

ANNEX C – LRPS-2025-9195227 – EVALUATION CRITERIA

The evaluation panel will first review each response for compliance with the mandatory requirements of this RFPS. Failure to comply with any of the terms and conditions contained in this RFPS, including provision of all required information, may result in a response or proposal being disqualified from further consideration. Kindly also refer to the detailed instructions in the main LRPS document.

Each valid proposal will be assessed by an evaluation panel first on its technical merits and subsequently on its price. For this RFPS, the weight allocated to the technical proposal is 70 % (i.e., 70 out of 100 points). To be further considered for the financial evaluation a minimum score of 49 points is required. Only proposals with a score of 49 or more points in the technical evaluation will be financially evaluated (i.e., the financial proposal will be opened). For further details and the distribution of points kindly refer to table 1 below.

The weight allocated to the financial proposal is 30 % as per the following: the maximum number of 30 points will be allotted to the lowest priced, technically compliant proposal. All other price proposals will receive points in inverse proportion to the lowest price. Commercial proposals should be submitted on an all-inclusive basis for providing the contracted deliverables as described in the TOR.

The proposal(s) obtaining the overall highest score after adding the scores for the technical and financial proposals is the proposal that offers best value for money and will be recommended for award of the contract.

1. Technical Proposal Evaluation Criteria

Technical Proposal Evaluation		Max. Points
Team Profile		
1.1	Team leader has extensive evaluation experience in international development and public policy, as well as evaluation experience in more than two of the sectors covered by the convergence programme (i.e., health/nutrition, education, child protection, WASH, social policy)	10
1.2	Team members have additional skills, experience, capacity, and/or specialized expertise (i.e., statistics and quantitative reasoning, developing all aspects of designing and implementing household surveys, HRBP and/or other equity analyses, etc.)	10
1.3	The combined team covers all the (core team members have relevant academic qualifications, sample reports indicate strong evidence synthesis skills, use of graphics/illustration, facilitation skills and/or experience in conducting stakeholder consultation exercises, experience in UN/UNICEF evaluation, etc.).	10
Subtotal		30
Proposed methodology and approach		
2.1	Evidence of in-depth knowledge of the key issues and concepts underpinning convergence programming and demonstrated thorough understanding of the ToR (objectives, scope of work, and deliverables)	5
2.2	Description of processes for conducting the quantitative and qualitative data collection, which includes sampling techniques, reasonable adaptations between baseline and endline survey, indicative detailed evaluation matrix, as well as proposed and tools that will be used.	5
2.3	Description of data management and analysis, including quality control checks	5

ANNEX C – LRPS-2025-9195227 – EVALUATION CRITERIA

2.4	Adherence of the proposed timeframe and workplan of the ToR with strategy for completing the work on time.	5
Subtotal		20
Capacity and field arrangements		
3.1	Relevant professional experience in low and middle-income countries, with similar activities undertaken by individuals proposed for the core team for the evaluation, and preferably in PNG	5
3.2	Description of a clear strategy for recruiting other personnel that is required for the assignment (e.g., enumerators, security personnel, etc.).	5
3.3	Clear description of activities for the training of enumerators; clear description of required technology for data entry and equipment and ability to source it,	5
3.4	Clear plan to conduct the evaluation efficiently, which include deploying teams to execute different tasks simultaneously, and quality assurance of all field-based data collection activities	5
Subtotal		20
TOTAL POINTS		70

Other important considerations:

- The maximum length for the technical proposal is 15 pages. Excluded from the 15 pages, CVs for the proposed core team, and an evaluation matrix should be offered as annexes.
- The technical proposal should emphasize enhancements in the methods proposed for the evaluation, description of the execution, and **minimize repeating information stated in these terms of reference**.
- The proposal should stipulate the level of effort to be committed by the different team members in each work phase (inception, field-based data collection, data analysis, and reporting). The same information should be featured **in the financial/price proposal, albeit with associated cost data**.
- Proposers may be asked to provide additional information at the proposal assessment stage.

2. Financial/Price Proposal (commercial evaluation):

The total amount of points allocated for the price component is 30 points. The maximum number of points will be allotted to the lowest price proposal that is opened (obtained 49 points or more on the technical proposal), and compared among those invited firms/institutions which obtain the threshold points in the evaluation of the technical component. All other price proposals will receive points in inverse proportion to the lowest price; e.g.:

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

Total obtainable Technical PLUS Price points: 100

Other important considerations:

The following specific items must be present in the cost proposal:

- Presentation of a work plan in four work phases (inception, desk-based review, field-based data collection and reporting).
- The level of effort for all team members as was reflected in technical proposal (in person days), but with corresponding cost information (Note that cost information is required ONLY in the financial proposal, and prohibited in the technical proposal).
- A payment schedule, linked unambiguously to deliverables.

Subject to any negotiations and the various other rights of UNICEF detailed in this RFPS, the proposal that achieves the highest combined technical and price score will be awarded the contract. Final selection and

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contract award shall be made based on the best overall scoring which would represent best value to UNICEF in terms of technical responsiveness, merit, and price.

Submission

Technical proposal

Bidders shall prepare a proposal as an overall response to ToR ensuring that the purpose, objectives, and deliverables of the assignments are addressed in the response. All proposals to include, but not limited to:

1. CVs of the proposed members of the evaluation team
2. Fifteen (15) page technical proposal articulating the proposed approach to the evaluation activities and products, including a time schedule for the work
3. Two (2) sample reports of previous evaluations, authored and/or quality assured by the team leader.

The Technical Proposal shall be submitted in a file clearly named Technical Proposal / Company Name / LRFP Number.

Financial Proposal

A financial proposal in **USD\$** with a breakdown of all costs that are to be charged to UNICEF based on deliverables. This includes consultancy fees, administrative costs, international and local travel costs, as well as any additional requirements needed to complete project or that might have an impact on cost or delivery of products. The selected vendor will be responsible for making travel arrangements for the evaluation team, which is in economy class via the most direct and economical route. Members of the evaluation team are expected to have their own laptop, camera, mobile phone and other relevant communications and working equipment.

The Financial Proposal shall be submitted in a separate file, clearly named Financial Proposal / Company Name / LRFP Number.

NO FINANCIAL INFORMATION SHOULD BE CONTAINED IN THE TECHNICAL PROPOSAL.

Period of validity of quotes starting the submission date is **90 days**

Payment: A percentage of the value of the contract shall be paid upon the successful execution of each completed deliverable as follows:

20 percent: Inception report

40 percent: Completion of data collection (i.e., interviews summaries, populated evaluation matrix, training package for endline survey, and training report for endline survey)

20 percent: Completion of data analysis and validation (i.e., data tables for the endline survey, first draft report and comments matrix addressing comments from ERG, PPT from consultation workshop)

20 percent: Final report

Documentation will include a certified invoice and completed deliverables as indicated. Terms of payment are 30 days net upon receipt of invoice and supporting documents.

Eligibility: To be eligible to participate in the present bid, proposers may not have a conflict of interest with any other parties in the bidding process and/or any of the UNICEF contractors whose activities will be subject for the assessment within the framework of this assignment. If unsure, any probable conflict of interest should be declared to the Evaluation Manager before a bid is submitted. In addition, proposers should cross check that they are **NOT** listed as suspended on United Nations Global Marketplace (<http://www.ungm.org>). [United Nations Global Marketplace \(UNGM\)](#)