Annex 4

To the Regulation on the Selection of Project Applications

**Methodology for the Application of Criteria for the Evaluation of Project Applications**

|  |  |
| --- | --- |
| Title of operational programme | Growth and Employment |
| Number and title of the priority line of action | 14. Activities to mitigate the effects of the Covid-19 pandemic (ESF) |
| Number and title of the specific objective (hereinafter - SO)  | 14.1.1. Recovery measures in the education sector |
| Number and title of the specific objective | 14.1.1.1. Digitalisation initiatives to improve the quality of studies  |
| Method of selecting project applications | Open selection of project applications |
| Responsible authority | Ministry of Education and Science |

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

1. In order to evaluate compliance with the relevant evaluation criteria, the evaluator must take into account both the information provided in the relevant sections of the project application form and all other information that is available in the project application form (other sections and annexes of the application form).
2. When evaluating the compliance of the project application with the criteria, only the information available in the project application form (project application form and annexes) must be taken into account. The evaluation may not be based on assumptions or other information that cannot be verified or proven or that is not relevant to the specific project application. However, if the evaluator has any information that may affect the evaluation of the project, specific facts and sources of information that substantiate and prove the information provided by the evaluator must be provided.
3. When evaluating project applications, attention should be paid to the consistency of the information provided in the project application form in all sections of the project application form, where such is mentioned. If there is a discrepancy between the sections, an additional explanation should be provided for the criterion that the discrepancy is related to.
4. The following documents shall be used for the evaluation of project applications:
	1. Cabinet Regulation No. 836 of 14 December 2021 “Regulations for the Implementation of Activity 14.1.1.1. “Digitalisation initiatives to improve the quality of studies” of the specific objective 14.1.1. “Recovery measures in the education sector” of the Operational Programme “Growth and Employment”" (hereinafter - Cabinet Regulation on the Implementation of the SO Activity);
	2. Operational Programme “Growth and Employment” and Supplement to the Operational Programme;
	3. Regulation on the selection of project applications for activity 14.1.1.1. Digitalisation initiatives to improve the quality of studies of specific objective 14.1.1. “Recovery measures in the education sector” of the Operational Programme “Growth and Employment” (hereinafter - activity 14.1.1.1), including project application selection criteria of activity 14.1.1.1 and the methodology for the filling out of the project application form of activity 14.1.1.1;
	4. Regulation (EU) 2020/2221 of the European Parliament and of the Council (EU) 2020/2221 (23 December 2020), amending Regulation (EU) No. 1303/2013 as regards additional resources and implementing arrangements to provide assistance for fostering crisis repair in the context of the COVID-19 pandemic and its social consequences and for preparing a green, digital and resilient recovery of the economy (REACT-EU).

|  |  |  |
| --- | --- | --- |
| **1. JOINT CRITERIA** | **Effect of the criterion on decision making**(N/P) | **Explanation for the determination of compliance** |
| 1.1. | Project applicant and the co-operation partner comply with the requirements set for the project applicant and co-operation partner in the Cabinet Regulation on the Implementation of the Specific Objective Activity (hereinafter - Cabinet Regulation on the Implementation of the SO Activity). | N | **The evaluation shall be “Yes”,** if the project applicant and the co-operation partner comply with the requirements set for the project applicant and the co-operation partner in the Cabinet Regulation on the Implementation of the SO activity. The compliance of the criterion shall be evaluated in accordance with the information provided in the first page section of project application form and project application form and section 1.9 of the project application “Information on the partner”. Within the framework of the criterion, the compliance of the project applicant and the co-operation partner with the specified category of beneficiaries and co-operation partners is checked. **The evaluation shall be “No”** if the project applicant or co-operation partner fails to comply with the requirements specified in the Cabinet Regulation on the Implementation of the SO activity.  |
| 1.2. | The project applicant has sufficient administrative, implementation and financial capacity to implement the project. | P | **The evaluation shall be “Yes”** if the administrative, implementation and financial (administrative) capacity required for the implementation of the project is sufficiently described and justified in the project application.The administrative capacity of the project is sufficient, if the project application includes information:1. On the required project management personnel (for instance, project manager, assistant project manager, procurement specialist, accountant), number thereof, planned workload and main tasks, indicating a clear differentiation in the content of functions between employees, as well as the experience and professional qualifications required to perform the work;
2. On how the project applicant intends to provide the management personnel referred to in Section 1 of this Explanation (selection and recruitment of relevant personnel, provision of workstations, provision of remuneration, etc.);
3. On the project management and monitoring system, including information on how effective mutual communication and communication with cooperation partners will be ensured, how the quantitative and qualitative analysis of the progress of project implementation and reporting will be ensured, how conflict situations will be resolved; information on project implementation monitoring mechanism and decision-making, etc.;
4. On the material and technical equipment of the workstations necessary and available to the project management personnel (computer equipment, software, internet, office equipment, etc.);
5. On the infrastructure required and available for the administration of the project (buildings, premises);
6. On the project cost accounting system, taking into account the activities planned within the project, the co-operation partners and their estimated costs, including an explanation of how material cost accounting and prevention of double funding risk will be ensured, taking the principal business of the university and other implemented projects into account.

The implementation capacity of the project is sufficient, if the project application includes information:1. On the required project implementation personnel, number thereof, planned workload and main tasks, indicating a clear differentiation in the content of functions between employees, as well as the experience and professional qualifications required to perform the work;
2. On how the project applicant intends to provide the personnel referred to in Section 1 of this explanation for the implementation of the project;
3. On the project implementation system, including the division of tasks between the project applicant and cooperation partners, allocation of resources for each project activity, mutual cooperation of personnel implementing the project, on cooperation and effective communication with project cooperation partners, etc.;
4. On the infrastructure required for the implementation of the project (buildings, premises), on the infrastructure at the disposal of other institutions, the use of which is planned in the process of project implementation, explaining the principles of the approach and settlement procedures;
5. On the material and technical equipment of the workstations necessary and available to the project implementation personnel (computer equipment, software, internet, office equipment, etc.).

