**ANNEX C: EVALUATION CRITERIA**

**Evaluation Criteria**

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| **Technical Proposal** | **Points** |
| 1. **OVERALL RESPONSE**  * Understanding of UNICEF’s needs and responsiveness to the requirements. * Understanding of scope, objectives and completeness of response. * Overall concord between RFP requirements and proposal. | **5** |
| 1. **STRATEGY, METHODOLOGY AND APPROACH**  * Quality of proposed approach/ methodology. * Quality of proposed implementation plan, i.e. how the bidder will undertake each task and maintenance of project schedules. * Recognition of direct risks/peripheral issues and methods to prevent and manage risks/peripheral issues. | **20** |
| 1. **PROPOSED TEAM AND PROFESSIONAL ORIENTATION**  * Structure of Management Team. * Team leader: relevant experience, qualifications and position with bidder. * Team members: relevant experience of similar scope and complexity qualifications. * Professional expertise and knowledge. * Quality of local partner(s) included as sub-contractor(s), if applicable. | **20** |
| 1. **Evidence-supported TECHNICAL CAPACITY and ORGANIZATIONAL EXPERIENCE**  * Range and depth of experience with similar projects, contracts and clients. * Financial status of Institution. * Evidence of similar assignments undertaken in the region, Africa and elsewhere. * Availability of PSEA policy and PSEA Certified members * Duty of care for prevention against spread of COVID19   NOTE: Institutions that fail to submit relevant documentation that will enable a thorough review of the Institution in all relevant areas, do so at their own risk and will be subject to disqualification or penalty of reduced points. The assessment of the Institution will be made on the basis of documents submitted for review in the Proposal. | **15** |
| **Total technical marks** | **60** |
| **Financial Proposal** |  |
| 1. **FINANCIAL**   Assessment/review will include:   * Overall Price. * Cost benefit comparison related to number and quality of personnel in the Proposal who will conduct the spot check or verifications (financial assessments). * Completeness of the Financial Proposal (ensure that all costs, including professional fees, costs of travel, salaries, insurance, etc. are included in the price offered). * Payment terms/schedule of payment proposed. * Timeline proposed. * Period of validity of Proposal.   NOTE: As the most financially attractive offers will be at an advantage, if the Institution can offer any discounts or options, they should be clearly marked in the financial proposal to facilitate the comparison. | **40** |
| **TOTAL MARKS** | **100** |

Technical Proposal (s) scoring 70 % (=Score of 42 out of 60) or more following Proposal Evaluation will be listed and included for review of Analysis and Evaluation on The Financial Offer