



Annex 1: Instruction for applicant, Eligibility Criteria and Award Criteria

Call for Proposals

for

“Projects with Swiss Companies in Ukraine”

1. Eligibility Criteria (EC)

The eligibility criteria are listed below and must all be confirmed and fulfilled by the applicant.

Under “applicants” is to be understood the Swiss parent company and their branch, subsidiary or subcontractors.

Any criterion not fully met by the applicant will result in exclusion from further consideration. Failure to provide all required confirmations and documentation may also lead to exclusion, so please ensure your evidence is complete.

Number	Eligibility Criteria (EC)	Evidence	Instruction for applicant
EC1: Formal completeness of the proposal	The proposal must include all information required in the application form (annex 2), as well as the referenced supporting documents.	A declaration or statement signed by an authorized representative of your company confirming the completeness and accuracy of the submitted information and supporting documents.	Use the drop-down menu in chapter 4 of annex 2 (application form stage 1) to confirm that your proposal is formally complete. This confirmation indicates that all required information and documents, as specified in the call for proposals, have been included.
EC2: Proof of being a Swiss company with presence in Ukraine	Applicants must provide evidence of being a registered entity in Switzerland with an established presence in Ukraine	Proof of Swiss registration: Business registration certificate Note: The contracting authority will electronically verify the excerpt from the Central Business Index (www.zefix.ch). Proof of presence in Ukraine: A branch or subsidiary registration certificate issued by the relevant Ukrainian authorities.	Provide relevant company ID numbers within proposal submission.
EC3: Proof of response to a specific need by Ukraine	The proposal must clearly address a specific need identified in Ukraine. The applicant must provide evidence of relevant experience in addressing this need and demonstrate its comparative advantage in delivering the proposed goods or services.	The applicant must provide a letter from a Ukrainian government authority/agency, dated within the last six months, confirming the relevance of the project/proposal for the public interest of Ukraine and the need for the specific product or service provided by the applicant in Ukraine. The applicant must provide two reference projects that directly addressed similar needs and challenges.	Provide the support letter and an overview of the two reference projects as part of the proposal submission.
EC4: Own financial contribution	The applicant must provide an own financial contribution of at least 10% of the total project cost.	A clear statement outlining the applicant's financial contribution to the project, demonstrating the commitment to cover at least 10% of the total project cost.	Provide a signed statement confirming your company's own financial contribution as part of the proposal submission. This statement can be included in the letter that has to be provided under EC6.
EC5: Compliance with legal obligations	The applicant confirms that it is fully legally compliant in Switzerland with below listed elements: a. The applicant is audited by an independent external auditing firm; b. The applicant meets all tax and social-security contributions in Switzerland; c. The applicant has not been in breach of any regulatory, tax or other government requirements in Switzerland within the	Written confirmation that the applicant is fully compliant with points a) to g).	Use the drop-down menu in chapter 4 of annex 2 (application form stage 1) to confirm that your proposal is fully compliant with items a) to g) under EC5. Note: Successful proposals that reach the final stage must submit all required documentation under EC5 (i.e. items a) to g)).

	past ten years in areas with relevance for the services covered by the present call; d. The applicant accepts Swiss and international anti money-laundering regulations without exception and confirms that they will comply fully and at all times with all such legislation and regulations; e. The applicant has not had any court rulings in Switzerland against it in the past ten years in areas with relevance for the services covered by the present call; f. The applicant is not currently the object of litigation in Switzerland. g. The applicant confirms its understanding that the financial contribution is attributed based on the Federal Act on Financial Assistance and Subsidies from 5 October 1990 [Subventionsgesetz SuG, SR 616.1]). As such, the financial contribution for a project can only cover effective costs incurred for the project and must not lead to a situation where the applicant reaches an undue profit beyond its costs for the project for which the financial contribution is provided.		
EC6: Confirmation of financial solvency	The applicant must demonstrate that it has the financial and economic capacity to successfully implement the project.	The applicant must provide the following documentation: - A signed letter by the applicant confirming that it has the financial and economic capacity and solvency to implement the project. - Annual report, incl. financial report, for the applicant from the last 3 financial years. The financial reports have to be audited by an independent external auditing firm. - Excerpts from the commercial and debt recovery register dated within the last 6 months (in original or copy).	Provide the signed letter, annual reports, financial reports and excerpts from the commercial and debt recovery registry (as detailed under EC6) as part of the proposal submission Note: <i>The contracting entity reserves the right to demand further evidence of financial capability after completing assessment of application.</i>
EC7: Confirmation of compliance with SECO's exclusion list	The applicant confirms that it is compliant with SECO's exclusion list (cf. annex 6) and does not engage in any activities prohibited by the list.	Written confirmation	Use the drop-down menu in chapter 4 of annex 2 (application form stage 1) to confirm that compliance with SECO's exclusion list.