The financial capacity of the project applicants who have the status of a derived public entity shall be confirmed by providing information that, during the implementation of the project, payments will be made from the advance and interim payments received for project implementation, which constitute 100% of the sum total of European Social Fund financing and state budget co-funding.The financial capacity of the higher educational establishment founded by natural persons shall be confirmed by providing information that, during the implementation of the project, payments will be made from the advance and interim payments received for project implementation, which constitute 90% of the sum total of European Social Fund financing and state budget co-funding. The financial capacity of a higher education institution founded by natural persons shall be considered sufficient, if the project application provides information on the financial resources available to the higher education institution founded by natural persons for the implementation of the project and the planned project financing procedures.If the project application does not meet any of the above requirements, the **evaluation shall be “Yes, under condition”**, while setting an appropriate condition to specify the project application. |
| 1.3. | The project applicant and the co-operation partner of the project do not have tax debts in the Republic of Latvia, including debts of Mandatory State Social Insurance Contributions, that exceed a total sum of EUR 150 for each entity. | P | The verification of the compliance of the project applicant and co-operation partner with the criterion is performed on a case-by-case basis based on the current information available in the section “Tax debtors” <https://www6.vid.gov.lv/NPAR> (hereinafter - SRS debtors database) of the database published by the State Revenue Service (hereinafter - SRS), on the date of submission of the project application and, if applicable, the date of submission of the specified project application to the CFLA, taking into account the fact that tax payment information in the SRS debtors database is updated and published with a two-day delay.The evaluation is determined on the basis of information available in the debtor database of the SRS regarding the tax payment status of the project applicant and its co-operation partner two business days after the date of submission of the project application or, if applicable, the submission of the specified project application to the CFLA.The date of inspection and the established situation shall be indicated in the project application evaluation form.**The evaluation shall be “Yes”**, if based on the information available in the SRS debtors database on the day of submission of the project application and, if applicable, the date of submission of the specified project application (i.e. information published two business days after the date of Project Application and, if applicable, the date of specified Project Application submission) the project applicant and the co-operation partner do not have tax debts administered by the SRS, including debts of mandatory state social insurance contributions (hereinafter - tax debts), which in total exceed EUR 150for each entity. **The evaluation shall be “Yes, under condition”**, if:1) in accordance with the information available in the SRS debtors database on the day of submission of the project application to the CFLA (i.e. information published two business days after the submission of the project application to the CFLA), the project applicant and co-operation partner have tax debts totalling more than EUR 150 for each entity;2) in accordance with the information available in the SRS debtors database on the date of submission of project application to CFLA (i.e. information that has been published two business days after the submission of the project application to CFLA), the project applicant and co-operation partner do not have tax debts, that exceed EUR 150 in total for each entity, but at the same time there is a note that “The SRS cannot provide exact information on the tax payment status, because the taxpayer has failed to submit all declarations that may affect the tax payment status on the date of inspection”.If the aforementioned facts are detected, the following condition is set:a) to perform the payment of all tax debts, ensuring that neither the project applicant nor the cooperation partner has tax debts in the Republic of Latvia that exceed a sum total of EUR 150.00 for each entity on the day of submission of clarifications to the project application;b) to submit the SRS all tax declarations that are due by the date of the inspection, by additionally submitting CFLA an updated statement on the actual tax payment status on the date of inspection.**The evaluation shall be “No”**, if according to the information available in the SRS debtors database on the date of submission of the specified project application (i.e., information published two business days after the submission of the specified project application to CFLA), it can be established that the project applicant and co-operation partner, if the project provides for any, has failed to pay tax debts and the applicant and the co-operation partner, if such has been provided for within the project, have tax debts that exceed a total ofEUR 150for each entity. In order to ensure the comprehensive examination of this criterion, the compliance of the project applicant and the cooperation partner with this criterion shall be checked again, if the project application is approved conditionally, regardless of whether the condition is related to compliance with this criterion. If, as a result of the repeated CFLA inspection, a tax debt is identified, CFLA decides to reject the project application on the grounds that it does not meet this criterion, even in the event where the project application has been evaluated as “Yes” for this criterion during the initial evaluation. |
| 1.4. | The project application has been submitted to the Cohesion Policy Funds Management Information System for 2014-2020. | N | **The evaluation shall be “Yes”**, if the project application has been submitted to the Cohesion Policy Funds Management Information System for 2014-2020 (<https://ep.esfondi.lv>).If the project application has not been submitted to the Cohesion Policy Funds Management Information System for 2014-2020, **the evaluation shall be “No”** and the project application shall be rejected. |
| 1.5. | The project application form shall be fully completed in Latvian and shall comply with the provisions of the Cabinet Regulation on the Implementation of the SO activity; all project documents specified in the Regulation on the selection of project applications shall be enclosed with the project application, which shall be drawn up in Latvian or accompanied by a certified translation into Latvian. | P | **The evaluation shall be “Yes”,** if the project application meets the following conditions:1. The project application has been drawn up in accordance with the form that is enclosed with the Regulation on the selection of project applications, it is completely filled out in accordance with the provisions of Cabinet Regulation No. 784 of 16 December 2014 *Procedures by Which the Institutions Involved in the Management of the European Union Structural Funds and the Cohesion Fund Ensure the Preparation of Planning Documents and Implementation of These Funds during the 2014-2020 Programming Period and* Cabinet Regulation on the Implementation of the SO activity*.*
2. All annexes specified in the Regulation on the selection of project applications are enclosed with the project application.
3. The sections indicated in the Regulation on the selection of project applications have been submitted in English; the Latvian and English versions are mutually compatible and harmonised, which is confirmed by the written statement of the project applicant.

If the project application fails to meet any of the determined requirements in full or in part, the **evaluation shall be “Yes, under condition”**, while setting the following conditions:1. To submit a project application that has been prepared in accordance with the project application form enclosed with the project application selection regulations, and ensure that the project application form has been completed in full;
2. To submit the missing project application attachment/attachments;
3. To enclose written confirmation that the Latvian and English language versions are mutually compatible and harmonised.
 |
| 1.6. | The financial calculation of the project application shall be arithmetically accurate, the financial data shall be indicated in *euro* currency and comply with the requirements of the Cabinet Regulation on the implementation of the SO activity and the project application form provided for in Annex 1 to Cabinet Regulation No. 784 of 16 December 2014 *Procedures by Which the Institutions Involved in the Management of the European Union Structural Funds and the Cohesion Fund Ensure the Preparation of Planning Documents and Implementation of These Funds during the 2014-2020 Programming Period.* The amount of EU funding envisaged within the project application corresponds to the amount of EU funding for the project specified in the Cabinet Regulation on the Implementation of the SO Activity. | P | **The evaluation shall be “Yes”,** if in the project application (including Annexes 2 and 3 to the project application):1. The financial calculation is arithmetically accurate (i.e., there are no mathematical errors);
2. The financial calculations have been made by using two decimal places;
3. The financial calculations have been made in accordance with the requirements of the project application form, including the compliance of the amount of mutual financing in Annexes 2 and 3 of the project application (and in other sections, if applicable);
4. The financial calculation complies with the requirements of the Cabinet Regulation on the Implementation of the SO Activity and the project application form provided for in Annex 1 to Cabinet Regulation No. 784 of 16 December 2014 *Procedures by Which the Institutions Involved in the Management of the European Union Structural Funds and the Cohesion Fund Ensure the Preparation of Planning Documents and Implementation of These Funds during the 2014-2020 Programming Period;*
5. The total amount of funding in the project application does not exceed the maximum available amount of funding provided for by Cabinet Regulation on the Implementation of the SO Activity – EUR 2,600,000,000, as well as no less than the minimum available amount of funding provided for by the Cabinet Regulation on the Implementation of the SO Activity – *EUR* 600,000.

