RFP TECHNICAL EVALUATION MATRIX

PROJECT:	Social and Environmental Safeguards- and Capacity A	nalaysis of UN-Habitat -KfW Infrastructure	Rehabiliati	on Project										
#	REQUIREMENT	SCORING GUIDE; METHODOLOGY		BIDDERS	Bide	der 1	Bide	der 2	Bide	der 3	Bidd	ler 4	Bido	ler 5
QUALIFICA	ATION OF PROPOSERS	SCORING GOIDE; WIETHODOLOGY	SCORING	SYSTEM	PASS	FAIL								
	Submission of:		PASS	FAIL										
a	Company Profile (max. 15 p)	Bidder submits document: PASS Bidder does not submit document: FAIL												
	Members of the Governing Board and their													
b	Designations duly certified by the Corporate Secretary, or its equivalent document if Bidder is not a corporation; or:	Bidder submits document: PASS Bidder does not submit document: FAIL												
С	List of Shareholders and Other Entities Financially Interested in the Firm owning 5% or more of the stocks and other interests, or its equivalent if Bidder is not a corporation	Bidder submits document: PASS Bidder does not submit document: FAIL												
d	Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder; or:	Bidder submits document: PASS Bidder does not submit document: FAIL												
е	Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation	Bidder submits document: PASS Bidder does not submit document: FAIL												
f	Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 3 years	Bidder submits document: PASS Bidder does not submit document: FAIL												
g	Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value the past 5 years	Bidder submits document: PASS Bidder does not submit document: FAIL												
h	All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded	Bidder submits document: PASS Bidder does not submit document: FAIL												
	PASS / FAIL Rating:													
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TECHNICA	PROPOSAL EVALUATION	I	SCORING	SYSTEM	Bidd	er 1	Bidd	er 2	Bidd	er 3	Bidd	er 4	Bidd	er 5
	Form 1:	SCORING GUIDE; METHODOLOGY	Sub-score	Max.	Sub-score	Caaua	Cub ass	Caana	Cb. a.a	Caana	Cb. a.a	Caams	Cb. a.a	Caaus
1.	Expertise of the Firm/Organization		Sub-score	Score	Sub-score	Score	Sub-score	Score	Sub-score	Score	Sub-score	Score	Sub-score	Score
1.1	Reputation of Organisation and Staff (Competence / Reliability)	Referring to g) of above qualification criteria: 3 or more excellent evaluations: 15 to 20 pts. 1 to 3 satisfactory statements: 10 to 15 pts. 1 to 3 insignificant evaluations: 10 pts or below		20										
1.2	Litigation and Arbitration history	Referring to h) of above qualification criteria: No litigation history: 20 pts. Litigation cases resolved without being held accountable or reputational damage: 10 to 15 pts. Pending litigation cases: 10 pts. or below Litigation cases resolved with consultant being held accountable or suffering reputational damage: 0 pts.		20										
1.3	General Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, strength of project management support e.g. project financing capacity and project management controls)	Biddder presents fully convincing description of the organization's technical, organizational and procedural capacity, project-responsive setup and procedures, project sequence pre-financing capacity in accordance with payment schedules, adequate and efficient business and process-control mechanisms: 20 to 30 pts. Biddder presents partly convincing description of above (requiring clarification, verification): 10 to 20 pts. Biddder presents incomprehensive, fragmentary or non-convincing description of above: 0 to 10 pts.		30										
1.4	Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any	Bidder provides evidence of actual quality management certification: 10 pts. Bidder doesn't provides evidence of actual quality management certification: 0 pts.		10										

1.5	Quality assurance and business risk mitigation procedures	Biddder presents fully convincing description of the organization's quality assurance and business risk mitigation procedures and processes: 20 to 25 pts. Biddder presents partly convincing description of the organization's quality assurance and business risk mitigation procedures and processes: 10 to 20 pts.	25					
		Biddder presents incomprehensive, fragmentary or non-convincing description of above: 0 to 10 pts.						
1.6	Relevance of:							
	Specialised Knowledge	Specialized knowledge in the scope of this assignment represents the core capability of the organization: 25 to 30 pts. The organization has specialized knowledge in most parts of the scope of this assignment: 10 to 25 pts. The organization has specialized knowledge in few parts of the scope of this assignment: 0 to 10 pts.	30					
	Experience on Similar Programs/ Projects	Excusive experience in the same or very similar scope of assignments: 25 to 30 pts. Experience in some elemets of the scope of tasks: 10 to 25 pts. Experience in few few parts of the scope of this assignment: 0 to 10 pts.	30					
	Experience on Projects in the Region	The organization is specialized and has a proven track record in working in the Middle East and in Syria: 20 to 30 pts. The organization has some proven experience in working in the Middle East and in Syria: 10 to 20 pts. The organization has little or no proven experience in working in the Middle East and in Syria: 0 to 10 pts.	30					
	Work for UN/ major multilateral/ or bilateral programmes	The organization has (almost) exclusively worked for UN and/or multilateral / bilateral programmes during the past 5 years: 15 to 25 pts. The organization has some working experience with UN-, bi- and multilateral programmes: 5 to 15 pts. The organization has little or no working experience with UN-, bi- and multilateral programmes: 0 to 5 pts.	25					

TOTAL 250 0 0 0 0 0

	Form 2:		SCORING	SYSTEM	Bidd	ler 1	Bidd	ler 2	Bidd	er 3	Bidd	ler 4	Bidd	er 5
2.	Method Statement: Methodology and Approach; Detailed Implementation Plan/Schedule:	SCORING GUIDE; METHODOLOGY	Sub-score	Max. Score	Sub-score	Score								
	Expected Documents:													
	A detailed method statement describing Bidders													
	approach to project management, feasibility and													
	costing assessment, project supervision and													
	monitoring, technical training and support in the													
	detailed design (municipal or state utilities) and													
	tendering process (UN Habitat), and project closure.													
	Furthermore, Bidders will be evaluated on their													
	approach to assessing community participation in and													
	impact of "restoration of infrastructure projects.													
	Detailed Implementation Plan/Schedule													
	Detailed project implementation project/schedule													
	based on the timeline described in Item Section 10.													
	The work activities should be broken down to													
	sufficient level of detail for each main activity defined													
	in time line for completion, identify critical path(s) and													
	propose appropriate schedule compression													
	techniques i.e., fast tracking if required to meet the													
	project time lines. The proposed work project shall													
	include the time lag for material procurement and													
	submittal approvals etc.													
	The project approach should comprise information													
	on at least the following components: a) Approach to													
	the scope of services required; b) Technical quality													
	assurance review mechanisms; c) Implementation													
	timelines; d) Subcontracting; e) Risk													
	analysis/Mitigation measures; f) Reporting and													
	Monitoring; g) Anti-Corruption strategy; h)													
	Partnerships; i) Statement of Full Disclosure; j) Any													
	other information deemed relevant													

2.1	To what degree does the Offeror understand the task?	The presented methodolgy and approach covers all aspects of the project and is well explained to demonstrate clear understanding of characterisitcs, logic and complexity: 60 to 80 pts. The presented methodolgy and approach does not cover all aspects of the project and/or does not demonstrate clear understanding of characterisitcs, logic and complexity: 30 to 60 pts. The presented methodolgy and approach covers only few or less relevant aspects of the project and/or leaved doubts on understanding of characterisitcs, logic and complexity: 0 to 30 pts.	70					
2.2	Have the important aspects of the task been addressed in sufficient detail?	All important aspects have been addressed in good/satisfactory level of detail: 45 to 70 pts. Some important aspects have been addressed in some level of detail: 20 to 45 pts. Some inportant aspects are missing, resp. level of detail is insufficient: 0 to 20 pts.	70					
2.3	Are the different components of the project adequately weighted relative to one another?	The different components are well weighted and satisfactorily balanced against each other: 40 to 60 pts. Most components are there but not sufficiently weighted against each other: 20 to 40 pts. Components are missing, or insufficiently / not weighted against each other: 0 to 20 pts.	60					
2.4	Is the conceptual framework adopted appropriate for the task?	The proposed conceptual framework is mostly appropriate for the task: 50 to 75 pts. The proposed conceptual framework is somewhat appropriate, but will need adjustment for the task: 20 to 50 pts. The proposed conceptual framework is inadequate for the task: 0 to 20 pts.	75					

