

RFP No.: 22/02533: Re-advertisement / Selection of a Sociological Company to Conduct a Thematic Opinion Poll "Public Opinion Barometer in the Field of Energy Issues"

SECTION 4: EVALUATION CRITERIA

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria evaluated on **“Pass”/“Fail”** basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on **“Pass”/“Fail”** basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form D: Proposer Information
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with Section 2: Instructions to Proposers, clause 4.	Form C: Technical Proposal Submission
Conflict of Interest	No conflicts of interest in accordance with Section 2: Instructions to Proposers, clause 4.	Form C: Technical Proposal Submission
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form C: Technical Proposal Submission
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 (three) years.	Form F: Eligibility and Qualification

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employer’s decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 (three) years.	Form F: Eligibility and Qualification
Previous Experience	At least 5 (five) years of experience in conducting sociological research at national level <i>(For JV/Consortium/Association, Team leader should meet requirement).</i>	Form F: Eligibility and Qualification
	At least 5 (five) public opinion surveys conducted at the national level (with at least 1,000 respondents) in the last 4 (four) years <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form F: Eligibility and Qualification
Minimum key personnel	<p>The minimum key roles mandatory for the implementation of the contract (cumulation of positions is accepted):</p> <ul style="list-style-type: none"> • Team leader/Project manager • Highly qualified experts with extensive experience in organizing sociological research such as Data analysts/ Data modelling specialists/ Sociologist/ Psychologist/ Marketing and communication specialist etc. (minimum of 2 experts) (CVs to be included in the technical offer) <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	<p>Attach CVs and Statements of Exclusivity and Availability, including any other supporting documents, to Form G: Format for Technical Proposal.</p> <p>Form H: Format for CV of Proposed Key Personnel to be completed and signed by each Team member proposed.</p> <p>Form I: Statement of Exclusivity and Availability to be completed and signed by each Team member proposed.</p>
Financial Standing	Minimum average annual turnover of USD 37,500 for the last 3 (three) years (2019, 2020, and 2021). <i>(For JV/Consortium/Association, Team Leader should meet requirement).</i>	Form F: Eligibility and Qualification
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form F: Eligibility and Qualification

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's Qualification, Capacity and Experience	250
2.	Proposed Methodology, Approach and Implementation Plan	350
3.	Management Structure and Key Personnel	400
Total		1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	<p>Reputation of Organization and Staff Credibility / Reliability / Industry Standing</p> <p><i>- A company is a well-known market player, based on reference letters – up to 10 pts.</i></p> <p><i>- Financial standing (less than \$37,500 of average annual turnover for last three years – 0 pts.; between \$37,500 and \$100,000 – 20 pts.; more than \$100 000 – 45 pts.).</i></p>	55
1.2	<p>General Organizational Capability which is likely to affect implementation:</p> <p><i>- Project management controls (organigram) - up to 10 pts.;</i></p> <p><i>- Age of the organization/company - <5 years – 0 pts; > 5 years – 20 pts, each additional year – 5 pts up to max. additional 30 pts)</i></p> <p><i>- 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 specialized skills) - (no- 15 pts, subcontracting of relevant specialized services/expertise – 7.5 pts., subcontracting carrying additional risks – 0 pts).</i></p>	55
1.3	<p>Relevance of specialized knowledge and experience on similar engagements done in the region/country:</p> <ul style="list-style-type: none"> • At least 5 (five) years of experience in conducting sociological research at national level <i>(5 years – 15 pts; >5 years – up to max. 30 pts, for each additional year – 5 pts)</i> • At least 5 (five) years of experience in conducting similar research in the field of energy / energy policies and / or climate policies at national level <i>(< 5 years – 0 pts; 5 years – 30 pts; for each additional year – 10 pts, up to max. 50 pts)</i> • Demonstrated experience in statistical analysis of data collected and reporting for at least 5 (five) public opinion surveys conducted at the national level (with at least 1,000 respondents) in the last 4 (four) years. <i>(5 documents – 10 pts., >5 documents - up to max. 30 pts., 5 pts. for each additional 1 document)</i> • Demonstrated experience of working with Moldovan public institutions will be an advantage <i>(Yes –10 pts., No – 0 pts.)</i> • Working experience with UN Agencies and/or other international organizations will be an advantage <i>(Yes –10 pts., No – 0 pts.)</i> 	130
1.4	<p>Organizational Commitment to Sustainability (mandatory weight)</p> <p><i>- Organization is compliant with ISO 9001, ISO 27001 or equivalent – up to 5 pts.</i></p> <p><i>- Organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues, overall gender balance in</i></p>	10

<i>the team, diversity within the team: people from minority, vulnerable or marginalized groups are part of the 40 team, demonstrated experience in applying the Human Rights Based Approach and Gender Mainstreaming in the area (if relevant) – up to 5 pts.</i>	
Total Section 1	250