If the project application fails to meet any of the aforementioned requirements in full or in part, the **evaluation shall be “Yes, under condition”**, while setting the following conditions:1. To submit a financial statement that is arithmetically accurate;
2. To submit financial calculations that have been made by using two decimal places;
3. To submit a financial calculation, which has been developed in accordance with the requirements of the project application;
4. To submit the financial calculation that complies with the requirements of the Cabinet Regulation on the Implementation of the SO Activity and the project application form provided for in Annex 1 to Cabinet Regulation No. 784 of 16 December 2014 *Procedures by Which the Institutions Involved in the Management of the European Union Structural Funds and the Cohesion Fund Ensure the Preparation of Planning Documents and Implementation of These Funds during the 2014-2020 Programming Period;*
5. To specify the project application in the manner, where the total amount of project funding in the project application does not exceed the maximum available amount of funding provided for by the Cabinet Regulation on the Implementation of the SO Activity, or to specify the project application so that the total project financing indicated in it is no less than the minimum available amount of funding provided for by Cabinet Regulation on the Implementation of the SO Activity.
 |
| 1.7. | The ESF support intensity indicated in the project application does not exceed the maximum ESF support intensity specified in the Cabinet Regulation on the Implementation of the SO Activity. | P | **The evaluation shall be “Yes”**, if the ESF support intensity indicated in the project application is 85 percent of the total eligible funding. If the project application fails to comply with the above requirement fully or partially, the **evaluation shall be “Yes, under condition”**, at the same time setting the condition to specify the project application, providing that ESF support intensity does not exceed 85 percent of the total eligible financing. |
| 1.8. | The total eligible costs and cost items included in the project application comply with the provisions of the Cabinet Regulation on the Implementation of the SO Activity, incl. - they do not exceed the amounts of the specified cost items and: | P | **The evaluation shall be “Yes”** if:1. The costs planned in the project application (Annex 3 and other sections, if applicable) comply with the eligible costs specified in Cabinet Regulation on the Implementation of the SO Activity;
2. The amount of planned costs in the project application (Annex 3 and other sections, if applicable) does not exceed the cost restrictions specified in Cabinet Regulation on the Implementation of the SO Activity, if applicable (including as a percentage, restrictions on operating costs);
3. In the event of sub-criterion 1.8.1, where the planned costs in the project application (Annex 3) are related to project implementation (i.e., implementation of a particular project activity without them is impossible), it shall be detailed in the description of project activities both regarding the involvement of the target group into the project, as well as personnel activities required to ensure the implementation of the project in accordance with Section 20 of the Cabinet Regulation on the Implementation of the SO Activity, where cost items are specified;
4. In the event of sub-criterion 1.8.2, where the cost items included in the project application (Annex 3) are required for the implementation of the project and the necessity thereof is justified by the needs of the target group (descriptions of Sections 1.2, 1.3, and 1.4 of the project application), by project activities and results to be achieved within these activities (descriptions of Sections 1.1, 1.5, 1.6 of the project application), by indicators of project monitoring to be achieved (description of section 1.6 of the project application), by project implementation capacity (description of Sections 2.1, and 2.2 of the project application), by time planning of the project (information in Annex 1 to the project application), by publicity (description of Section 5 of the project application);
5. In the event of sub-criterion 1.8.3, where the costs planned in the project application (Annex 3) ensure the achievement of the project objective, results and monitoring indicators (i.e., without them it is not possible to achieve the project objective, result and set indicators);
6. An appropriate number of units and an appropriate unit name are indicated for each cost item.

If the project application fails to meet all of the aforementioned requirements, the **evaluation shall be “Yes, under condition”**, while setting the appropriate conditions. |
| 1.8.1. are related to the implementation of the project; |
| 1.8.2. are necessary for the implementation of the project (for the implementation of the activities specified in the project, for ensuring the needs of the target group, for solving the defined problem); |
| 1.8.3. ensures the achievement of the goal and indicators set in the project. |
| 1.9. | The project implementation period shall conform with the project implementation period specified in the Cabinet Regulation on the Implementation of the SO Activity. | P | **The evaluation shall be “Yes”**, if according to information provided in Annex 1 and Section 2.3 of the project application (and other sections, if applicable):1. The activities planned in the project have not been started earlier, as indicated in the Cabinet Regulation on the Implementation of the SO Activity;
2. The project implementation period does not exceed the project implementation period specified in the Cabinet Regulation on the Implementation of the SO Activity, i.e., no longer than until 31 December 2023;
3. The financing planned in Annexes 2 and 3 of the project application, both in terms of the financial breakdown by years and the planning of cost items, complies with that specified in Annex 1;
4. Annex 1 to the project application “Project implementation time schedule” for each project activity (including project management and implementation, information and publicity measures) indicates the duration of implementation thereof by quarters; the total implementation time complies with the total duration of project implementation indicated in section 2.3.

If the project application fails to comply fully or partially with all the requirements of the Cabinet Regulation on the Implementation of the SO Activity, the **evaluation shall be “Yes, under condition”**, while determining the condition to respectively specify the duration of project implementation, planning of actions by quarter or financial planning by year or cost item, to ensure harmonised information in the related sections of project application. |
| 1.10. | The objective of the project complies with the objective provided for by the Cabinet Regulation on the implementation of the SO Activity, the monitoring indicators are precisely defined, justified and measurable, and they contribute to the achievement of the indicators specified in the Cabinet Regulation on the Implementation of the SO Activity. | P | **The evaluation shall be “Yes”** if 1. Information regarding the objective of the project, as well as the planned activities of the project indicated in Sections 1.1, 1.2 of the project application and in other sections of the project application bears evidence that it complies with the objective of SO activity 14.1.1.1. indicated in the Cabinet Regulation on the implementation of the SO - to introduce digitalisation initiatives at higher education institutions to improve the quality of studies. The project application explains that digitalisation initiatives will be introduced to change the traditional *teaching and learning* approach to the modern learning experience through the integration of digital technologies in the study process, educational methods and learning evaluation practices, thereby strengthening personalised learning by encouraging meaningful individual and group learning, better organisation of learning, including resource sharing and more efficient feedback;
2. If Section 1.6 of the project application (and other sections, if applicable) provides reasonable (specifically derived from project activities), well-defined, and measurable project monitoring indicators. They are aimed at achieving the monitoring indicators specified in the Cabinet Regulation on the Implementation of the SO Activity.

If the project application fails to meet the aforementioned requirement in full or in part, the **evaluation shall be “Yes, under condition”**, while setting the conditions:1. To specify the project objective and the activities planned within the project that are provided in Section 1.1 and 1.2 of the project application, so that they are aimed at achieving the objective specified in Cabinet Regulation on the Implementation of the SO Activity;
2. To specify Section 1.6 of the project application section (and other sections if applicable) by indicating reasonable, well-defined and measurable monitoring indicators.
 |
| 1.11. | Planned activities of the project and expected results in the project application: | P | **The evaluation** of the criterion contained in Subsection 1.11.1 **shall be “Yes”,** if Section 1.5 of the project application complies with the provisions of Cabinet Regulation on the Implementation of the SO Activity and provides a link with the relevant supported activities.**The evaluation** of the criterion contained in Subsection 1.11.2 **shall be “Yes”,** if:1. Project activities are precisely defined, i.e., the names of the activities can be used to make judgements about their content, and they are arranged in a logical sequence of implementation thereof;
2. Project activities are justified, i.e., they directly affect the achievement of the project objective, results and indicators. Absence of any of the activities does not allow the objective, results and indicators of the project to be achieved. The description of each activity substantiates its necessity and describes the planned action within it;
3. Project activities are aimed at resolving the problems described in Section 1.3 of the project application. The activities planned within the framework of the project provide for logical and well considered stages of preparation, implementation, evaluation and dissemination of results;
4. The scope of the expected results of the project is precisely defined and justified.

