



# CALL FOR EVALUATORS



Funded by  
the European Union

Funded by the European Union under Grant Agreement N°101178023. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or European Health and Digital Executive Agency (HADEA). Neither the European Union nor the HADEA can be held responsible for them.

## THE MANTRA CONSORTIUM

Nº	Participant organisation name	Short name	Country
1	Zabala Innovation Consulting SA	ZABALA	Spain
2	Rina Consulting SPA	RINA-C	Italy
3	INESC TEC- Instituto de Engenharia Sistemas e Computadores, Tecnologia e Ciência	INESC TEC	Portugal
4	Babele Create Together SRL	BABELE	Romania
4.1	Babele – Create Together APS	Babele	Denmark
5	Southern European Cluster in Photonics & Optics Association	SECPHO	Spain
6	EIT Manufacturing South SRL	EITM	Italy
7	Greenovate! Europe	Greenovate	Belgium
8	Centre Technique des Industries Mécaniques	CETIM	France



Grant Agreement No: 101178023  
Call: HORIZON-CL4-2024-RESILIENCE-01  
Topic: HORIZON-CL4-2024-RESILIENCE-01-41  
Type of action: HORIZON-CSA

## Disclaimer

Funded by the European Union under Grant Agreement N°101178023. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or European Health and Digital Executive Agency (HADEA). Neither the European Union nor the HADEA can be held responsible for them.



## Table of Contents

<b>Table of Contents</b>	<b>3</b>
<b>1. About MANTRA</b>	<b>4</b>
<b>2. Evaluation Process</b>	<b>5</b>
<b>3. Invitation for Evaluators</b>	<b>5</b>
<b>4. What do you get in return?</b>	<b>6</b>
<b>5. Eligibility</b>	<b>6</b>
<b>6. Exclusion</b>	<b>7</b>
<b>7. Timeline</b>	<b>8</b>
<b>8. How to apply</b>	<b>8</b>
<b>9. Selection criteria for evaluators</b>	<b>8</b>
<b>APPENDIX A: APPLICATION FORM</b>	<b>9</b>

## 1. About MANTRA

MANTRA aims to drive the green and digital transformation of European manufacturing SMEs through the adoption of advanced technologies and social innovation.

The manufacturing industry, led by SMEs, drives Europe's economy but is also the highest-emitting sector. Achieving sustainability goals requires SME engagement. The COVID-19 crisis accelerated digital adoption, enabling efficiency and circular economy practices. Geopolitical and energy challenges further highlight the urgency of this transition.

MANTRA will directly support a group of 50 manufacturing SMEs with €50,000 in financial support, through a dedicated process in which they learn and unlock their digital and technological potential within a sustainable business model that ensures more resource-efficient and circular processes and infrastructures. The project will establish a scalable, EU-wide capacity-building and demonstration program, offering SMEs tailored support, expert networks, and financial assistance to develop sustainable business models.

It prioritizes traditional manufacturing SMEs with low levels of advanced technology adoption, particularly those led by women, to enhance their competitiveness and resilience. MANTRA covers all manufacturing sectors, focusing on key subsectors based on factors like size, turnover, and environmental impact.

Support will be provided for the uptake of 16 EU-priority advanced technologies, with an emphasis on those most relevant to each SME's competitiveness and sustainability. Only applications demonstrating a clear impact pathway will be eligible for support in the two open calls.

## 2. Evaluation Process

The evaluation process of the proposals is divided into five steps. Initially, a team of MANTRA partners will conduct a preliminary screening to verify eligibility and identify any major inconsistencies or errors. Only proposals meeting the basic formal requirements proceed to the next phase. Each shortlisted proposal will be independently evaluated by three external experts.

STEP	DESCRIPTION
<b>1. Eligibility Check</b>	Verification that proposals meet basic requirements
<b>2. Internal Review &amp; Shortlisting</b>	Initial assessment by the MANTRA consortium to pre-screen proposals for external evaluation
<b>3. External Evaluation</b>	Remote assessment by 3 independent external evaluators using standardized evaluation criteria
<b>4. Proposal Ranking</b>	Aggregation of evaluation scores to rank all eligible proposals
<b>5. Consensus &amp; Final Selection</b>	Consensus to finalize the selection of successful proposals

## 3. Invitation for Evaluators

We cordially invite experts in the fields related to digital transformation and sustainable industrial practices (see section 5. Eligibility) to become part of our pool of evaluators for the MANTRA First Call. As a member of the panel, you will play a crucial role in:

- Approving applications;
- Evaluating the technical and strategic merit of each application;
- Preparing the Evaluation Summary Report (ESR) with the consolidated results and final score. If appointed as Evaluator Manager (rapporteur) for a specific proposal(s);
- Participating in internal evaluation meeting and the final meeting;
- Providing the final ranking/scores.

## 4. What do you get in return?

The selected external experts will be compensated for their time and contribution to the evaluation process. A contract will be signed between each evaluator and the coordinator of the MANTRA project.

- Each evaluator is expected to evaluate up to 6-9 proposals.
- The evaluators will receive 80 € per full application evaluated (estimated 2 hours of work per proposal).
- External Experts acting as Evaluator Manager (EM) will receive an additional 30€ per application in which they act as EM.
- Evaluators will have 10 business days to complete the evaluation process.

## 5. Eligibility

Registration is open to experts from European member states and associated countries within the Horizon Europe framework.

