Project Name:	
Organization:	
Donor	
Country:	
Date of Evaluation	
Type of Evaluation	

Mandatory Document:

- Federal level registration
- Tax certificate.
- Passport of the director.
- 6 -months bank statement
- Organisation profile

Consultancies Technical and Financial Evaluation criteria

Technical Evaluation Criteria

Criteria		**Total Score/**						
1. Specific experience of the service providers relevant to the assignment: [Max 40 points]								
1) Duration of experience working with targeted areas.	5+ years	**16**						
	3-4 years	12						
	1-2 years	8						
	<1 year	1						
2)Similar experience in Somalia in terms of the scope, cost and subject matter.	3+ past assignments	**24**						
	2 past assignments	18						
	1 past assignment	6						
	0 past assignment	0						

2. Adequacy of the proposed methodology and work plan in response to the Terms of Reference: [Max 60 points]									
1) Organization and staffing.	Lead with relevant academic qualifications at PHD level.	**10**							
	Lead with relevant academic qualifications at masters level.	6							
	Lead with relevant academic qualifications at degree level.	3							
	5+ years of experience of the lead staff	**15**							
	3-4 years of experience of the lead staff	12							
	<2 years of experience of the lead staff	5							
2) Proposed Technical approach and methodology	The technical approach and methodology **fully address** ToR objectives, showing **excellent understanding** of subject matter and required processes.	**30**							
	The technical approach and methodology **adequately address** ToR objectives, showing **moderate understanding** of subject and required processes	18							
	The technical approach and methodology **partially address** ToR objectives, showing **some understanding** of subject and required processes	12							
	The technical approach and methodology **poorly address** ToR objectives, showing **poor**	1							

	understanding of subject matter and required processes							
3) Work Plan Feasibility	**Adequately** shows realistic timelines and deliverables consistent with required consultancy duration as outlined in the TOR.	**5**						
	Fairly shows realistic timelines and deliverables consistent with required consultancy duration as outlined in the TOR.	3						
	Timelines **unrealistic** and/or deliverables **inconsistent** with TOR or no work plan submitted.	1						

Financial Evaluation
Qatar Red Crescent shall determine the completeness of the Financial Proposal whether all the Forms are present and the required to be priced are so priced.

Qatar Red Crescent will correct any computational errors. In case of a discrepancy between a partial amount and the total amount, or between words and figures, the former will prevail. In addition, activities and items described in the Technical proposal but not priced, shall be assumed to be included in the prices of other activities or items.

Financial Evaluation Criteria

The Financial Proposal of Service Providers/Civil Society Organizations who passed the qualifying score shall be opened, the lowest Financial Proposal (F1) shall be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals shall be computed based on the formula:

Sf = 100 x Fl / F
Where:
Sf - is the financial score of the Financial Proposal under consideration,
Fl - is the price of the lowest Financial Proposal, and
F - is the price of the Financial Proposal under consideration.

The proposals shall then be ranked according to their combined (Sc) technical (St) and financial (Sf) scores using the weights[1] (T = the weight given to the Technical Proposal = 0.70; F = the weight given to the Financial Proposal = 0.30; T + F = 1)

Sc = St x T% + Sf x F%
The firm achieving the highest combined technical and financial score will be invited for negotiations.

[1] May vary depending on the requirement of the Mission; normally, weight assigned to Technical is .70 and .30 for the Financial.