If the project application fails to meet all of the aforementioned requirements in full or in part, the **evaluation shall be “Yes, under condition”**, while setting the following conditions:1. In the event of the criterion included in Sub-section 1.11.1 - to specify Section 1.5 of the project application by indicating the project activities and their descriptions in accordance with the supported activities specified in the Cabinet Regulation on the Implementation of the SO Activity;
2. In the event of the criterion included in Sub-section 1.11.2 - to specify the project activities or description thereof, thus ensuring that they directly affect the achievement of the project objective, results or indicators or are aimed at the resolution of problems described in Section 1.3 of the project application.
 |
| 1.11.1. Comply with the provisions of the Cabinet Regulation regarding the implementation of the SO activity and provide for a link with the relevant supported activities; |
| 1.11.2. Are well defined and justified and address the issues defined within the project. |
| 1.12. | The planned publicity and information dissemination measures included in the project application comply with the provisions of Cabinet Regulation No. 87 of 17 February 2015 *Procedures by Which Compliance with Communication and Visual Identity Requirements in the Implementation of the European Union Structural Funds and the Cohesion Fund in the 2014–2020 Planning Period shall be Ensured* and 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 the 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. | P | **The evaluation shall be “Yes”**, if the informative and publicity measures indicated in Section 5 (and other sections, if applicable) comply with the 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 the 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 Regulation No. 87 of 17 February 2015 “The Procedures Whereby Compliance with Communication and Visual Identity Requirements shall be Provided During the Implementation of European Union Structural Funds and Cohesion Fund in 2014 - 2020 Planning Period”, i.e.:1. The target group of the project participating in the implementation of the project activities is informed that the activity is co-financed by the ESF;
2. At least one poster with information about the project (minimum size - A3), including on the financial support from the ESF, shall be placed in a place easily visible to the public, such as at the entrance to the building;
3. Publication of the description of project implementation, including its objectives and results, is to be posted on the beneficiary's website, highlighting the financial support received from the ESF. Updates of information regarding the implementation of the project are planned on the beneficiary's website at least once every three months;
4. The aforementioned information and publicity measures contain a description of the activity (i.e., what the activity involves, who will implement it, how often), the implementation period (i.e., the entire duration of the project, specific quarters of the year), and the number of measures.

If the project application fails to comply with the requirements specified in the above-mentioned regulatory enactments fully or partially, the **evaluation shall be “Yes, under condition”**, at the same time setting the condition to specify the type, description or implementation period of the publicity and information dissemination activity. |
| 1.13. | The project application identifies, describes and assesses project risks, assesses their impact and probability of occurrence, as well as identifies risk mitigation measures. | P | **The evaluation shall be “Yes”**, if a qualitative assessment of risks identified in Section 2.4 (and other sections, if applicable) has been performed, including management and implementation personnel risks (incl. insufficiency of human resources, lack of professionalism, sufficient involvement of professional personnel, inability of the management team to co-operate, lack of communication between project management and university management), financial risks (incl. inadequately planned financial flow, accounting/bookkeeping risk), risk of possible cost increase (incl. possibility to cover the cost increase during project implementation from own funds), implementation risks (inaccurate planning of works, adherence of implementation activities to the planned time schedule, involvement and selection of the project target group, communication and cooperation between internal structural units, etc.), legal risks (incl. non-compliance with contractual obligations, inadequate conduct of the procurement procedure) and risks of achieving and administering results and monitoring indicators (incl. risk of failure to meet the indicators, etc.), if the impact of each risk (high, medium, low) and probability of occurrence (high, medium, low) has been indicated, as well as a reasonable plan of measures to prevent these risks has been developed, i.e., the activities aimed at the prevention of all these risks have been described and the plan of corrective measures is justified.***Definition:*** *The main task of risk management is to identify and assess project implementation risks in the area of the project, to describe the procedure of risk assessment and control, which will provide an opportunity to prepare proposals of risk elimination activities.**There are four main stages in the risk management process:*1. *Risk identification;*
2. *Risk assessment;*
3. *Identification of risk management measures;*
4. *Risk monitoring.*

If the project application fails to meet all of the aforementioned requirements in full or in part, the **evaluation shall be “Yes, under condition”**, while setting the relevant condition. |

|  |  |  |
| --- | --- | --- |
| **2. SPECIFIC ELIGIBILITY CRITERIA** | **Effect of the criterion on decision making**(N/P) | **Explanation for the determination of compliance** |
| 2.1. | The project plans to invest in the improvement of study content to strengthen the digital skills of the students, which provides for investment in enhancing the acquisition of at least the following two digital competence areas in accordance with the Digital Competence Framework for residents (DigComp) at least at level 5 (including competence level assessment): (1) Information and data literacy,(2) Problem solving. | P | *Note: The projects of activity 14.1.1.1 are funded from REACT-EU resources. This funding is intended to help overcome the effects of the crisis associated with the Covid-19 pandemic and to prepare for a green, digital and sustainable economic recovery. Considering the above, projects should provide a significant contribution to the development of digital skills of the students by investing in the quality and availability of digital skills content, methods and technologies, including the integration of digital content and technology into learning processes, educational techniques and learning evaluation practices, as well as by making effective use of available resources.***The evaluation shall be “Yes”** if the project application substantiates how the project contributes to the improvement of the study content with the aim of strengthening digital skills of the students by developing new digital content or adapting world practice and justifies how the project contributes to the following two digital competences in strengthening the acquisition in accordance with the Digital Competence Framework for residents (DigComp) at a level that is no lower than the 5th proficiency level (high level): 1. ***Information and data literacy*** (includes the following competences: 1.1. Browsing, searching and filtering of information and digital content, 1.2. Evaluation of data, information and digital content, 1.3. Management of data, information and digital content);
2. ***Problem solving*** (includes the following competences: 2.1. Solving technical problems, 2.2. Identifying needs and technological solutions, 2.3. Creativity in the use of digital technologies, 2.4. Identification of competence gaps).

The project application describes **what level/levels of proficiency will be ensured in each of the competence areas**, and which study programmes or directions they will be adapted to and available to. The project application describes **the existing offer for the acquisition of these competence areas** by each higher education institution involved in the implementation of the project, by substantiating the contribution of the project to the expansion of the quality of the content and range of the offer of digital competences.*Note: A concise translation of DigComp 2.1 is available here:* [*http://muzizglitiba.gov.lv/sites/default/files/muzizglitiba-Digitala-kompetence.pdf*](http://muzizglitiba.gov.lv/sites/default/files/muzizglitiba-Digitala-kompetence.pdf)*The Digital Competence Framework has 5 dimensions:* * *Dimension 1: Competence areas as part of digital competence.*
* *Dimension 2: Competence descriptions and titles that describe each of the areas.*
* *Dimension 3: Proficiency levels for each competence.*
* *Dimension 4: Knowledge, skills and attitudes that characterise each competence.*
* *Dimension 5: Examples of how competences are used.*

