



DIGIT-PRE

CALL FOR EVALUATORS

This guide for applicants contains information on how to apply to become an independent evaluator for the DIGIT-PRE Open Call.

Launch date: **12/10/2023**

Deadline: **15/11/2023 at 23H00** Brussels Time

DIGIT-PRE is a part of the ERDF-funded Interregional Innovation Investments (I3) Instrument.
DIGITal tools delivering PREvention, prediction and remote care through a resilient EU value network to reduce health system stressors in a post-COVID world.



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1 WHAT IS THE DIGIT-PRE CALL FOR EVALUATORS?

DIGIT-PRE is an EU co-funded project designed to generate digital health innovations through cross-border and cross-sector collaboration among Small and Medium-sized Enterprises (SMEs)¹.

In the context of the digital transformation of health and care, **DIGIT-PRE seeks to launch a sustainable EU value network that generates value via support activities to SMEs that increase their competitiveness and sustainability** as well as market readiness to launch into new international markets. A specific focus of the DIGIT-PRE project is to look at developing is made on **consumer-facing digital solutions for prevention, prediction, and remote care** in a post-COVID-19 world.

The purpose of the [DIGIT-PRE Open Call](#) is to support the creation of interregional European projects created by SMEs working together to develop digital health solutions for prevention, prediction and remote care, which with support from the DIGIT-PRE project, will be able to progress to a higher level of Technology Readiness Level (TRL) from a TRL6 to TRL9².

[> See the Guide for Applicants of the Open Call for SMEs](#)

Applicant SMEs will form consortia, which can consist of 2 or 3 SMEs that are situated in a minimum of 2 different regions of the DIGIT-PRE project partner countries, that want to accelerate the development of their proposed solution from a TRL6 to a TRL9. The solution can be either a product and/or service. The 2 or 3 partnering SMEs from these distinct European regions will form an individual **“sub-project”**.

The SMEs selected in the DIGIT-PRE Open Call with their sub-projects, will take part in the DIGIT-PRE **Innovation Support Program** that offers a unique combination of business support and acceleration services from the individual DIGIT-PRE members. These services are varied, in different domains and cover a range of different activities including testing considerations, regulatory and legal aspects relating to digital health and Medtech, market access, funding and investment considerations and scaling-up and broader commercialization strategy...

This Call for evaluators seeks to appoint independent external evaluators who will support the DIGIT-PRE’s review process of the sub-project proposals submitted in the DIGIT-PRE Open Call for SMEs. These will be received between 27/09/2023 and 30/11/2023.

Innovation Skåne (Sweden) is the central coordinator of the EU co-funded DIGIT-PRE project and Gérontopôle Nouvelle-Aquitaine (France) is coordinating the Open Call for the selection of the SMEs and the Call for Evaluators.

The deadline to apply to this Call for evaluators is 15/11/2023, 23:00 Brussels Time.

¹ SMEs are defined in the [EU recommendation 2003/361](#): “The category of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ **fewer than 250 persons** and which have an **annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million.**”

² TRL6 is for a technology demonstrated in a relevant environment and TRL9 is for a system proven in operational environment just before it goes to market.

2 WHAT IS EVALUATED?

The evaluation process for sub-projects proposals will be executed by the selected evaluators **remotely** and **individually** with a given **evaluation grid** provided by DIGIT-PRE consortium partners (*Annex: Evaluation grid*).

The evaluators will be chosen considering the following **criteria** which are integrated in the evaluation grid:

- Excellence and innovation
- Impact and exploitation
- Expertise and excellence of the team

These criteria are the same as those used by the European Commission's HADEA (Health and Digital Executive Agency). They are selected based on standard evaluation criteria used by the European Commission in its assessment of research, development and innovation projects.

The sub-project applications will be 10 pages maximum. A total of 10 to maximum 12 sub-projects will be selected during this DIGIT-PRE Open Call for SMEs. Awarded sub-projects from DIGIT-PRE will receive tailored business support with the DIGIT-PRE Innovation Support Program provided by DIGIT-PRE project partners.

Prior to the evaluation, each evaluator will have attended **an information webinar on 14/12/2023**, which will explain the process of the evaluation itself. **Attendance at this webinar is compulsory.**

The evaluation process of the sub-projects proposals is expected to take place between 14/12/2023 and 08/01/2024.

