

## Annex C - Evaluation Criteria

RFPS/LRPS-2023-9181627-Training Specialized Services (RoEC)

After the opening, each proposal will be assessed first on meeting of the technical requirements and subsequently on its price. The proposal with the best overall value, composed of technical merit and price, will be recommended for approval. UNICEF will set up an evaluation panel composed of technical UNICEF staff.

The evaluation panel will first evaluate each response for compliance with the requirements of this RFP. Responses deemed not to meet all of the mandatory requirements will be considered non-compliant and rejected at this stage without further consideration. Failure to comply with any of the terms and conditions contained in this RFP, including provision of all required information, may result in a response or proposal being disqualified from further consideration.

The proposals will be evaluated against the following:

### 1) Technical Evaluation – 70p

The technical evaluation criteria will be based a 70p from the total of 100p, respecting the following requirements:

CATEGORY	POINTS
<b>A) Comprehensive structure of the training plan</b>	<b>30</b>
B) Strong analytical approach, including relevance of the topics proposed for the current bid and interlinkages of the topics addressed	6
C) Practical approach	7
D) Option for face to face / blended approach	5
E) Clarity and feasibility of the detailed work plan/schedule of activities, including availability for work within the proposed time frame	6
F) Flexibility for adjusting the timeline and approach based on the feedback received from beneficiaries	6
<b>G) Experience of team of experts proposed as part of the training team (for each of the experts mentioned in TOR)</b>	<b>40</b>
- Proven solid experience of the experts in conducting training on the topics proposed in the training plan	15
- Experience in conducting training involving a mix of professionals with different backgrounds from health, education, and child protection	6
- Innovation in relation to the training content proposed	10
- Familiarity with rights-based approaches and with principles of gender mainstreaming	3
- Proven ability to communicate and expertise in cooperation with different stakeholders, professionals, communities, families and children	3
- Previous work experience with United Nations organizations	3
Total Maximum for the Technical Offer	<b>70</b> Points

**Only Proposals which receive a minimum of 40 points will be considered further (opening of the Financial Proposal).**

#### 4) Financial Proposals -30p

The financial proposal will be based at 30p from the total of 100p

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.

The financial evaluation will take into account as key criteria the daily cost/trainer.

All other price proposals will receive points in inverse proportion to the lowest price:

$$\text{Score for price proposal X} = \frac{\text{Max. Score for price proposal} * \text{Price of lowest priced proposal}}{\text{Price of proposal X}}$$

Example: Price of lowest priced proposal= 800 // Price of proposal X= 1000

$$\text{Score for price proposal X} = \frac{\text{Max. Score for price proposal (30)} * \text{Price of lowest priced proposal (800)}}{\text{Price of proposal X (1000)}} = 24$$

### Total Technical and Financial Proposals

**100 Pts**

UNICEF will award the contract to the vendor whose response is of high quality, clear and meets the projects goals.

The price/cost of each of the technically compliant proposals shall be considered only upon evaluation of the above technical criteria.

The bidders should ensure that all pricing information is provided in accordance with the following:

- The currency of the proposal **shall be in US Dollar (USD)/ EUR Euro (for entities outside Romania), and please also mention the equivalent in New Romanian Lei (RON)-only for Romanian entities- VAT excluded. Invoicing will be in the currency of the proposal.**
- The bidder will suggest a payment schedule for the Contract, linked to unambiguous Contract milestones.

Total aggregated amount of the contract should be spelled out separately, subsequently broken down on:

**A. consultancy fee (per diem/trainer);**

**B. Logistic costs,** including ALL expenses that will incur in relation to the consultancy, both for trainers and participants. For travel costs, please provide breakdown for transportation (economy class tickets as the case may be) and daily allowance/ per-diem (accommodation, meals, and incidentals.)

The Proposal(s) achieving the highest combined technical and financial score will be awarded the contract(s).