*The DigComp 2.1 framework provides for the acquisition of digital competences at eight proficiency levels.* *1) Basic level of proficiency (levels 1 and 2);**2) Intermediate level of proficiency (levels 3 and 4);**3) High level (levels 5 and 6);**4) High specialisation (levels 7 and 8).**For example, at level 5, a person is able to use their knowledge to perform various tasks, resolve problems and help others to solve their problems.*If the project application fails to meet any of the aforementioned requirements in full or in part, the **evaluation shall be “Yes, under condition”**, and the condition to supplement/specify the project application is set. |
| 2.2. | The project provides for the co-operation of at least three universities in the implementation of the project.  | P | **The evaluation shall be “Yes”**, if the project application substantiates that the project applicant plans to involve at least two Latvian higher education institutions as co-operation partners.*Note:* The university agency - the college, cannot be a cooperation partner of the project, at the same time, the possibility of using digital initiatives introduced within the project must be provided at these colleges as well.*Note: In addition to the two mandatory co-operation partners, other co-operation partners may be involved in the implementation of the project, including industry partners - scientific institutions, other private or public organisations, as well as other Latvian and foreign universities. At least two of the partners must be higher educational institutions of Latvia.**NB: On 4 March 2020, the Cabinet of Ministers supported the solution proposed in the conceptual report “On Changing the Internal Management Model of Higher Education Institutions” (Cabinet Order No. 94 of 4 March 2020). The digitalisation initiatives planned within the project should focus on the further development of cooperation and resource sharing, i.e.:**- The study process should provide flexibility for students from other faculties or higher education institutions to choose courses or modules;**- Cooperation in the use of infrastructure: Investment in the digitalisation of higher education should focus on building common platforms and creating common content.*If the project application fails to meet the aforementioned requirements, **the evaluation shall be “Yes, under condition”,** and the condition to supplement/specify the project application is set.  |
| 2.3. | The digitalisation initiatives planned in the project ensure that the following requirements are met:2.3.1. **Educational approaches are being developed** - teaching and learning are being transformed to integrate digital technologies;2.3.2. Ensures **performance (knowledge, skills) and capacity building** at the institution of the project applicant and co-operation partner;2.3.3. Provides for a ready-made, sustainable **digital study content initiative, including the adoption and adaptation of technological solutions**;2.3.4. Provides for **openness and sharing** of the adapted study content and technological solutions, use of the open learning approach; 2.3.5. Project implementers take over examples of good practice or develop a sustainable model for evaluating student involvement and feedback;2.3.6. the project substantiates how **the digitalisation initiatives created as a result of the project will change the study process and learning performance and how these changes will be evaluated** (how the learning and teaching experience will change);2.3.7. **the transfer and visibility of the** developed results and obtained experience is ensured;2.3.8. the project application substantiates that the institutional self-assessment of digitalisation will be performed regularly at the institution of the project applicant and co-operation partner. \* - refers to a co-operation partner that is a Latvian higher education institution | P | **The evaluation shall be “Yes”** if the project application substantiates that the project ensures compliance with the requirements of the digitalisation initiatives contained in Sub-sections 2.3.1-2.3.8:2.3.1. The project application describes how teaching and learning are being transformed to integrate digital technologies. The organisation promotes research-based technology-rich teaching and learning practices that are flexible, adaptive and inclusive (for instance, *learning by playing*, *learning by exploring*, *learning by creating*, *learning by doing*, *augmented* reality. 2.3.2. The project application describes how the implementation of digitalisation initiatives in the university will improve its performance and increase its capacity, including how this aspect will be evaluated. The project application describes the existing human resource capacity and how the relevant human resource capacity will be ensured (lecturers, methodologists, etc.) to enable high quality of transfer (to students, other lecturers) of the new study content and technologies. 2.3.3. the project application describes which digital study content initiatives, including related technological solutions will be taken over and implemented at higher education institutions, what adaptations are required and will be made to adapt initiatives and solutions to the specific nature of the higher education institution and IT systems thereof, software or study environment.The project application describes the experience of which country, university or organisation is being taken over, why this good practice is being taken over exactly (examples of foreign good practices are described, studies with expert evidence that such solutions are progressive and effective.2.3.4. The project application explains how the **openness and sharing** of the adapted study content and related technological solutions will be ensured (no protected intellectual property is generated during project implementation), use of the open learning approach. The project application describes which project digitalisation initiatives, technological solutions will be open and shared, for instance, which study programmes or modules they will be intended for, whether they are intended for the improvement of the study quality monitoring system, for the analysis of learning outcomes. The project explains what legal, technological and service mechanisms will be established to ensure resource and knowledge sharing, to promote co-operation between institutions, sectors and the exchange of knowledge and solutions.2.3.5. The project application explains how the evaluation of student involvement and feedback will be ensured (how and how often information will be obtained from students) with the aim to evaluate and continuously monitor the digital content solutions implemented within the project, quality thereof and impact on the digital skills of students, the planned technological and organisational improvements, the way of ensuring the sustainability of this model. The project application clearly describes the experience of which country, university or organisation experience is being taken into account in the evaluation of feedback, and justifies why this good practice is being taken over exactly.2.3.6. The project application substantiates how the teaching and learning experience will change as a result of the project; explains what methods will be used to evaluate the impact of the project results on the study process and learning performance, who will ensure such evaluation, what the time frame of carrying it out will be. 2.3.7. The project application describes the activities, including (for instance, project team-led) internal and external seminars and discussions and other transfer and communication activities, with the involvement of other Latvian higher education institutions, which are planned to ensure the transfer and visibility of the project results and experience, which target audience the events will be targeted at, when and how often they are planned.2.3.8. The project application confirms that during and after the implementation of the project the institutional digitalisation self-assessment will be performed, adapting the framework offered by the European University Association (EUA)[[1]](#footnote-1), including:1) During the implementation of the project, the beneficiary and the co-operation partner will perform an institutional self-assessment of digitalisation (baseline measurement) according to the model of this EUA framework;2) Based on the basic measurement analysis results, the description of the digital transformation monitoring system of the institution, including the plan of digitalisation level measurements for the period of operation of the higher education institution development strategy, will be included into the development strategy of the higher educational institution (Annex to the Strategy “Digital Transformation Plan”).If the project application fails to meet the aforementioned requirements in full or in part, the **evaluation shall be “Yes, under condition”**, and the condition to supplement/specify the project application is set. |
| 2.4. | The project application substantiates the complementarity, synergy and non-overlapping of the planned activities with the activities implemented by the state budget, European Union fund financed projects and other projects implemented by the higher education institution (if applicable). | P | **The evaluation shall be “Yes”**, if the project application substantiates the complementarity, synergy and non-overlapping of the planned activities with: * EU funded projects implemented by universities:
1. In the 1st and 2nd rounds of specific objective 8.2.1. “To reduce the fragmentation of study programmes and strengthen the sharing of resources” (if applicable);
2. In the 1st, 2nd and 3rd rounds of specific objective 8.2.2. “To ensure better governance at higher education institutions” (if applicable);
3. In the 1st round of specific objective 8.2.3. “To ensure better governance at higher education institutions” (if applicable); The project application indicates what was performed within the framework of SO 8.2.3. project of the applicant and the partner institutions, while implementing the following activities: (1) Improvement of the content of the existing study programmes and adaptation to the development needs of the sector (development of innovative teaching methods, study courses and practice); (2) development, improvement and implementation of e-solutions (development or improvement of e-sharing solutions, e-learning and digitalisation solutions, [..] development or improvement of student self-assessment e-solutions to increase the efficiency and quality of studies, development of sharing solutions and strengthening of the governance structure, including the purchase of technical equipment for the provision of a remote study process and justified complementarity of the actions planned within SO activity 14.1.1.1. project, synergy and non-overlapping with actions of 1st phase activities of SO 8.2.3, including the explanation of how non-overlapping of costs with the 1st phase activities of SO 8.2.3 project will be ensured;
4. Specific objective 8.1.1. “To increase the number of study programmes of modernised STEM, including medicine and creative industries” (if applicable);
5. Activity 1.1.1.4.“Development of the R&D Infrastructure in Fields of Smart Specialisation and Strengthening of Institutional Capacity of Scientific Institutions” (if applicable);
6. other EU fund financed projects (if applicable);
* other financial instruments, including projects co-financed by the state budget, ERASMUS +, the European Commission and other public funding.

