

with the decree No 138 of the Minister of Social Affairs from December 22, 2020
 „Adoption of the Rules and Regulations for the applicants
 of the open call for proposals „ Integrated services to support health and safety in home environment “

Guide to the Expert Evaluation Sheet

Evaluation criteria	Maximum score
1. Background and competence of the organisation and the project team, involvement in project activities and inclusion of partners	16
<p>1.1 Evaluation of the competence of the organisation</p> <p><i>(The relevant competence, knowledge, and experience of the organisation and the project team in the field will be evaluated on the basis of the criteria below, so that compliance with one of the criteria gives one point.)</i></p> <p>The applicant has submitted a description of the organisation and CVs of the team members, which provide specifications that allow the evaluation of the organisation's competence and ability to successfully complete the project.</p> <p>The organisation has the following competencies:</p> <ol style="list-style-type: none"> 1) it has previously successfully completed at least one project on injury prevention or counselling of pregnant and young mothers on child development and health (1 point); 2) it has been in contact with partners and networks involved in the project field during its usual activities (1 point); 3) it has the theoretical capacity to continue and expand the project activities across Estonia at the end of the project (permanent structure, funds, staff) (1 point); 	3
<p>1.2 Competence of the project team</p> <p><i>(The relevant competence of the organisation and the project team will be evaluated on the basis of the criteria below, so that compliance with one of the criteria gives one point.)</i></p> <p>The applicant has submitted a description of the organisation and CVs of the team members, which provide specifications that allow the evaluation of the team members' competence and ability to successfully complete the project.</p> <p>The project team has members with the indicated competencies (<i>one team member may meet several criteria</i>):</p> <ol style="list-style-type: none"> 1) the project manager must have project management experience during the 	8

<p>last 8 years (2013–2020) (1 point);</p> <ol style="list-style-type: none"> 2) the project manager has project management experience with a similar scope of activities and tasks as a project manager (1 point); 3) the project manager has experience in project management funded by the Norwegian and EEA financial mechanisms or EU structural funds (1 point); 4) the team includes an expert who has previously successfully completed projects on injury prevention or counselling of pregnant and young mothers on child development and health (1 point); 5) the team includes at least two experts with at least 3 years of experience in injury prevention or at least 3 years of experience in counselling pregnant women and mothers on issues related to the development and health of the child (1 point); 6) the team includes an expert with at least 2 years of experience in carrying out or organising home visits in the field of health, social or safety in home environment (1 point); 7) the team includes an expert with previous experience in participating in or managing networking (1 point); 8) the team includes an expert with previous experience in working with national institution(s) or healthcare provider(s) (1 point). 	
<p>1.3 Inclusion of partners, including involvement of partners from a research institution and/or educational institutions and from local authorities in the planning and implementation of the project</p> <p><u>3 points</u> –</p> <ul style="list-style-type: none"> • the partners are involved in the planning and/or implementation of the project, including a research institution and/or an educational institution and local authorities of different sizes; • the confirmation letters of the partners concerning the participation in the planning and/or implementation of the project are attached to the submitted application, and the application describes the clear role of partners in how they contribute to the objective of the project; <p><u>1 point</u> –</p> <ul style="list-style-type: none"> • only some of the partners listed above are involved in the planning and/or implementation of the project and/or the application does not describe the clear role of the partner in how the partner contributes to the objective of the project; <p><u>0 points</u> –</p> <ul style="list-style-type: none"> • no partner is involved in the planning and implementation of the project. 	3
<p>1.4 Involvement of partners from the Kingdom of Norway in the planning and implementation of the project</p> <p><u>2 points</u> –</p> <ul style="list-style-type: none"> • a partner from the Kingdom of Norway is involved in the planning and/or implementation of the project; • the confirmation letter of the partner concerning the participation in the planning and/or implementation of the project are attached to the submitted application, and the application describes the clear role of the partner in how they contribute to the objective of the project; <p><u>1 point</u> –</p> <ul style="list-style-type: none"> • a partner from the Kingdom of Norway is involved in the planning and/or implementation of the project; 	2

