Annex 4

to the Regulations on selection of project applications

**Methodology of application of criteria for evaluation of project applications[[1]](#footnote-2)**

|  |  |
| --- | --- |
| Title of the operational programme | Growth and Employment |
| Title and number of the priority axis | 8. Education, Skills and Lifelong Learning |
| Title and number of the specific objective | 8.2.2. To strengthen academic staff of higher education institutions in strategic specialisation areas |
| Selection type of project applications | Limited selection of project applications |
| Responsible institution | Ministry of Education and Science |
| Selection round of project applications | Round 2 of selection of project applications (*Support for work with pedagogic education study programmes*) |

*General conditions of application of criteria for evaluation of project applications:*

1. In order to evaluate compliance with the respective evaluation criterion, the assessor should take into account both the information provided in sections of the respective project application form and all the other information available in the project application form (in other sections and annexes of the application form).
2. When evaluating the compliance of project applications with evaluation criteria, only the information available in the project application form (in the project application form and annexes) should be taken into account. The evaluation cannot be based on assumptions or other information, which cannot be checked or proved, or which is not applicable to the specific project application. However, if the assessor has access to any information, which can affect the evaluation of the project, specific facts and sources of information should be indicated, which support and prove the information provided by the assessor.
3. When evaluating project applications, attention should be paid that the information provided in the project application form is harmonised in all the sections of the project application form, in which it is mentioned. If the information in sections is not harmonised, a condition should be set that additional explanation needs to be provided with regard to the criterion, to which this mismatch is applicable.
4. The following should be used in the evaluation of project applications:
   1. Cabinet of Ministers Regulations No 25 of 9 January 2018“Implementing Regulations for the First, Second and Third Project Applications Selection Round of Specific Objective 8.2.2 “To Strengthen Academic Staff of Higher Education Institutions in the Areas of Strategic Specialisation” of the Operational Programme “Growth and Employment”” (hereinafter referred to as CM regulations on the implementation of the SO);
   2. Operational programme “Growth and Employment” and annexes to the operational programme;
   3. Regulations for selection of project applications for Specific Objective 8.2.2 “To strengthen academic staff of higher education institutions in strategic specialisation areas” of the Operational Programme “Growth and Employment” (hereinafter referred to as SO 8.2.2.), including criteria for evaluation of projects applications for SO 8.2.2 and the methodology for completion of the project application form for SO 8.2.2.