If the project application fails to meet the aforementioned requirements, **the evaluation shall be “Yes, under condition”**, and the relevant condition to supplement or specify the substantiation is set. |
| 2.5. | The project application substantiates the non-overlapping of content of the planned activities with the planned activities of other applications (project applications) submitted within the framework of activity 14.1.1.1 projects, if the project applicant and the co-operation partner plan to participate in other activity 14.1.1.1 projects. | P | **The evaluation shall be “Yes”,** if the project application substantiates the non-overlapping of content of the planned activities with the planned activities of other applications (project applications) submitted within the framework of activity 14.1.1.1 projects, if the project applicant and the co-operation partner plan to participate in other activity 14.1.1.1 projects. Project application substantiates how the project applicant and co-operation partner will ensure the feasible use of costs and co-ordination with other potential projects of activity 14.1.1.1 that the project applicant or co-operation partner plan to participate in.If the project application fails to meet the aforementioned requirements, **the evaluation shall be “Yes, under condition”**, and the relevant condition to supplement the substantiation is set. |

|  |  |
| --- | --- |
| **3. QUALITY CRITERIA[[2]](#footnote-2)** | **Evaluation system** |
| **Maximum number of points to be obtained and procedure for the awarding of points** | **Minimum number of points required** | **Explanation for the determination of compliance** |
| 3.1. | **Project compliance:** Project contribution to the promotion of digital competence acquisition in accordance with the Digital Competence Framework for Citizens (DigComp) shall be no lower than at the 5th proficiency level: | **0-5** | At least **1 point** must be received.If the evaluation is lower than 1 point, the project application shall be rejected. | *Note: The DigComp framework defines five areas of competence:**1. Information and data literacy;**2. Communication and collaboration;**3. Digital content creation;**4. Safety;**5. Problem solving.**Each competence has eight proficiency levels: 1) Basic level of proficiency (levels 1 and 2);**2) Intermediate level of proficiency (levels 3 and 4);**3) High level (levels 5 and 6);**4) High specialisation (levels 7 and 8).*[*http://muzizglitiba.gov.lv/sites/default/files/muzizglitiba-Digitala-kompetence.pdf*](http://muzizglitiba.gov.lv/sites/default/files/muzizglitiba-Digitala-kompetence.pdf)The project application substantiates how each of the digital initiatives planned within the framework of the project will strengthen the acquisition of each indicated area of competence.**5 points** shall be awarded to the project, if the project promotes the acquisition of all five competence areas at least at the 5th level of proficiency. **3 points** shall be awarded to the project, if the project promotes the acquisition of four competence areas at least at the 5th level of proficiency.**2 points** shall be awarded to the project, if the project promotes the acquisition of three competence areas at least at the 5th level of proficiency.**1 points** shall be awarded to the project, if the project promotes the acquisition of two competence areas at least at the 5th level of proficiency.**0 points** shall be awarded to the project, if the project promotes the acquisition of one competence area, or if the acquisition of at least the 5th level of proficiency is not provided in the competence areas. |
| 3.1.1. The project enhances the acquisition of all five areas of digital competence; | 5 |
| 3.1.2. The project enhances the acquisition of four areas of digital competence; | 3 |
| 3.1.3. The project enhances the acquisition of three areas of digital competence; | 2 |
| 3.1.4. The project enhances the acquisition of two areas of digital competence; | 1 |
| 3.1.5. The project enhances one or no digital competence area, or the acquisition of competence areas is not provided at least at the 5th level of proficiency. | 0 |
| 3.2. | **Project consistency/internal logic:** 3.2.1. The activities envisaged within the framework of the project are based on the research of actual needs of the university, students, sector, and other stakeholders, as well as justified analysis thereof;3.2.2. the objectives and results to be achieved are clearly defined, realistic and at the same time ambitious, they focus on issues that are relevant to the target groups of the project. | **0-5**(Evaluation unit - 0.5 points) | At least **3.5** points must be receivedIf the evaluation is lower than 3.5 points, the project application shall be rejected. | (3.2.1. Needs analysis has been carried out)The idea of the planned digitalisation initiative in the project application is clear and is based on research and proper/substantiated analysis of the real needs of the university, students, sector and other stakeholders, identification of the problem to be addressed within the framework of the project and planned activities. (3.2.2. Goals and results are realistic, but ambitious)The planned university digitalisation initiatives in the project application change the focus from the use of IT tools and resources for the visualisation of learning content to the use of IT tools, methods and resources (including big data in education [2]) for construction of knowledge, process modelling, problem solving, new product creation, collaboration, personalised organisation of the learning process. The goals of the project are ambitious, by demonstrating the contribution to essentialimprovement in digital skills of the students to suit the needs of labour market development, economic recovery and digital transformation. The project application also substantiates the contribution of the project to the quality of digital skills in adult education.The project application justifies why the project objectives are considered ambitious, i.e. how the project contributes movement towards ambitious goals (for instance, indicators that reflect the impact of the project on digital skills of the students and quality of studies, indicators that predict significant progress). The project application substantiates why the changes caused by the project are deemed to be important.The project application provides information on the extent to which the digitalisation initiative will be implemented by the end of project implementation, for instance, the extent to which (a) the methodological and teaching base of the new digital curriculum will be provided, (b) the preparation of lecturers for the implementation of the new digital curriculum will be provided, (c) approbation of new digital content and teaching of students will be provided, (d) technological provision of new digital content is ensured. The project application also indicates the study programme or area, where the new digital content of study modules or courses will be available to students.The project application provides information on the significant planned changes in the implementation of the university study process resulting from the digitalisation initiative, as a result of which the traditional learning-teaching approach will be changed to a modern learning experience by integrating IT technologies and solutions into the learning process, educational techniques and learning evaluation practices. The project applicant and the co-operation partner intend to implement creative and innovative digital initiatives that ensure the quality/excellence of studies, streamline the teaching and learning process and provide support for the acquisition of knowledge (for instance, integration of artificial intelligence and machine learning technologies into the study process).*! Digitalisation initiatives cannot involve learning activities that can be meaningfully organised without the use of high level IT.*The project application substantiates how digitalisation initiatives will promote the progress of project applicant and co-operation partner institution towards digital transformation.*! Digital transformation - Transformation of key activities to better meet the needs of stakeholders (students, academic and research personnel, management personnel, graduates, companies of the sector) through the use of digital technologies and solutions. The digital transformation of higher education involves more than just technology. The aim of the transformation is to adopt new working styles (types) in order to continue to provide user-orientated services in changing technology, competition, audience needs and behaviour.*[2] The use and analysis of large amounts of educational data to improve the quality of education, for instance, learning, analysis of academic data. Example:<https://www.intechopen.com/books/big-data-on-real-world-applications/introduction-to-big-data-in-education-and-its-contribution-to-the-quality-improvement-processes> |
| **3.3. Quality of project development and implementation**  |
| 3.3.1. | **Coherence:** The project reflects a coherent and comprehensive set of actions to meet the identified needs and achieve the intended results. | **0-5**(Evaluation unit - 0.5 points) | At least **3.5** points must be receivedIf the evaluation is lower than 3.5 points, the project application shall be rejected | (3.3.1. Coherence)The project application provides information that the activities planned within the framework of the project and steps of implementation thereof are well thought out and determined on the basis of current situation analysis performed by the project applicant and co-operation partner, that they are feasible, qualitative and aimed at achieving the goal defined in the project application in accordance with the project schedule and within the scope of planned funding. (3.3.2. Structure)The project application provides a description of activities at each of the project implementation stages - preparation, implementation, monitoring, evaluation and dissemination of results. (3.3.3. Management)The project application provides a detailed description of the planned activities and identifies the amount of financial and other necessary resources corresponding to each activity, including the required human resources, financial resources, infrastructure resources at the disposal of the higher education institution, etc. to ensure the high quality achievement of project goals and results. (3.3.4. Control of quality and finance)The project application provides information on the planned quality control measures implemented by the project applicant and co-operation partner to ensure project implementation, which will allow one to measure the progress and quality of planned activities and to make the necessary amendments to ensure that the goals and results planned in the project application are reached within the project schedule and scope of funding indicated in the project application. |
| 3.3.2. | **Structure:** The project application/university digitalisation initiative is clear, understandable, of high quality and covers all stages (preparation, implementation, monitoring, evaluation and dissemination stages). |
| 3.3.3. | **Governance:** deadlines, organisation, tasks and duties are clearly defined and realistic. The project envisages allocating appropriate resources to each activity for the qualitative achievement of the project objectives and results. |
| 3.3.4. | **Quality and financial control:** specific process and delivery evaluation activities ensure that the project is implemented in high quality, that it will be completed on time and within the scope of the budget. |
| **3.4 Quality of the project implementation group and co-operation procedure**  |
| 3.4.1. | **Project implementation capacity:** An appropriate project implementation team (team) has been established, including the attraction of a diverse, motivated range of experts/specialists (including foreign ones), who demonstrate high motivation and sufficient competence for the quality development of the initiative and its further transfer into practice. | **0-5**(Evaluation unit - 0.5 points) | At least **3.5** points must be receivedIf the evaluation is lower than 3.5 points, the project application shall be rejected | The project application shall provide information on:* the personnel of the project applicant and co-operation partner involved in the implementation (describing the professional qualification and experience, and certifying the compliance with professional qualification requirements, experience the expected duties of the person) and the justification for attracting the respective personnel to ensure the implementation of specific activities planned within the framework of the project; the division of responsibilities and tasks of the personnel involved in the implementation of the project is clear, appropriate for the qualitative achievement of the project objectives and results and confirms the commitment/motivation of all involved participants to actively participate in accordance with their competences and tasks provided for within the framework of the project; the project application describes the model of their involvement;
* specialists and experts, whose involvement in the implementation of the activities envisaged within the framework of the project is planned (for instance, experts of the industry and non-governmental sector corresponding to the strategic specialisation profile of the university; representatives of academic personnel of Latvian or foreign universities and/or research institutions, foreign consultants) representatives of students' self-government, graduates, etc.) and explanations shall be provided (including descriptions of their specific competences, knowledge and skills) regarding their attraction for the implementation of the specific actions planned within the framework of the project; justification shall be provided on how they will be involved in the different phases of project implementation (development, implementation, testing of digital solutions, evaluation of results, etc.).

