

## Section IV: 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	<ul style="list-style-type: none"> <li>● Form C: Offeror Information Form</li> <li>● 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.</li> <li>● Form E: Proposal Submission Form</li> </ul>
2. Completeness of the Proposal. All documents and technical documentation requested in Instructions to Offerors Article 10 have been provided and are complete	<ul style="list-style-type: none"> <li>● All documentation as requested under Instructions to Offerors Article 10, Documents Comprising the Proposals</li> </ul>
3. Offeror accepts UNOPS General Conditions of Contract as specified in Section VI	<ul style="list-style-type: none"> <li>● Form E: Proposal Submission Form</li> </ul>
4. Bidder provides valid company registration certificate.	<ul style="list-style-type: none"> <li>● Valid company/organization registration certificate</li> </ul>

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

Criteria	Documents to establish compliance with the criteria
1. Financial capability. Offerors should have annual turnover of minimum USD 30,000 in at least two years during the past five years. If offeror submits proposal for multiple lots, annual turnover of minimum USD 70,000	<ul style="list-style-type: none"> <li>● Copy of audited financial statements or Tax certificate or copies of contracts/invoices</li> </ul>

<p>2. At least 5 years of experience in provision of technical expert services related to EU integration or similar (local and international experts) including expert ToRs development, contracting, coordination</p>	<ul style="list-style-type: none"> <li>● Organization's registration certificate of the Offeror</li> <li>● Form J: Performance Statement Form indicating at least 2 previous projects/contracts</li> <li>● At least 2 reference letters from previous projects/contracts</li> </ul>
<p>3. At least 3 years of working with the EU Integration issues</p>	<ul style="list-style-type: none"> <li>● Form J: Performance Statement Form indicating at least 2 previous projects/contracts</li> <li>● At least 2 reference letters from previous projects/contracts</li> </ul>
<p>4. Knowledge of the political and socio-economic context of the country, preferably also familiarity with the socio-political and economic context of the Western Balkans region</p>	<ul style="list-style-type: none"> <li>● At least 2 relevant reports on delivered similar projects/activities</li> </ul>
<p>5. Understanding of Stabilization and Accession Agreements (SAA) and negotiation process in the country</p>	<ul style="list-style-type: none"> <li>● 1-pager statement/essay on organization's understanding and experience on SSA in the respective countries to be provided</li> </ul>
<p>6. Experience in developing monitoring and reporting indicators</p>	<ul style="list-style-type: none"> <li>● Form J: Performance Statement Form indicating at least 2 previous projects/contracts</li> <li>● At least 2 reference letters from previous projects/contracts confirming experience in developing monitoring and reporting indicators</li> </ul>
<p>7. At least 5 years of experience working with international organizations and donors</p>	<ul style="list-style-type: none"> <li>● Form J: Performance Statement Form</li> </ul>
<p>8. Fluency in English of key personnel and knowledge of locally spoken languages of the countries where services will be provided (Albania, Serbia, BiH, North Macedonia, Montenegro, Kosovo).</p>	<ul style="list-style-type: none"> <li>● Form I: CV of the Team leader/Main focal point</li> </ul>
<p>9. Analytical and communication skills</p>	<ul style="list-style-type: none"> <li>● at least 2 analytical reports shall be provided</li> </ul>

**Technical criteria** – evaluated based on a cumulative analysis methodology

Criteria	Documents to establish compliance with the criteria
<p>Evaluation will be conducted based on the cumulative analysis of Technical and Financial Proposals with a weighting of 70%-30% (Technical Proposal-Financial Proposal)</p> <p>The total number of points which an Offeror may obtain for its proposal is as follows:</p> <ul style="list-style-type: none"> <li>● Technical Proposal = 70 points</li> <li>● Financial Proposal = 30 points</li> </ul> <p>The maximum number of technical points is detailed in the below <a href="#">Technical Proposal Evaluation sections</a>.</p> <p>To be substantially compliant, Offerors must obtain a minimum threshold of 70% of total points for technical evaluation under sections 1, 2 and 3 (at least 45.5 points).</p>	<ul style="list-style-type: none"> <li>● Form G: Technical Proposal Form</li> <li>● Form I: Format for Resume of Proposed Key Personnel</li> <li>● Form J: Performance Statement Form indicating at least 2 previous projects/contracts</li> <li>● At least 2 reference letters from previous projects/contracts</li> <li>● At least 2 reference letters from previous projects/contracts confirming experience in developing monitoring and reporting indicators</li> <li>● at least 2 analytical reports</li> <li>● 1-pager statement/essay on organization's understanding and experience on SSA in the respective countries to be provided</li> </ul>