EC8: Acceptance that the project might be audited by SECO or the Swiss Federal Audit Office	The applicant accepts that the project may be subject to audits by SECO or the Swiss Federal Audit Office. The applicant accepts that the Swiss Federal Audit Office and the SECO must be fully free to audit all its aspects and its services which are relevant to SECO's financial contribution at all times. This also includes the right to visit locations relevant to the project. The applicant must make all documents of the whole project and associated documents available at all times and for the period of 10 years following approval of the final report.	Written confirmation	Use the drop-down menu in chapter 4 of annex 2 (application form stage 1) to confirm your acceptance of EC8.
EC9: Acceptance of draft contract	The applicant accepts the draft contract for SECO's financial contribution (annex 4). The draft contract will be used if the applicant awarded financial contribution from SECO.	Written confirmation	Use the drop-down menu in chapter 4 of annex 2 (application form stage 1) to confirm your acceptance of EC9.
EC10: Compliance with the Swiss sanctions regime	The applicant confirms its compliance with the ban on awarding public contracts in accordance with Article 29c of the Ordinance on Measures in Connection with the Situation in Ukraine -SR 946.231.176.72 .	Written completion via self-declaration form: Massnahmen im Zusammenhang mit der Situation in der Ukraine	Submit the signed self-declaration (annex 5) form as part of the proposal submission.
EC11: Conformity with Swiss export regulations on dual-use goods	The applicant confirms its compliance with the Ordinance on Measures in Relation with the Situation in Ukraine of March 4, 2022 (SR 946.231.176.72) and its subsequent amendments (hereafter "the Ordinance"), in particular its Articles 2a, 4 and 5.	Written confirmation	Submit the signed self-declaration form (annex 5) as part of the proposal submission.
EC12: Confirmation of understanding of all eligibility criteria and acceptance of all eligibility criteria	The applicant confirms that he/she understands all eligibility criteria of the present call for proposals and confirms compliance with all criteria.	Written confirmation	Use the drop-down menu in chapter 4 of annex 2 (application form stage 1) to confirm your acceptance of EC12.



2. Award Criteria for Financial Contribution

Applications will be assessed against award criteria described in the present section.

For the assessment of the project proposals, each member of the Selection Committee assesses the fulfilment of the award criteria (AC) based on the taxonomy described below for each AC.

AC-No.	Award Criteria	Maximum Points
AC 1	Relevance	200
AC 2	Development impact	150
AC 3	Additionality	90
AC 4	Sustainability	100
AC 5	Environmental, Social and Governance (ESG) risks	80
AC 6	Technological Suitability	100
AC 7	Implementation capacity	100
AC 8	Budget	80
AC 9	Own contribution	100
Total Points		1000