The implementation team of digitalisation initiatives (for instance, lecturers, industry experts, students, digitalisation agents, foreign consultants) has sufficient competence for the qualitative development of digitalisation initiative and further transfer thereof into practice to ensure excellence of studies and promote digital transformation of the project applicant and co-operation partner while implementing the digitalisation initiatives planned within the framework of the project, which means that the implementation personnel (team) has knowledge and experience in technology, data processing and analytics, process management, as well as change management. For instance, technology managers need to be great communicators and have a strategic understanding of business or university processes. The project applicant attaches attestations that justify the excellence, success, positive previous experience in the development or implementation of digitalisation solutions (or implementation of digital transformation projects) of at least one expert (leading expert). The attestation has been issued by an institution, where such digitalisation solutions have been implemented with the active participation of the respective person, which have consequently brought significant improvements to the institution.The project application substantiates how consultative support will be provided to lecturers in order to implement the new study content and digital solutions at the institution of project applicant and co-operation partner faster and more successfully, i.e. explanations are provided on whether the consultative support for the introduction of new digital technologies will be provided to lecturers within the existing support system[[3]](#footnote-3), or it is planned to attract digitalisation agents (mentors) to the project, who would facilitate the acquisition of the specific tool/solution at the institution of the project applicant and co-operation partner. |
| 3.4.2. | **Partnership:**The choice of the co-operation partner involved in the project is justified and meaningful (including appropriate for or in synergy with the strategicspecialisation of the university). The project involves co-operation partners, who possess the appropriate specialisation, experience, skills, knowledge and management support required for the successful implementation of the project. The contribution of the co-operation partners shall be appropriate and complementary. |  | The project application shall provide information on:- the planned involvement and expected impact of the cooperation partner in achieving the project goal and results; justified choice of co-operation partner, contribution (added value), as well as investment and responsibility in the implementation of the activities planned in the project; an explanation of the conditions for sharing the digital solution (if applicable), the benefits of the partnership for all parties involved, including the benefits of implementing the shared solution (if applicable); - the planned activities of the project applicant and the co-operation partner are approved, complementary and their overlap and duplication have been prevented. |
| 3.4.3. | **Co-operation procedure:** The project application provides clear procedures and responsibilities for transparent and efficient (qualitative, operational) decision-making, conflict resolution, reporting and communication between co-operation partners. |  |  | The project application precisely describes and substantiates the organisational structure of the project applicant and co-operation partner management, decision-making and conflict resolution procedures, including the provisions that define who makes decisions on certain issues, such as process management, redistribution of financial flow, etc., to ensure implementation of the actions set in the project application and achievement of the objectives. The project application justifies why the proposed organisational structure and decision-making mechanism is appropriate for the level of complexity and scope of the project. |
| **3.5. Project impact and dissemination of results**  |
| 3.5.1. | **Impact:** The project will have a significant impact on the improvement of the quality of studies at the project applicant and co-operation partner institution. The project will have an impact beyond the involved organisations at a local, regional, national or international level. It provides for appropriate measures for progress monitoring and evaluation of the expected impact (short term and long term); | **0-5**(Evaluation unit - 0.5 points) | At least **3.5** points must be receivedIf the evaluation is lower than 3.5 points, the project application shall be rejected |  (3.5.1. Impact)The project application:* Justifies how the implemented digitalisation initiative will promote the acquisition of digital skills by the students, the quality of the study process and the progress to excellence of the university (project applicant and co-operation partner) (*which will change in terms of quality and accessibility*);
* Describes how the impact of the digitalisation initiatives introduced as a result of the project on the learning process and learning performance will be evaluated, confirming that creative and innovative digital solutions that significantly improve the quality of learning, including strengthening of student digital skills and changing learning experiences have been introduced (for instance, how to facilitate the study process for students and lecturers, whether the performance and progress of students will improve);
* Justifies that a system of indicators for the evaluation of digitalisation benefits that have been created and implemented within the framework of the project has been developed, which will help to monitor/evaluate the impact after the implementation of the project, for instance, drop-out rate has decreased, the number of students, including foreign students, has increased, the feedback of students has improved (the system of indicators includes the base values of the indicators and the target values planned as a result of the project);
* Information on the potential impact of the project in the area of higher education at a local, regional, national or European level and in the society as a whole;
* The options for the use of the results of the project (content of digital skills, methods, tools) for other levels and forms of education have been planned:
	+ They will be used in the form of study modules for professional development, further education;
	+ They will be used in the form of study modules for international mobility (virtual mobility);
	+ They will be used in general secondary and vocational secondary education institutions for the acquisition of secondary education curricula at the highest level.

