

Consortium Work Plan 2021-2025

Guidelines for the selection procedure

Contents

1. Introduction	3
2. Selection procedure	3
2.1 Scoring	3
2.3 Selection criteria	4
2.4 Clarifications and / negotiation with Beneficiaries	4
3. Access to proposals and reporting requirements	5
4. Communication to Beneficiaries	5
5. Call process overview	6

1. Introduction

This document aims to assist Work Package (WP) Project Leaders (PLs) and Task Force Leaders (TFLs) in the selection of contributions provided by the Beneficiaries, i.e. the appropriate competencies and resources to EUROfusion's Work Programme 2021-2025 under Horizon Europe. In order to plan the activities for the abovementioned period, the Programme Management Unit (PMU) has launched several calls for participation in Work Package (WP) activities. After the call's deadline, the Project Leaders / Task Force Leaders will evaluate all submitted contributions by Beneficiaries following the procedure described in this document.

2. Selection procedure

2.1 Scoring

After the call deadline on the **9th of February 2024**, the PLs / TFLs will remotely evaluate each submitted proposal according to the evaluation criteria listed in section 2.3 of this document. While PLs / TFLs are encouraged to use a scoring system from 0 to 5, in cases where the proposed scale and the abovementioned eligibility criteria are not fit for purpose, a different scale defined by the PLs / TFLs may also be used.

Proposed scoring system:

0 – Proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.

1 – Poor. The criterion is inadequately addressed or there are serious inherent weaknesses.

2 – Fair. The proposal broadly addresses the criterion but there are significant weaknesses.

3 – Good. The proposal addresses the criterion well but a number of shortcomings are present.

4 – Very good. The proposal addresses the criterion very well, but a small number of shortcomings are present.

5 – Excellent. The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

Based on the scores, the PLs/TFLs will then select the contributions for the Work Programme 2021-2025. The PMO and the respective PMU Responsible Officer / Coordination Officer will assist the PLs/TFLs, at every step of the process, if needed.

2.3 Selection criteria

All submitted proposals will be assessed against the following criteria, if indicated:

1. Experience and technical competence of proposed human resources in the field.
 - a. Quality and relevant experience of the individual participants.
 - b. Quality of the team as a whole (including complementarity and balance).
 - c. Extent to which their input would contribute to advance the work in the WP.
 - d. Adequacy of the proposed human effort (in person-month).
2. Experience and technical competence of the Beneficiary and the proposed industrial subcontractors in the field of the activity.
 - a. Extent to which the proposed activities for industrial subcontracting would contribute to advance the work in the WP.
 - b. Adequacy of the proposed budget for the period 2021-2025.
 - c. Technical competence and relevant experience of the proposed industrial subcontractors in the field of the activity.
 - d. Competence of the technical expert(s) foreseen to follow-up the tender procedure and the task.
3. Relevance of the equipment and other goods and services proposed by the Beneficiary for the successful completion of the WP's deliverables.
 - a. Extent to which the proposed equipment and other goods and services contribute to achieve the WP deliverables.
 - b. Adequacy of the proposed budget and procurement spending profile for the period 2021-2025.
 - c. Experience of the Beneficiary in the associated field to provide technical support to the procurement of equipment and other goods and services.

2.4 Clarifications and / negotiation with Beneficiaries

During the evaluation period, the PLs/TFLs may also contact the representatives of the Beneficiaries for further clarification and for negotiation on the activities and the size of the contribution, if needed. Upon completion of the assessment, the PLs / TFLs will make a recommendation to the PMU including a justification for the selection of the Beneficiaries' resources to execute the tasks within each WP, as well as the financial resources required for this purpose.

3. Access to proposals and reporting requirements

The corresponding PMU Responsible Officer / Coordination Officer will ensure that the PLs / TFLs have access to all proposals right after the Call deadline. The selection results require a well-founded justification and should be stored for record in a secured folder in IDM under [Call for Proposal 2021-2025](#) following the naming convention of <WPXXX-Document title>. The associated financial information, however, should be entered by the PLs/TFLs in the IMS system under the Indicative Resources section in the form of an indicative resource allocation. There is no need to send hard copies to the PMU.

4. Communication to Beneficiaries

The PMU will communicate to all Beneficiaries the outcome of the selection together with the financial resource allocation for the period 2021-2025 at the General Assembly.

In case of any questions concerning the selection process and/ procedure, please contact Krystyna Marcinkiewicz (krystyna.marcinkiewicz@euro-fusion.org).

5. Call process overview