2.5	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	The presentation is clear and the sequence of activities responds to requirements for succesful implementation of the mandate: 45 to 70 pts. The presentation is not entirely clear and the sequence of activities needs adjustment to responds to requirements for succesful implementation of the mandate: 25 to 45 pts. The presentation is unclear and the sequence of activities doen not or only partly respond to requirements for succesful implementation of the mandate: 0 to 25 pts.		75										
	TOTAL:			350		0		0		0		0		0
	Form 3:		SCORING	SYSTEM	Bido	ler 1	Bide	der 2	Bide	ler 3	Bido	der 4	Bidd	er 5
3.	Management Structure And Key Personnel	SCORING GUIDE; METHODOLOGY	Sub-score	Max. Score	Sub-score	Score								
	Expected documents: Proposed Staff: Organogram showing organization of proposed site and back-office staff. BIOs and detailed CVs of each's individual including Team leader, Project Manager, Technical Leads and supporting technical and nontechnical staff, Short Term Experts for specialized services and proposed staff on daily rate for technical and supervisory staff. BIOs should be included in the Technical Proposal while CVs and organogram should be included as annexes													
3.1	Team Leader:													
3.1.1	General Qualification	Proven track record of team leadership in relevant fields: 5 to 10 pts. Little to moderate evidence of team leadership: 0 to 5 pts.	10											
3.1.2	Professional Experience in the area of specialization and relevance for the project	7 to 10 years of experience in area of specialization and relevance for the project: 10 to 15 pts. 3 to 5 years of experience in area of specialization and relevance for the project: 5 to 10 pts. 0 to 3 years of experience in area of specialization and relevance for the project: 0 to 5 pts.	15											

3.1.3	International Experience	7 to 10 years of international experienct: 7 to 10 pts. 3 to 5 years of international experience: 3 to 6 pts. 0 to 3 years of international experience: 0 to 3 pts.	10						
3.1.4	Knowledge of the region	pts. 3 to 6 years knowledge of the region: 7 to 10 pts. 5 to 6 years knowledge of the region: 3 to 6 points 5 years knowledge of the region: 0 to 2 pts	10						
3.1.5	Language Qualifications (Engl./Arab.)	Proven proficiency (written/oral in english / arabic: 5 pts. Moderate proficiency in english/arabic: 2 to 4 pts. Little or no profiency in both or only one language: 0 to 2 pts.	5						
	Sub-Total			50	0	0	0	0	0
3.2	Project Manager:								
3.2.1	General Qualification	Proven track record of project management in relevant fields: 5 to 10 pts. Little to moderate evidence of project management: 0 to 5 pts.	10						
3.2.2	Professional Experience in the area of specialization and relevance for the project	7 to 10 years of experience in area of specialization and relevance for the project: 10 to 15 pts. 3 to 5 years of experience in area of specialization and relevance for the project: 5 to 10 pts. 0 to 3 years of experience in area of specialization and relevance for the	15						
3.2.3	International Experience	nroiect: 0 to 5 nts. 7 to 10 years of international experienct: 7 to 10 yets. 3 to 5 years of international experience: 3 to 6 pts. 0 to 3 years of international experience: 0 to 3 pts.	10						
3.2.4	Knowledge of the region	> 7 years knowledge of the region: 7 to 10 pts. 3 to 6 years knowledge of the region: 3 to 6 points < 3 years knowledge of the region: 0 to 2	10						
3.2.5	Language Qualifications (Engl./Arab.)	Proven proficiency (written/oral in english / arabic: 5 pts. Moderate proficiency in english/arabic: 2 to 4 pts. Little or no profiency in both or only one language: 0 to 2 pts.	5						

