

## EVALUATION CRITERIA

Individual consultants will be evaluated based on the following methodology:

### Cumulative analysis

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weight, 70%;

\* Financial Criteria weight, 30%;

### 1. Mandatory Requirements (Pass/Fail) |

Bachelor's degree in Economics, Science, Humanities, Arts, Social or Political Sciences, Administration, Information and Communications Technology or other related fields with

**Academic Background:** A Bachelor's degree in Economics, Science, Humanities, Arts, Social or Political Sciences, Administration, Information and Communications Technology or other related fields. At least one year of professional or voluntary work experience in community-related projects -

### Required Languages:

- Excellent oral and written English required.

### 2. Technical Evaluation

	<b>QUALIFICATION REQUIREMENTS AS PER TORs - Green Commodities Community Assistant</b>	<b><i>Points</i></b>
<b><i>A</i></b>	Bachelor's degree in Economics, Science, Humanities, Arts, Social or Political Sciences, Administration, Information and Communications Technology or other related fields.	10
<b><i>B</i></b>	At least one year of professional or voluntary work experience in community-related projects -	10
<b><i>C</i></b>	Experience in data collection and analysis including excellent IT skills including MS Office and analytical software such as SPSS, Stata, etc	15
<b><i>D</i></b>	Experience in organizing events	15

<b>E</b>	Experience in coordinating online communications – including Knowledge of videotelephony software programs (e.g. ZOOM), online visual collaboration platforms (e.g. MURAL), interactive presentation software (e.g. MENTIMETER)	15
<b>F</b>	Experience in working professionally with social media	10
<b>G</b>	Experience supporting complex and distributed global teams will be an advantage	10
<b>H</b>	Experience at the UN, or at similar international or bilateral organizations will be an advantage	5
<b>I</b>	Excellent writing, editing and knowledge presentation skills ( To be evaluated through a sample provided)	5
<b>J</b>	Additional languages, such as Spanish or French are an added benefit.	5
	<i>Total</i>	100

Interview: **Offerors who reach a minimum of 70 points and achieve the 3 highest scores after evaluation of technical criteria (items A, B, C, D, E , F, G, H, I and J of Evaluation Matrix), will be considered RESPONSIVE and will continue for interview and for the final stage of financial evaluation of proposals.**

### 3. FINANCIAL EVALUATION OF PROPOSALS

The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal (daily rate offered). All other price proposals receive points in inverse proportion.

$$p = y (\mu/z)$$

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated