

Annex 2

Criteria for the Award of Contract and Evaluation of Proposals

Evaluation stage 1 – eligibility criteria

Please check Annex 1 - REQUEST FOR INFORMATION (RFI) FROM CSO

Evaluation stage 2 – technical evaluation of the proposal

- 1) Sound technical proposal that includes innovative and replicable inclusion mechanisms to maximize the value transfer to the beneficiaries.
- 2) High impact interventions directly targeting and responding to the needs established in the ToR.
- 3) Size of budget requested commensurate with the organization's proven administrative and financial management capacity.
- 4) Participatory monitoring and evaluation that will contribute to building a sense of ownership among the beneficiaries to promote the sustainability of the interventions.

Summary of evaluation forms		Score weight	Points obtainable	Civil Society Organization				
				A	B	C	D	E
1	Expertise of organisation submitting proposal	25%	250					
2	Proposed Methodology – Detailed technical proposal	50%	500					
3	Management Structure and Key Personnel	25%	250					
Total		100 %	1000					

The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Form 1: Expertise of the organisation submitting proposal

Form 2: Proposed Methodology – Detailed technical proposal

Form 3: Experts proposed to assignment

Form 1 - Expertise of organisation submitting proposal		Points obtainable	Civil Society Organization				
			A	B	C	D	E
1.1.	<p>Reputation of organisation and staff (competence/reliability and relevance to the specific qualifications as required within the TOR)</p> <p><i>*In cases of a consortium, the lead organisation and the member/s of the consortium will be evaluated against these criteria.</i></p> <p><i>Scoring threshold against the maximum points obtainable:</i></p> <ul style="list-style-type: none"> - <u>Relevant scope and complexity</u> of activities of the Proposer with 3 or more similar contracts in last 4 years, each contract value more than BAM 100,000 successfully implemented (evidenced by contracts): 30- 50 points. - <u>Relevant scope and complexity</u> of activities of the Proposer with 2 or more similar contracts in last 4 years, each contract value BAM 70,000-99,000 successfully implemented (evidenced by contracts): 15 - 29 points. - <u>Relevant scope and complexity</u> of activities of the Proposer with 2 or more similar contracts in last 4 years, each contract value BAM 50,000-69,000 successfully implemented (evidenced by contracts): 6 – 14 points. - Partially relevant scope of activity and complexity of activities of the Proposer with 2 or more similar contracts in last 4 years, value up to BAM 49,000 successfully implemented: 0 – 5 points. 	50					
1.2.	<p>Litigation and arbitration history, Politically exposed persons</p> <p><i>*In cases of a consortium, the lead organisation and member/s of the consortium will be evaluated against these criteria – written declaration required</i></p> <p><i>Breakdown of the maximum points obtainable:</i></p> <ul style="list-style-type: none"> - No litigation history: 20 points. - Litigation history: 0 points. - Applicant (including consortium members) does not have Politically Exposed Persons within official structure of the 	30					

Form 1 - Expertise of organisation submitting proposal		Points obtainable	Civil Society Organization				
			A	B	C	D	E
	organisation, neither within proposed experts' structure. 10 points						
1.3.	<p>General organisational capability which is likely to affect implementation</p> <p><i>*In cases of a consortium, the lead organisation will be evaluated against these criteria</i></p> <p><i>Breakdown of the maximum points obtainable:</i></p> <ul style="list-style-type: none"> - At least 5 years of successful operation and work in a field relevant to the ToR: max 20 points. - At least 2 employees within the organisation in the previous 12 months: max 10 - Clear organisational structure and extended offices within BiH, etc.: 10 points. 	40					
1.4.	<p>Relevance of:</p> <ul style="list-style-type: none"> - Specialised knowledge (previous experience) in design and delivery of technical assistance and training to local governments and socio-economic stakeholders in areas directly relevant to the CFP: 60 points. - Particular experience in design and delivery of assistance at the grass-root (MZ) level in Bosnia and Herzegovina or in the Western Balkan countries: 40 points. - Particular experience in development of local government gender-sensitive policy and/or regulatory frameworks: 30 points <p><i>*In cases of a consortium, the lead organisation and member/s of the consortium will be evaluated against these criteria</i></p>	130					
Total		250					

