Annex No 6

to the Guidelines for applicants of the open call “Implementation of the Model of Well-being Advisers” under the Programme “Health“ of the EEA financial mechanism 2014-2021

**Eligibility Evaluation Methodology**

1. **General information on the application:**

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| Code of the application |  |
| Title of the application |  |
| Title of the Applicant |  |

1. **Evaluation criteria**

| **Criterion** | **Evaluation questions** | ***Yes, no, not applicable*** | ***Comments*** |
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| 1. ***Formal evaluation criteria*** | | | |
| 1. **The Applicant has submitted an Applicant’s and Partner’s (Partners’) Declaration** | 1.1. The Applicant has submitted a declaration in line with the application form on its own or its Project Partner’s (Partners’) behalf;  1.2. The submitted declaration confirms the compliance with the administrative compliance requirements. |  | *1.1. The declaration of the Applicant and the Project Partner (-s) submitted along with the application shall be checked for compliance with the approved form.*  *1.2. It shall be checked whether the submitted declaration confirms the compliance with administrative compliance requirements* |
| 1. **The Applicant has submitted along with the application all the annexes listed in the Guidelines** | 2.1. All mandatory annexes referred to in the Guidelines have been submitted with the application. |  | *2.1. It shall be checked whether all mandatory annexes referred to in the Guidelines have been submitted with the application.* |