Should you have any questions, please do not hesitate to get in touch with the coordinator of the DIGIT-PRE Open Call for SMEs, Gérontopôle Nouvelle-Aquitaine:
Isabelle Lesterpt i-lesterpt@gerontopole-na.fr

3 WHAT ARE THE GUIDING PRINCIPLES FOR THE EVALUATION?

Independence

Evaluators:

- are evaluating in a personal capacity.
- represent neither their employer, nor their country.
- are not allowed to delegate the work to another person.

Impartiality

- Evaluators must treat all proposals from the SME consortia on their proposed sub-projects equally and evaluate them impartially based solely on the proposals' merits, irrespective of the applicant SMEs' origin or the identity of the applicants themselves.

Objectivity

- Evaluators evaluate each DIGIT-PRE sub-project proposal as it is submitted, i.e., on its own merit, not its potential if certain changes were to be made to the proposed innovation solution.

Accuracy

- Evaluators will make their assessment against the official evaluation criteria for DIGIT-PRE Open call for SMEs.

Consistency

- Evaluators apply the same standard of judgment to all sub-project proposals received.

4 WHO IS ELIGIBLE?

Evaluators need to fulfil the following:

- **Speak and write English fluently**
- **Be able to invoice the DIGIT-PRE project with details of their reimbursement³**
- **Be available to take part in the information webinar on 14/12/2023 and be available to evaluate proposals between 14/12/2023 and 08/01/2024, according to the described timeline** (section 8)
- **Be located in a Member State of European Union or associated member state** (see [European Economic Area](#))
- **Not have any conflict of interest** as described in section 12 [Conflict of interest](#)

³ In terms of invoicing this also means being registered by VAT at ec.europa.eu/taxation_customs/vies/#/vat-validation

5 WHAT ARE THE SELECTION CRITERIA?

Evaluators should have expertise in one or several of the following areas:

- **Healthcare and social care**
- **Active and healthy ageing**
- **Service users of healthcare and social care, including representation of patients**
- **Applied technology – ICT including Digital Health and MedTech**
- **Business experience (at least 3 years)**
- **Business support and entrepreneurship for start-ups and SMEs**

Former evaluation experience in similar innovation projects at national and/or EU level would be an advantage, as would an understanding of the core principles of the DIGIT-PRE project rationale including but not limited to *innovation, consumer-facing, solutions, in the areas of prevention, prediction, remote care.*

6 WHAT IS THE COMPENSATION?

Evaluators will be reimbursed for their work, based on the number of submitted proposals that they review, for the SME consortia sub-project proposals, and will be expected to submit an invoice to Innovation Skåne, coordinator of the DIGIT-PRE project with the number of allocated proposals that were evaluated.

The invoices will be paid within 30 days of invoice submission by international bank transfer.

The fee for every completed evaluation of one **sub-project proposal evaluated will be €100.**

Each evaluator will have the opportunity to evaluate more than one proposal.

7 THE SELECTION PROCESS OF EVALUATORS

The selection process of the evaluators will begin right after the deadline of the Call for evaluators on 16/11/2023.

1) Eligibility check

The eligibility check will be conducted according to the list of criteria detailed in section [4 Who is eligible?](#)

2) Evaluation and selection

Eligible candidates who wish to act as evaluators in the DIGIT-PRE project will be selected following the criteria listed below. Candidates with the highest scores in total across all the categories will be selected according to the needed number of evaluators, depending on the number of sub-projects candidates received in the DIGIT-PRE Open Call for SMEs. All efforts will be taken to support equality, diversity, and gender considerations.