AC	Award Criteria Requirements/ relevant elements for the assessment	Taxonomy	Max. points
AC1	Relevance The proposal demonstrates the project's alignment with the Ukrainian government's Strategic Investment Council's strategic priorities for reconstruction and recovery. The following elements will be assessed: - Alignment with the Ukrainian government's Single Project Pipeline: dream.gov.ua/pip-pipeline - The project falls within one of the Ukrainian government's priority sectors as defined in the Strategic Investment Council's decision on November 26, 2024, forming the basis for investment priorities in 2025, namely: - o Social Sector: (i) Housing, (ii) Science and Education, (iii) Healthcare, (iv) Social Protection - o Infrastructure: (i) Energy, (ii) Mineral Extraction, (iii) Transport, (iv) Water Supply and Sanitation - o Cross-cutting sectors: (i) Demining, (ii) Emergency Response and Civil Protection¹ The project is located in one of the Ukrainian government's priority regions, namely: - o Kharkivska Oblast - o Zaporizka Oblast - o Khersonska Oblast	 100% of the points (200p) will be awarded if the project is included in the Single Project Pipeline and located in one of the priority regions outlined under "Award Criteria". 65% of the points (130p) will be awarded if the projects is included in the Single Project Pipeline, but <u>not</u> located in one of the priority region outlined under "Award Criteria". 47.5% of the points (95p) will be awarded if a project is both in a priority region and priority sector as outlined under "Award Criteria". 35% of the points (70p) will be awarded if a project is in a priority region as outlined under "Award Criteria". 12.5% (25p) of the points will be awarded if a project is in a priority sector as outlined under "Award Criteria".	200

¹ The definition of "Emergency Response and Civil Protection" is based on the World Bank definition: projects that support the provision of "fire rescue, specialized response, and response to chemical, biological, radiological, and nuclear (CBRN) threats." This includes "the stock of emergency response-related buildings, vehicles, and specialized equipment". (Reference: [World Bank - Ukraine 3rd Rapid Damage and Needs Assessment](#))

	○ Mykolaivska Oblast ○ Chernihivska Oblast ○ Sumska Oblast ○ Dnipropetrovska Oblast	0% of the points will be awarded if none of the elements required under “Award Criteria” is fulfilled.	
AC2	Development impact		150
	The proposal demonstrates the project’s contribution to create value for stakeholders beyond the company in a narrow sense. The proposal describes how it contributes to sustainable development and adherence to building back better principles. The project is expected to contribute to Ukrainian economic activity. The following elements will be assessed: - Description of the project’s expected development impact such as job creation, skills development, market integration, infrastructure rebuilding/ improvement of access to services, technology transfer, CO2 emission reductions, climate resilience measures or additional private investments. For an overview of potential development impact, refer to SECO’s standard indicators for measuring development impact in annex 9. - Description how the project localizes economic production and value addition. The value of local components in the total value of raw materials, materials, units, assemblies, components, parts, and other elements, including works and services of domestic production, makes up the greater part of the total cost of goods and services financed through the project. - Description of how the project contributes to “<i>building back better</i>”, i.e. does the project use the opportunity to rebuild communities, systems, and infrastructure in a way that makes them more resilient, inclusive, and sustainable.	100% of the points will be awarded if all the elements required under “Award Criteria” are fulfilled. The proposal supports local value creation to a significant extent, with the greater part of the total value being produced locally. 75% of the points will be awarded if most of the elements required under “Award Criteria” are fulfilled, but there are a few gaps or inconsistencies. The proposal supports local value creation to a significant extent, with the greater part of the total value being produced locally. 50% of the points will be awarded if a majority of the elements required under “Award Criteria” are fulfilled, but there are noticeable gaps or inconsistencies. The proposal supports local value creation to a significant extent, with the greater part of the total value being produced locally. 25% of the points will be awarded if some of the elements required under “Award Criteria” are fulfilled. Key information and details are missing to fully understand the project’s development impact.	