|  |  |  |  |
| --- | --- | --- | --- |
| **1. COMMON CRITERIA** | | **Impact of the criterion on decision-making**  (A) | **Explanation of determination of eligibility** |
| 1.1. | The project applicant meets the requirements of the CM regulations set for project applicants for the implementation of the SO. | A | **The evaluation is “Yes”**, if the project applicant meets the requirements of Paragraph 22 of the CM regulations on the implementation of the SO set for project applicant. The compliance with this criterion shall be evaluated according to the information provided in the section on the title page of the project application. Within the framework of the criterion, it is verified whether the project applicant complies with the defined range of beneficiaries.  If the project applicant does not meet the requirements set in Paragraph 22 of the CM regulations on the implementation of the SO in whole or in part, the evaluation is **“Yes, under condition”**, setting a condition for the project applicant to clarify information in the project application, which certifies the compliance of the project applicant’s legal status with the requirements set for the project applicant in Paragraph 22 of the CM regulations on the implementation of the SO. |
| 1.2. | The project application form completed using a computer. | A | **The evaluation is “Yes”,**, if the project application form and annexes thereto (hereinafter referred to as the project application) have been completed using a computer (with the exception of the section, where the part for signature of a responsible official of the project applicant or an authorised person thereof is hand-written).  If the project application is not completed using a computer, the evaluation is **“Yes, under condition”**, at the same time setting the condition to submit the project application or any part thereof using a computer. |
| 1.3. | The project applicant has sufficient administrative, implementation and financial capacities to implement the project. | A | **The evaluation is “Yes”**, if the project application sufficiently characterises and justifies the administration, implementation and financial (administrative) capacity necessary for the implementation of the project.  The project administration capacity is sufficient, if the project application includes information:  1. about necessary administrative personnel for the project (for example, project manager, assisting project manager, procurement specialist, accountant), their number, planned load and main tasks, as well as experience and professional qualifications necessary for the fulfilment of the work;  2. that the project applicant is planning to provide the administrative employees specified in Paragraph 1 of this explanation;  3. about the project implementation system, including the mutual cooperation among the administrative personnel, about the project implementation monitoring mechanism, etc.;  4. about the material and technical equipment for workplaces which is necessary and available to the administrative personnel of the project (computer equipment, software, internet, office equipment, etc.);  5. about the infrastructure necessary and available for the administration of the project (buildings, premises).  The project implementation capacity is sufficient, if the project application includes information:  1. about necessary project implementation personnel, their numbers and main tasks, as well as experience and professional qualifications necessary for the fulfilment of the work;  2. that the project applicant is planning to provide the employees for the implementation of the project specified in Paragraph 1 of this explanation;  3. about the project implementation system, including the mutual cooperation among the administrative personnel, etc.;  4. about the infrastructure necessary and available for the implementation of the project (buildings, premises);  5. about the material and technical equipment for workplaces which is necessary and available to the implementation personnel of the project (computer equipment, software, internet, office equipment, etc.).  The financial capacity of the project is certified, providing information that when the project will be implemented, payments will be made from the advance and interim payments received for the implementation of the project, which amount to 100 % of the funding from the European Social Fund and state budget co-funding intended for the project.  If the project application does not meet any of these requirements, **the evaluation is “Yes, under condition”**, at the same time setting the corresponding condition to clarify the project application. |
| 1.4. | On the date of project application, the project applicant for each separately has no tax debts in the Republic of Latvia, including mandatory social security contribution debts exceeding a total of EUR 150. | A | **The evaluation is “Yes”**, if the project applicant has no tax debts, the total amount of which exceeds EUR 150.  The compliance with the criterion is determined by verifying this in the database of the State Revenue Service (hereinafter referred to as SRS) (<http://www6.vid.gov.lv/VID_PDB/NPAR>). Taking into account that the information on tax debts administered by SRS is published in the SRS database twice a month, the tax debt during the evaluation is checked in the SRS database on the day of publication set by the SRS, which is the closest date of submission of the project application.  The project application evaluation form should specify the date of the check and the amount of the tax debt, if any.  If the project applicant has tax debts, the total amount of which exceeds EUR 150, the evaluation is **“Yes, under condition”** and a condition is set to pay the tax debt. |
| 1.5. | The project application has been submitted to the Cohesion Policy funds management information system for 2014–2020 | A | **The evaluation is “Yes”**, if the project application has been submitted to the Cohesion Policy funds management information system for 2014-2020 (https://ep.esfondi.lv) and all the data fields have been filled correctly.  **The evaluation is “Yes, under condition”**, if the project application has not been submitted to the Cohesion Policy funds management information system for 2014-2020 (https://ep.esfondi.lv) or if not all data field have been filled correctly in the project application submitted to the Cohesion Policy funds management information system for 2014-2020 (https://ep.esfondi.lv), at the time setting the respective condition to fill all the data fields correctly. |
| 1.6. | The project application form has been completed in Latvian in compliance with the requirements of Regulations No. 784 of the Cabinet of Ministers of 16 December 2014 “Procedures by which the institutions involved in the management of European Union Structural Funds and the Cohesion Fund shall ensure preparation of programming documents and implementation of such funds in the 2014–2020 programming period”, the project application contains all the documents required by the project selection regulations, they have been prepared in Latvian or accompanied by a certified translation into Latvian. | A | **The evaluation is “Yes”**, if the project application meets the following conditions:   1. the project application has been prepared according to the form appended to the Regulations on selection of project applications and it is fully completed according to the Regulations No. 784 of the Cabinet of Ministers of 16 December 2014 “Procedures by which the institutions involved in the management of European Union Structural Funds and the Cohesion Fund shall ensure preparation of programming documents and implementation of such funds in the 2014–2020 programming period”; 2. the project application is accompanied by all the annexes to be submitted according to the project applications selection regulations; 3. the sections of the project application specified in the project selection regulations have been submitted in English;   If the project application in whole or in part does not meet any of the set requirements, **the evaluation is “Yes, under condition”**, at the same time setting the following conditions:   1. to submit a project application, which has been prepared according to the project application form attached to the regulations on selection of project applications, and the project application has been completed in full; 2. to submit any missing/the following annexes to the project application; 3. to submit necessary information specified in the project selection regulations in English. |
| 1.7. | The financial data in the project application are indicated in EUR. | A | **The evaluation is “Yes”**, if the financial data in the project application (including in Annexes 2 and 3 to the project application) are indicated in EUR.  If the project application does not meet these requirements, **the evaluation is “Yes, under condition”**, at the same time setting the condition to clarify the project application envisaging indication of financial data in EUR. |
| 1.8. | Financial calculations in the project application are arithmetically correct and comply with the requirements of the CM regulations on the implementation of the SO and with the project application form in Annex 1 to Regulations No. 784 of the Cabinet of Ministers of 16 December 2014 “Procedures by which the institutions involved in the management of European Union Structural Funds and the Cohesion Fund shall ensure preparation of programming documents and implementation of such funds in the 2014–2020 programming period”. | A | **The evaluation is “Yes”**, if in the project application (including in Annexes 2 and 3 to the project application):   1. the financial calculation has been developed in an arithmetically correct way (i.e. there are no mathematical errors); 2. the financial calculation has been made using two decimals after the point; 3. the financial calculation has been developed according to the requirements of the project application form, including the mutual compliance of the amount of funding in annexes 2 and 3 of the application (and in other sections, if applicable) is ensured; 4. the financial calculation complies with the requirements of Paragraph 25 of the CM regulations on the implementation of the SO and with the project application form in Annex 1 to Regulations No. 784 of the Cabinet of Ministers of 16 December 2014 “Procedures by which the institutions involved in the management of European Union Structural Funds and the Cohesion Fund shall ensure preparation of programming documents and implementation of such funds in the 2014–2020 programming period”.   If the project application in whole or in part does not meet these requirements, **the evaluation is “Yes, under condition”**, at the same time setting the following conditions:   1. to submit a financial calculation, which has been developed in an arithmetically correct way; 2. to submit a financial calculation, which has been made using two decimals after the point; 3. to submit a financial calculation, which has been developed in accordance with the requirements of the project application; 4. to submit a financial calculation, which complies with the requirements of Paragraph 25 of the CM regulations on the implementation of the SO and with the project application form in Annex 1 to Regulations No. 784 of the Cabinet of Ministers of 16 December 2014 “Procedures by which the institutions involved in the management of European Union Structural Funds and the Cohesion Fund shall ensure preparation of programming documents and implementation of such funds in the 2014–2020 programming period”. |
| 1.9. | The amount of funding in the project application to be provided by the European Social Fund (ESF) corresponds to the allowable project funding set by the CM regulations on the implementation of the SO. | A | **The evaluation is “Yes”**, if the amount of ESF funding indicated in the project application does not exceed the available amount of funding set in Paragraph 25 of the CM regulations on the implementation of the SO.  If the project application in whole or in part does not meet the said requirement, **the evaluation is “Yes, under condition”**, at the same time setting the condition to clarify the project application*.* |
| 1.10. | The ESF aid intensity indicated in the project application does not exceed the maximum ESF aid intensity set by the CM regulations on the implementation of the SO. | A | **The evaluation is “Yes”**, if the ESF aid intensity indicated in the project application does not exceed 85 per cent of the total eligible funding.  If the project application in whole or in part does not meet the said requirement, **the evaluation is “Yes, under condition”**, at the same time setting the condition to clarify the project application envisaging that the ESF aid intensity does not exceed 85 per cent of the total eligible funding*.* |
| 1.11. | The total planned costs included in the project application (total eligible costs of the project and total costs of the project), planned eligible activities and cost items correspond to those set by the CM regulations on the implementation of the SO, incl. do not exceed the set cost item amounts, and: | A | **The evaluation is “Yes”**, if:   1. the planned activities indicated in the project application (sections 1.1, 1.5, annex 1) comply with the eligible activities defined in Paragraph 27 of the CM regulations on the implementation of the SO; 2. the costs planned in the project application (in annex 3 and other sections, if applicable) comply with the eligible costs defined in Sub-paragraphs 28.1 and 28.2 of the CM regulations on the implementation of the SO; 3. the amount of costs planned in the project application (in annex 3 and other sections, if applicable) does not exceed the cost restrictions defined in Paragraphs 25 and Paragraph 28 of the CM regulations on the implementation of the SO, if applicable (including in percentage, limitations of activity costs); 4. in the project application the volume for involvement of doctoral students into academic work and employment of foreign teachers and teaching staff (incl. learning of Latvian) and representatives of academic staff involved in placement activities in education institutions correspond to the ratio to the total amount of eligible costs set by Paragraph 29 the CM regulations on the implementation of the SO; 5. each cost item has a corresponding number of units specified and the name of the appropriate unit of measure;   If the project application does not meet all of these requirements, **the evaluation is “Yes, under condition”**, at the same time setting the corresponding conditions. |
| 1.11.1. are related to project implementation; |
| 1.11.2. are necessary for the implementation of the project (implementation of the project activities, meeting the needs of the target group, addressing the problem defined); |
| 1.11.3. ensure the achievement of the project objective and indicators. |
| 1.12. | The implementation deadlines specified in the project application correspond to the project implementation period set by the CM regulations on the implementation of the SO. | A | **The evaluation is “Yes”**, if according to the information provided in annex 1 and section 2.3 of the project application (and in other sections, if applicable):   1. the activities planned in the project have not been started earlier than specified in the CM regulations on the implementation of the SO; 2. the project implementation deadline does not exceed the project implementation period set in the CM regulations on the implementation of the SO, i.e. no longer than until 30 November 2023; 3. the funding planned in Annexes 2 and 3 of the project application matches provisions of Annex 1 both by breakdown of finances by years and by planning of cost items.   If the project application in whole or in part does not meet all the above mentioned requirements of the CM regulations on the implementation of the SO, **the evaluation is “Yes, under condition”**, at the same time setting the condition to accordingly clarify the duration of implementation of the project, planning of activities by quarters or planning of funding by years or cost items, to ensure harmonised information in related sections of the project application. |
| 1.13. | The project objective corresponds to the objective stated in the CM regulations on the implementation of the SO. | A | **The evaluation is “Yes”**, if the information specified in section 1.1, 1.2 of the project application and also information specified in other sections of the project application about the objective of the project, as well as activities planned within the project evidences that it matches provisions of the CM regulations on the implementation of the SO set for the objective of SO 8.2.2 – to strengthen academic staff of higher education institutions in strategic specialisation areas.  If the project application in whole or in part does not meet this requirement, **the evaluation is “Yes, under condition”**, at the same time setting the condition to clarify the objective specified in sections 1.1 and 1.2, activities planned within the project for them to be aimed at the achievement of the objective defined in the CM regulations on the implementation of the SO. |
| 1.14. | The planned expected results and monitoring indicators are precisely defined in the project application, they are justified, measurable and foster the achievement of indicators set by the CM regulations on the implementation of the SO. | A | **The evaluation is “Yes”**, if:   1. section 1.5 (and other sections, if applicable) of the project application, for each planned project activity states a justified (specifically derives from the corresponding project activity), precisely defined and measurable result, which will be achieved as a result of each project activity; 2. section 1.6 (and other sections, if applicable) of the project application states a justified (specifically derives from the project activity), precisely defined and measurable project monitoring indicators. They are directed towards the achievement of monitoring indicators defined in the CM regulations on the implementation of the SO.   If the project application does not meet all of these requirements, **the evaluation is “Yes, under condition”**, at the same time setting the following conditions:   1. to clarify section 1.5 (and other sections, if applicable) of the project application specifying a justified, precisely defined or measurable result for each project activity; 2. to clarify section 1.6 (and other sections, if applicable) of the project application specifying justified, precisely defined and measurable project monitoring indicators. |
| 1.15. | Project activities planned in the application: | A | **the evaluation** of the criterion included in Sub-paragraph 1.15.1 **is “Yes”**, if section 1.5 of the project application complies with the eligible activities defined in Paragraph 27 of the CM regulations on the implementation of the SO and their volume.  **the evaluation** of the criterion included in Sub-paragraph 1.15.2 **is “Yes”**, if:   1. project activities are accurately defined, i.e. the content of the activities can be figured out from names of the activities; 2. project activities are justified, i.e. they directly influence the achievement of project objective, results and indicators. The achievement of the project objective, results and indicators is impossible without any of the activities. Descriptions of all activities justify their need, describe actions planned within their scope; 3. project activities are aimed at the resolution of problems described in section 1.3 of the project application. The activities planned within the project envisage logical and sound preparation, implementation, evaluation (for example, how the experience and considerations gained during placement of academic staff can be integrated in the content of study programmes being developed or anticipated teacher education innovation conferences, etc.) and result dissemination stages; 4. the volume of supported activities envisaged in the project is accurately defined and meets the volume set in Paragraph 29 of the CM regulations on the implementation of the SO.   **the evaluation** of the criterion included in Sub-paragraph 1.15.3 **is “Yes”**, if the actions indicated in section 1.5 (and other sections, if applicable) are clear and realistic, with precisely defined deadlines and results and certify the logical and sound planning capability and envisages respective preparation, implementation, evaluation, sustainability and result dissemination stages.  If the project application in whole or in part does not meet all of these requirements, **the evaluation is “Yes, under condition”**, at the same time setting the following conditions:   1. in case of the criterion included in Sub-paragraph 1.15.1 – to clarify section 1.5 of the project application, indicating project activities and their descriptions in accordance with the eligible activities and their volume defined in Paragraphs 27 and 29 of the CM regulations on the implementation of the SO; 2. in case of the criterion included in Sub-paragraph 1.15.2 – to clarify project activities or their description, thus ensuring that they directly affect the achievement of project objective, results or indicators or they are aimed at the resolution of problems described in section 1.3 of the project application. 3. in case of the criterion included in Sub-paragraph 1.15.3 – to clarify project activities or their descriptions, thus ensuring that they are clear and realistic, with precisely defined deadlines and results. |
| 1.15.1. correspond to the eligible activities set by the CM regulations on the implementation of the SO; |
| 1.15.2. are precisely defined and justified, and address the problems defined by the project; |
| 1.15.3. are clear and realistic, with precisely defined deadlines and results. |
| 1.16. | The publicity and information measures planned in the project application comply with the conditions of the General Regulation[[2]](#footnote-3) and Regulations No. 87 of the Cabinet of Ministers of 17 February 2015 “Procedures by which the compliance with communication and visual identity requirements shall be ensured in the implementation of the European Union structural funds and the Cohesion Fund in the 2014–2020 programming period”. | A | **The evaluation is “Yes”**, if section 5 (and other sections, if applicable) of the project application states information and publicity measures correspond to provisions of Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006 (Article 115 and Annex XII), and Cabinet of Ministers Regulations No.87 of 17 February 2015 “Procedure of ensuring observation of communication and visual identity requirements in 2014-2020 programming period in the implementation of European Union Structural Funds and the Cohesion Fund”, i.e.:   1. the target group of the project, which participates in the implementation of the project, is informed that the activity is co-financed from the ESF; 2. it is envisaged to place at least one poster with information about the project (minimum size A3), including the financial support from the ESF, at a location easily visible to the public, such as the entrance area of a building; 3. it is envisaged to publish on the beneficiary’s website a description of the implementation of the project, including its objectives and results, highlighting the financial support received from the ESF. It is envisaged to update information on the beneficiary’s website about the implementation of the project at least once in three months; 4. these information and publicity measures have a description of the measure (i.e. what this measure includes, who will implement it, how frequently), the implementation period (for example, during the entire project implementation period, specified quarters of the year), as well as the number the measures.   If the project application in whole or in part does not meet the requirements set in these laws and regulations, **the evaluation is “Yes, under condition”**, at the same time setting the condition to clarify the type, description or the period of implementation of publicity and information dissemination measures. |
| 1.17. | The project application identifies, describes and assesses project risks, evaluates their impact and likelihood, and defines risk mitigation measures. | A | **The evaluation is “Yes”**, if the project application contains a qualitative assessment of all the risks specified in section 2.4 (and in other sections, if applicable) of the project application, including management and implementation personnel risks (including insufficiency of human resources, lack of professionalism, sufficient involvement of professional staff, inability of the management team to cooperate, lack of communication between project management and management of the higher education institution); financial risks (including inadequately planned financial flow, accounting/posting risk, possible cost increase risk), implementation risks (inaccurate planning of activities, fitting of project implementation within the anticipated time schedule, attraction and selection of the project target group, communication and cooperation between internal structural units, successful involvement of the project target group in the academic work implemented within the project, selection of education institutions for ensuring placement activities), legal risks (including breach of contractual obligations, inadequate conduct of procurement procedures) and risks of achievement and administration of results and monitoring indicators (including risk of failure to conform to the indicator, justified plan of measures to prevent the risk, further involvement of the project target group in academic work of the education institutions after the end of the project), the impact (high, medium, low) and probability (high, medium, low) of each risk is set out and explained, and also a substantiated plan of measures to be implemented to avoid these risks has been developed, i.e. activities for the prevention of all the above-mentioned risks prevention activities are described and the plan of measures is justified.  ***Definition:*** *The main task of risk management is to identify and assess the risks of the project implementation in the project field, to describe the risk assessment and control procedures, which in turn make it possible to draw up proposals for risk prevention activities.*  *Risk management process consists of four main stages:*   1. *Risk identification;* 2. *Risk evaluation (assessment);* 3. *Determination of risk management measures;* 4. *Risk control.*   If the project application in whole or in part does not meet all of these requirements, **the evaluation is “Yes, under condition”**, at the same time setting the corresponding condition. |
| **2. SPECIFIC ELIGIBILITY CRITERIA** | | **Impact of the criterion on decision-making**  (A) | **Explanation of determination of eligibility** |
|
| 2.1. | The project application is accompanied by a teacher education development plan. | A | **The evaluation is “Yes”,** if the project application is accompanied by a teacher education development plan with a letter of the Ministry of Education and Science on the coordination of the teacher education development plan.  The project application is accompanied by a letter of the Ministry of Education and Science on the coordination of the teacher education development plan.  If the project application does not meet the above mentioned requirements, **the evaluation is “Yes, under condition”**, setting the corresponding condition. |
| 2.2. | The project application shows that the planned academic staff development activities: | A | **the evaluation** of the criterion included in Sub-paragraph 2.2.1 **is “Yes”**, the project application justifies that planned academic staff development activities strengthen the strategic specialisation of the project applicant’s institution;  **the evaluation** of the criterion included in Sub-paragraph 2.2.2 **is “Yes”**, if the project application justifies that planned academic staff development activities correspond to the research directions defined in the development strategy, the human resources development plan and the teacher education development plan of the project applicant’s institution.  If the project application does not meet all the above mentioned requirements, **the evaluation is “Yes, under condition”**, setting the corresponding conditions to supplement or clarify the justification. |
| 2.2.1. strengthen the strategic specialization of the project applicant’s institution; |
| 2.2.2. correspond to the research directions defined in the development strategy, the human resources development plan and the teacher education development plan of the project applicant’s institution. |
| 2.3. | The plan of academic staff development activities includes: | A | **the evaluation** of the criterion included in Sub-paragraph 2.3.1 **is “Yes”**, if the academic staff development plan appended to the project application provides a description of the target group (including by genders, age structure, general (not person-by-person) analysis of professional skills, knowledge and performance, strengths and weaknesses, necessary professional development direction and justification thereof, etc.), including at the level of study programmes;  **the evaluation** of the criterion included in Sub-paragraph 2.3.2 **is “Yes”**, academic staff development plan appended to the project application envisages and justifies staff development and attraction activities, including:   * + A general description of activities, goals and results to be achieved, the indicative volume of the target group to be involved in the activities;   + Renewal directions of academic staff and principles of attraction, selection and motivation of doctoral students into academic staff work, including after the end of the project;   + Includes directions of placement activities of the existing academic staff in Latvian, Lithuanian or Estonian education institutions and characteristics and principles of selection of the potential education institutions, where placement activities are envisaged. Placement activities in Estonian and Lithuanian education institutions can be envisaged, if the placement of academic staff envisaged in the project application, makes a contribution to the achievement of the goals of the Baltic Assembly Resolution adopted at a session of the Baltic Assembly in 2016[[3]](#footnote-4), where it was greed that a single standard of education and intensified cooperation will be created in the Baltic countries;   + Includes areas of work, competencies of foreign staff to be attracted, and pedagogic study programmes, for the implementation of which there are plans to attract them, as well as performed and planned attraction activities, conditions of attraction and long-term cooperation;   **the evaluation** of the criterion included in Sub-paragraph 2.3.3 **is “Yes”**, academic staff development plan appended to the project application describes the procedure of application and selection of existing academic staff and criteria for participation in development activities;  **the evaluation** of the criterion included in Sub-paragraph 2.3.4 **is “Yes”**, academic staff development plan appended to the project application describes quality management and monitoring activities for the achievement of results.  If the project application does not meet all the above mentioned requirements, **the evaluation is “Yes, under condition”**, setting the corresponding conditions to supplement or clarify the justification. |
| 2.3.1. Characteristics of the target group, including at the level of study programmes; |
| 2.3.2. Intended staff development and attraction activities, including:   * A general description of activities, goals and results to be achieved, the indicative volume of the target group to be involved in the activities; * Renewal directions of academic staff and principles of selection of doctoral students; * Directions of placement activities of the existing academic staff in Latvian, Lithuanian or Estonian education institutions and characteristics and principles of selection of the potential education institutions, which could provide placement activities; * Areas of work, competencies of foreign staff to be attracted, and pedagogic study programmes, for the implementation of which there are plans to attract them, as well as conditions of attraction and long-term cooperation; |
| 2.3.3. Application and selection procedure and criteria for participation in development activities; |
| 2.3.4. Result achievement quality management and monitoring activities. |
| 2.4. | The project application characterises the contribution of the activities planned within the project to the staff development and attraction activities envisaged in the plan of academic staff development activities during the implementation of the project and in the long term. | A | **The evaluation is “Yes”**, if the project application provides a detailed description of the linkage between the activities planned within the project and intended staff development and attraction activities, and the contribution of the activities planned within the project to the achievement of the objectives set and the results to be achieved of the plan of academic staff development activities during the implementation of the project and in the long-term.  If the project application does not meet the above mentioned requirements, **the evaluation is “Yes, under condition”**, setting the corresponding condition to supplement or clarify the justification. |
| 2.5. | An evaluation of English language skill level of the academic staff of the project applicant’s institution (*according to the internationally recognised six-level system – A1, A2, B1, B2, C1, C2*), which properly justifies the compliance and justification of staff competencies improvement activities planned within the project, is appended to the project application. | A | **The evaluation is “Yes”**, if a self-assessment of the level of knowledge of English of the academic staff employed by the project applicant’s institution is appended to the project application (to the plan of academic staff development activities) (incl. listening, speaking, writing), which properly justifies the compliance and justification of staff competencies improvement activities planned within the project for the improvement of academic performance.  If the project application does not meet the set requirements, **the evaluation shall be “Yes, under condition”**, setting a condition to submit a self-assessment of the level of knowledge of English of the academic staff employed by the project applicant’s institution. |