Criteria		Points	Score
1. Expertise in one of the following areas:	1.1 Healthcare and social care	0, 1, 2, 3	
	1.2. Active and healthy ageing	0, 1, 2, 3	
	1.3. Service user and representation of patients	0, 1, 2, 3	
	1.4. Applied technology-ICT Health Digital Health and MedTech	0, 1, 2, 3	
	1.5. Business support and entrepreneurship for start-ups and SMEs	0, 1, 2, 3	
2. Preferably, expertise in several of the areas above	>2 out of 5 areas	1	
	>3 out of 5 areas	3	
	>4 or 5 out of 5 areas	5	
3. Experience in management, coordination, or implementation of innovation projects at national or European level		0, 1, 2, 3	
4. Experience as reviewer of innovation projects at national or European level		0, 1, 2, 3	
Total score		Max 26	

3) Communication of the selection results

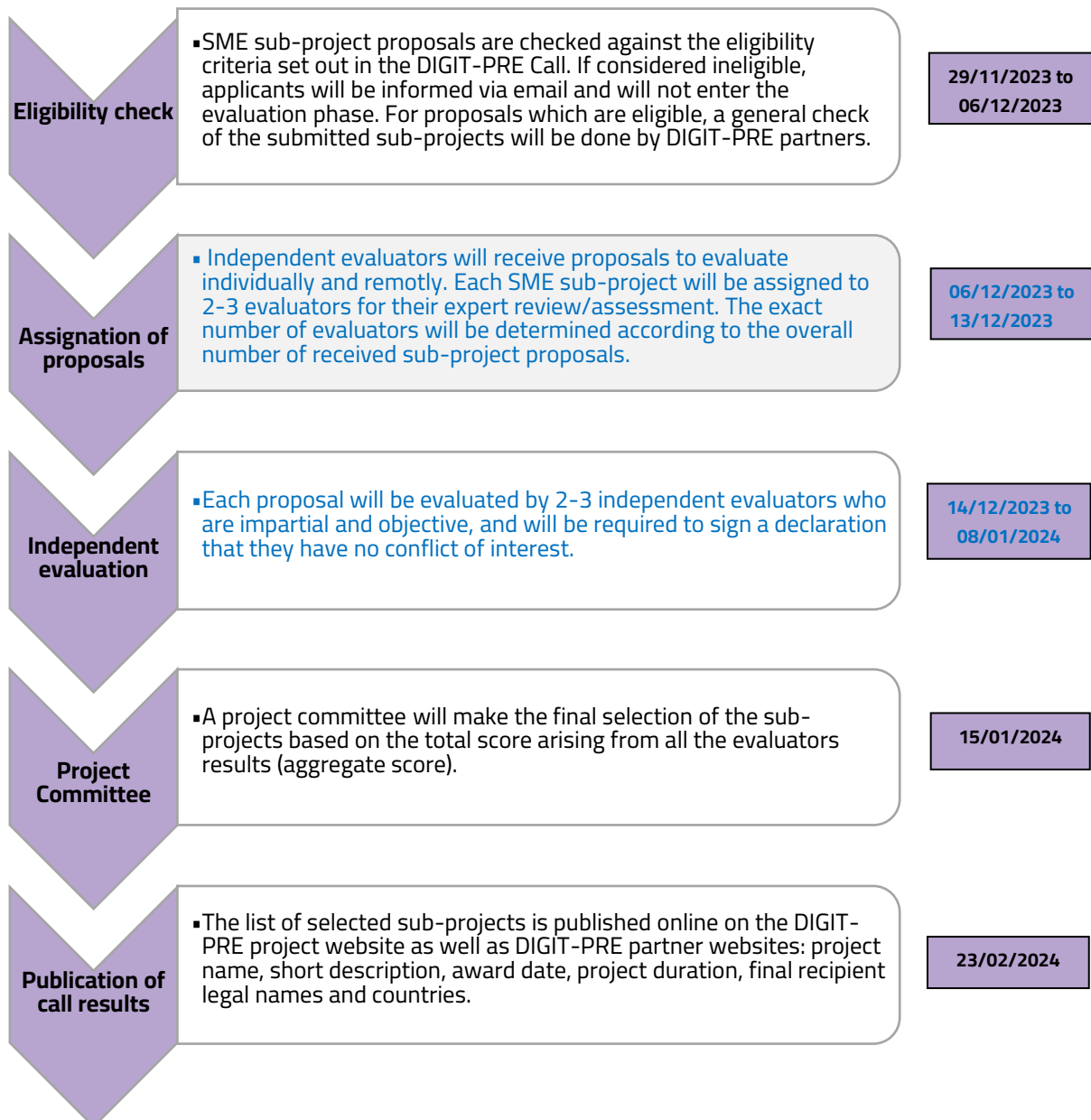
We will inform the successful applicants concerning the selection of evaluators for the DIGIT-PRE project on 11/12/2023. Those chosen to support the selection of projects for the DIGIT-PRE Open call for SMEs will have their details kept securely internally by the coordinator of the call, Gérontopôle Nouvelle-Aquitaine. Selected evaluators will be part of a list for the DIGIT-PRE consortium, in full compliance with GDPR data protection.