	- Explanation as to how the project activities will lead to the expected development impact (theory of change). - Description of the project's direct and indirect beneficiaries, including who they are and why they will benefit. - Description of how the proposal fosters inclusion of women, IDPs, veterans and/ or other vulnerable groups. - Explanation of the applicant's approach to report results and measuring development impact, including the use of well-defined metrics and measurement practices. Refer to SECO's standard indicators for measuring development impact in Annex 9.	0% of the points will be awarded if none of the elements required under "Award Criteria" is fulfilled.	
AC3	Additionality		90
	The proposal demonstrates how SECO's financial contribution provides financial additionally to the project. Specifically, it explains how SECO's financial contribution enables company investments that would not have been initiated, sustained, or achieved at the same scale, scope or quality without the contribution. The following elements will be assessed: - Demonstration that the project would not be viable, scalable or impactful without the financial contribution by SECO. This should include an explanation of constraints/ market gaps, such as the lack of alternative funding or financial risks and clarify how the financial contribution serves as viability gap funding, enabling the project to move forward by bridging the gap between available resources and the total financial needs. - Demonstration that the financial contribution is not merely replacing funds the project already has or could obtain elsewhere. This should include an explanation of how the financial contribution will provide additional support rather than duplicating or substituting existing financial resources.	100% of the points will be awarded if all the elements required under "Award Criteria" are fulfilled. 75% of the points will be awarded if most of the elements required under "Award Criteria" are fulfilled, but there a few gaps or inconsistencies. 50% of the points will be awarded if a majority of the elements required under "Award Criteria" are fulfilled, but there are noticeable gaps or inconsistencies. Details may lack clarity or depth. 25% of the points will be awarded if some of the elements required under "Award Criteria" are fulfilled. Key information and details are missing to fully understand the project's financial additionality.	50

	- Demonstration how the project will use the financial contribution in a cost-effective way to maximize impact, ensuring that resources are allocated efficiently to achieve the project's development objectives.	0% of the points will be awarded if none of the elements required under "Award Criteria" is fulfilled.	
	The proposal demonstrates non-financial additionality. The following elements will be assessed: - Demonstration that the value created by the project is additional to the company's regular operations. This should include an explanation of how the project introduces significant activities, initiatives and outcomes that go beyond the company's usual business operations.	100% of the points will be awarded if all the elements required under "Award Criteria" are fulfilled. 75% of the points will be awarded if most of the elements required under "Award Criteria" are fulfilled, but there are a few gaps or inconsistencies. 50% of the points will be awarded if a majority of the elements required under "Award Criteria" are fulfilled, but there are noticeable gaps or inconsistencies. Details may lack clarity or depth. 25% of the points will be awarded if some of the elements required under "Award Criteria" are fulfilled. Key information and details are missing to fully understand the project's non-financial additionality. 0% of the points will be awarded if none of the elements required under "Award Criteria" is fulfilled.	40
AC4	Sustainability		100
	The proposal demonstrates a clear and actionable approach to ensuring the sustainability of the project's outcomes/ development impact. The following elements will be assessed: - Demonstration of the project's contribution to the development of local structures, including active engagement with local	100% of the points will be awarded if all the elements required under "Award Criteria" are fulfilled. 75% of the points will be awarded if most of the elements required under "Award	

	stakeholders, including partnerships with local organizations, communities, and/or other local businesses. - Demonstration of political support for the project, ensuring integration into the local context. - Explanation of how the project becomes self-sustaining after the funding period, including financial forecast showing how the contributions lead to sustainable revenue generation (if applicable). - Description of the potential financial or operational challenges post-project implementation and the applicant's mitigation strategies to address these challenges.	Criteria" are fulfilled, but there a few gaps or inconsistencies. 50% of the points will be awarded if a majority of the elements required under "Award Criteria" are fulfilled, but there are noticeable gaps or inconsistencies. Details may lack clarity or depth. 25% of the points will be awarded if some of the elements required under "Award Criteria" are fulfilled. Key information and details are missing to fully understand the project's sustainability. 0% of the points will be awarded if none of the elements required under "Award Criteria" is fulfilled.	
AC5	Environmental, Social and Governance (ESG) risks		80
	The proposal provides an ESG risk assessment of the project and demonstrates the integration of safeguard measures in the project design. Proposals will be assessed on their ability to identify, assess and address ESG risk along the following elements: - Comprehensive identification and analysis of potential ESG risks associated with the project, including assessment of risks to vulnerable populations, local ecosystems and governance structures in the project context. Clarification whether the applicant uses recognized frameworks and methodologies for ESG risk assessment. - Documentation of safeguards and mitigation strategies to address identified ESG risks, including: (i) measures to minimize negative environmental impacts (e.g. increasing resilience to climate change, pollution control, resource efficiency, biodiversity conservation), (ii) measures to ensure	100% of the points will be awarded if all the elements required under "Award Criteria" are fulfilled. 75% of the points will be awarded if most of the elements required under "Award Criteria" are fulfilled, but there a few gaps or inconsistencies. 50% of the points will be awarded if a majority of the elements required under "Award Criteria" are fulfilled, but there are noticeable gaps or inconsistencies. Details may lack clarity or depth. 25% of the points will be awarded if some of the elements required under "Award Criteria" are fulfilled. Key information and	