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| ***II. General project selection criteria*** | | | |
| 1. **Compliance of the Applicant and the Partner (-s) with the requirements laid down in the Guidelines** | * 1. The Applicant meets the Applicant eligibility requirements laid down in the Guidelines.   2. The Partner (-s) meets (meet) the partner eligibility requirements laid down in the Guidelines. |  |  |
| 1. **Retaining consistency of internal project logic** | 4.1 A consistent internal logic of the project has been retained, i.e. project results are the outcome of project activities, project activities are prerequisites for the implementation of project tasks and the latter – for achieving the defined project objective. Project tasks are specific (showing the essence and characteristics of the project), measurable (quantifiable and measurable) and achievable. |  |  |
| 1. **Project compliance with monitoring indicators** | 5.1 Does the project pursue the programme monitoring indicator (-s) provided for in the Guidelines? |  | *5.1. The project’s pursuit of the mandatory monitoring indicators set in the Guidelines shall be checked.*  *It shall be evaluated whether monitoring indicator target values have been set for all the monitoring indicators provided for in the application.* |
| 1. **Feasibility of the project implementation schedule and project duration** | 6.1. Does the project implementation schedule correspond to scopes of project activities, is realistic and rationally planned? Is the project duration in line with the requirements established in the Guidelines? |  | *6.1. It shall be evaluated whether the project implementation schedule corresponds to the project specifics, seasonality, whether the deadlines for holding public procurement procedures have been included and properly evaluated, whether the project implementation schedule is logical and consistent (if the start of one activity depends on completion of another activity, whether this activity is not started earlier, etc.).*  *It shall be ensured that the total duration of the project implementation is in line with the requirements set out in the Guidelines.* |
| 1. **Reasonability of partnership** | 7.1. Has a partnership been provided for in the project?  7.2. Is a partnership (if any) reasonable and beneficial in the implementation of the project?  7.3. Does the document evidencing a partnership (a draft partnership agreement, a signed partnership agreement, a letter of intent, etc.) meet the requirements set out in the Guidelines (applicable, where a partnership is planned in the project)? |  | *7.1. Applicable where a partnership is mandatory.*  *7.2. It shall be evaluated if the Partner’s (Partners’) participation in the project is reasonable, whether the Project Partner (-s) takes (take) part in the implementation of project activities/ pursuit of physical activity implementation indicators, whether the Applicant and the Project Partner (-s) create project results or use the results created during the project together.*  *7.3. It shall be checked whether a document evidencing partnership submitted along with the application (applicable where a partnership is planned in the project) contains provisions in line with the requirements which a document evidencing partnership is subject to the requirements laid down in the Guidelines.* |
| 1. **Project compliance with the principles of good governance** | 8.1. Does the project provide for actions, which would have an adverse impact on the implementation of the principles of good governance?  8.2. Does the project provide for specific actions (measures) to promote the implementation of principles of good governance (if applicable)? |  | *8.1 It shall be made sure that the project’s implementation has no adverse impact on the implementation of principles of good governance.*  *8.2. It shall be evaluated whether this requirement has been established in the Guidelines or whether the application indicates that the project contributes to the implementation of these principles. It shall be made sure that there are specific actions or measures provided for in the project (demonstrated proactive approach), which contribute to the implementation of principles of good governance.* |
| 1. **Project compliance with the principles of sustainable development** | 9.1. Does the project provide for actions, which would have an adverse impact on the implementation of the principles of sustainable development?  9.2. Does the project provide for specific actions (measures) to promote the implementation of the principles of sustainable development (if applicable)? |  | *9.1. It shall be made sure that the project’s implementation has no negative impact on the implementation of the principles of* *sustainable development:*  *9.1.1. In the environmental protection area (environmental quality and natural resources, protection of landscape and bio-diversity, climate change, environmental protection, etc.);*  *9.1.2. In the social area (employment, poverty and social exclusion, public health, education and science, preservation of cultural identity, sustainable consumption);*  *9.1.3. In the economic area (sustainable development of main sectors of economy and regions);*  *9.1.4. In the regional development area (reducing environmental, social and economic disparities).*  *9.2. It shall be evaluated whether this requirement has been established in the Guidelines or whether the application indicates that the project contributes to the implementation of these principles. It shall be evaluated whether the project provides for some specific actions or measures, which contribute to the implementation of the principles of* *sustainable development.* |
| **10. Project compliance with the principles of equal opportunities, non-discrimination and gender equality** | 10.1. Are there any restrictions provided for in the project, which would have an adverse impact on the implementation of the principles of equal opportunities, non-discrimination and gender equality?  10.2. Will the infrastructure created in the project be adapted for all groups of the society (if applicable)?  10.3. Are specific actions (measures) offered, which show that the project contributes to the implementation of the principle of gender equality and/or promotion of the implementation of the principles of non-discrimination (if applicable)? |  | *10.1. It shall be necessary to make sure that the project does not provide for any restrictions, which would have an adverse impact on the implementation of the principles of gender equality and non-discrimination based on sex, race, nationality, language, origin, social status, religion, beliefs or views, age, disability, sexual orientation, ethnicity or religion.*  *10.2. It shall be ensured that all groups of the society have access to use infrastructure created in the course of the implementation of the project (if applicable).*  *10.3. It shall be evaluated whether this requirement has been set in the Guidelines or whether the application indicates that the project contributes to the implementation of these principles. It shall be made sure that the project provides for actions or measures, which contribute to the implementation of the principles of gender equality and non-discrimination.* |
| **11. Project compliance with EU’s competition policy** | 11.1. Does the granted financing exceed the set limits for *de minimis* aid and meet the requirements which *de minimis* aid is subject to?  11.2. Is the project financed according to the approved scheme for state aid or European Commission’s decision or the block exemption regulation in observance of the requirements laid down therein?  11.3. Does the project financing mean the provision of unlawful state aid or *de minimis* aid? |  | *11.1. Applicable where the project is granted de minimis aid.*  *11.2. Applicable where the project is financed according to the approved state aid scheme, a decision of the European Commission, or the block exemption regulation.*  *11.3. Applicable where the Guidelines indicate that the project shall not receive state aid and/or de minimis aid.* |
| 1. **Assurance of own contribution** | 12.1. Does the Applicant’s and/or the Partner’s (Partners’) contribution meet the requirements laid down in the Guidelines and ensure financing of own contribution? |  | *12.1. This criterion shall only apply in cases where the application provides for own contribution and/or own contribution is mandatory in accordance with the requirements laid down in the Guidelines / a proposal to submit a direct financing application:*  *12.1.1. whether the requirements for own contribution of the Applicant and/or the Partner (-s) are met;*  *12.1.2. whether the planned sources of financing of project costs planned in light of the share of eligible project costs and the method of payment of costs are clearly defined, reliable and properly planned.* |
| 1. **Assurance of ineligible costs** | 13.1. Does the Applicant and/or the Partner (-s) ensure the coverage of ineligible costs that are necessary for the implementation of the project (applicable where ineligible costs are planned)? |  | *13.1. It shall be evaluated whether the Applicant and/or the Partner (-s) has ensured and substantiated financing to cover ineligible costs. Applicable where costs that are ineligible for financing, but necessary for the implementation of the project and the achievement of results, have been planned.* |
| 1. **Ensuring project continuity** | 14.1. Has financial and operational continuity of the project been ensured (if applicable)? |  | *14.1. The following shall be made sure:*  *14.1.1. whether financial prerequisites have been created for further use of the results created during the project, i.e. the property created / purchased / renovated will be retained (e.g. whether the Applicant has indicated in the application who will be responsible for the allocation of funds for the operation and maintenance of the reconstructed building and whether the funds will be made allocated);*  *14.1.2. how project results will be used after the end of the project and/ or how their dissemination will be ensured.* |
| 1. **The requested sum of the mechanism and co-financing funds** | 15.1. The requested sum of the mechanism and co-financing funds is not lower than the minimum sum set in the Guidelines or higher than the maximum sum set in the Guidelines (*applicable in the case of calls for tenders)*  15.2. The requested sum of the mechanism and co-financing funds is higher than the maximum sum set in the proposal to submit an application for direct project financing. *(applicable in case of projects of direct financing)* |  | *15.1. It shall be verified that the sum of the mechanism and co-financing funds requested in the submitted application is not lower than the minimum sum and not higher than the maximum sum set in the Guidelines.*  *15.2. It shall be verified that the sum of the mechanism and co-financing funds requested in the submitted application is not higher than the maximum sum set in the proposal to submit an application for direct project financing.* |
| 1. **Compliance of the publication of the project with the requirements set in the Guidelines/ a proposal to submit an application for direct financing** | * 1. Are the publicity measures provided for in the application in line with the requirements set in the Guidelines/ a proposal to submit an application for direct financing?   2. Does the application contain all the mandatory information on publicity measures according to the requirements laid down in the Guidelines/ a proposal to submit an application for direct financing? |  | *16.1. It shall be made sure that all mandatory publicity measures have been selected in accordance with the requirements set out in the Guidelines / a proposal to submit an application for direct financing.*  *16.2. It shall be made sure that the application contains a description of the publicity measures, information on the target group of the publicity measure, the period of implementation, the administrative unit (including the contact person) responsible for the implementation of the publicity measure (-s).* |
| 1. **Ensuring the administrative capacity of the Applicant and / or the Partner (-s) to implement the project** | 17.1. Does the Applicant and / or the Partner (-s) have sufficient administrative capacity for the implementation of the project? |  | *17.1 It shall be evaluated whether the project management structure is clear, functions and responsibilities of members of the project administration team are clear and sufficient, and they are necessary for the implementation of the project. If the project is implemented with a Partner (s), the functions of the Project Partner (-s) in the project administration, cooperation and communication between the Partners have been described clearly.* |

