

REQUEST FOR PROPOSAL (RFP): “Evaluating the Child Guarantee Preparatory Stage, Phase III”

RFP-ECA-2021-14 | LRPS#9170025

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.

Proposer(s) must submit a technical and a price proposal (in separate documents) that will be split between technical and commercial (price proposal) scores (a 70/30 split).

The **technical proposal** (70 points) should include the following information:

- A brief methodological proposal (max 3 pages)
- Presentation of the firm/research institution/consulting group
- A business licence
- Team composition (incl. identification of team leader), with complete CVs
- Matching the team skills with the required skills
- Sample(s) or link(s) of previous Evaluation(s) by the team members
- Other relevant information in order to ensure the quality of the presented proposal and minimize the disqualifications.

The technical proposal will be assessed with the following criteria:

Technical sub-criteria	Description	Maximum Points
Completeness of technical requirements (5 points)	Overall conformity of the proposal, including appropriate referencing and supporting documents (description of institution and key personnel, understanding of ToRs, matching team skills with required skills, proposed methodology, detailed timeline, references and written sample)	5
Qualifications of team (35 points)	Overall conformity with requirement of the Team leader	20
	Evaluation specialists	15
Quality of technical proposal (30 points)	Understanding of the ToRs (match between the proposed approach and requested scope of evaluation)	3
	Quality of the methodology and methods proposed, innovative design, rationale for the methodology	20
	Realistic work plan and level of effort of team	5
	Understanding of ethical considerations and integration of such in the methodology	2
Maximum Score for technical criteria		70
Minimum Score for technical compliance		49

Total Maximum points for the technical proposal is **70** points. Only proposals which receive a minimum of **49** points will be considered further.

Financial Proposal should include:

- Detailed budget as per the Financial Proposal template
- Explanation of budget assumptions with regard to planning, team composition, field work, etc.
- The total amount of points allocated for the price component is **30**. The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited firms/institutions which obtain the threshold points in the evaluation of the technical component. All other price proposals will receive points in inverse proportion to the lowest price; e.g.:

Score for price proposal X=(Max. score for price proposal (**30** Points)*Price of lowest priced proposal)
/Price of proposal X

Total obtainable Technical and Price score: **100**

The Proposer(s) achieving the highest combined technical and price score will (subject to any negotiations and the various other rights of UNICEF detailed in this LRPS) be awarded the contract(s).

All interested institutions are requested to include in their submission detailed costs including:

- a. Daily rate including hours per day
- b. Expenses associate with remote data collection, and translation etc. Please include all relevant costs that are required for this exercise) to be agreed prior to commencing the project
- c. Any additional requirements needed to complete the project (evaluation) or that might have an impact on cost or delivery of products
- d. The consultants would be required to use their own computers, printers, photocopier etc.