	social inclusivity, protect human rights, and avoid adverse impacts on local communities, and (iii) measures to promote transparency, accountability, and ethical business practices in project implementation. Please note that this is an illustrative, non-exhaustive list. - Demonstration of stakeholder engagement in the development of safeguards, ensuring that affected communities and other key stakeholders have been consulted and their concerns addressed. - Explanation of how ESG risks will be monitored and how the effectiveness of safeguards and mitigation measures will be tracked and reported upon.	details are missing to fully understand the project's ESG risks. 0% of the points will be awarded if none of the elements required under "Award Criteria" is fulfilled.	
AC6	Technological suitability		100
	The proposal demonstrates that the technology used in the proposed project/ proposal is suitable to the Ukrainian context and can be easily deployed and implemented. Note that this call for proposals only supports mature technologies that are readily available, no funding will be provided for proof-of-concept initiatives. The following elements will be assessed: - Alignment with national standards and regulations and proof that the product can be used in Ukraine. Indicate whether the applicant possesses the required certificates and licenses. - Assessment of how the technology will operate effectively within existing systems or infrastructure. In particular, the proposal has to demonstrate that the technology is suited to the local environmental, infrastructural, and socioeconomic conditions (e.g. energy supply, climate, resource availability, labor skills, etc.). The assessment should also include a critical reflection on potential challenges and barriers to implementation, such as technical compatibility, cultural	100% of the points will be awarded if all the elements required under "Award Criteria" are fulfilled. 75% of the points will be awarded if most of the elements required under "Award Criteria" are fulfilled, but there are a few gaps or inconsistencies. 50% of the points will be awarded if a majority of the elements required under "Award Criteria" are fulfilled, but there are noticeable gaps or inconsistencies. Details may lack clarity or depth. 25% of the points will be awarded if some of the elements required under "Award Criteria" are fulfilled. Key information and details are missing to fully understand the project's technological suitability.	

	acceptability, or regulatory compliance, and propose mitigation measures. - Demonstration that the technology has been successful implemented in similar contexts. - Explanation of how the proposed technology or approach contributes to project objectives (e.g., improving efficiency, reducing environmental impact, or enhancing service delivery). Technologies that optimize the use of local resources, including energy, water, and materials, while minimizing waste and emissions (notably CO2 emissions), will receive additional consideration.	0% of the points will be awarded if none of the elements required under "Award Criteria" is fulfilled.	
AC7	Implementation capacity		100
	The proposal demonstrates the applicant's capacity to effectively implement the project. The following elements will be assessed: - Presentation of a detailed, realistic, and well-structured implementation plan, including timelines, milestones, deliverables, and allocation of resources and responsibilities. - Evidence of sufficient and appropriately qualified human resources to execute the project, including description of team roles and responsibilities. - Demonstration of capacity to adapt staffing levels or expertise in response to potential changing project needs during implementation. - Demonstration of effective resource management strategies to ensure efficiency and accountability. This should in particular include a description of the following: (i) How will potential risks to resource management, such as cost overruns, delays, or misallocation, be identified and mitigated. (ii) What resources	100% of the points will be awarded if all the elements required under "Award Criteria" are fulfilled. 75% of the points will be awarded if most of the elements required under "Award Criteria" are fulfilled, but there are a few gaps or inconsistencies. 50% of the points will be awarded if a majority of the elements required under "Award Criteria" are fulfilled, but there are noticeable gaps or inconsistencies. Details may lack clarity or depth. 25% of the points will be awarded if some of the elements required under "Award Criteria" are fulfilled. Key information and details are missing to fully understand the applicant's implementation capacity.	

