

REGIONAL COMPETITIVENESS OPERATIONAL PROGRAMME

Functioning Methodology for Project Selection Sub-Committees

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Republic of Turkey
Ministry of Industry and Trade

TABLE of CONTENTS

- 1.** Main Subject
- 2.** Legal Background
- 3.** Project Selection Sub-Committees - PSSCs
- 4.** Roles & Responsibilities of the Members of the PSSCs
- 5.** Project Evaluation Process of the PSSCs
- 6.** Annexes
 - Members of the PSSCs
 - Evaluation Grids
 - CV
 - Declaration of Impartiality and Confidentiality

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1. Main Subject

In 2006, European Union has introduced a new financial instrument called as IPA – Instrument for Pre Accession Assistance with a view to support candidate and potential candidate countries in their preparations for EU accession, including (for candidate countries) for the future management and control of the Structural and Cohesion Funds Programmes

Within the framework of IPA, multi-annual Operational Programmes have been prepared by the relevant line-Ministries acting as Operating Structure in Turkey. In this respect, as one of the Operating Structures Ministry of Industry and Trade (MoIT) has prepared the Regional Competitiveness Operational Programme (RCOP) and it was approved by the European Commission on the 29th of November 2007.¹

2. Legal Background

As the Operating Structure, the Ministry of Industry and Trade is responsible for ensuring the selection and funding of projects according to the Article 28 – d of IPA IR.

Within this context; "All operations which are not major projects and which are implemented by final beneficiaries other than national public bodies shall be selected through calls for proposals" according to IPA IR article 158 para 1. Therefore, the Ministry has launched a "call for project proposal" under the Regional Competitiveness Operation Programme (2007-2009) co-financed by the European Union and by the Turkish Government on 14th of November, 2008.

Additionally, the Operating Structures shall set sectoral monitoring committee which shall satisfy itself as to the effectiveness and quality of the implementation of the programmes and operations concerned, in accordance with the specific provisions laid down for each component .

On the other hand, the Operating Structure is responsible for setting up a selection committee for each call for proposals which shall analyze and select proposals, and recommend results to the Operating Structure according to article 158 para 2 of IPA IR.

The Sectoral Monitoring Committee (SMC) under RCOP has established in November 2007 and held its shadow meetings in 29th of November 2007 and 5th of June 2008 respectively. The SMC has approved the general and specific project selection criteria and appointed members of the project selection sub-committee at the first meeting.

The need for this evaluation methodology document arose from the Financing Agreement Article 49. According to the mentioned Article; "The composition of the Selection Committee and its functioning modalities are set out in Annex XI of the Financing Agreement".

¹ Commission Decision of 29/11/2007 adopting the multi-annual operational programme "Regional Competitiveness" for Community assistance from the Instrument of Pre-Accession Assistance for the Regional Development component in Turkey

3. Project Selection Sub-Committees - PSSCs

According to the first Shadow Monitoring Committee for the Regional Competitiveness Operational Programme, 6 different Project Selection Sub Committees have been established for each measure and approved with a composition of 10 permanent members, 3-9 measure base specific members and 4 rotating members as shown in the Annex 1;

- ✓ 10 permanent members will take part in all measures
- ✓ Measure Specific Members will take part in the Sub Committee regarding their expertise
- ✓ Rotating Members will be both from the centre and the region

4. Roles & Responsibilities of the Members of the Project Selection Sub-Committees

Project Selection Sub-Committee, appointed by the Sectoral Monitoring Committee (SMC), shall evaluate the pre-selected project proposals, in line with the strategic project selection criteria developed by the Ministry for each measure and the methodologies which are laid down in the RCOP and agreed by the Sectoral Monitoring Committee (SMC) and published in the guideline of the call for project proposals

Project Selection Sub-Committee is constituted by members with capacities to give an informed opinion on proposals. The members of the PSSCs are responsible for evaluation of the projects by taking into account the evaluation grids developed for each measure.