We are looking for experienced professionals from industrial, technological, or academic backgrounds particularly in the areas of:

- Manufacturing Technologies
- Sustainable and Green Manufacturing
- Digital Transformation
- Business Development
- Business Consulting
- Enterprise Mentoring
- Innovation Management
- Energy efficiency
- Decarbonization
- Other areas related to digital transformation and sustainable industrial practices.

Strong proficiency in English, especially in writing and reading, is mandatory

## 6. Exclusion

Persons who are subject to EU administrative sanctions (i.e., exclusion or financial penalty decision) <sup>1</sup> or in one of the following exclusion situations that bar them from receiving EU funds can NOT work as experts:

- Bankruptcy, winding up, court-ordered administration, arrangement with creditors, suspension of business activities or similar procedures.
- In breach of social security or tax obligations.
- Guilty of grave professional misconduct<sup>2</sup>.
- Committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking.
- Shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar.
- Guilty of irregularities within the meaning of Article 1(2) of Regulation No [2988/95](#).
- Have created an entity under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin.

Experts will also be refused if it turns out that<sup>3</sup>:

- During the contract award procedure, they misrepresented information required as a condition for participating or failed to supply that information.
- They are in a conflict of interest.

---

<sup>1</sup> European Union. (2018). *Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 ('EU Financial Regulation')*. Official Journal of the European Union, L 193, 1–222. <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1046>

<sup>2</sup> Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

<sup>3</sup> European Union. (2018). *Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union* (Article 141). Official Journal of the European Union, L 193, 1–222. <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1046>

## 7. Timeline

**Call for Evaluators:** the opening of the first call for proposals is 16 June 2025.

**Submission Deadline:** submitted electronically via MANTRA Platform (<https://app.mantra-project.eu/>) before **5<sup>th</sup> of September**, 17:00 Brussels time.

**Evaluation Period:** the whole evaluation process will take from the 01.10.2025 to the 31.11.2025. However, specific timeline will be provided to the selected external evaluators. The evaluation process might be shorter and start earlier if the pre-screening process is not required.

## 8. How to apply

Applicants are invited to register, create a user profile, and complete the full application form, prepare the required supporting documents, and submit them via the MANTRA platform: [MANTRA platform - Evaluators](#) and accessible also through MANTRA website: <https://mantra-project.eu/>.

All proposals must be fully completed and submitted via MANTRA platform before the deadline (see point 7). Main steps required:

- Registration via MANTRA platform: [MANTRA platform - Evaluators](#).
- Complete the application form (all mandatory fields must be completed).
- Attach your CV.
- Submit the application form before the deadline.

## 9. Selection criteria for evaluators

- Probed expertise in Manufacturing Technologies, Sustainable and Green Manufacturing, Digital Transformation, Business Development, Business Consulting, Enterprise Mentoring, Innovation Management or any other related field.
- Ability to commit to the assessment timelines and participate actively in panel discussions.
- Demonstrable experience in evaluating technical projects or research proposals (bonus points).

## APPENDIX A: APPLICATION FORM



### NOTE

This template is designed to assist potential evaluators in preparing the application form. It serves only as an example. The applications must be built and submitted through the online MANTRA application form available through the following link [MANTRA platform - Evaluators](https://mantra-project.eu/) and also available via MANTRA website: <https://mantra-project.eu/>

### PERSONAL DETAILS

- Full Name: \_\_\_\_\_
- Date of Birth: dd/mm/yyyy
- Nationality: \_\_\_\_\_
- Current Organization: \_\_\_\_\_
- Position/Title: \_\_\_\_\_
- Email Address: \_\_\_\_\_@\_\_\_\_\_.
- Contact Number (including country code): \_\_\_\_\_

### EXPERTISE DETAILS

- Primary Area of Expertise: (Choose one: Manufacturing Technologies; Sustainable and Green Manufacturing; Digital Transformation; Business Development; Business Consulting; Enterprise Mentoring; Innovation Management; Energy efficiency; Decarbonization; Other areas related to digital transformation and sustainable industrial practices (please specify if applicable))
- Years of Experience in Chosen Area(s): \_\_\_\_\_
- List of Relevant Publications/Projects/Experience: (Attach additional sheets if necessary)
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_

### TECHNICAL EXPERTISE

Briefly describe your technical competencies relevant to the evaluation tasks. This may include expertise in specific technologies, digital tools, evaluation methods, industrial practices or other relevant qualifications that support your ability to assess proposals critically and professionally.

*[maximum 1500 characters]*

### STATEMENT OF INTEREST

In a brief paragraph, please detail why you consider yourself a suitable candidate for this evaluator panel and your motivations to join.

*[maximum 800 characters]*

### CONFLICT OF INTEREST DISCLOSURE

Please declare any affiliations, past or present, with potential contest participants, or any other information that might pose a conflict of interest (if applicable):

*[List]*

### CV ATTACHMENT

Please attach an updated CV highlighting your expertise related to the project. Ensure it includes your background, professional experiences and other relevant details.

### ACCEPTANCE OF TERMS AND CONDITIONS

#### **Absence of conflict of interest\***

I declare that I have not submit, nor am I to my knowledge involved in any proposal currently under evaluation or submitted for evaluation under the MANTRA calls.

#### **Acceptance of Data Privacy Policies\***

I understand and accept, MANTRA platform Data privacy policy and that the data collected in this form will be used by the MANTRA Consortium to manage expressions of interest of evaluators

**Acceptance of Non-binding and no commitment from MANTRA\***

I understand and accept that this expression of interest to participate to the MANTRA open call as an external evaluator is NOT binding and does NOT constitute any commitment for the MANTRA Consortium.

