

**REQUEST FOR PROPOSAL (RFP): “INSTITUTIONAL CONSULTANCY for a Regional Systematic Capacity Building mechanism to support priority countries to enhance the coverage and quality of child centered PHC services in the Europe and Central Asia Region (ECA)”**

**RFP-ECA-2021-08 | LRPS#9168608**

**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 pamphlets 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)

*Note: Please submit the scanned PDF versions of all these documents together with your technical proposal.*

<b>TECHNICAL EVALUATION CRITERIA</b>	<b>Max. Points</b>
<b>1. Key personnel and experience of the firm:</b>	<b>30</b>
Professional background, experience and qualifications of the proposed team for the assignment	20
Relevant experience of the firm and samples of previous work completed by the firm	10
<b>2. Proposal Description (Proposed methodology and approach):</b>	<b>40</b>
Adequacy and completeness of the proposed work plan and approach	10
Relevance and compliance of the proposed method to the expectations of the TOR	15
Relevance of the PHC costing tool proposed (if the tool is well-tested)	15
<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 49 Points out of 70 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).*