Members of the project selection committee are required to have following minimum qualifications:

- ✓ University Degree (minimum 4 years)
- ✓ Written and Oral Communication in English
- ✓ At least 3 year experience in the relevant areas;

Members of the project selection committee are required to have skills/expertise in following areas:

- ✓ Project management, project evaluation, administrative, financial and technical subjects,
- ✓ Public finance procedures and public legislation, etc.

In order to ensure consistency between the aforementioned minimum requirements for being a PSSC member, the appointed members shall send their CVs (CV format annex 3) before 06th February 2009 to the Ministry via e-mail.

According to Article 158/2 para 2; the Ministry shall decide whether to approve the results of the selection procedure and state the reasons for its decision.

5. Project Evaluation Process of the PSSCs

The evaluation process will be carried out on electronic base for this course. The pre-selected project proposals (global list) will be sent to the authorized members of the Project Selection Sub-Committee by the Ministry via e-mail and the evaluations of the members will be taken back by the same way and 1 week later by hardcopy also. The e-mails will be sent to the authorized person from MoIT mentioned below.

MoIT Regional Competitiveness Programme Coordination and Implementation Centre will charge minimum 1 person for each group of projects under the same measure (in the same meaning with 1 person for each project selection sub-Committee under the same measure). The role of this authorized person is the support of PSSCs in terms of coordination and logistics (such as coordination, obtaining fairness and equity of the evaluation sessions, etc.)

Each of the projects will be evaluated by 2 different members of the PSSCs under the same measure. If the scores of 2 members have a difference of 15 points or above for one project, MoIT will start the process of negotiation and finalized it in 2 days. If the members don't compromise with each other, the Project proposal will sent to another 3. Member of the Committee for evaluation. (sonra 3'ünün ortalaması mı alınacak?)

Project Selection Sub-Committees shall use the evaluation grid in Annex 2.

MoIT will send the project proposals to the Project Selection Sub-Committee until 13th of February 2009.

All evaluations will start on 16th of February 2009 and finish on 06th of March 2009.

Each member of the Project Selection Sub-Committee will have to sign the Declaration of Impartiality and Confidentiality at annex 4. There is a conflict of interests where the impartial and objective exercise of the functions of members of the project selection committee is compromised for reasons involving private life, political or national affinity, economic interest/consultancy provision, or any other shared interest with an applicant. If there is a conflict, the evaluation of this member will be dropped. The members will have to sign this declaration during the SMC Meeting.

Substitutes to the members of the Project Selection Sub-Committee will be nominated on the same conditions as the titular where justified by the size and/or the technical nature of the call for proposals until the SMC Meeting.

Any Project Selection Sub-Committee Member who has a potential conflict of interests due to a link with any applicant must declare it and immediately withdraw from the evaluation. He/she will be excluded from participating further in any capacity in the evaluation meetings. Members of the project selection committee should inform the Centre if there is any compulsion in the process of the selection.

There will not be any kind of payment to the Members by the MOIT.

The Project Selection Sub-Committee members should attend the training which will be organized by the MoIT to inform the Committee members on evaluation criteria, how to

apply them on 09th of January 2009. Any absence must be recorded and explained in a formal letter. The subjects of this meeting will be such as below mentioned;

- ✓ The explanation of the aim of this evaluation
- ✓ The explanation of methodology which will be followed during the evaluation and the evaluation criteria used in the sessions.
- ✓ The explanation of methods by which the procedures could be unproved

Attendance of the above mentioned training will be supposed officially on duty for 1 day.

Each member of the Project Selection Sub-Committee is expected to write a justification for each evaluation of project proposal, not exceeding 50 words.

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Annex 1

Members of the Project Selection Sub-Committee

Permanent Members (10) for all measures

Ministry of Industry and Trade – Head of RCOP Center
Ministry of Industry and Trade – Head of Programming Department of RCOP Center
Ministry of Industry and Trade – Head of Quality Assurance and Control Department of RCOP Center
Ministry of Finance
State Planning Organization
Undersecretary for Treasury
South Eastern Anatolian Project Regional Development Administration
Secretariat General for EU Affairs – EUSG
The Union of Chambers and Commodity Exchanges of Turkey
European Union Delegation to Turkey

Measure Specific Members (8) and Rotating Measures (4)

Measure 1.1.;

Undersecretariat for Foreign Trade
Small and Medium Sized Industry Development Organization – KOSGEB
The Confederation of Turkish Craftsmen and Artisans, - TESK
Turkish Confederation of Employer Associations, - TISK
Governorship of Diyarbakır (Rotating M.)
Governorship of Kars (Rotating M.)
Kastamonu Chamber of Industry and Commerce (Rotating M.)