Gérontopôle Nouvelle-Aquitaine will act as the main coordinator for the evaluation process. When assigning proposals to the appointed evaluators, areas of expertise will be considered.

8 WHAT IS THE EXPECTED WORK?

- All selected evaluators will be required to sign an agreement (Declaration of Honour) that they have **no conflict of interest** and a **contract** with the main coordinator of the EU co-funded whole DIGIT-PRE project, which is Innovation Skåne (Sweden).
- Please see below the timeline and steps of the evaluation process of the DIGIT-PRE Open Call for SMEs. The assignment of proposals and the independent evaluation steps in the evaluation timeline below (marked in blue) include the specific action that the evaluators agree to undertake in fulfilling their contract, as well as the other parts of the project that are carried out by the DIGIT-PRE consortium.

DIGIT-PRE OPEN CALL FOR SMEs EVALUATION TIMELINE



- The evaluation grid ([Annex: Evaluation grid](#)) provided by the DIGIT-PRE consortium will be sent by email to each evaluator, by the coordinator of the evaluation for the DIGIT-PRE Open call, G erontop le Nouvelle-Aquitaine (France) and the evaluation will proceed based on this grid.
- Each evaluator will send their individual evaluations by email to Isabelle Lesterpt by email at i-lesterpt@gerontopole-na.fr by COB (close of business) **on 08/01/2024**, as indicated in the evaluation timeline, which will be stipulated in the contract that the evaluators sign. Scores for the individual sub-projects by the SMEs, must match comments given across all evaluation grids (evaluators must provide a short explanation for any shortcomings identified which provide the rationale for their selected score point and must not provide recommendations, a more detailed example of what is meant by this will be provided during the information webinar on 14/12/2023).
- The evaluators will have access to the DIGIT-PRE submitted sub-project proposals and all related documents via a given link to a dedicated Microsoft Teams folder. Details of the evaluation grid will be shared with the appointed evaluators also by email by the coordinator for the DIGIT-PRE Open Call, G erontop le Nouvelle-Aquitaine (France).
- Each evaluator must maintain strict confidentiality with respect to the whole evaluation process and must not contact any of the SME parties or their affiliates in the proposals. They cannot either contact other selected evaluators during the process of evaluation.

9 GDPR AND DATA PRIVACY

- The information related to DIGIT-PRE has to be stored in the evaluators' internal server for the duration of their work and must not to be shared outside the project.
- In accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), you have the right of access, rectification, opposability on legitimate grounds, deletion, portability and limitation of the processing of data concerning you, which you may exercise by writing to the Data Protection Officer of Innovation Sk ane AB, Cecilia GRAVIN, cecilia.gravin@innovationskane.com
You are informed of your right to lodge any complaint with the European Data Protection Supervisor (EDPS) at edps.europa.eu

The DIGIT-PRE coordinator informs the evaluator applicants of the treatment of the data shared in the framework of the DIGIT-PRE project.

The information will be collected and used in the framework of the DIGIT-PRE Call for evaluators, as mentioned above.

Contact details may be used for communications and invitations from the DIGIT-PRE project about news and events. You are free to withdraw your consent at any time by writing to the Data Protection Officer of the project at Innovation Skåne AB, Cecilia GRAVIN, cecilia.gravin@innovationskane.com.

10 CONFIDENTIALITY

The appointed evaluator must:

- Not disclose names of his/her fellow evaluators
- Always maintain confidentiality of all documents in both, paper or electronic format
- Not contact SME sub-project candidates including their affiliates
- Not contact about sub-projects evaluated with other selected evaluators during the entire period of their work

11 CONFLICT OF INTEREST

To ensure the impartiality of the evaluators in the execution of the tasks entrusted to them, they will have to certify, by signing an agreement (a Declaration of Honour), that there is no conflict of interest between the activities, proposals, reports and files entrusted to them and their present functions.