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	<p>Does the Methodology and Approach meet the ToR requirements?</p> <ul style="list-style-type: none"> <i>The Proposer has full understanding of the assignment. The proposed approach and methodology fully demonstrate responsiveness to the ToR – <u>up to 100 pts</u>;</i> <i>The Proposer has satisfactory understanding of the assignment. The proposed approach and methodology correspond to the TOR but require some adjustments to properly address all the tasks – <u>up to 70 pts</u>;</i> <i>The Proposer has limited understanding of the assignment. The proposed approach and methodology don't correspond to the TOR and require major adjustments to properly address the tasks – <u>up to 35 pts</u>.</i> 	100
2.2	<p>Are the different components of the offer adequately weighted relative to one another?</p> <ul style="list-style-type: none"> <i>The components show substantial information and express the purpose – <u>up to 30 pts</u>;</i> <i>The components are partially developed and lack interconnectedness and structure – <u>up to 20 pts</u>;</i> <i>Components are poorly developed - <u>up to 10 pts</u></i> 	30
2.3	<p>Is the offer clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the assignment?</p> <ul style="list-style-type: none"> <i>The offer is clear, well-structured with a defined and realistic sequence of activities, which promises efficient implementation of the assignment – <u>up to 30 pts.</u>;</i> <i>The offer is clear, well-structured with a defined but lowly realistic sequence of activities – <u>up to 20 pts.</u>;</i> <i>The offer is not well structured and doesn't present a clear sequence of activities – <u>0 pts.</u></i> 	30
2.4	<p>Is there a network developed by nationally qualified interviewers?</p> <ul style="list-style-type: none"> <i>The characteristic of the network of interviewers ensures the achievement of the proposed goal in its entirety - <u>up to 30 pts.</u>;</i> <i>The characteristic of the network of interviewers does not ensure the achievement of the proposed goal in its entirety - <u>up to 20 pts.</u>;</i> <i>The network of interviewers is poorly developed - <u>up to 10 pts.</u></i> 	30
2.5	<p>Whether or not there is data on the sampling scheme?</p> <ul style="list-style-type: none"> <i>The determination of the regional sample is made on the basis of clear criteria (eg according to the population that voted in the February 2019 parliamentary elections), in each of the following categories of localities: municipalities, cities and rural areas – <u>up to 90 pts.</u>;</i> <i>The proposal to establish the sample is not described in steps – <u>up to 60 pts.</u>;</i> <i>There is a superficial description of how to determine the sample – <u>up to 30 pts.</u></i> 	90
2.6	<p>Is the timeframe appropriate for the task and TOR?</p> <ul style="list-style-type: none"> <i>A well described and appropriate timeframe - <u>up to 30 pts.</u>;</i> <i>The timeframe requires some adjustments to reflect and be appropriate for the implementation of the assignment– <u>up to 20 pts.</u>;</i> <i>Not appropriate – <u>0 pts.</u></i> 	30

2.7	Staff time allocation includes sufficient hours for key staff? <ul style="list-style-type: none"> • <i>Staff time allocation corresponds to the purpose of activities and tasks - <u>up to 20 pts.</u>;</i> • <i>Limited staff time allocation information provided – <u>up to 10 pts.</u>;</i> • <i>No staff allocation info provided – <u>0 pts.</u></i> 	20
2.8	Does the proposal contain a qualitative risk assessment and appropriate mitigation measures? <ul style="list-style-type: none"> • <i>The risk assessment and proposed mitigation measures are appropriate to the task, logical and correspond with the proposed methodology – <u>up to 20 pts.</u>;</i> • <i>The risk assessment and proposed mitigation measures is inconsistent and require some adjustments to properly address all the tasks – <u>up to 10 pts.</u>;</i> • <i>The risk assessment and proposed mitigation measures is weak – <u>0 pts.</u></i> 	20
Total Section 2		350

Section 3. Management Structure and Key Personnel		Points obtainable	
3.1 a	Team leader/Project manager* (1 specialist)	170	
	Has a master's degree in a relevant area: Sociology, Social Research, Economy (<i>Master – 20 pts. PhD- 30 pts</i>)		30
	Has experience in sociological research (< 5 years – 0 pts., 5 years – 25 pts, more than 5 years – 5 pts for each additional year, up to 60 pts.)		60
	Acted as a team leader/project manager for the elaboration of sociological analysis or other related projects (<i>no - 0 pts, 2 policy documents – 30 pts, more than 2 policy documents – up to 60 pts, 5 pts – for each additional policy document/project</i>)		60
	Language Qualifications (<i>proficiency in English – 10 pts, Romanian and Russian – each language 5 pts</i>)		20
*Position of Team leader/Project manager can be combined with one or several position(s) of Data analyst/Data modelling specialists etc, if has the minimum qualifications required			
3.1 b	Team of experts such as Data analysts/ Data modelling specialists/ Sociologist/ Psychologist/ Marketing and communication specialist) (minimum of 2 experts) (the total number of points shall be calculated as an average between the totals received by each expert)	230	
	Has a master's degree in one of the following fields or related: environmental protection, energy, statistics, industry, law, economics (<i>Master – 15 pts. PhD- 20 pts</i>)		20
	Have proven experience in developing questionnaires and conducting sociological surveys (<i>less than 4 years – 0 pts; 4 years – 60 pts, more than 4 years – up to 100 pts, 10 pts – for each additional year</i>)		100
	Demonstrated experience on the sample proposed in the ToR (<i>no – 0 pts, 1 research- 50 pts, more than 1 research – up to 90 pts, 10 pts – for each additional research</i>)		90
	Language Qualifications (<i>Romanian and Russian – 2.5 pts per each language, Ukrainian, Bulgarian, Gagauz - each language 5 pts</i>)	20	
Total Section 3		400	