<ul style="list-style-type: none"> the confirmation letter of the partner concerning the participation in the planning and/or implementation of the project is attached to the submitted application; <p><u>0 points</u> –</p> <ul style="list-style-type: none"> no partner from the Kingdom of Norway is involved in the planning and implementation of the project. 	
<p>2. Activity plan of the project, engagement of stakeholders and target groups, and methods of involving participants</p>	<p>20</p>
<p>2.1 Comprehensiveness, relevance, and feasibility of the project application</p> <p><i>The activity plan of the project will be evaluated separately by the activities listed in points 6.2 and 6.3 of the Rules. If the project covers both policy areas, the final amount will be divided in half, i.e. no more than 10 points will be awarded in total.</i></p> <p><u>Target indicators highlighted in points 6.2 and 6.3 of the Rules:</u></p> <p>The methodology for assessing the risk of injury in home environment and supporting tools that can be used to prevent and reduce the risk of injury in home environment should reach the following targets:</p> <ol style="list-style-type: none"> <i>Pilot the methodology, tools, and mechanisms in at least two local authorities, one with a minimum population of 30,000 and the other with a maximum population of 10,000;</i> <i>include stakeholder outreach seminar(s) with a total of at least 250 stakeholder professionals involved in reducing the risk of injury to the home environment;</i> <i>assemble 18 regionally differentiated teams implementing the methodology of prevention of injuries in home environment, of which at least one team must operate in North-East of Estonia.</i> <p>The activities for identifying and supporting families at risk with infants and toddlers should reach the following targets:</p> <ol style="list-style-type: none"> <i>provide training to at least 40 competent specialists from all over Estonia in order to carry out home visits based on the prepared training materials;</i> <i>carry out a pilot of a model for identifying and supporting families at risk with infants and toddlers with regard to at least 40 risk group families across Estonia;</i> <i>carry out the information events on the model for identifying and supporting families at risk of infants and toddlers for a total of at least 210 stakeholders involved in identifying and supporting families at risk of infants and toddlers.</i> <p><u>10 points</u> –</p> <ul style="list-style-type: none"> the activity plan explains the content of the activities to be carried out within the project in sufficient detail; the identified activities are interconnected, presented in a logical sequence and justified; the activities are feasible within the planned time frame and the duration of the activities is reasonable; all planned activities are aimed at fulfilling the targets specified in points 6.2 and 6.3 of the Rules as effectively as possible. the activity plan assesses how <u>all target values</u> are achieved. 	<p>10</p>

<p><u>7 points</u> –</p> <ul style="list-style-type: none"> • the activities of the project are in a logical sequence and interconnected, but the activity plan is somewhat superficial, meaning that the content of some activities if not sufficiently explained; • there are no unnecessary activities planned for the project, but there is/are project activity/activities with its/their time frame under-scheduled or over-scheduled; • most of the planned activities are aimed at fulfilling the targets specified in points 6.2 and 6.3 of the Rules as effectively as possible. • the activity plan assesses how <u>most of the target values</u> are achieved. <p><u>5 points</u> –</p> <ul style="list-style-type: none"> • the activities of the project are in a logical sequence and interconnected, but the activity plan is superficial, meaning that the content of the activities is not sufficiently explained; • there are project activities within the time-frame either under-scheduled or over-scheduled or unnecessary activity/activities is/are planned for the project or activities are planned insufficiently to achieve the targets specified in points 6.2 and 6.3 of the Rules. • the activity plan assesses how <u>some of the target values</u> are achieved. <p><u>0 points</u> –</p> <ul style="list-style-type: none"> • the activity plan of the project has significant shortcomings: it does not reveal the content of the main activities to be carried out or the time frame is largely unrealistic or <u>it is not clear how the planned activities contribute to the target values</u> specified in in points 6.2 and 6.3 of the Rules. 	
<p>2.2 Taking target groups into account when planning/implementing the project activities</p> <p>Target group – a group of people whose health, well-being, and safety are to be increased as a result of the project activities (e.g. child, parent/family or elderly person staying at home who is most at risk of being injured at home)</p> <p><u>4 points</u> –</p> <ul style="list-style-type: none"> • a description of the needs of the target group (including, where appropriate, possible different needs or priorities within the target group) and/or their problems taken into account in the planning/implementation of the proposed activities is relevant and exhaustive, giving reason to believe that the proposed activities will best contribute to the achievement of the objectives of the call for proposals. <p><u>2 points</u> –</p> <ul style="list-style-type: none"> • a description of the needs of the target group and/or the problems that are taken into account in the planning/implementation of the planned activities give reason to assume that the planned activities will have a certain positive impact on the objectives of the call for proposals. However, in some aspects the description remains superficial or its content is somewhat dubious to suggest that the proposed activities will best contribute to the objectives of the call for proposals. <p><u>0 points</u> –</p> <ul style="list-style-type: none"> • a description of the needs/problems of the target group is insufficient or missing to assess the positive impact of the planned activities on the objectives of the call for proposals. 	<p>4</p>

<p>2.3 Taking stakeholders into account when planning/implementing the project activities</p> <p>Stakeholder – a party at whom the methodology, tools, and instruments established within the project are targeted, i.e. who will use the project result to support the health, well-being, and safety of the target group.</p> <p><u>3 points</u> –</p> <ul style="list-style-type: none"> • a description of the needs of the stakeholders and/or the problems taken into account in the planning/implementation of the planned activities is appropriate and exhaustive, giving reason to believe that the planned activities will best contribute to the objectives of the call for proposals. <p><u>1 point</u> –</p> <ul style="list-style-type: none"> • a description of the needs of the stakeholders and/or the problems that will be taken into account in the planning/implementation of the planned activities give reason to believe that the planned activities will have some positive impact on the objectives of the call for proposals. However, in some aspects the description remains superficial or its content is somewhat dubious to suggest that the proposed activities will best contribute to the objectives of the call for proposals. <p><u>0 points</u> –</p> <ul style="list-style-type: none"> • a description of the needs/problems of the stakeholders is insufficient or missing to evaluate the positive impact of the planned activities on the objectives of the call for proposals. 	3
<p>2.4 Methods of participant involvement in training specialists and service piloting</p> <p><u>3 points</u> –</p> <ul style="list-style-type: none"> • the methods of involving participants in the training to actively participate in the project activities (participating meaningfully in the training sessions and/or the social programme) are clearly described in the application and relevant. <p><u>1 point</u> –</p> <ul style="list-style-type: none"> • the methods of involving the participants in the training sessions to participate in the project activities are vaguely and/or superficially described. <p><u>0 points</u> –</p> <ul style="list-style-type: none"> • the methods of involving training participants are not reflected in the project application. 	3
<p>3. Communication activities</p>	<p>3</p>
<p>3.1 Relevance of communication activities</p> <p><u>3 points</u> –</p> <ul style="list-style-type: none"> • project communication activities are well thought out and realistic. There are justifications why these activities best convey the message of the project. 	