Technical Proposal Evaluation sections:

Section number/description	Points Obtainable
1. Offeror's qualification, capacity and expertise	25
2. Proposed Methodology, Approach and Implementation Plan	35
3. Key Personnel proposed	5
4. Oral presentation	5
<b>Total Technical Proposal points</b>	<b>70</b>

Section 1: Offeror's qualification, capacity and expertise		Points
1.1	Brief description of the organization, including the year and country of incorporation, and types of activities undertaken	5

1.2	General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	5
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country (as per the requirements in ToR supported by submitted documents listed in the ToR)	10
1.4	Quality assurance procedures and risk mitigation measures	3
1.5	Organizations commitment to sustainability	2
<b>Total points for section</b>		<b>25</b>

<b>Section 2: Proposed Methodology, Approach and Implementation Plan</b>		<b>Points</b>
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	10
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	10
2.3	Details how the different service elements shall be organized, controlled and delivered	5
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	5
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	3
2.6	Demonstrate how you plan to integrate sustainability measures in the execution of the contract to provide goods or services	2
<b>Total points for section</b>		<b>35</b>

<b>Section 3: Key personnel proposed</b>		<b>Points</b>
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	2

	the necessary services. Detailed information on the available pool of experts and clear plan for identification of new experts, if required.	
3.2	Qualifications of key personnel proposed <ul style="list-style-type: none"> <li>• Team leader/Main focal point</li> <li>• Finance manager</li> </ul>	3
<b>Total points for section</b>		<b>5</b>

<b>Section 4: Oral Presentations</b>		<b>Points</b>
4.1	<p>Oral presentation. All offerors who presented substantially compliant proposals in evaluation sections 1-3 will be required to make an oral presentation during an online meeting. Information from the oral presentation will also be used as part of the technical evaluation process. UNOPS reserves the right to incorporate elements from oral presentations in the final contract. The oral presentation will not encompass price proposals.</p> <p>Oral Presentation Ground Rules:</p> <p>The selected offerors as specified above must make an oral presentation to UNOPS evaluation panel and participate in a question and answer session. The purpose of the oral presentation and question and answer session is to validate the information provided by the offeror in their proposal and to test the offeror's understanding of the work that will be performed per the terms of reference/statement of work under the prospective contract, which will be a factor in the overall technical evaluation of the proposals. Each Offeror will be allowed 20 minutes to make their oral presentation.</p> <p>Presentation will begin after completion of evaluation. UNOPS will determine the date and time for each offeror's oral presentation. The UNOPS procurement official will notify offerors of the scheduled date and time, as well as the agenda for their presentation. At its sole discretion, UNOPS reserves the right to reschedule any offeror's presentation. Offerors must confirm their availability for that date should they be invited.</p> <p>The presentation must be made by one or more of the personnel whom the offeror will employ to manage or supervise contract performance. The proposed Senior Executive must be present and must, at a minimum, answer questions directed to him/her during the question and answer session. Offerors may not use consultants to make the oral presentation. The offeror should be prepared to answer detailed technical questions from UNOPS.</p> <p>During the presentation, interaction between the evaluation team and the offeror will be limited. The UNOPS procurement official will chair the meeting and ensure compliance with the ground rules. UNOPS will not inform offerors of their strengths, deficiencies or weaknesses during the</p>	5

	<p>presentation and UNOPS will not engage in bargaining during the presentations. The presentation does not constitute discussions or negotiations with offerors.</p> <p>UNOPS reserves the right to make video or audio recordings of oral presentations for its own internal use. These will not be released or made public except where required by law.</p>	
<b>Total points for section</b>		<b>5</b>