	Sub-Total			50	0	0	0	0	0
3.3	Technical Leads:								
3.3.1	General Qualification	Proven track record of technical capacities in relevant fields: 5 to 10 pts. Little to moderate evidence of technical capacities in relevant fields: 0 to 5 pts.	10						
3.3.2	Professional Experience in the area of specialization and relevance for the project	7 to 10 years of experience in area of specialization and relevance for the project: 10 to 15 pts. 3 to 5 years of experience in area of specialization and relevance for the project: 5 to 10 pts. 0 to 3 years of experience in area of specialization and relevance for the project: 0 to 5 pts.	15						
3.3.3	International Experience	nroiect: 0 to 5 nts 7 to 10 years of international experienct: 7 to 10 pts. 3 to 5 years of international experience: 3 to 6 pts. 0 to 3 years of international experience: 0 to 3 pts.	10						
3.3.4	Knowledge of the region	> 7 years knowledge of the region: 7 to 10 pts. 3 to 6 years knowledge of the region: 3 to 6 points < 3 years knowledge of the region: 0 to 2	10						
3.3.5	Language Qualifications (Engl./Arab.)	Proven proficiency (written/oral in english / arabic: 5 pts. Moderate proficiency in english/arabic: 2 to 4 pts. Little or no profiency in both or only one language: 0 to 2 pts.	5						
	Sub-Total			50	0	0	0	0	0
2.4	Cumporting to shair all and way to shair all staff								
3.4.1	Supporting technical and non-technical staff General Qualification	Proven track record of capacities in relevant fields: 5 to 10 pts. Little to moderate evidence of capacities in relevant fields: 0 to 5 pts.	10						
3.4.2	Professional Experience in the area of specialization and relevance for the project	7 to 10 years of experience in area of specialization and relevance for the project: 10 to 15 pts. 3 to 5 years of experience in area of specialization and relevance for the project: 5 to 10 pts. 0 to 3 years of experience in area of specialization and relevance for the project: 0 to 5 pts.	15						

4.	Form 4: Overall Response	SCORING GUIDE; METHODOLOGY	SCORING	SYSTEM	Bidd	ler 1	Bido	der 2	Bide	der 3	Bido	ler 4	Bidd	er 5
	TOTAL:			300		0		0		0		0		0
3.5.	Team Composition, project setup: To what extent does the proposed team composition and project organization setup respond to the project's characteristics, requirements and temporal sequence?	The proposed team composition and project organization setup is convinving in regards of the project's characteristics, requirements and temporal sequence: 60 to 100 pts. The proposed team composition and project organization setup is partly adequate in regards of the project's characteristics, requirements and temporal sequence; needs adjustments before inception of the undertaking: 25 to 60 pts. The proposed team composition and project organization setup is not adequate or incomplete for the project's characteristics, requirements and temporal sequence: 0 to 25 pts.		100										
	SUB-TOTAL:			200		0		0		0		0		0
3.4.5	Language Qualifications (Engl./Arab.) Sub-Total:	Moderate proficiency in english/arabic: 2 to 4 pts. Little or no profiency in both or only one language: 0 to 2 pts.	5	50		0		0		0		0		0
		ots. Proven proficiency (written/oral in english / arabic: 5 pts.												
3.4.4	Knowledge of the region	> 7 years knowledge of the region: 7 to 10 pts. 3 to 6 years knowledge of the region: 3 to 6 points < 3 years knowledge of the region: 0 to 2	10											
3.4.3	International Experience	to 10 pts. 3 to 5 years of international experience: 3 to 6 pts. 0 to 3 years of international experience: 0 to 3 pts.	10											
		7 to 10 years of international experienct: 7 to 10 pts.												

Irequirements understanding of scope objectives and	The assignement is well understood in all its aspects and complexity, and UN requirments have been duly considered in the proposed approach: 70 to 100 pts. Some / most aspects of the assignement are understood, while clarification si needed for others. UN requirments have been partly considered in the proposed approach: 30 to 70 pts. Doubtful whether the asignment is well understood in all its aspects and complexity, and UN requirments have been duly considered in the proposed approach: 0 to 30 pts.	100					
GRAND TOTAL		1000	0	0	1 0	0	