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| **Work Package** |  |
| **Deliverable Name** |  |

1. **Assessment of Deliverables by the Reviewer**

Mark with X the appropriate column (Y: Yes - N: No - NA: Not applicable)

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| 1. **Format**
 |
|  | **Y** | **N** | **NA** | **Comments** |
| Does the document meet the commitments from Application Form? *(answer with Y/ N only)* |  |  |  |  |
| Does the document contain: WP number, Deliverable name, Version, Author Name and Date? |  |  |  |  |
| Does the document contain all the necessary official logos of the project and the program? |  |  |  |  |
| Does the document include a Table of Contents? |  |  |  |  |
| Does the document include a list of participants and reviewers (approvals)? |  |  |  |  |
| Does the document use the fonts and paragraphs defined in the official template? |  |  |  |  |
| Does the spelling, grammar etc. of the document is appropriate? |  |  |  |  |

Mark with X the appropriate column:

| 1. **Contents □ Applicable □ Non Applicable**
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|  | **1-Poor** | **2-Average** | **3-Satisfactory** | **4- Good** | **5-Very Good** |
| The clarity of the contents of the document is evaluated as… |  |  |  |  |  |
| How does the content of the document match the description in the Application Form? |  |  |  |  |  |
| How is the treatment of the contents of the document regarding the required depth? |  |  |  |  |  |
| Does the document need the addition of sections to reach completeness (Yes/No)? |  |
| Are there any sections in the document that should be removed (Yes/No)? |  |

1. **Observations/ suggestions** (add rows as needed)

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| **Page No.** | **Section** | **Observations / Suggested Improvement** |
|  |  |  |
|  |  |  |

1. **Conclusion** (Mark with X the appropriate line)

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| --- | --- |
| Document accepted, no changes required |  |
| Document accepted but changes required |  |
| Document not accepted, it must be reviewed after changes are implemented |  |

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| **Date of Review** |  |
| **Reviewer’s Name & Organization (from QCMB)** |  |