

ANNEX D EVALUATION CRITERIA

Evaluation Criteria

Technical Proposal		Points
1. OVERALL RESPONSE • Understanding of UNICEF's needs and responsiveness to the requirements. • Understanding of scope, objectives, and completeness of response. • Overall concord between RFP requirements and proposal.		5
2. STRATEGY, METHODOLOGY AND APPROACH • Quality of proposed approach/ methodology. • Timeline proposed. • Quality of proposed implementation plan, i.e. how the bidder will undertake each task and maintenance of project schedules. • Recognition of direct risks/peripheral issues and methods to prevent and manage risks/peripheral issues.		25
3. PROPOSED TEAM AND PROFESSIONAL ORIENTATION • Structure of Management Team, relevant experience, qualifications ○ Team leader ○ Lead analyst for writing the analytical reports.		25
○ Number and quality of personnel in the Proposal who will conduct the spot check or verifications ○ Other team members with relevant experience of similar scope, complexity and qualifications, Professional expertise and knowledge. • Quality of local partner(s) included as sub-contractor(s)		

4. Evidence-supported TECHNICAL CAPACITY and ORGANIZATIONAL EXPERIENCE • Range and depth of experience with similar projects, contracts, and clients. • Financial status of Institution at least past 2 years audited financial statements • Evidence of similar assignments undertaken in Africa preferably in the SubSaharan region, within the past 5 years. • Evidence and availability of Protection from Sexual Exploitation and Abuse (PSEA) policy and PSEA Certified members in the proposed team. • Evidence of duty of care for prevention against infectious diseases (provide any policies and procedures) NOTE: Institutions that fail to submit relevant documentation that enable a thorough review of the Institution in all relevant areas, do so at their own risk and will be subject to disqualification or penalty of reduced points. The assessment of the Institution will be made based on documents submitted for review in the Proposal.	15
Total technical marks	70
Financial Proposal	
5. FINANCIAL Assessment/review will include: • Summary of costs. • Breakdown of remuneration • Reimbursable expenses • Completeness of the Financial Proposal (ensure that all costs, including professional fees, costs of travel, salaries, insurance, etc. are included in the price offered). • Payment terms/schedule of payment proposed. • Period of validity of the proposal. NOTE: As the most attractive offers will be at an advantage, if the Institution can offer any discounts or options, they should be clearly marked in the financial proposal to facilitate the comparison.	30
TOTAL MARKS	100

Technical Proposal (s) scoring 70% (=Score of 49 out of 70) or more following Proposal Evaluation will be short-listed and included for review of Analysis and Evaluation on The Financial Offer.