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| ***III. Special project eligibility criteria*** |

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| **18. Candidates for the training program for Well-being advisers have at least the Bachelor's degree (or equivalent) in the fields of health or social sciences that are referred to in point 2.1.1 of Annex 1 to the Guidelines and meet the other criteria set out in Section 8 of Annex 1 to the Guidelines** | 18.1. Do the intended candidates meet the educational and other requirements for Well-being advisers? |  | *18.1. It must be ascertained that the proposed candidates for the training program for Well-being advisers have acquired the necessary education, personal features, motivation, etc.* |
| **19. The list of candidates to Well-being advisers includes the number of professionals who will provide the services and at least one additional candidate** | 19.1. Does the number of candidates proposed for Well-being advisers include the number of professionals who will provide services and at least one additional candidate? |  | *19.1. It must be ascertained that the right number of candidates to Well-being advisers has been proposed – i.e. the list includes the number of professionals who will provide the services and at least one additional candidate.* |
| **20. Recruitment of Well-being advisers who have completed the training programme to work at least 0.5 full-time** | 20.1. Is recruitment of professionals who have completed the training program for Well-being advisers indented during the project? |  | *20.1. It must be ascertained whether, during the implementation of the project, professionals who have completed the training program for Well-being advisers will be recruited to work at least 0.5 full-time.* |
| **21. Establishment of a place for the provision of a Well-being adviser service, which ensures the privacy and confidentiality of the services provided to an individual, in a place that is convenient and easily accessible to the service recipients** | 21.1. Is establishment of a workplace for the provision of Well-being adviser services that meets the intended characteristics of the place of the services provision indented during the project? |  | *21.1. It must be ascertained that a p*lace for the provision of *Well-being adviser services has been provided for. It must be ascertained that the intended place is a separate, enclosed room / office that ensures the privacy of the service recipie and the confidentiality of the services provided. It must be ascertained that the place / room of Well-being adviser services (will be) equipped in the easily and well accessible place.* |
| **22. Provision of free services of a Well-being adviser to the service recipient** | 22.1. Does the project provide for provision of free Well-being adviser services during the implementation of the project? |  | *22.1. It must be ascertained that the project provides for the provision of free Well-being adviser services to persons from 18 years of age and older who experience mild symptoms of stress, anxiety, insomnia, depression or show signs of psychological adaptation disorders.* |

**The evaluation concluded as**: Positive  Negative  With provision

Date of evaluation