Measure 1.3;

Undersecretariat for Foreign Trade
The Scientific and Technological Research Council of Turkey – TUBİTAK
Small and Medium Sized Industry Development Organization – KOSGEB
The Confederation of Turkish Craftsmen and Artisans, - TESK
Turkish Confederation of Employer Associations, - TISK
Technology Development Foundation of Turkey - TTGV
Dicle University (Rotating M.)
Cumhuriyet University (Rotating M.)

Measure 1.4

Ministry of Culture and Tourism
Governorship of Sivas (Rotating M.)
Governorship of Kastamonu (Rotating M.)

Measure 2.1.

Undersecretariat for Foreign Trade

The Scientific and Technological Research Council of Turkey – TUBİTAK

Small and Medium Sized Industry Development Organization – KOSGEB

National Productivity Center – MPM

The Confederation of Turkish Craftsmen and Artisans, - TESK

Turkish Confederation of Employer Associations, - TISK

Technology Development Foundation of Turkey – TTGV

Trade Union of HAKİŞ (Rotating M.)

Sivas Chamber of Industry and Trade (Rotating M.)

Measure 2.2.

Undersecretariat for Foreign Trade

The Scientific and Technological Research Council of Turkey – TUBİTAK

Small and Medium Sized Industry Development Organization – KOSGEB

National Productivity Center – MPM

The Confederation of Turkish Craftsmen and Artisans, - TESK

Turkish Confederation of Employer Associations, - TISK

Technology Development Foundation of Turkey – TTGV

Kafkas University (Rotating M.)

Diyarbakır Chamber of Industry and Trade (Rotating M.)

Annex 2

Evaluation Grids

Name of the Beneficiary:		Name-Surname of Member:	
Name of Project Proposal:		The Total Score:	
Measure:	1.1.	Sign:	
Target Region (NUTS II- Province)			
Submission # of Project Proposal			
Budget of the Project:		Justification:	

Measure 1.1.

Strategic Criteria

	Max Score (...points)	Score (...points)	Related part on OIS
1 Is the project be implemented in the Growth Center?	8		5.4.
2 Is the project's region eligible for this measure (Table 46 of the RCOP)?	8		5.4.
3 Does the project overlap with the prioritized sectors by the RCOP? (Table 47 of the RCOP) 1st Priority Sector (5 points) 2nd Priority Sector (4 points) 3rd Priority Sector (3 points) 4th Priority Sector (2 points) Non-Prioritized Sectors (0 points) Horizontal project (5 points)	5		4.5. / 5.6.
4 Does the project support the inter-regional cooperation between the target region and the rest of the country?	3		4.5. / 8.
5 Does the project support the intra-regional cooperation between the Growth Center(s) and its/their hinterland?	6		4.5. / 8.

Specific Criteria

		Max Score (...points)	Score (...points)	Related part on OIS
1	Is the project mature and ready? ²	20		5.8. / 5.9. / 6.3. / 7. / 8. / 9.
2	Does the project create facilities for the enterprises?	6		5.8. / 5.9. / 8.
3	Does the project enhance the occupancy ratio inside the industrial sites?	5		5.8. / 5.9. / 8.
4	Does the project contribute to the overall employment capacity?	6		5.8. / 5.9. / 8.
5	Does the project support the innovative and/ or high technology sectors?	5		5.8. / 5.9.
6	Does the project contribute to the overall synergy with other measures for the establishment of common facilities?	4		5.8. / 5.9. / 11.
7	Does the project support environmental sustainability?	4		5.8. / 5.9. / 9.
8	Does the project support women and young entrepreneurs, disadvantaged persons and start-ups?	4		5.6. / 5.8. / 10.
9	Is there involvement of TOBB, TESK, trade unions, sectoral foundations and associations, regional chambers of industry and commerce, tradesman and craftsmen?	4		6.1. / 6.2.
10	Does the beneficiary have the efficient administrative and technical capacity?	8		3. / 4.4. / 6.1.
11	Is there synergy with the other Community Programmes?	4		11.

