

Quotation Evaluation Guideline

Consultancy service for “Contextualization of Anticipatory Action Training Manual and Module”

Project:	Accelerating Local Action in Humanitarian and Health Crisis of the Pilot Programmatic Partnership (PPP)
Cost center:	A612657

Step 1: Initial screening based on the required documents:

(Lacking below details or documents lead to disqualification from tender process)

- Basic Quotation Requirement: Specifications as indicated in the ToR, date, stamped, signed:
 - **Detailed Financial proposal.**
 - **Technical proposal with work plan/timetable (refer to TOR).**
 - At least 3 similar sample deliverables for each component.
- Consultant/Company's Registration (Trade License).
- Certification - Declaration of Conformity.
- Federation General Terms & Conditions on Purchasing.

Without submitting the above-mentioned documentation may lead to disqualification of proposal.

Step 2: Criteria Evaluation:

(With qualified suppliers after following Step 1)

Overall criteria:

- A) Price/Financial proposal:** 30%
- B) Program/technical:** 70%

B.1 Educational Qualification (Consultant/s)

B.2 Experience in similar Consultancy service (including work sample review)

B.3 Technical proposal and Work plan (Quality of the proposed Methodology and Work plan and adherence to the ToR)

B.4 Interview with the Consultant (Representative/Team leader)

Allocated points for Program/technical criteria:

B.1 - Educational Qualification (Consultant/s)

- **5 points:** The team (lead consultant and any of its members) having master's degree or higher studies in the field of education, communication, social science or disaster risk management.
- **3 points:** The lead consultant or any of its members having a master's degree in the field of education, communication, social science or disaster risk management.
- **2 points:** The consultant or any of its members have a minimum bachelor's degree in social science, disaster risk management, and development studies.
- **0 points:** Lead consultant or any of its member with minimum bachelor's degree in any subject.

B.2 - Experience in similar Consultancy service (including work sample review)

- **5 points:** More than 5 years of proven experience in developing training modules and manuals and training facilitation on Anticipatory Action or disaster risk management programming, and submitted more than 3 samples of relevant work with agency and time of conduction. Experience with RCRC Movement on training module development and facilitation is an added value.

- **3 points:** At least 5 years of proven experience in developing training modules and manuals and training facilitating on AA and disaster risk management programming, and submitted 3 samples of relevant work with agency and time of conduction.
- **2 points:** At least 4 years of proven experience in developing training modules and manuals on any development programming and submitted 3 samples of relevant work with agency and time of conduction.
- **0 points:** Less than 4 years of proven experience in developing training modules and manuals on any topic and have not submitted any samples of relevant work with agency and time of conduction.

B.3 - Technical proposal and Work plan (Quality of the proposed Methodology and Work plan and adherence to the ToR)

- **5 points:** The quality and details of the technical proposal correspond exactly to what is required in the ToR and with additional proposed relevant scope/tasks.
- **3 points:** The quality and details of the technical proposal correspond to what is required in the ToR.
- **2 points:** The quality and details of the technical proposal correspond partially to what is required in the ToR.
- **0 points:** The quality and details of the technical proposal do not fully correspond to what is required in the ToR.

B.4: Interview of the Consultant (Representative/Team leader)

Only the shortlisted candidates will be invited to the interview, based on the initial screening of required documents (refer to step 1).

During the interview, **presentation skills** of the Consultant (Representative/Team leader) and **requirements** mentioned in the ToR will be evaluated.