	are available for tracking implementation progress according to the applicant's approach outlined under AC2.	0% of the points will be awarded if none of the elements required under "Award Criteria" is fulfilled.	
AC8	Budget		80
	The proposal demonstrates the credibility of the proposed project budget. Please note that SECO's financial contribution can only be allocated for cost directly related to the goods and services being provided by the applicant for the proposed project (i.e. the proposal). This includes direct cost of materials and supply, labor cost, directly linked to the project, transportation and logistics cost. Cost that are not eligible to be covered by SECO's financial contribution are cost related to the day-to-day business of the applicant including cost related to any kind of fees. The following elements will be assessed: - Clear budget presentation, with a detailed breakdown of costs across different categories (e.g. personnel, materials, equipment, travel, accommodation etc.) using the budget template provided in the application form as well as a more detailed annex for the second stage of application. - Justification for each cost element should be provided, showing how each cost element contributes to the overall project objectives. - Demonstration of how the project will achieve its objectives in the most cost-efficient manner, taking into account the lifecycle cost of the project. - Costs should be reasonable and in line with the activities and expected outcomes. SECO will cross-check the proposed prices for goods and services with the market.	100% of the points will be awarded if all the elements required under "Award Criteria" are fulfilled. 75% of the points will be awarded if most of the elements required under "Award Criteria" are fulfilled, but there a few gaps or inconsistencies. 50% of the points will be awarded if a majority of the elements listed under "Award Criteria" are fulfilled, but there some gaps or inconsistencies. Details may lack clarity or depth. 25% of the points will be awarded if some of the elements listed under "Award Criteria" are fulfilled. Key information and details are missing to fully understand the credibility of the project budget. 0% of the points will be awarded if none of the elements required under "Award Criteria" is fulfilled.	

	- The budget should be realistic, based on the project's scope and scale, and demonstrate the financial feasibility of the project. - The budget should include strategies to address potential cost overruns or unforeseen expenses, ensuring the financial viability of the project throughout its implementation.		
AC9	Applicant's own contribution		100
	The proposal demonstrates the applicant's commitment to the project through their own financial and in-kind contributions. Please note that a minimal own financial contribution of 10% is mandatory, as specified under EC4. AC9 is assessing the applicant's optional additional financial and/ or non-financial ("in-kind") contributions. The following elements will be assessed: - The proposal should specify the amount of the financial resources that the applicant is contributing to the project beyond the minimum requirement of 10% of total project cost. - The proposal should detail the non-financial resources ("in-kind contribution") the applicant will contribute, such as personnel time, facilities, equipment, technology or expertise. Already employed Ukrainian people with "status S" in Switzerland can be accounted for as in-kind contribution. In-kind contributions should be clearly valued and justified to show their relevance and importance to the project's success. - Demonstration that the applicant's contribution, both financial and in-kind, will continue for the duration of the project and that these contributions are critical for achieving the project's objectives. - The proposal should demonstrate how the applicant's financial and in-kind contributions indicate a shared responsibility for the project's outcomes.	100% of the points will be awarded if all the elements under "Award Criteria" are fulfilled and the applicant's financial contribution is among the highest compared to all competing proposals, as a percentage of the total project cost. 75% of the points will be awarded if most of the elements required under "Award Criteria" are fulfilled, with only minor gaps or inconsistencies. The applicant's financial contribution is above most of all competing proposals, as a percentage of the total project cost. 50% of points will be awarded if a majority of the elements required under "Award Criteria" are fulfilled but there are notable gaps or inconsistencies. The applicant's financial contribution corresponds to the median of all competing proposals, as a percentage of the total project cost. 25% of the points will be awarded if only some of the elements required under "Award Criteria" are fulfilled. Key information is missing or inconsistent. The applicant's financial contribution is below most	

		competing proposals, as a percentage of the total project cost. 0% of the points will be awarded if none of the elements under “Award Criteria” are fulfilled.	
	Grand Total		Max. 1000