

## **Annex C: Technical Evaluation Criteria**

### **FOR PROVISION OF CONSULTANCY FOR THE MIXED MOVEMENTS ASSESSMENT IN SOMALILAND**

#### **Part A - Mandatory Technical Criteria**

| S/N  | Item  | Mandatory Requirements  | Submitted (Yes/No) | PASS/FAIL |
|--|---|---|--------------------|-----------|
| 1  | Valid Business Registration Licenses & Tax Compliance | <b>Company's valid registration certificates</b> , valid work permit & tax compliance Certificate issued by the relevant authorities in Somaliland (copies of documents required)   |                    |           |
| 2  | Financial Status                                      | <b>Certified Company Bank statement:</b> two years complete bank statements (stamped by the Bank) or three years financial/audited reports.   |                    |           |
| 3  | UNHCR General Conditions of Contracts                 | <b>UNHCR General Conditions of Contract for the Provision of Goods/Services:</b> Your Technical Offer shall contain your acknowledgement by signing <b>Annex-D</b> .  |                    |           |
| 4  | UN Supplier Code of Conduct                           | <b>UN Supplier Code of Conduct:</b> Your technical offer shall contain your acknowledgement of the UN Supplier Code of Conduct by signing <b>Annex-E</b> .  |                    |           |
| 5  | Vendor Registration Form:                             | <p><b>Vendor Registration Form:</b> If your company is not already registered with UNHCR, you should complete, sign, and submit with your technical proposal (<b>Annex F</b>).</p> <p>If your company is already registered with UNHCR, <u>please submit (<b>Annex-F</b>) as blank, stipulating your UNHCR Supplier ID on the form.</u></p> |                    |           |
| <b>Mandatory pre-qualification for PASS/FAIL</b> |   |   |                    |           |

**Note:**

The Bidders must meet all the above mandatory pre-qualification criteria in order for their proposal to proceed to next stage. Any vendor who FAILS in any one of the mandatory criteria will be disqualified from further evaluation process.

**Part B - Scoring Technical Criteria**

| S/N                | Category  | Points      |
|--------------------|---|-------------|
| 1                  | <b>OVERALL RESPONSE</b> <ul style="list-style-type: none"> <li>Understanding of, and responsiveness to, UNHCR requirements.</li> <li>Understanding of scope, objectives, and completeness of response.</li> <li>Overall concord between UNHCR requirements and the proposal.</li> </ul>   | <b>(15)</b> |
| 2                  | <b>METHODOLOGY AND APPROACH</b> <ul style="list-style-type: none"> <li>Quality of the proposed approach and methodology.</li> <li>Suitability: To what extent the methodology is designed in response to the needs of the ToR.</li> <li>Quality of proposed implementation plan (how will the applicant undertake each task).</li> </ul>  | <b>(25)</b> |
| 3                  | <b>RISK MANAGEMENT</b> <ul style="list-style-type: none"> <li>Risk assessment - recognition of the risks/peripheral problems and methods to prevent and manage risks/peripheral problems.</li> </ul>  | <b>(10)</b> |
| 4                  | <b>ASSESSMENT TEAM QUALIFICATIONS</b> <ul style="list-style-type: none"> <li>A cover note with the name and contact details of the applicant(s)</li> <li>CVs reflecting professional experience with similar projects, contracts, clients and consulting assignments.</li> <li>How each individual team member will contribute towards the needs of the assessment and what value each applicant brings to the team.</li> </ul> | <b>(20)</b> |
| <b>Total Marks</b> |   | <b>70</b>   |

Name of authorized representative: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Company/Firm Name: \_\_\_\_\_

Company Postal Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature/Stamp: \_\_\_\_\_

Date: \_\_\_\_\_