

ANNEX C - EVALUATION CRITERIA

Title	Institutional consultancy to support Ministry of Finance, Economic Development, and Investment Promotion in carrying out Education Public Expenditure Review (PER)
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Evaluation and Criteria

A technical proposal must include a detailed technical description of the methodology to be used for the work described above, together with a proposed timeline, description of key stages to be carried out and an activity chart (GANTT chart).

The technical proposal and financial proposal must be sent as separate emails and clearly marked “Technical Proposal” or Financial Proposal” in the subject Line and file name.

OVERALL RESPONSE	Mark
Understanding of UNICEF’s needs and responsiveness to the requirements	5
Understanding of scope, objectives, and completeness of response	5
Sub Total	10
Institutional profile	
Institutions must provide details of qualification, samples of reports on similar analyses, and a work profile of the team leader and other team members. For institutions NOT based in Zimbabwe, they will be required to include in their team a local consultant. Any local consultant will be a reputable professional or firm based in Zimbabwe. - The team should meet the following minimum criteria: At least 15 years’ experience in education research, five of which should be in international developing country context. - Strong track record in public finance analysis - Strong track record in evaluating complex national level education programmes in developing countries - Proven experience in the use of participatory, qualitative, and quantitative assessment and analytic methods. - Proven technical competence in quantitative and qualitative data analysis. - Proven track record of producing excellent and reader-friendly analytic reports.	10
Sub Total	10
Key personnel & technical competency	

• A team leader with at least a master's degree in education, economics, social sciences, or a related field • At least ten years of experience in education planning, analysis, and/or evaluation, with a preference for someone who has previous experience leading reviews of Public Expenditure Reviews • At least two years of experience leading teams in education-related evaluations or projects and experience in building local capacity for managing and analyzing education expenditures, to ensure sustainable improvements. • The team should explicitly include a member with at least 5 years' experience in Public Finance Management particularly in education sector, with expertise in analysing government budgets, expenditure tracking, financial accountability and fiscal sustainability. • Proven ability to engage and work with a variety of stakeholders (government, development partners, civil society), • Excellent oral and written communication skills in English, with proven report writing skills. • Good interpersonal skills and ability to support multi-disciplinary teams in a multi-cultural environment.	10
Strong familiarity and experience with Zimbabwe education system including ability to converse in local languages especially Shona and or Ndebele	5
Proven quantitative and qualitative data analysis skills, and especially demonstrated experience with education statistics public finance data and experience designing evaluations approach and methodologies	5
Proven ability to provide financial/resource analysis, including review of government budget and expenditures, external aid and previous experience in Public Expenditure Review.	5
Experience in inclusive education, especially with a focus on gender equality and children with disabilities	5
Sub Total	30
Methodology and Approach	
- Quality of proposed approach/methodology.	10
- Quality/soundness of the Proposed Implementation Plan, i.e. how the institution will undertake and execute the work assignment.	10
Grand Total	70

The Technical Proposal will be scored out of 70% while the Financial Proposal will be scored out of 30% to get a total of 100%. Only proposals that score 70 percent of the 70 (49 points out of 70) will proceed to the next stage of financial evaluation).

General Conditions: Procedures and Logistics

Policy both parties should be aware of:

- No contract may commence unless the contract is signed by both UNICEF and the Contractor.
- No member of the contracting company may travel prior to the contract agreement and signature. Zimbabwe Country Office requesting Sections is responsible for all costs related to travel and related to the required assignment.
- Members of the contracting company will not have supervisory responsibilities or authority on UNICEF budget.