**Section III: Evaluation Criteria**

UNOPS’s evaluation of a Proposal shall take into account, the following evaluation criteria.

**Eligibility and Formal Criteria –** evaluated on Pass/Fail basis and checked during Preliminary Examination

|  |  |
| --- | --- |
| **Criteria** | **Documents to establish compliance with the criteria** |
| 1. Offeror is eligible as defined in Instructions to Offerors, Article 4 | * Form C: Offeror Information Form * Form D: Joint Venture Partner Information Form, all documents as required in the Form, in the event that the Proposal is submitted by a Joint Venture. * Form E: Proposal Submission Form |
| 1. Completeness of the Proposal. All documents and technical documentation requested in Instructions to Offerors Article 10 have been provided and are complete | * All documentation as requested under Instructions to Offerors Article 10, Documents Comprising the Proposals |
| 1. Offeror accepts UNOPS General Conditions of Contract as specified in Section VI | * Form E: Proposal Submission Form |

**Qualification criteria** – evaluated on Pass/Fail basis

**Section 1:**

|  |  |
| --- | --- |
| **Criteria** | **Documents to establish compliance with the criteria** |
| 1 Provide links or sample of methodology outlining how the bidder intends to implement this project. | * Form H: Format for Resume of Proposed Key Personnel * Form I: Performance Statement Form including links * Form G: Technical Proposal Form |
| 2 Provide links to previous courses or training to demonstrate previous experience conducting needs assessments to understand core issues to be included in instructional design or training materials. | * Form H: Format for Resume of Proposed Key Personnel * Form I: Performance Statement Form including links * Form G: Technical Proposal Form |
| 3 Provide links/sample to previous experience in international development, transparency, development cooperation and open data. | * Form H: Format for Resume of Proposed Key Personnel * Form I: Performance Statement Form including links * Form G: Technical Proposal Form |
| 4 Provided links/sample to previous courses or training to demonstrate ability providing training or support to civil society organizations or similar, including in online / e-learning (e.g. including statement of experience and provision of links to previous courses or trainings) | * Form H: Format for Resume of Proposed Key Personnel * Form I: Performance Statement Form including links * Form G: Technical Proposal Form |
| 5 Provided sample to previous courses or training to demonstrate experience creating training resources / materials (e.g. multi-week learning courses, etc.) for civil society audiences or similar | * Form H: Format for Resume of Proposed Key Personnel * Form I: Performance Statement Form including links * Form G: Technical Proposal Form |
| 6 Provided sample of experience or familiarity with the International Aid Transparency Initiative (IATI), preferably gained through working with publishers, data users or similar. | * Form H: Format for Resume of Proposed Key Personnel * Form I: Performance Statement Form including links * Form G: Technical Proposal Form |
| Provide samples/links to previous experience to demonstrate Excellent network of civil society organizations at different levels (e.g. regional to local) to leverage for the desk research and interview stage | * Form H: Format for Resume of Proposed Key Personnel * Form I: Performance Statement Form including links * Form G: Technical Proposal Form |

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| **Section 2: Key personnel proposed** | | **Points** |
| 3.1 | Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services | XX |
| 3.2 | Qualifications of key personnel proposed   * Team leader * Team member - title * Team member - title | XX  XX  XX |
| **Total points for section** | | **XX** |

**Technical criteria** –

|  |  |
| --- | --- |
| **Criteria** | **Documents to establish compliance with the criteria** |
| Evaluation will be conducted based on the cumulative analysis of Technical and Financial Proposals with a weighting of 70%-30%  The total number of points which an Offeror may obtain for its proposal is as follows:   * Technical Proposal =70 * Financial Proposal = 30   The maximum number of technical points is detailed in the below Technical Proposal Evaluation sections.  To be substantially compliant, Offerors must obtain a minimum threshold of 70 points. | * Form G: Technical Proposal Form * Form I: Format for Resume of Proposed Key Personnel |