

## ANNEX C

### EVALUATION CRITERIA

#### Specific Proposal Evaluation Criteria

Technical evaluation will contribute a maximum of 80 points and 20 points respectively for total possible score of 100 points. Scores will be determined using the following formula:  
 Overall score= average technical score by panel + financial score

<b>Technical Proposal</b>	
<p><b>1. OVERALL RESPONSE</b></p> <ul style="list-style-type: none"> <li>- Understanding of and responsiveness to the requirements of the TOR.</li> <li>- Understanding of scope, objectives, and completeness of response.</li> </ul>	<b>10</b>
<ul style="list-style-type: none"> <li>- Overall concord between RFP requirements and proposal.</li> </ul> <p><b>2. STRATEGY, METHODOLOGY AND APPROACH</b></p> <ul style="list-style-type: none"> <li>- Quality of proposed approach / methodology which, among other things, defines parameters of evaluation, proposes methods that can effectively measure programme effects and makes clear links to achieving the objectives of the TOR.</li> <li>- Clear and detailed approach to analysis</li> <li>- Clarity, feasibility, and consistency with effective practices (of strategies and methods).</li> <li>- Quality of proposed implementation plan i.e. detailed proposed plan for accomplishing task within proposed timeframe.</li> <li>- Recognition of direct risks and strategies to manage risks.</li> </ul>	<b>40</b>

<p><b>3. Evidence-supported TECHNICAL CAPACITY and EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>- Relevant professional experience and qualifications of the consulting firm or consultants.</li> <li>- Professional expertise and knowledge.</li> <li>- Range and depth of experience with similar projects, contracts, and clients.</li> <li>- Evidence of similar assignments undertaken in the country, region, continent and elsewhere.</li> <li>- Writing sample.</li> </ul>	<b>20</b>
<p><b>4. Structure of Management Team and Professional Orientation</b></p> <ul style="list-style-type: none"> <li>- Team leader: relevant experience, qualifications, and position with bidding firm.</li> <li>- Team members: experience and qualifications relevant to proposed roles.</li> <li>- Professional expertise and knowledge.</li> <li>- Quality of partner(s) or other source of local expertise, if applicable.</li> </ul> <p><b>NOTE:</b> The assessment of the consulting firm or consultants will be made based on documents submitted for review in the Proposal. 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.</p>	<b>10</b>
<b>TOTAL</b>	<b>80</b>
<p><b>5. FINANCIAL</b></p> <p>Assessment/review will include:</p> <ul style="list-style-type: none"> <li>- Overall Price</li> <li>- Cost benefit comparison related to number and quality of personnel</li> <li>- Completeness of the Financial Proposal (ensure that all costs, including professional fees, costs of travel, salaries, insurance, etc. are included in the price offered).</li> <li>- Payment terms/schedule of payment proposed.</li> <li>- Timeline proposed.</li> <li>- Period of validity of Proposal.</li> </ul>	<b>20</b>
<p><b>NOTE:</b> As the most financially attractive offers will be at an advantage, if the bidder can offer any discounts or cheaper options, it should be clearly set out in the financial proposal for consideration during the review.</p>	
<b>TOTAL MARKS</b>	<b>100</b>