

## 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 VI	<ul style="list-style-type: none"> <li>Form E: Proposal Submission Form</li> </ul>
4. Bidder provides valid company registration certificate/certification of incorporation.	5. Valid company registration certificate/certificate of incorporation

**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 EUR 150,000 or equivalent 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>
2. At least 3 (three) projects/contracts during last 3 years (on the date of proposals opening) of experience in consulting organisations on strategic planning, institutional development and organisational management related issues in the area of emergency management, and/or civil protection and/or disaster risk reduction and/or crisis communication.	<ul style="list-style-type: none"> <li>Certification of registration/ incorporation of the Offeror (lead organization in case of JV)</li> <li>At least three reference letters/contracts from previous projects in similar area</li> <li>Form I: Performance Statement Form</li> </ul>
1. Experience with civil protection/disaster risk and emergency management systems and general institutional frameworks of the EU and EU member States emergency management services operation, working methods and procedures;	<ul style="list-style-type: none"> <li>Organization's profile with details of the relevant experience</li> <li>At least three reference letters/contracts from previous projects in similar area</li> <li>Form I: Performance Statement Form</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 <a href="#">Technical Proposal Evaluation sections</a>.</p> <p>To be substantially compliant, Offerors must obtain a minimum threshold of 70%.</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> <li>Organization's profile with details of the relevant experience</li> <li>At least three reference letters from previous projects in similar area</li> <li>A copy of the Organization's policy on sustainability or another relevant corporate framework and governance document on sustainability</li> </ul>

Technical Proposal Evaluation sections:

Section number/description		Points Obtainable
1.	Offeror's qualification, capacity and expertise	13
2.	Proposed Methodology, Approach and Implementation Plan	22
3.	Key Personnel proposed	30
4.	Oral presentations	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; Relevance of specialized knowledge and experience on similar engagements including experience in Georgia or the region if any.	8
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; Quality assurance procedures and risk mitigation measures.	5
<b>Total points for section</b>		<b>13</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? Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	9
2.2	Details how the different service elements shall be organised, controlled and delivered; Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	5
2.3	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	3
2.4	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, etc.) Documented procedures for health and safety policy – 1 point Detailed procedures on OHS/EHS including conducted trainings - 2 points The organization has a formal policy in place including an action plan and procedures / ISO 45001 or equivalent – 3 points	3
2.5	Gender mainstreaming - The bidder shall provide a practical plan (or demonstrate experience) for implementing gender mainstreaming (and/or social inclusion) activities during the execution of the contract, from planning to closure. The plan should relate to the gender equality goals or the dedicated gender action plan of the project and at a minimum should include at least one the following: specific gender equality (and/or social inclusion) objectives suggested by the bidder; key activities and timelines required to achieve the objectives; clear accountability metrics for each task assigned by role; mechanisms to monitor the successful implementation of activities; anticipated benefits or results for beneficiaries (differentiating by sex and other socio-economic characteristics); commitment to debrief or report on the progress of the Gender Mainstreaming and social inclusion activities as per the project plan	2
<b>Total points for section</b>		<b>22</b>

Section 3: Key personnel proposed		Points
3.1	Full information/organizational chart on the composition of the proposed team illustrating the reporting lines and a detailed description of each role shall be included in the technical proposal. Please make sure that the organizational chart includes all personnel that will be directly involved in implementation of the suggested action. This should include management, key and support personnel.	5
3.2	Qualifications of key personnel proposed <ul style="list-style-type: none"> <li>Team leader</li> <li>Key Experts/Trainers in Emergency Management and in Disaster Risk Reduction</li> <li>Key Expert in Critical Infrastructure Protection</li> <li>Key Expert(s)/Trainer(s) in Crisis Communication and Media Relations</li> </ul>	5 8 5 7
<b>Total points for section</b>		<b>30</b>

Section 4: Oral Presentations		Points
4.1	<p>Oral presentation. All offerors who meet qualification and eligibility criteria will be required to make an oral presentation either in person or remotely, at the discretion of UNOPS as part of the technical evaluation. 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 the 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 60 minutes to make their oral presentation. 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 10 days 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
Total points for section		5