

INDIVIDUAL CONTRACTOR SHORTLISTING REPORT

TITLE OF ASSIGNMENT:

MEDIUM OF ADVERTISEMENT (If applicable) :

DATE/S OF ADVERTISEMENT:

ROSTER USED (If applicable)

Advertisement SOURCES OF CVs/P11:

To assess existing communication channels and tools, set out clear objectives to improve communications (both internal and external communications) by Newspaper and UNDP Belize Wbsite
19-Dec-14
N/A
Amandala Newspaper

PROJECT CONTEXT :

IMPLEMENTING PARTNER:

TOTAL BUDGET FOR THE IC:

EXPECTED STARTING DATE:

TOTAL ENGAGEMENT PERIOD:

The Resident Coordinator (RC) as the “public face” of the United Nations has the overall responsibility of the UN's strategic communication in Belize

UNDP

2-Feb-15

30 Days

LEVEL 1 : SHORTLISTING (respondents to ad)

	GENERAL INFORMATION ON OFFERORS					QUALIFICATION REQUIREMENTS AS PER TOR ^c					TOTAL SCORE OF OFFERORS	RANKING
						(A)	(B)	(C)	(D)	(E)	(F)	(1=highest score)
	Last Name	First Name	Gender ^a	Nationality	Age ^b	Relevance of Education/ Degree <i>(35Pts. Allocated)</i>	Years of Relevant Experience <i>(15Pts. Allocated)</i>	Regional Experience <i>(10Pts. Allocated)</i>	Adequacy of Competencies for the Assignment <i>(30Pts. Allocated)</i>	Others / Special Skills, Language, etc. <i>(10Pts. Allocated)</i>	(A+B+C+D+E) <i>(Max. Points)</i>	
1												
2												
3												
4												
5												
6												

Notes:

a This column was included for purposes of considering gender balance among offerors

b Indication of age will help determine if medical clearance will be required

c The criteria per column may be modified based on the requirements of the TOR

SUMMARY :

No. of offerors received at cut-off date :

No. of offerors that were invited but did not express interest/withdrew/not available:

No. of offerors that meet the minimum requirements and shortlisted :

No. of offerors that did not meet the minimum requirements and not shortlisted :

SIGNATURES:

Name:

Title:

Date :

Name:

Title:

Date :

INDIVIDUAL CONTRACTOR FINAL SELECTION REPORT (Option B)

(If Selection is based on Lowest Price Method, recommended for Support Services)

LEVEL 2 : EVALUATION OF TOP SHORTLISTED OFFERORS

	TOP SHORTLISTED OFFERORS ^c					Rating Based on Qualifications ^d	Brief Description of Approach to Assignment	Experience with similar assignment	TOTAL TECHNICAL RATING ^e	Financial Proposal	FINAL RANKING OF OFFERORS (1=lowest price)
						30%	40%	30%	100%		
		Last Name	First Name	Gender ^a	Nationality	Age ^b	(A)	(B)	(C)	D=(A+B+C)	(E)
1											
2											
3											
4											
5											

Notes:

a This column was included for purposes of considering gender balance among offerors

b Indication of age will help determine if medical clearance will be required

c Must be a minimum of 3. If there are less than 3, a justification must be provided

d A separate document indicating item-by-item the compliance to criteria may be prepared to support the rating here

If there are less than 3 shortlisted offerors, pls. indicate justification here:

Minimum Supporting Documents:

a) Copy of Advertisement

b) Copies of Direct Invitation Letters

c) Detailed Rating of Approach to Assignment (if any)

d) Minutes of Interview (if any)

e) P11 of Top Shortlisted Offerors

f) Financial Proposal for Top Shortlisted Offerors

g) Results of Reference Checking

Signatures :

Name: _____

Title: _____

Date : _____

Name: _____

Title: _____

Date : _____

Name: _____

Title: _____

Date : _____