² The maturity and readiness means a) Documents such as; feasibility dossiers for construction, Technical Specifications and market research for supply etc. if available b) The sustainability approach of the proposal after the EU funding process. Each of these components, which shows the project maturity and readiness will have different weights on identifying the total score.

Evaluation Grids

Name of the Beneficiary:		Name-Surname of Member:	
Name of Project Proposal:		The Total Score:	
Measure:	1.3.	Sign:	
Target Region (NUTS II- Province)			
Submission # of Project Proposal			
Budget of the Project:		Justification:	

Measure 1.3.

Strategic Criteria

	Max Score (...points)	Score (...points)	Related part on OIS
1 Is the project be implemented in the Growth Center?	8		5.4.
2 Is the project's region eligible for this measure (Table 46 of the RCOP)?	8		5.4.
3 Does the project overlap with the prioritized sectors by the RCOP? (Table 47 of the RCOP) 1st Priority Sector (5 points) 2nd Priority Sector (4 points) 3rd Priority Sector (3 points) 4th Priority Sector (2 points) Non-Prioritized Sectors (0 points) Horizontal project (5 points)	5		4.5. / 5.6.
4 Does the project support the inter-regional cooperation between the target region and the rest of the country?	4		4.5. / 8.
5 Does the project support the intra-regional cooperation between the Growth Center(s) and its/their hinterland?	5		4.5. / 8.

Specific Criteria

		Max Score (...points)	Score (...points)	Related part on OIS
1	Is the project mature and ready? ³	21		5.8. / 5.9. / 6.3. / 7. / 8. / 9.
2	Does the project create facilities for the enterprises?	7		5.8. / 5.9. / 8.
3	Does the project enhance the occupancy ratio inside the technology sites?	6		5.8. / 5.9. / 8.
4	Does the project have high commercialization potential and joint projects between private sector, universities and public institutions?	7		5.8. / 5.9.
5	Does the project support environmental sustainability?	4		5.8. / 5.9. / 9.
6	Does the project contribute to the overall synergy with other measures?	4		5.8. / 5.9. / 11.
7	Does the project support women and young entrepreneurs, disadvantaged persons and start-ups?	3		5.6. / 5.8. / 10.
8	Does the project involve the contribution of TOBB, TESK, trade unions, sectoral foundations and associations, regional chambers of industry and commerce, craftsmen and artisans?	5		6.1. / 6.2.
9	Does the beneficiary have efficient administrative and technical capacity?	8		3. / 4.4. / 6.1.
10	Is there synergy with the other Community Programmes?	5		11.

³ The maturity and readiness means a) Documents such as; feasibility dossiers for construction, Technical Specifications and market research for supply etc. if available b) The sustainability approach of the proposal after the EU funding process. Each of these components, which shows the project maturity and readiness will have different weights on identifying the total score.

Evaluation Grids

Name of the Beneficiary:		Name-Surname of Member:	
Name of Project Proposal:		The Total Score:	
Measure:	1.4.	Sign:	
Target Region (NUTS II- Province)			
Submission # of Project Proposal			
Budget of the Project:		Justification:	

Measure 1.4.

Strategic Criteria

	Max Score (...points)	Score (...points)	Related part on OIS
1 Is the project be implemented in the Growth Center?	10		5.4.
2 Is the project's region eligible for this measure (Table 46 of the RCOP)?	14		5.4.
3 Is your project's activities overlap with the prioritized tourism activities mentioned in the Map 2 (Tourism Diversity Map)	10		4.5. / 5.6.
4 Does the project support the inter-regional cooperation between the target region and the rest of the country?	7		4.5. / 8.
5 Does the project support the intra-regional cooperation between the Growth Center(s) and its/their hinterland?	9		4.5. / 8.

