

## Section II: 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 V-1	<ul style="list-style-type: none"> <li>• Form E: Proposal Submission Form</li> </ul>
4. There should not be any adverse report regarding the supplies for at least three years preceding the date of Proposal opening	<ul style="list-style-type: none"> <li>• Form J: No Adverse Action Confirmation Form</li> </ul>
5. Bidder provides valid Business 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 the sum of the annual turnovers for the last four years no less than USD 200,000.	<ul style="list-style-type: none"> <li>• Copy of audited financial statements for the last four years (2018, 2019, 2020, 2021) If audited financial statements are not available, a letter with explanation of the reason and signed/stamped by the organization's director full financial statements shall be provided</li> </ul>
2. Offeror should be in continuous business of supplying similar services as specified in the Schedule of requirements during the last 5 (five) years prior to Proposal opening.	<ul style="list-style-type: none"> <li>• Certification of incorporation of the Offeror</li> <li>• Form J: Performance Statement Form</li> <li>• At least three reference letters from previous successfully implemented projects</li> </ul>

<p>3. The offeror has valid experience in the establishment and development of new schools and/or work with start up schools. Including support provided in pre-operational activities and/or successful launch of operations for schools. Minimum two similar contracts, or reference letters supporting this to be provided.</p>	<ul style="list-style-type: none"> <li>● Form J: Performance Statement Form</li> <li>● References of the organization or link of the public document</li> </ul>
<p>4. The offeror has technical expertise and extensive knowledge of International Baccalaureate (IB), especially IB Diploma Programme (DP) as well as European Baccalaureate and similar education programmes. Has previous experience of consulting or guiding schools through the IB authorization process. At least two similar contracts, or reference letters supporting this to be provided.</p>	<ul style="list-style-type: none"> <li>● Form J: Performance Statement Form</li> <li>● References of the organization or link of the public document</li> </ul>
<p>5. The offeror has valid experience in curriculum development and teacher training including development of teacher training modules. At least two similar contracts, or reference letters supporting this to be provided.</p>	<ul style="list-style-type: none"> <li>● Form J: Performance Statement Form</li> <li>● References of the organization or link of the public document</li> </ul>
<p>6. The offeror has previous work experience with public or private sector and international organizations. Has extensive knowledge of education programmes and research offered by International Universities and other education providers <b>in the Region</b>.</p>	<ul style="list-style-type: none"> <li>● Form J: Performance Statement Form</li> <li>● References of the organization or link of the public document</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%</li> <li>● Financial Proposal = 30%</li> </ul> <p>The maximum number of technical points is detailed in the below <u>Technical Proposal Evaluation sections</u>.</p> <p>To be substantially compliant, Offerors must obtain a minimum threshold of 70% of total points and at least 49 points in Technical Proposal.</p>	<ul style="list-style-type: none"> <li>● Form G: Technical Proposal Form</li> <li>● Form H: Format for Resume of Proposed Key Personnel</li> </ul>

Technical Proposal Evaluation sections:

Section number/description		Points Obtainable
1.	Offeror's qualification, capacity and expertise	15
2.	Proposed Methodology, Approach and Implementation Plan	25
3.	Key Personnel proposed	25
4.	Oral Presentation	5
<b>Total Technical Proposal points</b>		<b>70</b>

Section 1: Offeror's qualification, capacity and expertise		Points
1.1	<p>Brief description of the organization, including the year and country of incorporation, and types of activities undertaken:</p> <p><i>The proposer should demonstrate sound organizational capability and ability to provide the implementation of the required services. The following statistical data should be provided within the applicable returnable forms: • Key clients and their contact details (to be contacted for reference checks) • Company's organogram (not only the specific team related to this project) with details of qualifications of management staff • Number of technical and support personnel employed or under contract services of the Proposer • Number, value and duration of contracts for similar nature projects over the last 5 (five) years accomplished for other Clients.</i></p>	3
1.2	<p>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 (if so, provide details).</p> <p><i>Proposer to submit the list of ongoing contracts with values to be provided together with the statement that the Proposer has adequate human, financial and technical capacities to cover the tendered works.</i></p>	3
1.3	Relevance of specialized knowledge and experience on similar engagements	4
1.4	<p>Quality assurance procedures and risk mitigation measures</p> <p><i>Proposer to submit the brief description of the quality assurance mechanisms proposed under this contract, including the processes of how the organization plans, monitors, reports, evaluates records and coordinates activities</i></p>	3
1.5	Organizations commitment to sustainability	2
<b>Total points for section</b>		<b>15</b>