(3.5.2. Distribution)The project application describes the measures for the further use and dissemination of the project results, as well as the project application envisages activities that facilitate the transfer of the results and experience generated as a result of the digitisation initiative (detailed description of activities and results, indicating the target audience that the measures will be aimed at, when and how frequently they are scheduled, what communication channels will be used, etc.). (3.5.3. Sustainability)The project application describes how the sustainability of the activities performed and results obtained within the framework of the project will be ensured after the completion of the project, including the provision that the costs of maintenance of the purchased infrastructure and renewal of the purchased licences after the completion of the project will be covered from the resources of the project applicant.Given that digitalisation is a continuous development and not a one-off event, the project application describes how the maintenance and upgrading of the implemented digital solutions will be ensured after the completion of the project, how the project applicant and co-operation partner plan to further improve the digitalisation initiatives/solutions introduced within the framework of the project, considering the development trends of the technologies, sectoral trends, user habits and other factors. The following types of sustainability are possible: - Institutional sustainability - human resources available to the project implementer to continue the commenced activities of the project after the end of the project. The project applicant justifies how the project results will be maintained after the end of the project. A description shall be provided of who will inherit the results of the project and the experience/knowledge gained and how;.- Financial sustainability - financial resources available to the project implementer to continue the commenced activities of the project after the end of the project. If the project applicant does not have such resources at their disposal, an explanation shall be provided on the basis of previous experience for attracting such resources from other financial sources.Sustainability of cooperation - whether the co-operation with the project co-operation partner will continue after the completion of project implementation and how. |
| 3.5.2. | **Dissemination**: The project provides a clear and effective plan for the dissemination of results and includes appropriate measures, tools and channels to ensure the effective dissemination and accessibility of results and benefits to stakeholders and non-stakeholders during implementation and after the project; |
| 3.5.3. | **Sustainability:** The project includes appropriate measures and resources to ensure the sustainability of project results and benefits.  |

|  |  |
| --- | --- |
| **4. QUALITY CRITERIA FOR HORIZONTAL PRINCIPLES** | **Evaluation system** |
| **Evaluation system - point scale**  | **Minimum number of points required** | **Explanation for the determination of compliance** |
| **4.1. Horizontal principle “Equal opportunities”** | **0-2** |  |
| 4.1.1. | The specific activities envisaged within the framework of the project promote compliance with the horizontal principle “Equal opportunities” (gender equality, disability, age and ethnicity); | 2 | The criterion gives an extra point | **The criterion is not exclusive.**The submitted project shall receive 2 points, if the project applicant has indicated and described in their project application how the principle of equal opportunities and non-discrimination will be ensured during the implementation of the project; the measures are clearly defined and appropriate for the target audience.The project application explains that project management and implementation will involve non-discrimination on the basis of age, gender, ethnicity, and other grounds and promote measures that promote gender equality and employment for people with disabilities (for instance, by introducing recruitment conditions and practices that promote gender mainstreaming (for instance, the possibility of reconciling work and family life) and employment of people with disabilities (for instance, provision of accessible premises and appropriate IT), equal pay for women and men for work of equal value in project management and implementation, etc.The submitted project shall receive 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 observance of the horizontal principle “Equal opportunities”. |
| 4.1.2. | No specific activities that promote compliance with the horizontal principle “Equal opportunities” (gender equality, disability, age and ethnicity) have been envisaged within the framework of the project. | 0 |
| **4.2. Horizontal principle “Sustainable development”** | 0-1 |  |
| 4.2.1. | The use of the principle of green public procurement is planned within the framework of the project to organise public procurement; | 1 | The criterion gives an extra point | **The criterion is not exclusive.**Sub-criterion 4.2.1 shall be applied and 1 point shall be awarded if the project applicant has indicated in the project application that green public procurement (hereinafter - GPP) will be applied to the public procurements organised within the framework of the project. The GPP will be applied in the documentation of procurement procedures (selection criteria of the Regulation, evaluation criteria, technical specifications) in accordance with the common GPP criteria developed by the EC that are applicable to the project and in accordance with the criteria defined in Section 4.1 of the methodology for the monitoring of implementation of the horizontal principle of “Sustainable development” of the projects funded by the European Regional Development Fund, European Social Fund and Cohesion fund for 2014-2020. See the basic GPP criteria (<http://ec.europa.eu/environment/gpp/eu_gpp_criteria_en.htm>). Sub-criterion 4.2.2 shall be applied and no additional points shall be awarded:1. For green public procurement, if environmental protection requirements are integrated into the procurement that Sub-section 1.2 of Cabinet Regulation No. 353 of 20 June 2017 “Regulation on Requirements for Green Public Procurement and Procedures for the Application thereof” on the procurement of goods and services subject to mandatory green public procurement (office paper, printing equipment, computer and information and communication technology infrastructure, food and catering services, cleaning products and services, indoor lighting, street lighting and traffic signals) apply to.

b) if the project applicant has not indicated in the project application that the principles of green public procurement will be used in the public procurement during the implementation of the project. |
| 4.2.2. | The use of the principle of green public procurement is not planned within the framework of the project to organise public procurement. | 0 |

Notes:

P - Criterion requiring specification; in the event of non-compliance with the criterion, the co-operation institution shall make a decision regarding the approval of the project application with the condition that the project applicant ensures full compliance with the criterion within the time and in accordance with the procedure specified in the decision;

N - Criterion that does not require specification, in the event of non-compliance with the criterion, the co-operation institution shall make a decision to reject the project application.

The expert shall apply the following evaluation approach for the evaluation of quality criteria No. 3.2, 3.3, 3.4 and 3.5:

0 points - The proposal does not meet the criterion in question or cannot be evaluated due to missing or incomplete information (unless a “manifest clerical error” has arisen);

1 point - **Poor**: the criterion is not sufficiently addressed (not sufficiently addressed) or the application has serious deficiencies;

2 points - **Satisfactory:** the application generally meets the criterion, but it contains significant drawbacks;

3 points - **Good:** the application meets the criterion well, but it still contains several drawbacks;

4 points - **Very good:** the application meets the criterion very well, but it still has a few drawbacks;

5 points - **Excellent:** the application successfully meets all aspects of the specific criterion; if there are drawbacks, they are minor.

An expert may also award 0.5, 1.5, 2.5, 3.5 and 4.5 points. The expert has the opportunity to increase the evaluation of the particular criterion by 0.5 points if it is concluded that the description provided for the specific criterion exceeds the full number of points (for instance, 4 points), but due to certain drawbacks does not reach the next full number of points (for instance, 5 points), resulting in a score of 4.5 points.

According to the expert evaluation form, the expert shall justify the number of points awarded.

Quality criteria No. 3.1, 3.2, 3.3, 3.4, 3.5 and 3.6 shall be evaluated by experts of the European Commission database.

1. https://eua.eu/downloads/publications/digi-he%20desk%20research%20report.pdf [↑](#footnote-ref-1)
2. Weight of the criterion:

3.1. Project compliance - contribution to the development of digital competences – **20%;**

3.2. Project consistency/internal logic – **20%;**

3.3. Quality of project development and implementation – **10%;**

3.4. Quality of the project implementation group and co-operation procedure – **20%;**

3.5. Project impact and dissemination of results – **20%;**

4.1. The activities envisaged within the framework of the project promote compliance with the horizontal principle “Equal opportunities” (gender equality, disability, age and ethnicity) – **5%;**

4.2. The activities envisaged within the framework of the project promote compliance with the horizontal principle “Sustainable Development” – **5%.** [↑](#footnote-ref-2)
3. For instance, a technical and educational support centre for lecturers has been established at the institution of the project applicant and co-operation partner with the purpose of promoting the integration and effective use of digital technologies and digital education at the university. [↑](#footnote-ref-3)