary managing the sub-grant scheme |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Checks | | Yes/No N.A. | Comments |
| Does the project beneficiary? | | | |
|  | Ensure technical capacity of the members of the evaluation and complaint committees? |  |  |
|  | Ensure adequate procedures for the absence of conflict of interest among the members of the evaluation and complaint committee? |  |  |
|  | Inform the members of the evaluation and complaint committees of the main features of the projects and the call for sub-grants, the procedures and the confidentiality and impartiality requirements? |  |  |
|  | Check the compliance of visibility requirements as part of the administrative checks? |  |  |
|  | Ensure a whistle-blowing mechanism for sub-grant applicants managed by an independent person? |  |  |
| Does the evaluation respect the principles and procedures for the call? | | | |
|  | Is the opening session report properly filled-in and signed by all members of the evaluation committee? |  |  |
|  | Is there a mechanism for re-evaluating the sub-grant proposals when there are significant differences in the score by the assigned evaluators? |  |  |
|  | Is there a documented quality control by of the work of the evaluators by the President of the evaluation committee? |  |  |
|  | Is the evaluation report properly filled-in and signed by all members of the evaluation committee? |  |  |
|  | Have all the complaints from applicants been received and the relevant documentation sent to the members of the complaint committee? |  |  |
|  | Is the assessment report properly filled-in and signed by all members of the complaint committee? |  |  |
|  | Is the final list of awarded sub-grants and reserve list after resolution of complaints properly filled-in and signed by all members of the evaluation committee |  |  |
|  | Is there a whistle-blowing report containing the tips received, the investigations carried out and the result of such inquires? |  |  |
| Are the procedures respected for all sub-grant applications?[[1]](#footnote-1) | | | |
|  | Are the administrative grids properly filled-in and signed? |  |  |
|  | Are the eligibility grids properly backed by information and documentation from the sub-grant applicants, properly filled-in and signed? |  |  |
|  | Are the evaluation grids properly filled-in and signed? |  |  |
|  | Are the sub-grants proposals checked by at least two members of the evaluation committee? |  |  |
|  | Are the notification letters to applicants signed, registered and sent? |  |  |
|  | Do they contain information about the result of the evaluation? |  |  |
|  | Are the resolution letters to complaints signed, registered and sent? |  |  |

<Place>, <date> Prepared by <name of person who filled-in the checklist>

Signature

1. These checks may be carried out on a sample basis [↑](#footnote-ref-1)