# Evaluation Criteria

**Preliminary Examination Criteria**

All criteria will be evaluated on a Pass/Fail basis and checked during Preliminary Examination.

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| **Criteria** | **Documents to establish compliance** |
| Completeness of the Proposal | All documents and technical documentation requested in Instructions to Vendor have been provided and are complete |
| Vendor accepts UN Women General Conditions of Contract | Proposal Submission Form (Online Form) |
| Proposal Validity | Proposal Submission Form (Online Form) |
| The offer is submitted as per the instructions to proposers | All documents and technical documentation requested in Instructions to Vendor have been provided and are complete |
| The pricing information is not included in the Technical Proposal | Technical Proposal |

**Minimum Eligibility and Qualification Criteria**

Minimum eligibility and qualification criteria will be evaluated on a Pass/Fail basis.

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

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| **Eligibility Criteria** | **Documents to establish compliance** |
| **Company** |  |
| Vendor is a legally registered entity | Proposer Information Form (Online Form) |
| Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Instructions to Vendors. | Proposal Submission Form (Online Form) |
| No conflicts of interest in accordance with Instructions to Vendors. | Proposal Submission Form (Online Form) |
| The Vendor has not declared bankruptcy, in 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 | Proposal Submission Form (Online Form) |
| **Previous Experience:** |  |
| At least 3 years of proven experience in conducting capacity building for CSOs, development of training modules; | Eligibility and Qualification Form (Online Form) |
| **Team Leader** |  |
| Team Leader – Completed university degree in human rights, gender studies, public relations, development studies and/or other social science related areas relevant for the assignment. | Proposer Information Form (Online Form) |
| Minimum 3 years of proven experience in developing and delivery of training and capacity building programs. | CV of the team leader |
| Minimum 3 years of proven professional experience in the area of policy making, public finance and budgeting. | CV of the team leader |
| Fluency in Romanian | CV of the team leader |
| **Trainers/ mentors** |  |
| Completed university degree in degree in human rights, gender studies, public relations, development studies and/or other social science related areas relevant for the assignment. | CV of each trainer/mentor proposed |
| At least 1 year of experience in developing and delivery various types of trainings and capacity building programs, including for civil servants; | CV of each trainer/mentor proposed |
| Fluency in Romanian. | CV of each trainer/mentor proposed |

**Technical Evaluation Criteria**

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| **Section 1. Expertise and Capability of Proposer** | | **Points** |
| 1.1 | **Reputation of organization and staff credibility**  Reputation of the Organization and Staff (Competence/Reliability) in the area of training/ mentoring/ coaching | **30** |
| 1.2 | **General Organizational Capability**  The organization demonstrates that it has already developed and provided similar activities, including:  a) performance (strength of project management support e.g. project management controls, experts network, equipment, financial stability);  b) experience in organizing events, developing and delivery various types of trainings, coaching, mentoring and capacity building programs for civil society; | **50** |
| 1.3 | **Relevance of specialized knowledge and experience on similar engagements done in the region / country:** | **120** |
| 1.3.1 | At least 3 years of proven experience in conducting capacity building for CSOs, development of training modules | 50 |
| 1.3.2 | Proven track record and capacity to monitor public policies, budgets and development of monitoring reports will be consider an asset; | 40 |
| 1.3.3 | Previous experience working with international organizations, particularly UN Agencies would be an considered an advantage. | 30 |
| 1.4 | **Quality assurance procedures, risk and mitigation measures**  Clear description of the potential risks for the performance of the TOR that may impact achievement and timely completion of expected results as well as their quality, measures that will be put in place to mitigate these risks (especially in light of the COVID-19 pandemic) | **50** |
|  | **Total Points for Section 1** | **250** |
| **Section 2. Proposed methodology approach and implementation plan** | | **Points** |
| 2.1 | **Analysis Approach, Methodology**  The assignment is well understood, properly addressed and corresponds to the ToR.  The offeror shall provide a detailed organization approach, activities, the tools, methodologies, contents that will be used for the implementation of the tasks according to the ToR. | **60** |
| 2.2 | The main aspects of the assignment are addressed in sufficient detail and the proposal demonstrates a good understanding of UN Women’s needs for the services requested.   * Demonstrate a good understanding of the GEWE field throughout the work plan and approach developed for this assignment. * The proposal is addressed in sufficient detail, in a clear manner, and covers TOR’s scope of work, tasks and deliverables. | **40** |
| 2.3 | **Management – timeline, deliverables and reporting**  Provide an efficient and realistic work plan corresponding to the needs/specifics stipulated in the Terms of Reference. The activities in the implementation plan should be properly sequenced, logical, and realistic. | **60** |
| **Total Points for Section 2** | | **160** |
| **Section 3. Management Structure and Key Personnel** | | **Points** |
| **3.1** | **Composition of the team**  The offeror shall:  a) Describe the availability of resources in terms of personnel and facilities required for the Terms of Reference.  b) Describe the structure of the proposed team/personnel, and the work tasks (including supervisory) which would be assigned to each.  c) For each of the key personnel provide the CV using the format provided | **50** |
| **3.1.1** | **Team Leader (Project Coordinator)** | **130** |
| **3.1.1** | **Team Leader** - Completed university degree in human rights, gender studies, public relations, development studies and/or other social science related areas relevant for the assignment. | 40 |
| 3.1.2 | **Team Leader -** Minimum 3 years of proven experience in developing and delivery of training and capacity building programs. | 40 |
| 3.1.3 | **Team Leader -** Minimum 3 years of proven professional experience in the area of policy making, public finance and budgeting. | 30 |
| 3.1.4 | **Team Leader -** Experience on gender responsive budgeting, and/or public policy and budget monitoring with gender lenses is considered a strong asset | 25 |
| 3.1.5 | **Team Leader** - Knowledge of English will be considered and asset. | 5 |
| **3.2** | **Trainers (mentors)** | **120** |
| 3.2.1 | **Trainers -** Completed university degree in human rights, gender studies, public relations, development studies and/or other social science related areas relevant for the assignment. | 40 |
| 3.2.2 | **Trainers** - At least 2 years of experience in developing and delivery various types of trainings and capacity building programs, including for civil servants; | 40 |
| 3.2.3 | **Trainers** - Knowledge of English will be considered and asset. | 5 |
| **3.3** | **Gender Profile**  The offeror shall provide information on the gender profile of the organization:  *- Gender balance of the proposed project/team;*  *- Policies in place that contribute to gender equality;*  *- Agreement to signing of the Voluntary Agreement to Promote Gender Equality and Women’s Empowerment* *in case of contract award* | 15 |
| **Total Points for Section 3** | | **300** |
| **TOTAL POINTS** | | **700** |