Appointed evaluators must not be personally associated or involved with the activities, proposals, or sub-projects of the SMEs.

The appointed evaluators will have to demonstrate the appropriate ethical rigor in the performance of their duties in respect of execution of their contractual obligations with the DIGIT-PRE project and in respect with the confidentiality clauses relating to both the information and documents they acquire during the process of their evaluation and which they have knowledge.

An evaluator will be deemed as having a conflict of interest if s/he:

- Is involved in the preparation of the SME sub-project proposal.
- Stands to benefit directly/indirectly if the sub-project proposal is successful or fails.
- Has a close family/personal relationship with any person representing an applicant legal entity for the DIGIT-PRE project.
- Is a director/trustee/partner of a sub-project applicant or proposal and/or involved in the management of an applicant's organisation.
- Is employed or contracted by a sub-project applicant or a subcontractor of the SME partners in question.
- Is a National Contact Point or is directly working for the [Enterprise Europe Network](#).
- Is involved in a competing proposal.

In case any of the circumstances arise as described above (or other similar situations), the evaluator candidate cannot apply to this Call for evaluators.

If the evaluator is eligible to apply, s/he must, declare that they do not have a conflict of interest in their application to this Call for evaluators. If in doubt or in cases where the evaluator candidate and appointed evaluator is not clear if they have a Conflict of Interest, please email the coordinator for the evaluation process, Gérontopôle Nouvelle-Aquitaine for additional clarification.

12 HOW TO APPLY?

Please submit your expression of interest to become a DIGIT-PRE evaluator by sending an email to Isabelle Lesterpt at i-lesterpt@gerontopole-na.fr no later than **15/11/2023, 23:00h Brussels Time**.

This submission of the expression of interest must include:

1. A **covering letter**, detailing your experience in the areas indicated in section 5 (
2. **What are the selection criteria?** including your motivation and interest for applying
3. Your **CV provided in English** (to list graduate and post graduate studies, any other relevant training, professional employment career history to date including the number of years you have worked in any professional capacity, any experience in national and EU funded project evaluation(s), as well as the specific areas of expertise related to the scope of the DIGIT-PRE Open Call mentioned above.) **This link here may be helpful to help you create a CV: europa.eu/europass/en**

By applying to the call, the evaluator confirms their commitment to the evaluation timeframe and the availability to accomplish the evaluation within the specified timeframe.

13 ANNEX: EVALUATION GRID TO BE USED BY EVALUATORS TO EVALUATE SUB-PROJECTS

Evaluation scale

The proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.	Very poor	0
The criterion is inadequately addressed, or there are serious inherent weaknesses.	Poor	1
The proposal broadly addresses the criterion, but there are significant weaknesses.	Fair	2
The proposal addresses the criterion well, but with at least one moderate weakness.	Good	3
The proposal addresses the criterion very well, although with minor weaknesses.	Very good	4
The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.	Excellent	5

Evaluation Criteria		Score
INNOVATION CONCEPT AND CONTENT		
1	Clarity and pertinence of the project objectives, compliance with Open Call challenges	
2	Soundness and feasibility of the concept and methodology	
3	Innovation potential and demonstration that it is beyond the state of the art	
4	Clear presentation of the digital solution, target audience, components (existing and to be developed) and of the customer journey	
5	A clear explanation of user-centred development of the solution	
6	Proof of TRL 6	
TOTAL		
IMPACT AND MARKET		
7	Positive impact of the digital solution, in line with the Open Call objectives	
8	Clear explanation of the need or relevance of the solution and / or the extent of the health issue targeted	
9	Market opportunity (analysis of the existing market for their solution)	
10	Credibility of the strategy and business model	
11	Clear explanation of the European and regional impacts of the solution	
12	Consideration of data ethics and privacy issues	
TOTAL		
QUALITY AND EFFICIENCY OF THE IMPLEMENTATION		
13	Realistic and tangible expected results	
14	Clear and realistic project activities (detailed timeline)	
15	Clear added value of DIGIT-PRE to the project	
16	Relevance and efficiency of the environmental and sustainable plan to limit and monitor the project impact	
17	Development barriers well identified, and mitigation measures proposed	
18	Sufficient operational and cross-sectoral capacity to successfully carry out the project activities	
TOTAL		
FINAL SCORE		