

**REQUEST FOR PROPOSAL (RFP): “SHORT TERM NATIONAL INSTITUTIONAL CONSULTANCY on Support the Development of National Family Based Early Intervention System for Children with Disabilities”**

**RFP-TURA-2021-04/ LRPS-2021-9166049; PRO-TURA-2021-E**

**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:

- 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)
- B. A copy of your company’s certificate of legal registration
- C. A copy of your Official list of authorized signatures
- D. 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](http://www.ungm.org/RegistrationProcess)

Item	Technical Evaluation Criteria	Max. Points Obtainable
<b>1.</b>	<b>Organizational Capacity and Quality Control</b>	<b>15</b>
<b>1.1.</b>	<b>Credential of the organization in terms of reliability, experience and capacity</b>	<b>15</b>
<b>1.1.1</b>	Profile of the institution in relation to staffing and personnel management/ supervisory & effective system in place, staff experienced and knowledge relevant to the area	<b>10</b>
<b>1.1.2</b>	A brief introduction and overview of the assignment showing knowledge and understanding of the programme.	<b>5</b>
<b>2.</b>	<b>Adequacy of the proposed work plan &amp; approach</b>	<b>45</b>
<b>2.1.</b>	Approach	<b>20</b>
<b>2.1.1.</b>	Scope of proposed methodology including working <b>tools/models/techniques/approaches/principles</b> to be applied for (i) strengthening, delivering, supervising and monitoring (ii) supporting the overall implementation of the programme and (iii) developing strategy documents (This should be consistent with the tasks detailed in the TOR under section 3).	<b>10</b>

2.1.2.	Proposed quality control mechanism for oversight and supervision.	5
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.	<b>Planning &amp; Schedule:</b>	<b>25</b>
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 (see TOR under Section 3 and qualification of the team members under section 7).	20
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 under section 3 for timely completion of the assignment with quality output and client's satisfaction.	5
3.	<b>Expertise of the organization</b>	<b>10</b>
3.1.	Demonstrable experience in developing strategy documents and reports.	5
3.2.	Demonstrable experience and competency in working with large stakeholder group (UN, international development organizations, government departments, NGOs, etc.) in relation to similar scope and complexity of this assignment.	5
	<b>TOTAL TECHNICAL SCORES</b>	<b>70</b>

Proposals submitted in response to this call will be evaluated in terms of technical quality and financial offer. Technical quality will be evaluated using the criteria outlined below.

*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).*