

## Section III: 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 B: Checklist Form</li> <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> </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>
5. (In case of joining venture (JV) submission ) The bid is submitted by the leading partner and both companies comply with the Eligibility and Formal Criteria.	<ul style="list-style-type: none"> <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> </ul>

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

Criteria	Documents to establish compliance with the criteria
1. Financial capability. Offerors should have an annual turnover of minimum USD 350,000 in any two years during the past five years.	<ul style="list-style-type: none"> <li>● Copy of audited financial statements or Tax certificate or copies of contracts/invoices</li> </ul>

<p>2. Experience. At least 2 years of experience in supporting EU candidate countries through provision of technical expertise related to EU integration and the EU accession process. In particular, under any of the clusters 2, 3, 4 or 5 (as referred in Section IV: Schedule of Requirements) through deployment of local and / or international consultants, providing technical support aiming at EU acquis alignment and two successfully completed contracts/projects related to EU integration and the EU accession processes.</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 (most recent ones)</li> <li>● At least 2 reference letters from previous projects/contracts (explicitly mentioning the bidders technical capacity in provision of local and / or international experts supporting government institutions towards alignment of legislation of those of the EU) at a satisfactory level.</li> </ul>
<p>3. (JV requirements) All joint venture members must meet Qualification criteria (financial capability and experience in supporting EU candidate countries through provision of technical expertise related to EU integration and the EU accession process).</p>	<ul style="list-style-type: none"> <li>● Copy of audited financial statements or Tax certificate or copies of contracts/invoices</li> <li>● Form J: Performance Statement Form indicating at least 2 previous projects/contracts (most recent ones).</li> <li>● At least 2 reference letters from previous projects/contracts (explicitly mentioning the bidders technical capacity in provision of local and / or international experts supporting government institutions towards alignment of legislation of those of the EU) at a satisfactory level.</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 70% - Financial Proposal 30%)</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 <u>Technical Proposal Evaluation sections</u>.</p> <p>To be substantially compliant, Offerors must obtain a minimum threshold of 70% of total points for technical evaluation under sections 1, 2, 3 and 4 (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. At least 3 CVs from the existing pool (3 CVs of Advisor and 3 CVs of expert profiles as per the specifications above on chapters 9, 14 and 15) and Global Coordinator CV should be submitted.</li> <li>● Form J: Performance Statement Form indicating at least 2 previous projects/contracts including at least two similar project dealing with the EU integration and transposition of the EU acquis and EU standards.</li> <li>● At least 2 reference letters from previous projects/contracts (explicitly mentioning the bidders technical capacity in provision of local and / or international experts supporting government institutions towards alignment of legislation of those of the EU) at a satisfactory level.</li> <li>● Documents to show compliance to sustainability criteria # 4.2</li> </ul>

	<ul style="list-style-type: none"> <li>• Documents to show compliance to sustainability criteria # 4.1</li> <li>• Any promulgated policy development and / or other analytical documents that assisted the beneficiary country to implement EU recommendations with a view to advancing respective national reform agendas towards EU acquis alignment).</li> </ul>
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Technical Proposal Evaluation sections:

Section number/description		Points Obtainable
1.	Offeror's qualification, capacity and expertise	25
2.	Proposed Methodology, approach and implementation plan	30
3.	Key personnel proposed	5
4.	Sustainability and gender mainstreaming	5
5.	Oral presentation	5
<b>Total Technical Proposal points</b>		<b>70</b>

Section 1: Offeror's qualification, capacity and expertise		Points
1.1	Description of the organization, including the year and country of incorporation, and types of activities undertaken in the areas relevant to the scope of current RFP.	5
1.2	General organizational capability and management structure, financial stability and project financing capacity, project management controls, any potential areas of work that are subject to outsourcing.	5
1.3	Relevance of subject matter expertise provision related to the EU - accession based on the enlargement policy (methodology, procedures, cluster/chapter specific support to EU candidate countries).	5

1.4	Experience on similar engagements provided in the region (as per the requirements in current ToR supported by documents listed in the ToR).	7
1.5	Quality assurance procedures and risk mitigation measures.	3
<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?	5
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference. Demonstration of an effective and well-considered approach and methodology regarding the provision of required services.	10
2.3	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	5
2.4	Knowledge of the EU acquis (in specific chapters under at least one Cluster among Clusters 2 to 5) and EU standards' transposition (demonstrated results in form of promulgated policy development and / or other analytical documents that assisted the beneficiary country to implement EU recommendations with a view to advancing respective national reform agendas towards EU acquis alignment).	10
<b>Total points for section</b>		<b>30</b>

<b>Section 3: Key personnel proposed</b>		<b>Points</b>
3.1	<p>Composition and structure of the team proposed.</p> <p>Detailed information on the key personnel:</p> <ul style="list-style-type: none"> <li>● Global Coordinator</li> <li>● At least 3 Advisors and;</li> <li>● 3 Experts</li> </ul> <p>The advisors and experts' information shall cover at least Chapters 9, 14 and 15. Proposed experts profiles with demonstrable EU membership support experience (ie. an expert from a candidate country who worked in an environment where EU membership was achieved) would be considered as an advantage.</p>	5
<b>Total points for section</b>		<b>5</b>

Section 4: Organizations commitment to sustainability		Points	Documents to establish compliance with the criteria
4.1	The bidder shall provide documentation that demonstrates that procedures and systems are in place to ensure the security and safety of workers, including considerations for minority groups (e.g. women, persons with disabilities, LGBTQ, ect.)	<p><b>2,5 Points</b> distributed as follows :</p> <p>😊 Basic – Health and safety policy - 0,5 Point.</p> <p>😊 Mature – Detailed procedures on OHS/EHS. Evidence of training conducted - 1 Points.</p> <p>★ Advanced – Organization is compliant with ISO 45001 or equivalent. Third party audits are carried out. Gender-security systems are in place - 2,5 Points</p>	Health and safety policy or Detailed procedures on OHS/EHS or ISO 45001 or equivalent certificate.
4.2	The bidder shall provide documentation that details their approach to ensuring equal opportunity, diversity, and inclusion within their organisation (e.g. equal pay policy, parental leave, the ratio of female to male employees, % of females in management positions, grievances disaggregated by gender, transparency of promotion criteria, sexual harassment policies). Bidders are encouraged to take the WEPs Gender Gap Analysis Tool to identify strengths, gaps, and opportunities to improve their performance on gender equality.	<p><b>2,5 Points</b> distributed as follows :</p> <p>😊 Basic – Statement with details on how diversity and inclusion / anti-discrimination is ensured in the organization - 0,5</p> <p>😊 Mature – A gender, diversity and inclusion/ anti-discrimination policy, internal programmes and/or awareness campaigns aimed at promoting gender, diversity and inclusion in the workplace - 1 point.</p> <p>★ Advanced – A diversity and inclusion action plan/annual report showing target-based achievements - 2,5 points</p>	Gender action plan report, sustainability report, diversity and inclusion company policy/certification.
<b>Total points for section</b>		<b>5</b>	

<b>Section 5: Oral Presentations</b>		<b>Points</b>
5.1	<p>Oral presentation. All offerors who presented substantially compliant proposals in evaluation sections 1-4 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 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>	5
<b>Total points for section</b>		<b>5</b>

