

TOURBIT Evaluator`s Offer Form

Scope of the assignment

In total it is expected that approximately 100 SMEs will apply to the CfP, out of which it is expected that **15-25 proposals will come from Slovenian SMEs. The chosen expert evaluator will be responsible for evaluating all proposals submitted under the call by Slovenian Tourism SMEs.** Each proposal has a length of approximately **8-10 pages** (max. 12.000 characters). The ultimate number of proposals to be evaluated is unclear and will only be known once the Call for proposals is closed. The remuneration of the contract is according the number of proposals to be evaluated.

The evaluation needs to be carried out according to preestablished criteria and using official templates for the documentation of the evaluation results. The evaluator needs to submit a short evaluation report in English language for each proposal based on the template. It is expected that the evaluator carries out the work remotely.

The evaluator is expected to deliver the following results:

- In-depth understanding of the Call for Proposal requirements and the evaluation process and criteria
- Attendance of a 1-1,5h introduction session (n English) on the evaluation process
- Evaluation of 20-25 proposals
- Provision of a short evaluation report in English language and scoring of all proposals in each evaluation criteria using the official templates (approx. ½ page report per proposal)
- Justification of evaluation results in front of the Proposal Selection Committee (if requested).

Duration of the assignment

12 April - 3 May 2023

The subcontracting service is considered as finalised once the Selection Committee has approved the evaluation results. The evaluator needs full availability and capacity to carry out the evaluation within the indicated time frame.

The date for the obligatory introduction session for evaluators is yet to be defined but will probably take place on **28th of March 2023 at 11.00 CET online.**

Name & Surname	
Address	
City, ZIP code	
Country of residence	
Contact E-Mail	Note that all official communication will be sent to the indicated e-mail address.
Contact Phone Number	Note that all official communication will be sent to the indicated phone number.
Price / evaluation of one project	
Curriculum Vitae	Please attach a CV. Format: pdf
Legal Bases and Processing of Personal Data	By submitting my offer, I confirm I have been informed about the legal bases and the processing of personal data indicated in the " Terms of Reference for the Subcontracting of an Expert for the Evaluation of Proposals for the Tourbit Digital Acceleration Programme".