Section 2: Proposed Methodology, Approach and Implementation Plan		Points
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?	5
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	5
2.3	Details how the different service elements shall be organized, controlled and delivered	3
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	2

	Is there an effective and efficient monitoring system?	
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic Is the implementation plan clear and feasible? Are the proposed activities practical, appropriate and consistent with the scope of services in TOR?	5
2.6	Demonstrate how you plan to integrate sustainability measures, integrating gender mainstreaming measures in the execution of the contract to provide the services	5
<b>Total points for section</b>		<b>25</b>

<b>Section 3: Key personnel proposed</b>		<b>Points</b>
3.1	<p>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 service.</p> <p><i>The proposer's project team and organizational structure should demonstrate the capacity of the proposer's core team to conduct the services and should include all essential roles filled with personnel of the required experience.</i></p> <p>The qualifications and experience of the personnel proposed for the consultancy.</p>	6
3.2	<p><b>Team Leader/Education Expert</b>-(Support to enrollment scheme and education approach)</p> <p>Will be responsible for overall leadership, supervision and guidance for the Team; will work as a lead liaison with the key stakeholders including MoES, EU and UNOPS; will oversee and support development of all deliverables. Will support MoES in finalisation of enrollment scheme and education approach for the school including but not limited to:</p> <ul style="list-style-type: none"> <li>- the School's governance and management systems; School plans and policies;</li> <li>- Technical assistance to the School management;</li> <li>- Supports all activities related to finances, operations, IT and infrastructure of the School as described in the ToR.</li> <li>- Supports development of the Business Plan and the School budget.</li> </ul> <p>Will ensure that all the deliverables are finalised on time and in line with the programme's requirements; will provide regular briefings and reports on progress made as well as advice and recommendations.</p>	5
3.3	<p><b>Education Expert</b> (Support to curriculum development, local accreditation and IB Authorisation)</p> <p>Will support the MoES in finalisation of the curriculum for both tracks (Georgina and IB), establishment of the lesson planning standards and procedures, development of student learning progression scheme, age-appropriate co-curricula and after-school programmes;</p> <p>Develops detailed timelines for local accreditation and IB authorization. Liaises with external Authorization and local accreditation/regulatory agencies.</p> <p>Supports MoES in every step of the IB authorisation and Local accreditation including development of relevant documents, reviewing and preparation of reports and other.</p> <p>Establishes excellent relationships with all project stakeholders.</p>	5
3.4	<p><b>Education Expert</b> (Support Teacher Training and Learning Academy)</p> <p>Will work closely with the MoES, EU and UNOPS on staffing and establishment of the Learning Academy; will ensure successful implementation of teacher training programmes and orientation for the selected teachers; will be responsible for teaching</p>	5

	resource development; will assist in teacher recruitment and provide other relevant technical support to the School management; Will provide regular briefings on progress; will establish excellent relationships with all project stakeholders.	
3.5	<p><b>Education Specialist/Local Coordinator</b></p> <p>Will serve as a liaison between the project stakeholders and other partners, including national regulatory agencies; will provide advice to the team on local education system, education policy and related legislation; will assist in local accreditation process; will assist in meeting planning and coordination; will assist in document preparations and provide translation/interpretation services when/as appropriate.</p>	4
<b>Total points for section</b>		<b>25</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 either in person or remotely, at the discretion of UNOPS. 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>1. 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. UNOPS may moreover request a demonstration of the products offered (e.g. software solutions, data management systems, travel booking platforms etc.). Each Offeror will be allowed 30 minutes to make their oral presentation.</p> <p>Presentation will begin approximately 2 weeks after receipt of proposals. 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 within <u>2</u> weeks of the receipt of proposals. 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 presentation and UNOPS will not engage in bargaining during the presentations. The presentation does not constitute discussions or negotiations with offerors.</p>	5

	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.	
<b>Total points for section</b>		<b>5</b>