**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 Section II: Instructions to Offerors, Article 4, including each member of the Joint Venture, consortium, or association and/or Sub-contractor (as applicable) | * Form C: Offeror Information Form * 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. * Form E: Proposal Submission Form * Form G: Technical Proposal Form, section 4 “List of sub-contractors or suppliers” |
| 1. Completeness of the Proposal. All documents and technical documentation requested in Instructions to Offerors Article 10 have been provided and are complete | * All documentation as requested under Instructions to Offerors Article 10, Documents Comprising the Proposals |
| 1. Offeror accepts UNOPS General Conditions of Contract as specified in Section VI | * Form E: Proposal Submission Form |
| 1. Offeror should be in continuous business of supplying similar services/activities as specified in the Schedule of requirements during the last 3 (three) years prior to Proposal opening. | * Bidder provided certificate of registration of the company or equivalent document, confirming its legal status under the laws of a country of its origination |
| 1. Bidder must be registered in the Registry of NGOs maintained by the Ministry of Justice (Реєстр громадських організацій, https://rgo.minjust.gov.ua/) | * Copy of registration certificate in the UA NGOs database |

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

| **Criteria** | **Documents to establish compliance with the criteria** |
| --- | --- |
| 1. Financial capability. Offerors must provide an extract from the bank with current balance (the balance should be at least USD 5,000.00) | * Extract from the Bidder`s Bank with current balance. |
| 1. Offeror should be in continuous business of supplying similar services/activities as specified in the Schedule of requirements during the last 3 (three) years prior to Proposal opening. | * Certification of incorporation of the Offeror * Form I: Performance Statement Form |
| 1. The bidder has experience successfully delivering at least two (2) similar services contracts during the last five (5) years prior to bid opening. | * Bidder must provide evidence (contract, PO, etc) of at least 2 successfully executed contracts for similar services realized in the previous three years (relevant to Form J: Performance Statement Form). * Bidder must provide at least 2 references from at least 2 previous clients (relevant to Form I: Performance Statement Form) |
| 1. Evidence of current community engagement is provided through third-party references. | * References of current engagement from third-parties. |

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

| **Criteria** | **Documents to establish compliance with the criteria** |
| --- | --- |
| Evaluation will be conducted based on the cumulative analysis of Technical and Financial Proposals with a weighting of **70%-30%** (Technical Proposal-Financial Proposal)  The total number of points which an Offeror may obtain for its proposal is as follows:   * Technical Proposal = 70 * Financial Proposal = 30   The maximum number of technical points is detailed in the below Technical Proposal Evaluation sections.  To be substantially compliant, Offerors must obtain a minimum threshold of **49 points** under the technical evalution. | * Form G: Technical Proposal Form * Form H: Format for Resume of Proposed Key Personnel |

Technical Proposal Evaluation sections:

| **Section number/description** | | **Points Obtainable** |
| --- | --- | --- |
|
| 1. | Offeror’s qualification, capacity and expertise | 13 |
| 2. | Proposed Methodology, Approach and Implementation Plan | 32 |
| 3. | Key Personnel proposed | 15 |
| 4. | Oral presentations | 10 |
| **Total Technical Proposal points** | | 70 |

| **Section 1: Offeror’s qualification, capacity and expertise** | | **Points** |
| --- | --- | --- |
| 1.1 | 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 | 3 |
| 1.2 | Relevance of specialised knowledge and experience on similar engagements done in the region/country, types of activities undertaken | 7 |
| 1.3 | Quality assurance procedures and risk mitigation measures | 3 |
| **Total points for section** | | **13** |

| **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 in the proposal? 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 | 10 |
| 2.3 | Details how the different service elements shall be organized, controlled and  delivered, activities are properly sequenced and if these are logical and realistic | 10 |
| 2.4 | Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement | 3 |
| 2.5 | Commitment to sustainability and demonstration of how you plan to integrate sustainability measures in the execution of the contract to provide goods or services | 4 |
| **Total points for section** | | **32** |

| **Section 3: Key personnel proposed** | | **Points** |
| --- | --- | --- |
| 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 the necessary services | 5 |
| 3.2 | Qualifications of key personnel proposed as mentioned further below inSection IV: Schedule of Requirements   * Team Leader * Expert (it is mandatory to have at least 3 persons in the team in addition to team leader) | 4  6 |
| **Total points for section** | | **15** |

| **Section 4: Oral Presentations** | | **Points** |
| --- | --- | --- |
| 4.1 | Oral presentation.All offerors 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.   * + - 1. Oral Presentation Ground Rules:   The offerors 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 15-20 minutes to make their oral presentation, and extra 15-20 minutes will be spent for Questions &Answers.   * Presentation will begin approximately 1-1.5 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 1 week 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. * 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. * 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. * 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. | 10 |
| **Total points for section** | | **10** |