| 2.6. | The project application shows that an organisational structure is operating in the higher education institution which fulfils the tasks of attracting and supporting foreign academic staff in a transparent and efficient manner, and is capable of operating in a strategic and coordinated way. | A | **The evaluation is “Yes”**, if the project application shows that an organisational structure is operating in the higher education institution which fulfils the tasks of attracting and supporting foreign academic staff in a transparent and efficient manner, and is capable of operating in a strategic and coordinated way.  The project application provides an overview and analysis of the practice of attraction of foreign teaching staff existing in the institution (incl. strengths and weaknesses of the existing practice, necessary activities for the improvement of the existing practice), including attraction channels and mechanisms in the specific study direction or direction in the last three academic years, which certify the efficiency of organisational structure of the higher education institution and its capability of operating in a strategic and coordinated way.  If the project application does not meet the above mentioned requirements, **the evaluation is “Yes, under condition”**, setting the corresponding condition to supplement or clarify the justification. |
| 2.7. | The project application envisages that an open competition will be organised for the activities planned within the scope of the project for the selection of doctoral students and foreign academic staff, which will also be published on the Euraxess portal. | A | **The evaluation is “Yes”**, if the project application envisages pursuant to the CM regulations of the implementation of the SO to announce an open selection of doctoral students and foreign academic staff for participation in the activities planned within the project, publishing the information about the selection at least in the official gazette *Latvijas Vēstnesis*, the portal of the European Commission *Euraxess* and on the website of the Ministry of Education and Science (www.izm.gov.lv).  If the project application does not meet the set requirements, **the evaluation is “Yes, under condition”**, setting the condition for the project applicant to clarify the project that selection of doctoral students and foreign academic staff for participation in the activities planned within the project will be organised as an open tender, including publishing the information about the selection at least in the official gazette *Latvijas Vēstnesis*, the portal of the European Commission *Euraxess* and on the website of the Ministry of Education and Science ([www.izm.gov.lv](http://www.izm.gov.lv)). |
| 2.8. | The project application includes information about complementarity and non-overlapping of the activities planned within the project with the activities implemented from the State budget and other public funding. | A | **The evaluation is “Yes”**, if the project application includes information about complementarity and non-overlapping of the activities planned within the project with the activities implemented from the State budget and other public funding, incl. linkage of the content of envisaged activities with Specific Objective 8.2.1 “To Reduce Fragmentation of Study Programs and Strengthen Resource Sharing”, Specific Objective 8.2.3 “To Ensure Better Governance in Higher Education Institutions” and Activity 8.3.1.1 “Approbation and Implementation of Competency-Based General Education Curriculum”, as well as other specific objectives and activities co-funded from EU Funds.  If the project application does not meet the above mentioned requirements, **the evaluation is “Yes, under condition”**, setting the corresponding condition to supplement or clarify the justification. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **3. QUALITY CRITERIA[[4]](#footnote-5)** | | **Evaluation system** | | | | | |
| **Maximum score to be obtained and scoring procedure** | **Minimum score required** | | **Explanation of determination of eligibility** | | |
| **3.1. Relevance of the project:** | | | | | | | |
| 3.1.1. | The project corresponds to the objectives of Latvian Higher Education Policy and Smart Specialisation Strategy; | 5  *(Evaluation unit – 0.5 points)* | 4 | | in the criterion referred to in Sub-paragraph 3.1.1 it is evaluated to what extent the implementation of the activities included in the project application will promote the achievement of objectives of the Latvian Higher Education Policy pursuant to provisions of the Education Development Guidelines 2014-2020, Guidelines on Development and Innovation in Science, Technologies 2014-2020 and the Smart Specialisation Strategy.  The main goal of reforms in higher education is to ensure qualitative, internationally competitive and research-based higher education, which is offered by effectively managed educational institutions or higher education institutions. The reforms are aimed at redefining of the role of higher education institutions – they should stimulate economic development of the state as knowledge centres.  The Ministry of Education and Science has set four tasks for higher education institutions:  1. to ensure a potentially diverse knowledge base in all fields of science, fostering research in those, which characterise the highest development potential, international competitiveness, as well as sufficient research capacity and the operation of which matches the goals and priorities defined in the Smart Specialisation Strategy;  2. to promote the innovative capacity of companies improving cooperation with industry companies, fostering commercialisation of knowledge and performing ordered research;  3. to create a rooted and global human capital in Latvia, to the extent possible linking the study process to the preparation of specialists necessary for the development of Latvian national economy, at the same time identifying global labour opportunities and ensuring an internationally competitive supply of education;  4. to develop as knowledge centres, attracting resources from different sources, ensuring an open access to laboratories and equipment, as well as making it possible to share infrastructure and the material and technical base for training with other education institutions, research institutions and industry companies.  Reforms in higher education should ensure an increase in the quality of higher education, as a result creating a new model of quality of higher education.  Four elements are in the centre of it: students, academic staff, resources and regulatory framework.  1. Higher education is considered qualitative, if students obtain theoretical knowledge and also develop practical skills, they have access to state-funded study positions and are provided with the possibility to work in research and creative projects. The quality of education is certified not only by the opportunities offered to students, but also by the opportunities realised by students themselves (specific, practical skills) and transversal competences (convertibility, application of these skills) in the selected field. International mobility of students in studies and research is also important.  2. The quality is also characterised by academic staff of the higher education institution, which is internationally competitive in research and teaching, including is able to work with international students. Provides a research-based education content.  3. Modern infrastructure and a material and technical base are the basis for the resources of higher education institutions for the implementation of the research and study process; access to modern laboratories, latest scientific literature and international academic research networks is ensured.  4. The regulatory framework should consist of sound regulatory enactments, balanced stimuli and accreditation corresponding to international standards. Motivation programmes for achievements are also important quality promoters.  in the criterion referred to in Sub-paragraph 3.1.2 it is evaluated to what extent the supported activities envisaged within the project correspond to the research directions defined in the development strategy of the higher education institution, the study programmes development plan and the human resources development plan, and strengthens internationalization of the HEI and the quality of implementation and international competitiveness of education, pedagogics and sport study programmes, including aimed at maximum realisation of abilities of the existing academic staff, the analysis of which is reflected in the project application or documents accompanying it.  in the criterion referred to in Sub-paragraph 3.1.3 it is evaluated to what extent the academic staff development activities intended within the scope of the project correspond to the strategic specialisation of the HEI and development needs of the economy, the analysis of which is reflected in the project application or documents accompanying it.  in the criterion referred to in Sub-paragraph 3.1.4 it is evaluated to what extent the project complements other initiatives and projects implemented or ongoing at the HEI, incl. planned projects (content linkage (synergy) of the activities planned in SO 8.2.2 with those of SO 8.2.1, SO 8.2.3), which are under evaluation. A linkage to infrastructure projects can be specified (for example, SO 8.1.1), as well as projects, where the HEI is involved as a cooperation partner in projects submitted by other institutions (for example, the role of HEI’s academic staff in activity 8.3.1.1), or within other support programmes (for example, European Union education, training, youth and sport programme Erasmus+ for 2014-2020, European Union research and innovation programme Horizon 2020 and other initiatives and programmes), justifying linkage of the projects. | | |
| 3.1.2. | The project corresponds to the research directions defined in the development strategy of the higher education institution (hereinafter – HEI), the study programmes development plan and the human resources development plan, and strengthens internationalization of the HEI and the quality of implementation and international competitiveness of pedagogic study programmes, including aimed at maximum realisation of abilities of the existing academic staff; |
| 3.1.3. | Academic staff development activities intended within the scope of the project correspond to the specialisation of the HEI and development needs of the economy; |
| 3.1.4. | The project complements other initiatives and projects implemented or ongoing at the higher education institution. |
| If the evaluation score is lower than 4 points, the project application is evaluated with **“Yes, under condition”**, at the same time setting a condition to make respective clarifications in the project application, ensuring that the evaluation score in the quality criterion 3.1 is at least 4 points. | | | | | | | |
| **3.2. QUALITY OF PROJECT DESIGN AND IMPLEMENTATION** | | | | | | | |
