



Annex II Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organisation submitting Proposal	30%	300
2.	Proposed Work Plan and Approach	40%	400
3.	Personnel	30%	300
Total			1000

Technical Proposal Evaluation Form 1		Points obtainable
Expertise of firm / organisation submitting proposal		
1.1	Reputation of Organisation and Staff (Competence / Reliability); Company Profile assessment of the Institution to be based on documents and other information submitted with this proposal.	36
1.2	Litigation and Arbitration history	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)	36
1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.	16
1.5	Demonstration of Quality assurance procedures, warranty	30
1.6	Relevance of: <ul style="list-style-type: none"> - Experience in developing evaluation frameworks - Experience in participatory methods - Experience in conducting data analysis and reporting 	162
		300
Technical Proposal Evaluation Form 2		Points Obtainable

Proposed Work Plan and Approach			
2.1	Demonstrated understanding of requirements, objectives and deliverables. - Demonstrated understanding of scope, including ability to perform the work assignments articulated in this RFP. - Adequacy of the technical plan demonstrated through the overall concord between RFP requirements and the Proposal submitted. - Demonstrated understanding of Gender issues specifically on violence against women and girls - Inclusion of Workplan, Methodology and Timeline. - Overall clarity and completeness of the Proposal.		90
2.2	Quality, delivery and effectiveness of presentation of the Technical Proposal with emphasis on the study methodology and other relevant details to the consultancy		25
2.3	Quality of proposed Implementation Plan, i.e. how the institution will undertake and execute each stage, of the consultancy		20
2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?		55
2.5	Is the conceptual framework adopted appropriate for the task?		65
2.6	Is the scope of task well defined and does it correspond to the TOR?		90
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?		55
			400
Technical Proposal Evaluation Form 3 – Team Composition			Points Obtainable
3.1	TEAM LEAD		100
	General Qualification Masters degree in Sociology, Behavioral Sciences, or related discipline		
	Suitability for the Project		
	- Masters degree in Sociology, Behavioral Sciences, or related discipline	20	
	- 5 yrs Experience as Lead in similar projects/research studies	20	
	- Professional Experience in managment of development projects	20	
	-Understanding of gender responsive development	20	
	- Knowledge/Experience of the region	15	
	- Language Qualifications	5	
			100
3.2	SOCIAL SCIENCE RESEARCHER		100

	General Qualification - Mandatory			
	Suitability for the Project			
	- at least 5 years experience leading and implementing projects/research	35		
	- Experience in area of gender and development/gender equality	20		
	- Understanding gender equality environment in Caribbean	20		
	- 2-3 yrs Experience in quantitative/qualitative research	20		
	- Language Qualifications	5		
			100	
3.3	M&E SPECIALIST			50
	General Qualification - Mandatory			
	Suitability for the Project			
	- Experience in the Design, monitoring and evaluation of development projects	20		
	- Experience in developing evaluation frameworks	10		
	- Experience with data analytics	10		
	- Knowledge/Experience of the region	10		
			50	
3.4	DATA ANALYST			50
	General Qualification			
	Suitability for the Project			
	-5 years' experience in conducting quantitative/ qualitative data analysis and reporting	20		
	- Knowledge of statistics and experience using statistical packages	10		
	- Knowledge of and experience with reporting packages (Business Objects etc), databases, and data visualization tools and techniques	10		
	- Knowledge/Experience of the region	10		
			50	
	Total Part 3			300