<p><u>1 point</u> –</p> <ul style="list-style-type: none"> project communication activities are generally well thought out, but insufficient to ensure media coverage of the project and its results. <p><u>0 points</u> –</p> <ul style="list-style-type: none"> the outreach activities of the project are not well thought out. 	
<p>4. Risk factors</p>	<p>3</p>
<p>4.1 Assessment and mitigation of risk factors</p> <p>The risk categories specified in the application form shall be assessed</p> <p><u>3 points</u> –</p> <ul style="list-style-type: none"> both external and internal risks are assessed according to the risk categories specified in the application form. These risks are relevant and cover different aspects of the project implementation. For each risk, feasible mitigation activities have been planned. <p><u>1 point</u> –</p> <ul style="list-style-type: none"> both external and internal risks have been assessed according to the risk categories specified in the application form, however, for all identified risks, there are no planned mitigation activities or planned mitigation activities are not adequate, relevant or feasible. <p><u>0 points</u> –</p> <ul style="list-style-type: none"> the risks provided are not the result of the project activities or no risk is subject to the planned mitigation activities or the mitigation activities are not relevant. 	
<p>5. Sustainability and innovation of the project</p>	<p>10</p>
<p>5.1 Impact of the project activities after the end of the project</p> <p><u>7 points</u> –</p> <ul style="list-style-type: none"> convincing reasoning is provided, from which it can be assumed that the impact of the project activities (e.g. assessment tools) will most likely continue after the end of the project. project proposal clearly foresees the further dissemination of the experience and results gained during the project and provides vision and proposals for follow-up action(s) in support of the project objective (needs and expectations to other partners and to the state regarding financing, expanding all around Estonia etc.). <p><u>4 points</u> –</p> <ul style="list-style-type: none"> reasoning is provided, from which it can be assumed that the impact of the project activities will continue to some extent after the end of the project. project proposal foresees to a certain extent the further dissemination of the experience and results gained during the project and/or in provision of a vision and proposals for follow-up action(s) in support of the project objective. 	<p>7</p>

<p><u>0 points</u> –</p> <ul style="list-style-type: none"> reasoning is not provided, from which it could be assumed that the impact of the project activities will continue after the end of the project. It is not clear whether the experiences and results gained from the project will be disseminated. No follow-up actions have been planned or these are clearly unrealistic. 	
<p>5.2 Innovation and added value of the project</p> <p><u>3 points</u> –</p> <ul style="list-style-type: none"> the project identifies at least one innovative element that is likely to add value to the objectives of Outcome 3 „Improved quality of integrated services and public health interventions at local level” of the programme. <p><u>1 point</u> –</p> <ul style="list-style-type: none"> the project identifies at least one (partially) innovative element that can bring some added value to the objectives of Outcome 3 „Improved quality of integrated services and public health interventions at local level” of the programme. <p><u>0 points</u> –</p> <ul style="list-style-type: none"> the project does not identify any innovative elements that could give added value to the objectives of Outcome 3 „Improved quality of integrated services and public health interventions at local level” of the programme “. 	3
6. Economic efficiency of the project	6
<p>6.1 Necessity, justification and budget clarity of the proposed expenditure</p> <p><u>6 points</u> –</p> <ul style="list-style-type: none"> all planned expenditure is directly related to the nature of the activities carried out and contributes to the achievement of the project objectives and results. The calculation of expenditure is understandable and arithmetically correct (except human and technical errors). The activities are sufficiently resourced and the planned costs are based on actual market prices. <p><u>4 points</u> –</p> <ul style="list-style-type: none"> most of the planned expenditure is necessary for the implementation of the specific activities, but there is some unnecessary expenditure and/or some over-planned or under-planned expenditure. Most of the planned expenditure is based on actual market prices. <p><u>2 points</u> –</p> <ul style="list-style-type: none"> there are a number of unnecessary expenses that do not directly support project activities or that the expenditure of a number of activities is over-planned or under-planned or some of the planned expenses are not planned at all. <p><u>0 points</u> –</p> <ul style="list-style-type: none"> in most cases the proposed expenditure is not necessary and justified or does not result from the nature of the activities carried out or does 	

not contribute to the achievement of the project objectives or is not based on actual market prices or cost accounting is incomprehensible.	
Maximum general score	58