Specific Criteria

	Max Score (...points)	Score (...points)	Related part on OIS
1 Is the project mature and ready? ⁴	17		5.8. / 5.9. / 6.3. / 7. / 8. / 9.
2 Does the project have competitiveness-oriented infrastructure and promotion/marketing activities?	8		5.8./ 5.9.
3 Does the project take into account the long term plans of the Ministry of Culture and Tourism?	4		5.7.
4 Does the project involve Ministry of Culture and Tourism, Sectoral Associations and foundations?	4		5.7.
5 Does the beneficiary have efficient administrative and technical capacity?	9		3. / 4.4. / 6.1.
6 Does the project support environmental sustainability?	4		5.8. / 5.9. / 9.
7 Does the project support women and young entrepreneurs, disadvantaged persons and start-ups?	4		5.6. / 5.8. / 10.

⁴ The maturity and readiness means a) Documents such as; feasibility dossiers for construction, Technical Specifications and market research for supply etc. if available b) The sustainability approach of the proposal after the EU funding process. Each of these components, which shows the project maturity and readiness will have different weights on identifying the total score.

Evaluation Grids

Name of the Beneficiary:		Name-Surname of Member:	
Name of Project Proposal:		The Total Score:	
Measure:	2.1.	Sign:	
Target Region (NUTS II- Province)			
Submission # of Project Proposal			
Budget of the Project:		Justification:	

Measure 2.1.

Strategic Criteria

	Max Score (...points)	Score (...points)	Related part on OIS
1 Is the project be implemented in the Growth Center?	10		5.4.
2 Does the project overlap with the prioritized sectors by the RCOP? (Table 47 of the RCOP) 1st Priority Sector (5 points) 2nd Priority Sector (4 points) 3rd Priority Sector (3 points) 4th Priority Sector (2 points) Non-Prioritized Sectors (0 points) Horizontal project (5 points)	5		4.5. / 5.6.
3 Does the project support the inter-regional cooperation between the target region and the rest of the country?	8		4.5. / 8.
4 Does the project supports the intra-regional cooperation between the Growth Center(s) and its/their hinterland?	7		4.5. / 8.

Specific Criteria

	Max Score (...points)	Score (...points)	Related part on OIS
1 Is the project mature and ready? ⁵	21		5.8. / 5.9. / 6.3. / 7. / 8. / 9.
2 Do the basic information support projects contribute the overall employment capacity and supporting the innovative and high technology sectors?	10		5.8. / 5.9. / 8.
3 Does the project involve the contribution of the Union of Chambers and Commodity Exchanges of Turkey, TUBITAK, TTGV, universities, trade unions, the foundations and associations?	7		6.1. / 6.2.
4 Is there consistency and complementarity of the basic information support projects with other Community Programmes and OPs?	6		11.
5 Does the project have high commercialization potential and joint projects between private sector, universities and public institutions?	9		6.1. / 6.2.
6 Will the basic information and consultancy support projects particularly focus on the below mentioned enterprises, entrepreneurs and aspects: - Enterprises operating in the Growth Centers in order to achieve the strategic target to allocate 70-80 % of the total budget of the OP Regional Competitiveness for Growth Centers. (4) - Start-ups (2) - Enterprises established inside the industrial sites (4) - Enterprises using high technology having R&D and innovation potential (2) - Projects having high employment generating capacity (2) - Women, young and disadvantaged entrepreneurs and other disadvantaged persons (1) - Projects supporting environmental sustainability (1) - Efficient administrative and technical capacity of the beneficiary (1)	17		4.5. / 5.6. / 5.8. / 5.9. / 8. / 10.

⁵ The maturity and readiness means a) Documents such as; feasibility dossiers for construction, Technical Specifications and market research for supply etc. if available b) The sustainability approach of the proposal after the EU funding process. Each of these components, which shows the project maturity and readiness will have different weights on identifying the total score.