| 3.2.1 | The activities planned within the project are sound and developed in a quality that enables achievement of the expected goals and results.  A structure of competencies of staff has been developed.  A clear and understandable procedure of selection of doctoral students, foreign teachers and academic staff for the involvement into each of the aided activities has been developed.  The content, organisational and calendar plan of placement activities, as well as criteria for the selection of education institutions for placement and the procedure of cooperation with the education institutions is clear, justified, qualitative and ensures the achievement of the planned goals and results, it is justified by the feasibility study carried out by the HEI or the analysis of the previous cooperation experience; phases of implementation of placement activities (preparations, implementation of placement and evaluation of the work performed) have been developed in a qualitative way.  Foreign staff information and support activities have been developed in a qualitative way, for example, envisaging support for accommodation, learning of language, administrative support (insurance, visa, etc.). | 5  *(Evaluation unit – 0.5 points)* | 4 | | in the criterion referred to in Sub-paragraph 3.2.1 it is evaluated to what extent the project application provides information that the activities planned within the project and their implantation steps are sound, enforceable, qualitative and aimed at the achievement of the objective and the results defined in the project application.  The quality of developed structures of staff competencies, the developed procedure of selection of doctoral students, foreign teachers and academic staff for the involvement into each of the aided activities is evaluated. The quality of the content, organisational and calendar plan of developed placement activities, as well as criteria developed for the selection of education institutions and the procedure for cooperation with education institutions for the achievement of objectives and results; phases of implementation of developed placement activities (preparations, implementation of placement and evaluation of the work performed) is evaluated. The compliance and quality of information and support activities envisaged for foreign staff (for example, support for accommodation, learning of language, administrative support (insurance, visa, etc.)) is evaluated.  in the criterion referred to in Sub-paragraph 3.2.2 it is evaluated to what extent the activities planned within the project and the target group selection principles are contextually appropriate for the achievement of the objective, their reciprocal logic is justified and appropriate for the effective achievement of the planned results.  in the criterion referred to in Sub-paragraph 3.2.3 the amount of financial and other necessary resources envisaged for the activity planned in each project and their compliance for the achievement of objectives and results, including necessary human resources, financial resources, infrastructure resources at the disposal of the higher education institution, etc. is evaluated.  in the criterion referred to in Sub-paragraph 3.2.4 it is evaluated to what extent the activities planned in the project and the order of their implementation ensure the achievement of the objectives and results planned in the project application within the scope of the planned project funding. | | |
| 3.2.2. | The activities planned within the project and the target group selection principles are contextually appropriate for the achievement of the objective, their reciprocal logic is justified and appropriate for the effective achievement of the planned results; |
| 3.2.3. | The project is economically feasible, with adequate resources envisaged for each project activity; |
| 3.2.4. | The overall project design ensures consistency between its objectives, substantive solutions, activities and planned budget. |
| If the evaluation score is lower than 4 points, the project application is evaluated with **“Yes, under condition”**, at the same time setting a condition to make respective clarifications in the project application, ensuring that the evaluation score in the quality criterion 3.2 is at least 4 points. | | | | | | | |
| **3.3. QUALITY OF THE PROJECT IMPLEMENTATION TEAM** | | | | | | | |
| 3.3.1. | The project implementation staff have appropriate competencies, skills, experience and management support to successfully implement all the activities planned within the project and achieve the set objective; | 5  *(Evaluation unit – 0.5 points)* | 3.5 | | in the criterion referred to in Sub-paragraph 3.3.1 the compliance of competencies, skills, experience of the staff involved in the implementation of the project and management support for successful implementation of all the activities planned within the project and achievement of the set objective is evaluated  The information is provided in the project application about the project applicant’s personnel involved in the implementation of the project, describing necessary professional qualification requirements, competencies, experience and fitness for the fulfilment of anticipated duties and provides a justification, why it is planned to attract the respective personnel to ensure the implementation of the specific actions planned within the scope of the project;  in the criterion referred to in Sub-paragraph 3.3.2 the breakdown of actions of project management and project implementation staff involved in the implementation of the project, as well as the compliance of envisaged resources for support of foreign academic staff and its integration in the effective achievement of objectives and results is evaluated.  The project application specifies information about the breakdown of duties, tasks and responsibilities of the personnel involved in management and implementation of the project of the project applicant according to their competencies, planned activities planned within the scope of the project and contribution to the implementation of the objectives defined in the project application. Envisaged resources for support and integration of foreign academic staff, use of internal language learning services (if any) are described.  in the criterion referred to in Sub-paragraph 3.3.3 the quality and compliance of envisaged control measures, which will ensure that the project will be implemented in high quality, completed in a timely manner and will fit within the volume of funding envisaged for the project is evaluated.  in the criterion referred to in Sub-paragraph 3.3.4 the quality and efficiency of the efficient cooperation mechanism between all actors involved to ensure effective (qualitative, operative) coordination, decision-making and communication, including the procedure of cooperation with education institutions, who will ensure placement opportunities, is evaluated. | | |
| 3.3.2. | The distribution of the duties and tasks of staff involved in the project implementation is clear and appropriate for the fulfilment of the tasks envisaged in the project, including envisage proper resources for support and integration of foreign academic staff, effectively uses internal language learning services (if any); |
| 3.3.3 | The control measures envisaged by the HEI in the project application ensure that the project will be implemented in high quality, completed in a timely manner and will fit within the volume of funding envisaged for the project; |
| 3.3.4. | The project envisages an efficient cooperation mechanism between all actors involved to ensure effective (qualitative, operative) coordination, decision-making and communication, including the procedure of cooperation with education institutions, who will ensure placement opportunities. |
| If the evaluation score is lower than 3.5 points, the project application is evaluated with **“Yes, under condition”**, at the same time setting a condition to make respective clarifications in the project application, ensuring that the evaluation score in the quality criterion 3.3 is at least 3.5 points. | | | | | | | |
| **3.4. IMPACT AND DISSEMINATION** | | | | | | | |
| 3.4.1. | The results planned in the project application, their indicators and the impact of their results are accurately defined, measurable and ensure satisfaction of the needs of target audiences (incl. the results have a multiplier effect and their sustainability is shown); | 5  *(Evaluation unit – 0.5 points)* | 3.5 | | in the criterion referred to in Sub-paragraph 3.4.1 it is evaluated to what extent the planned results will ensure satisfaction of the needs of target audiences, incl. to what extent the results have a multiplier effect and sustainability.  The project application provides information, what changes and benefits (for the higher education institution in general, the study direction, academic staff involved, students) will be introduced by the implementation of the specific project, in what way project impact indicators and results will be determined and satisfaction of the needs of target audiences is ensured (incl. the results have a multiplier effect and their sustainability is shown).  in the criterion referred to in Sub-paragraph 3.4.2 the volume of impact of the project on academic staff as individuals and capacities of the project applicant’s institution and development and modernisation of the quality of higher education is evaluated.  The project application provides information about the impact of the project in academic staff and HEI capacity. The impact of the project on the development of the quality of higher education to foster research-based studies, modern study content corresponding to the labour market and public needs and development trends, the development of locally rooted and globally thinking and related human resources, as well as the availability of qualitative higher education and the development of the international academic cooperation dimension is analysed.    in the criterion referred to in Sub-paragraph 3.4.3 the quality and compliance of the volume of impact of the project beyond the organisations involved at local/ regional or international level, as well as for monitoring of progress of activities and intended (short-term and long-term) impact is evaluated.  The project application provides information on the changes and benefits, which the implementation of the specific project will introduce in the project applicant’s institution during and after the project lifetime, as well as provides information on the potential effect of the project in the field of higher education at local, regional, national or international level and the society in general, including the development of the role of the higher education institution as an active participant of public processes and opinion leader.  in the criterion referred to in Sub-paragraph 3.4.4 the quality of the result dissemination measures, tools and channels envisaged in the project application to ensure efficient dissemination of results and outputs among stakeholders, both during and after project implementation and compliance for effective achievement of objectives and results is evaluated. When envisaging the dissemination of the results created within the scope of the project in the project applicant’s institution, as well as to other stakeholders (for example, how the experience and considerations gained during placement of academic staff can be integrated in the content of study programmes being developed or anticipated teacher education innovation conferences, discussions with colleagues in the sector, etc.), which, inter alia, describes anticipated target audience reaching and awareness measures (during the implementation of the project and after the completion of the project), using specifically indicated communication channels, which are the most appropriate for the respective target audience.  The project application should be accompanied by a teacher education communication and publicity plan, which describes the linkage between the results and benefits created within the project to total planned teacher education communication and publicity activities of the project applicant (during the implementation of the project and after the completion of the project).  3.4.5. The project application should describe sustainability of the activities and results performed within the scope of the project after the completion of the project.  Types of sustainability can be:   * *Institutional sustainability means human resources available to the project implementer in order to continue the initiated project activities after the completion of the project. The project applicant shows that the structures established within the framework of the project, attracted employees, trained specialists or other project results will be maintained after the completion of the project. A description is provided, who and in what way will inherit project results and acquired experience/ knowledge;* * *Financial sustainability means financial resources available to the project implementer in order to continue project activities after the completion of the project. If the project applicant has no such resources, then it provides an explanation based on its previous experience regarding the attraction of such resources from other financial sources.*   The project application provides information whether and how cooperation with the doctoral students involved in the project will continue after the implementation of the project (envisaging further cooperation with 90% of doctoral students involved in the project, who obtained their doctoral degree, for at least 6 months after obtaining the doctoral degree) and foreign academic staff (envisaging further cooperation (at least 6 months) with 30% of foreign academic staff involved in the project). | | |
