

## 8) APPLICATION

Applications will be rated on technical and financial submissions (bidders are requested to submit technical and financial bids separately in the sealed envelopes). The award of the contract should be made to the firm whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable (all bidders must submit its company registration certificate, VAT registration certificate and latest tax clearance certificate as a part of their bids).
- b) Lowest financial offer of technically qualified proposals.

| Summary of Technical Proposal Evaluation Forms |  | Score Weight | Points Obtainable |
|--|--|--------------|-------------------|
| 1.   | Expertise of Firm / Organization                       | 30%          | 300               |
| 2.   | Proposed Methodology, Approach and Implementation Plan | 50%          | 500               |
| 3.   | Management Structure and Key Personnel                 | 20%          | 200               |
| <b>Total</b>                                   |  |              | <b>1000</b>       |

| Technical Proposal Evaluation Form 1      |  | Points obtainable |
|---|--|-------------------|
| <b>Expertise of the Firm/Organization</b> |  |                   |
| 1.1                                       | Reputation of Organization and Staff / Credibility / Reliability / Industry Standing   | 59                |
| 1.2                                       | 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) | 54                |
| 1.3                                       | 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   | 18                |
| 1.4                                       | Quality assurance procedures, warranty   | 32                |
| 1.5                                       | Relevance of:  | 60                |
|   | - Specialised Knowledge  |                   |
|   | - Experience on Similar Programme / Projects   | 77                |
|   |  | <b>300</b>        |

|     |  |           |     |
|-----|--|-----------|-----|
| 3.2 | Research Coordinator   |           | 100 |
|     |  | Sub-Score |     |
|     | At least Bachelor's degree in Statistics, Economics, Social Science, or related field.   | 10        |     |
|     | A minimum of 7 years relevant, practical working experience within the assessment of Nepalese macroeconomic issues, investment and or private sector promotion, financial sector and/ or banking sector in Nepal, preferably also in least developed countries (LDCs); | 15        |     |
|     | Professional experience and substantive knowledge in the area of specialisation  | 15        |     |
|     | Sound technical knowledge and experience on analysing datasets and reports, especially with regard to the financial sector.  | 20        |     |
|     | Econometrics experience in analysing various research and data;  | 15        |     |
|     | Experience in undertaking research based assignments;  | 15        |     |
|     | Excellent command of both Nepali and English language, with outstanding written and oral communication skills  | 10        |     |
|     |  | 100       |     |
|     | <b>Total Part 3</b>  |           | 200 |

The selected consulting firm will be invited to an online briefing session with UNCDF and Cenfri where the MAP methodology will be presented in greater detail. Additionally, team member of the firm may also be invited for a training session outside Nepal (the cost of such trainings will not be part of the financial bid).

Only firms passing the minimum technical score of 70 points will be considered for financial evaluation.

All applications must contain the following information:

- (i) Cover letter with a summary competencies statement of consulting firm in relation to the TOR
- (ii) Earliest availability
- (iii) Detailed technical proposal not exceeding maximum of eight pages that includes background, rationale, understanding of the TOR, objective, detailed methodology and work plan.
- (iv) Signed Curriculum Vitae of the Team leader and the Research Coordinator. In addition, names and designation of support staff needs to be mentioned.
- (v) In the financial proposal, the professional fees (either lump sum that includes involvement for 90 days of the Team Leader and 160 days for the Research Coordinator or per day rates of both) and 160 days for up to two support staff, logistics and travel costs for the meetings/FGDs in and outside Kathmandu valley needs to be included;