Form 2: Methodology, Ability to fulfil all functional and non-functional requirements		Points Obtainable	Civil Society Organization				
			A	B	C	D	E
2	Proposed Methodology – Detailed technical proposal						
2.1	<p>Responsiveness to the Terms of Reference</p> <p><i>Breakdown of the maximum points obtainable:</i></p> <ul style="list-style-type: none"> - Clear and relevant reflection on the ToR and its purpose and tasks (beyond already provided information on the ToR): 40 points. - In-depth understanding of the importance and benefits of strengthening MZ and their interaction with local governments and citizens in Bosnia and Herzegovina, including from viewpoint of more effective, efficient and democratic local governance and service delivery: 50 points. - Reflection on the specifics (social, economic, political, governance, etc.) of target local governments for which the Proposal is developed, which demonstrates the Proposer’s knowledge of and understanding of the localities: 50 points 	140					
2.2	<p>Methodology and requirements</p> <p>Proposed methodology must contain outline of PR/Communication strategy (max 1 page) for activities and results (all communication channels). Selected responsible partner will be requested to develop detail PR/Communication strategy which will be implemented during contract duration.</p> <p><i>Breakdown of the maximum points obtainable:</i></p> <ul style="list-style-type: none"> - Clearly and logically presented approach, including a justifiable methodology to engineering the assistance process and its steps towards quality delivery of the service; allocation of level of intensity (expert days) <u>per task</u>; relevance and capability of the proposed experts to deliver the tasks: 100 points. - The proposed approach is capable of ensuring smooth process-based assistance, reaching the envisaged results of the ToR and ensuring their sustainability: 100 points. 	310					

Form 2: Methodology, Ability to fulfil all functional and non-functional requirements		Points Obtainable	Civil Society Organization				
			A	B	C	D	E
	<ul style="list-style-type: none"> - Proposed methodology is tailored to the specific context of the BiH and its constituent local governments and communities and contains sustainability measures: 40 points. - Risks and critical issues are punctually identified along with proposed risk mitigation strategy and measures: 25 points. - Management, quality assurance, coordination, communication (within the team and with local partners) and reporting modalities are clearly presented: 45 points. 						
2.3	<p>Time plan</p> <p><i>Breakdown of the maximum points obtainable:</i></p> <ul style="list-style-type: none"> - The time plan for delivery of the service is realistic and achievable, in line with the ToR: 25 points. - The workflow, which reflects the dynamics of core process milestones, is clear and in line with the ToR: 25 points. 	50					
Total		500					

Form 3 - Management Structure and Qualification of Key Personnel (per geographic area)		Points Obtainable	Civil Society Organization				
			A	B	C	D	E
<p>At least 2 experts with at least 5 years of relevant experience each. If justified and directly linked to the Proposal and its results, the Proposer may suggest additional short-term expertise to support quality delivery of the service.</p>							
3.1	<p>Relevant academic background (visible and highlighted in the CVs)</p> <p><i>Breakdown of the maximum points obtainable:</i></p> <ul style="list-style-type: none"> - 1 Local Governance Experts with university degree in Public Administration or relevant field: 0 –80 points. 	160					

Form 3 - Management Structure and Qualification of Key Personnel (per geographic area) At least 2 experts with at least 5 years of relevant experience each. If justified and directly linked to the Proposal and its results, the Proposer may suggest additional short-term expertise to support quality delivery of the service.		Points Obtainable	Civil Society Organization				
			A	B	C	D	E
	<ul style="list-style-type: none"> - 1 Municipal Budget and Finances Expert with university degree in Finances, Business Administration or relevant field: 0 – 80 points. <p>Note: A capacity development expert with a university degree for the development of materials necessary for the organization of planned trainings, as well as the implementation of planned trainings will be hired directly by UNDP and directed to selected responsible partners for the implementation of this activity.</p>						
3.2.	<p>Specific knowledge, expertise and practical experience in the relevant area as specified within the TOR (visible and highlighted in the CVs)</p> <p><i>Breakdown of the maximum points obtainable:</i></p> <ul style="list-style-type: none"> - The Local Governance Expert (1): i) is fluent in the languages of peoples of Bosnia and Herzegovina (Bosnian/Croatian/Serbian); ii) has extensive knowledge of and previous experience at the local level within the particular activities relevant to ToR of this CFP: 0 – 45 points. - The Municipal Budget and Finances Expert (1) i) is fluent in the languages of peoples of Bosnia and Herzegovina (Bosnian/Croatian/Serbian); ii) has extensive knowledge of and previous experience at the local level within the particular activities relevant to ToR of this CFP: 0 – 45 points. 	90					
Total		250					

