

**REQUEST FOR PROPOSAL (RFP): Short term National Institutional / Individual
Consultancy on:
“Development of an online version of the current Accelerated Learning Programme”
RFP-TURA-2021-01/ LRPS#9164589**

**REF: RFP-TURA-2021-01/ LRPS#9164589;
EDU/TURA/2021-A**

TECHNICAL EVALUATION:

All technical proposals will be evaluated using the evaluation criteria as indicated below. Bidders are advised to devote chapters of their submissions to demonstrate each of the criteria and be consistent with the tasks detailed in the TOR. Bidders are advised to avoid submitting brochures and pamphlet that have no direct bearing on the requirements under this RFP.

The following documents shall be included in the technical proposals of the bidders *(the following documents are not applicable for the GROUP OF INDIVIDUAL bidders):*

- A. A complete copy of your latest audited financial statements with comparative figures for the last 2 years, preferably signed by your company’s accounting firm/ certified external auditor. The financial statements are to include, but not limited to, the following:
 1. Balance sheet (mandatory)
 2. Income statement/ Profit and Loss Statement (mandatory)
 3. Statement of cash flows (if available)
 4. Statement of changes in shareholders’ equity (if available)
 5. The report from the external auditor (if available)
 6. Notes to the financial statements (if available)
- A. A copy of your Official list of authorized signatures
- B. Your company’s UN Global Marketplace (UNGM) registration number. You are kindly requested to register for, at the very latest, Basic and Level 1 stages. For registration and instructions on how to, kindly refer to the attachment or the UNGM site:
www.ungm.org/RegistrationProcess

Note: In addition to the hardcopies of the aforementioned documents, please put scanned PDF versions of all these documents on a CD and submit it together with your technical proposal.

“An offer is considered technically acceptable (and therefore eligible for opening of financial offers), when it obtains 70 Points out of 100 during the course of the technical evaluation. The final selection of the contractor will be based on a combination of the technical and financial proposals with a weighting of 70% for the technical proposal and 30% for the financial proposal. In the case of cumulative analysis, the proposals scoring below 70% of the available technical points will be considered non-compliant and will be rejected and not further considered (e.g. in the case of 70:30, the passing score is 49 points out of 70).”

Item	Technical Evaluation Criteria	Max. Points Obtainable
1.	Expertise of the organization/team of consultants	10
1.1.	Credential of the organization in terms of reliability, experience and capacity	10
1.1.1	Profile of the institution/team of individuals in relation to staffing and personnel management/ supervisory & effective system in place including adequate logistical capacity to monitor enumerators in the field.	5

1.1.2	A brief introduction and overview of the assignment showing knowledge and understanding of the programme.	5
2.	Adequacy of the proposed work plan & approach	35
2.1.	Approach	25
2.1.1.	Scope of proposed methodology including working tools /models/ techniques/ approaches/ principles	10
2.1.2.	Proposed quality control mechanism for oversight and supervision.	10
2.1.3.	Risk management & flexibility of proposal in context of possible needs to make changes regarding time, duration, location and kind of activities.	5
2.2.	Planning & Schedule:	10
2.2.1.	Service Efficiency/ appropriateness of the implementation team: Proposed adequate and right staff combination in relation to the respective expected outputs of the assignment.	5
2.2.2.	Quality of proposed supervision and implementation plan with timetable and key possible indicators (i.e. how the agency will undertake each task listed in the TOR for timely completion of the assignment with quality output and client satisfaction).	5
3.	Expertise of the organization	25
3.1.	Evidence/experience working in Turkey on areas related to the scope of the programme.	10
3.2.	Demonstrable experience in curriculum and material development, preferably developing innovative curricula and materials.	10
3.3.	Demonstrable experience and competency in working with large stakeholder group (UN, government departments, etc.) in relation to similar scope and complexity of this assignment.	5
	TOTAL TECHNICAL SCORES	70