

FERS EXPERT WORK EVALUATION SHEET

Name and surname of the expert	
Name and surname of the evaluator, name of organisational unit	
Expert's work quality evaluation date <i>(from receipt of the results of the commissioned work, no later than:</i> - 7 calendar days for a panellist; - 14 calendar days for an individual opinion/review; - 14 calendar days from the end of the review for a contract involving a review; - 7 calendar days in other cases)	
Role of the expert	Individual review/opinion
Subject of the assessment <i>(application no. in case of evaluation as part of selection of applications for funding, contract no. in other cases)</i>	

Evaluation criteria		Points*
1. Substantive preparation Quality of recommendations and statements Reliability and timeliness	The Expert is familiar with the current programme and competition documentation. They have read the application/documentation and provides sound, concrete and accurate recommendations/justifications for the evaluation. The expert expresses themselves objectively and specifically on the topic. Scoring/assessment is coherent and consistent with the justification. Argumentation is factual, logical, concrete, coherent, based on facts, reliable data and includes an indication of all circumstances which determined the result. The opinion prepared by the Expert refers to the content of the documentation and is based on a thorough analysis thereof. The Expert delivers the results of the tasks assigned to him/her within the time limits set by the regulations and procedures or by the deadlines agreed with the NCBR staff member. Reports in advance any potential issues with meeting the deadline for the completion of the work.	0–5 points

	<p><i>NOTE: If the Expert's work indicates a lack of knowledge of the programme and competition documentation, this criterion cannot be scored higher than 1.5 points.</i></p>	
Additional notes: <i>(to be completed in cases where the expert demonstrated outstanding qualities or significantly violated the rules)</i>		

* scoring can be graded in 0.5 point increments.

FINAL EVALUATION OF THE CONTRACT PERFORMANCE BY THE EXPERT

Points	Description
0 - 0.5	Requirement insufficiently fulfilled (negative)
1 - 1.5	Requirement fulfilled to a poor extent
2 - 2.5	Requirement fulfilled to a medium extent
3 - 3.5	Requirement fulfilled to a good extent
4 - 4.5	Requirement fulfilled to a very good extent
5	Requirement fulfilled to an excellent extent