| 3.4.2. | The project will have a significant impact on academic staff as individuals and capacities of the project applicant’s institution and development and modernisation of higher education in order to make them available to society as a whole and to the labour market, and to support their international cooperation capacities; |
| 3.4.3 | The project will have an impact outside the participating organisations at a local/regional/national or international level. It envisages appropriate measures to monitor progress and evaluate the expected (short- and long-term) impact; |
| 3.4.4. | The project envisages a clear and efficient plan for dissemination of results and includes appropriate measures, tools and channels to ensure efficient dissemination of results and outputs among stakeholders, both during and after project implementation; |
| 3.4.5. | The project includes appropriate measures and resources to ensure sustainability of its results and outputs after the completion. |
| If the evaluation score is lower than 3.5 points, the project application is evaluated with **“Yes, under condition”**, at the same time setting a condition to make respective clarifications in the project application, ensuring that the evaluation score in the quality criterion 3.4 is at least 3.5 points. | | | | | | | |
| **3.5. Maturity of the project** | | 1 | 0.5 | |  | | |
| 3.5.1. Selection of foreign academic staff has been carried out and in the first academic year (ac.y. 2018/2019) within the scope of the project there are intentions to involve:  3.5.1.1. at least one foreign academic staff representative; | | 0.5 | 0 | | The sub-criterion is applied and 0.5 points are awarded, if the conditions listed in sub-criterion 3.5.1.1 are met:  the criterion referred to in Sub-Paragraph 3.5.1.1 is fulfilled, if the project application is accompanied by a CV of at least one foreign academic staff member selected in the organised selection of foreign academic staff, a protocol of a study direction council or a similar institution, which provides a compliance assessment of the foreign academic staff (knowledge, experience, competences) for the selected academic position, an agreement/memorandum of understanding, which certifies the involvement in the first academic year within the scope of the project;  If the conditions listed in the sub-criterion are met, 0.5 points are awarded, but if the conditions listed in the sub-criterion are not met or are met partially, 0 points are awarded. | | |
| 3.5.1.2. two or more foreign academic staff representatives; | | 1 | 0.5 | | The sub-criterion is applied and 1 point is awarded, if the conditions listed in sub-criterion 3.5.1.2 are met:  the criterion referred to in Sub-Paragraph 3.5.1.2 is fulfilled, if the project application is accompanied by CVs of at least two or more foreign academic staff members selected in the organised selection of foreign academic staff, a protocol of a study direction council or a similar institution, which provides a compliance assessment of the foreign academic staff (knowledge, experience, competences) for the selected academic position, an agreement/memorandum of understanding, which certifies the involvement in the first academic year within the scope of the project;  If the conditions listed in the sub-criterion are met, 1 point is awarded, but if the conditions listed in the sub-criterion are not met or are met partially, 0.5 points are awarded. | | |
| 3.5.2. foreign academic staff have not been selected and the commencement of activities is not planned in the first academic year (ac.y. 2018/2019) according to the provisions of criterion 3.5.1. | | 0 | 0 | | The sub-criterion is applied and 0 point is awarded, if the conditions listed in sub-criterion 3.5.2 are met:  the criterion referred to in Sub-Paragraph 3.5.2 is fulfilled, if the project application is not accompanied by a CV of at least one foreign academic staff member selected in the organised selection of foreign academic staff, a protocol of a study direction council or a similar institution, which provides a compliance assessment of the foreign academic staff (knowledge, experience, competences) for the selected academic position, an agreement/memorandum of understanding, which certifies the involvement in the first academic year within the scope of the project and starting of activities is not planned in the first academic year (2018/2019) according to provisions of paragraph 3.5.1 if the criteria. | | |
| If the evaluation score is lower than 0.5 points, the project application is evaluated with **“Yes, under condition”**, at the same time setting a condition to make respective clarifications in the project application, ensuring that the evaluation score in the quality criterion 3.5 is at least 0.5 points. | | | | | | | |
| **3.6. Previous experience** | | | | | | | |
| The HEI has a previous experience in the implementation of academic staff mobility activities within the scope of international programmes (ERASMUS, ERASMUS+, financial instrument of the European Economic Area and Norway, the Latvian-Swiss cooperation programme). | | 0.5 | 0  (The criterion gives additional point) | | 0.5 points should be awarded to the project, if documents are appended to the project application, which certify previous experience of the HEI in the implementation of academic staff mobility activities within the scope of international programmes.  0 points should be awarded to the project, if the HEI cannot certify previous experience in the implementation of academic staff mobility activities within the scope of international programmes. | | |
| The criterion is not exclusive. The criterion gives 0.5 points. | | | | | | | |
| **4. QUALITY CRITERIA FOR HORIZONTAL PRIORITIES** | | **Evaluation system** | | | | | |
| **Evaluation system — score** | | **Minimum score required** | | **Explanation of determination of eligibility** | |
| **4.1. Horizontal priority “Equal opportunities”** | | **0-0.5** | |  | | |
| 4.1.1. | The specific activities planned within the project promote compliance with the horizontal principle of “Equal opportunities” (gender equality, disability, age and ethnicity); | **0.5** | | The criterion gives an additional point | | The criterion is not exclusive.  The submitted project receives 0.5 points, if the project applicant has indicated in the project application that the principle of equal opportunities and positive discrimination will be envisaged during the implementation of the project, attracting the less represented gender in the specific higher education institution or other specific activities, which will promote the observation of the horizontal principle of “Equal opportunities”.    The submitted projects receives 0 points, if the project applicant has not indicated in the project application that specific activities will be envisaged during the implementation of the project, which will promote the observation of the horizontal principle of “Equal opportunities”. | |
| 4.1.2. | No specific activities are planned within the project to promote compliance with the horizontal principle of “Equal opportunities” (gender equality, disability, age and ethnicity). | **0** | |
| **4.2. Horizontal priority “Sustainable development”.** | | **0-0.5** | |  | | | |
| 4.2.1. | There are intentions to use green procurement in the implementation of the project; | 0.5 | | The criterion gives an additional point | | The criterion is not exclusive.  The submitted project receives 0.5 points, if the project applicant has indicated in the project application that green public procurement or green procurement (hereinafter referred to as GPP/GP) will be applied to any of the procurements within the scope of the project. In the documentation of the procurement procedure (regulations selection criteria, evaluation criteria, technical specifications) GPP/GP will be applied, which corresponds to the criteria defined in section 4.1 of the Methodology for monitoring of the implementation of the “Sustainable development” horizontal principle for those involved in the implementation of the European Regional Development Fund, European Social Fund and the Cohesion Fund of 2014 – 2020” developed by the Ministry of Environmental Protection and Regional Development.  Main criteria of GPP can be viewed here: <http://ec.europa.eu/environment/gpp/eu_gpp_criteria_en.htm>.  The submitted project receives 0 points, if the applicant does not indicate that during the implementation of the project GPP/GP principles will be applied in at least one procurement procedure planned during the implementation of the project according to the regulatory enactments regulating the application of the Green Procurement, and environmental protection requirements are integrated/planned to be integrated in the procurement subject to Sub-paragraph 1.2 of Regulations of the Cabinet of Ministers No. 353 of 20 June 2017 “Requirements to the Green Public Procurement and Their Application Procedure” on procurement of goods and services subject to mandatory application of GPP.  ***Green procurement****[[5]](#footnote-6),[[6]](#footnote-7)**is one of environmental policy instruments along with environmentally friendly technologies, manufacturing of environmentally friendly products and introduction of environment management systems. GP is a systematic integration of environmental conditions, looking at the costs of a product or service throughout its life-cycle – the initial price, operation costs (for example, electricity and water consumption, maintenance), costs of management of generated water, costs of disposal, service life, etc.*  ***Green public procurement*** *is “a process whereby public authorities seek to procure goods, services and works with a reduced environmental impact throughout their life-cycle when compared to goods, services and works with the same primary function that would otherwise be procured[[7]](#footnote-8).* | |
| 4.2.2. | There are no intentions to use green procurement in the implementation of the project. | 0 | |

