

Quotation Evaluation Guideline

Consultancy service for “Consultancy to Develop Green Response Quick Guide and Case Studies on Community Volunteer”

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 (a composition of lead consultant, graphics designer, reporting expert, and content developer) having master's degree in communications and journalism, Social Science, Development Studies and Disaster Management relevant to the nature of study, with proven experience working with government and development agencies and knowledge of RCRC movements and BDRCS organizational structure
- **4 points:** The lead consultant having a master's degree in communications and journalism, Social Science, Development Studies and Disaster Management relevant to the nature of study, with proven experience working with government and development agencies and knowledge of RCRC movements and BDRCS organizational structure
- **3 points:** The lead consultant having a master's degree in any subject, with proven experience working with government and development agencies.
- **2 points:** The team with a minimum bachelor's degree in social science, disaster risk management, and development studies.
- **0 points:** Lead consultant 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 IEC materials and documenting community-based practices, community awareness campaign in the disaster and public health domain. Experience with government and the RCRC movement through relevant work will be considered a plus point. 5 samples of similar work, agency and time of conduction are submitted.
- **4 points:** At least 5 years of proven experience in developing IEC materials and documenting community-based practices, community awareness campaign in the disaster and public health domain. Experience with government and the RCRC movement through relevant work will be considered a plus point. 4 samples of similar work, agency and time of conduction are submitted.
- **3 points:** At least 5 years of proven experience in developing IEC materials and documenting community-based practices, community awareness campaign in the disaster and public health domain. 3 samples of relevant samples of similar work, agency, and time of conduction are submitted.
- **2 points:** At least 4 years of proven experience in developing IEC materials and documenting community-based practices, community awareness campaign in the disaster and public health domain. 3 samples of relevant samples of similar work, agency, and time of conduction are submitted.
- **0 points:** Less than 4 years of experience in developing IEC materials and documenting community-based practices, community awareness campaign in the disaster and public health domain. Less than 3 or no samples of relevant work submitted.

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, Work plan and sample deliverables correspond exactly to what is required in the ToR and expected and proposed an added value to it
- **3 points:** The quality and details of the technical proposal, Work plan and sample deliverables correspond to what is required in the ToR and expected.
- **2 points:** The quality and details of the technical proposal, Work plan and sample deliverables correspond partially to what is required in the ToR and expected with at least 3 samples of similar work, agency, and time of conduction.
- **0 points:** The quality and details of the technical proposal, Work plan and sample deliverables do not fully correspond to what is required in the ToR and expected.

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, the **Proficiency in graphics designing, research methodology, content development, scripting, Presentation skills** of the Consultant (Representative/Team leader) and **other requirements** mentioned in the ToR will be also evaluated.