



Use in conjunction with the Bid Guidelines for complete host requirements.

Executive Committee (XCOM)

This rubric guides the evaluation of Expressions of Interest (EOIs) and Full Bids to host future Transformations Conferences. It ensures a transparent, balanced, and values-based assessment that reflects the Transformations Community’s Four Ts — **Transdisciplinarity, Translocalism, Transformative Learning, and Temperance.**

Each bid is evaluated across six major categories. Scores are assigned on a **1–5 scale**, with 5 indicating exceptional alignment or capacity. Reviewers are encouraged to include qualitative comments highlighting strengths, gaps, and recommendations for co-development.

Scoring Scale

Score	Descriptor	Meaning
5 – Excellent	Exemplary alignment	Fully meets and exceeds expectations; model example for the series.
4 – Strong	High alignment	Meets all key criteria; minor areas for improvement.
3 – Adequate	Acceptable	Meets most requirements; gaps can be addressed through collaboration.
2 – Limited	Weak alignment	Some potential but lacks sufficient evidence or capacity.
1 – Insufficient	Misaligned	Major gaps; not suitable for advancement.

Evaluation Categories



Category	Weight	Evaluation Focus	Meaning
1. Strategic Fit & Vision	20%	Alignment with TC's mission and Four Ts.	• Does the proposal express a clear transformational vision? • How well does it integrate the Four Ts? • Is there a compelling link between local context and global relevance?
2. Event Concept & Innovation	20%	Quality, creativity, and inclusivity of the proposed format.	• Does the design include innovative and participatory elements? • Are arts, wellbeing, and reflective practices integrated? • Does it foster diverse forms of knowing and learning?
3. Institutional Capacity & Partnerships	20%	Organizational strength and collaborative potential.	• Does the host have experience with major international convenings? • Are there clear institutional commitments and support structures? • Are local and global partnerships well-developed?
4. Venue, Logistics & Accessibility	15%	Adequacy and inclusivity of facilities and logistics.	• Are the proposed venues accessible and appropriately scaled? • Is there a credible hybrid participation strategy? • Are sustainability measures embedded in logistics?
5. Financial Feasibility & Risk Management	15%	Soundness of financial planning and risk mitigation.	• Is the budget realistic and balanced? • Are contingency plans clear and credible? • Are proposed sponsors and funding streams appropriate?
6. Legacy, Learning & Contribution	10%	Long-term impact and integration into the global Transformations ecosystem.	• Does the bid articulate a legacy plan (publications, networks, follow-on projects)? • How will learnings be shared post-event? • Does it contribute to the continuity of the series?

Evaluation Process



1. Initial Screening (EOIs):

- ▶ Conducted by the TC Secretariat and Evaluation Panel.
- ▶ EOIs scored primarily on Strategic Fit, Institutional Capacity, and Vision.
- ▶ Top candidates invited to submit Full Bids.

2. Full Bid Review:

- ▶ Comprehensive review using all six categories.
- ▶ Each reviewer submits individual scores and comments.
- ▶ The Evaluation Panel synthesizes findings and prepares a recommendation for the Executive Committee (XCOM).

3. Calibration & Consensus:

- ▶ Reviewers meet to discuss scoring variances and ensure fairness.
- ▶ The XCOM approves the final recommendation by consent-based decision-making.

4. Feedback to Applicants:

- ▶ Each applicant receives a summary of strengths and improvement areas.
- ▶ Constructive feedback encourages future collaboration or hosting opportunities.

Reviewer Guidance

- ▶ Consider both capacity and alignment — a smaller institution with strong transformational ethos may merit high marks.
- ▶ Use comments to identify potential areas for TC support (communications, hybrid facilitation, fundraising, etc.).
- ▶ Maintain confidentiality and impartiality throughout the review.
- ▶ Document any conflicts of interest before evaluation.