Notes:

P – Criterion to be updated, if the criterion is not met, the cooperation authority takes a decision on the approval of the project application provided that if the project applicant ensures complete compliance with the criterion during the time and according to the procedure defined in the decision;

V – One proper criterion is applied;

S – All proper criteria are applied (by summing up the points awarded to them).

For the assessment of quality criteria 3.1, 3.2, 3.3, 3.4, the expert applies the following approach:

0 points — The application fails to address the respective criterion or cannot be assessed due to missing or incomplete information (unless a “manifest clerical error has occurred”);

1 point — Weak: the criterion is not sufficiently addressed, or there are serious deficiencies in the application;

2 points — Fair: the application broadly addresses the criterion, but there are some significant shortcomings;

3 points — Good: the application addresses the criterion well, but there is still a number of shortcomings;

4 points — Very good: the application addresses the criteria very well, but there is still a small number of failures;

5 points — Excellent: the application successfully meets all the relevant aspects of the criterion; if there are shortcomings, they are minor.

Based on the expert evaluation form, the expert justifies the number of points awarded.

The compliance of the project application with quality criteria 3.5 and 3.6, including criteria about horizontal priorities 4.1 and 4.2 is assessed against scores defined. Where necessary, the criteria indicate the minimum score for the project application not to be rejected.

When an expert has prepared a consolidated evaluation and completed the evaluation form, where the number of points awarded is justified. The Central Finance and Contracting Agency prepares the final quality evaluation taking into account the weight of the criteria:

3.1. Relevance of the project — 30%;

3.2. Quality of project design and implementation — 30%;

3.3. Quality of the project implementation team — 15%;

3.4. Impact and dissemination — 15%;

3.5. Maturity of the project — 4%;

3.6. Previous experience — 2%;

4.1. Horizontal priority “Equal opportunities” — 2%;

4.2. Horizontal priority “Sustainable development” — 2%.

The obtained evaluation determines the rank of the project application, ranking project applications according to their priority, starting from the project applications, which received the highest score, and the number of approved project applications are determined according to the funding available during the selection round.

1. The methodology of application of criteria for evaluation of project applications is an informative and explanatory material [↑](#footnote-ref-2)
2. Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006 [↑](#footnote-ref-3)
3. An annual resolution of the Baltic Assembly was adopted at the session of the Baltic Assembly in Riga on 27-28 October 2016

   (available at: http://www.baltasam.org/images/2016/Session/35\_Resol.pdf). [↑](#footnote-ref-4)
4. Weight of the criteria is as follows:

   3.1. Relevance of the project — 30%;

   3.2. Quality of project design and implementation — 30%;

   3.3. Quality of the project implementation team — 15%;

   3.4. Impact and dissemination — 15%;

   3.5. Maturity of the project — 4%;

   3.6. Previous experience — 2%;

   4.1. Horizontal priority “Equal opportunities” — 2%;

   4.2. Horizontal priority “Sustainable development” — 2%. [↑](#footnote-ref-5)
5. [http://www.vidm.gov.lv/lat/darbibas\_veidi/zalais\_publiskais\_iepirkums/files/text/Darb\_jomas//VIDMZinop1\_B%20\_090109.doc](http://www.vidm.gov.lv/lat/darbibas_veidi/zalais_publiskais_iepirkums/files/text/Darb_jomas/VIDMZinop1_B%20_090109.doc) [↑](#footnote-ref-6)
6. [http://www.vidm.gov.lv/lat/darbibas\_veidi/zalais\_publiskais\_iepirkums/files/text/Darb\_jomas//VIDMZinop2\_C\_090109.doc](http://www.vidm.gov.lv/lat/darbibas_veidi/zalais_publiskais_iepirkums/files/text/Darb_jomas/VIDMZinop2_C_090109.doc) [↑](#footnote-ref-7)
7. <http://ec.europa.eu/environment/gpp/pdf/handbook_lv.pdf> [↑](#footnote-ref-8)