Evaluation Grids

Name of the Beneficiary:		Name-Surname of Member:	
Name of Project Proposal:		The Total Score:	
Measure:	2.2.	Sign:	
Target Region (NUTS II- Province)			
Submission # of Project Proposal			
Budget of the Project:		Justification:	

Measure 2.2.

Strategic Criteria

	Max Score (...points)	Score (...points)	Related part on OIS
1 Is the project be implemented in the Growth Center?	10		5.4.
2 Does the project overlap with the prioritized sectors by the RCOP? (Table 47 of the RCOP) 1st Priority Sector (5 points) 2nd Priority Sector (4 points) 3rd Priority Sector (3 points) 4th Priority Sector (2 points) Non-Prioritized Sectors (0 points) Horizontal project (5 points)	12		4.5. / 5.6.
3 Does the project support the inter-regional cooperation between the target region and the rest of the country?	8		4.5. / 8.
4 Does the project supports the intra-regional cooperation between the Growth Center(s) and its/their hinterland?	10		4.5. / 8.

Specific Criteria

	Max Score (...points)	Score (...points)	Related part on OIS
1 Is the project mature and ready? ⁶	21		5.8. / 5.9. / 6.3. / 7. / 8. / 9.
2 Does the project involve the contribution of the Union of Chambers and Commodity Exchanges of Turkey, TUBITAK, TTGV, universities, trade unions, the foundations and associations?	11		6.1. / 6.2.
3 Is there synergy with the other Community Programmes?	6		11.
4 Does the project have the target of establishment and extension of networks with EU Networks?	11		5.6. / 5.8
5 Does the project support environmental sustainability?	5		5.8. / 5.9. / 9.
6 Does the project include women and young enterprises and disadvantaged persons	6		5.6. / 5.8 / 10.

⁶ The maturity and readiness means a) Documents such as; feasibility dossiers for construction, Technical Specifications and market research for supply etc. if available b) The sustainability approach of the proposal after the EU funding process. Each of these components, which shows the project maturity and readiness will have different weights on identifying the total score.

ANNEX 3

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ANNEX 4

**DECLARATION OF
IMPARTIALITY AND CONFIDENTIALITY⁷**

PUBLICATION REF: _____

I, the undersigned, hereby declare that I agree to participate in the evaluation of the above-mentioned [call for proposals]*. By making this declaration, I confirm that I have familiarised myself with the information available to date concerning this [call for proposals]* including the provisions of the Guideline to contract procedures for external actions relating to the evaluation process.

I shall execute my responsibilities impartially and objectively. I hereby declare that I am independent⁸ of all parties which stand to gain from the outcome of the evaluation process⁹. To the best of my knowledge and belief, there are no facts or circumstances, past or present, or that could arise in the foreseeable future, which might call into question my independence in the eyes of any party; and, if I discover or should it become apparent during the course of the evaluation process that such a relationship exists or has been established, I will declare it immediately and cease to participate in the evaluation process. I declare that I have not been employed by any of the candidates/applicants], their consortium members or subcontractors within the previous 3 years.¹⁰

I further declare that to the best of my knowledge, I am not in a situation that could cast doubt on my ability to evaluate the [applications]. I agree to hold in trust and confidence any information or documents ("confidential information") disclosed to me or discovered by me or prepared by me in the course of or as a result of the evaluation and agree that it shall be used only for the purposes of this evaluation and shall not be disclosed to any third party. I also agree not to retain copies of any written information or prototypes supplied.

Confidential information shall not be disclosed to any employee or expert unless they agree to execute and be bound by the terms of this Declaration.

Name	
Signed	
Name	
Signed	
Name	
Signed	
Date	

* Delete as applicable

7 To be completed by all persons involved in an evaluation process (including members of the Evaluation Committee, whether voting or not-voting and any observers)

⁸ Taking into consideration whether there exists any past or present relationship, direct or indirect, whether financial, professional or of another kind.

⁹ ie, all [candidates/applicants/tenderers]* who are participating in the [tender/call for proposals]*, whether individuals or members of a consortium, or any of the partners or subcontractors proposed by them.

¹⁰ if you cannot declare this, please indicate the name of the employer, the duration and your position

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