

Evaluation Guidance Document for St. Vincent and the Grenadines

Evaluation Criteria	Maximum Score
A relevant advanced Degree	8
Number of years of relevant working experience in related area (CC adaptation & National Development strategies)	20
Familiarity with development of national adaptation policy measures or national adaptation frameworks and financing processes	15
Knowledge of the LEG Development Guidelines	12
Experience working with international donors and/or UNDP	3
Experience working in the Caribbean, SIDs or St. Vincent and the Grenadines	6
Experience writing reports on technical policy and facilitating workshops etc.	6
Total Score	70

Evaluation Method

- Only those applications which are responsive and compliant will be evaluated;
- Offers will be evaluated according to the Combined Scoring method – where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%;
- The technical criteria (education, experience etc.) will be based on maximum 70 points. Only candidates scoring 49.5 points or higher from the review of education, experience, language etc. will be considered for the financial evaluation;
- The financial score (max 30 points) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified;
- The financial proposal shall specify a total lump sum amount, including breakdown per deliverable. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must also include a breakdown of costs for each deliverable. These costs must include all fees and costs associated with the execution of the contract, including professional fees, travel, equipment and all other expenses that will be incurred during the execution of the work.
- Applicants receiving the Highest Combined Score and who have accepted UNDP's General Terms and Conditions will be awarded the contract.
- Shortlisted applicants may be interviewed