



## **EVALUATION CRITERIA:**

THIS PART TENDS TO CLARIFY ACTED SELECTION METHODOLOGY BY SHOWING THE DIFFERENT CRITERIA OF SELECTION. THE TENDER ANALYSIS WILL FOLLOW A "DOUBLE ENVELOPE METHOD"; ALL TECHNICAL OFFERS WILL BE SENT ALONG TO THE TECHNICAL REFERENT AND WILL BE MARKED OVER A TOTAL OF 100 POINTS. THEN SUPPLIER WILL BE AWARDED A SCORING BASED ON THE ORDER OF PRICE WITHIN THE MARKET, ACCORDING TO FOLLOWING CALCULATION : LEAST EXPENSIVE BIDDER WILL RECEIVE 100 POINTS AND ALL OTHER BIDDERS WILL BE SCORED PROPORTIONALLY.

THE SUPPLIER SCORING THE BEST SCORE ON TECHNICAL AND FINANCIAL OFFER WILL BE AWARDED WITH A CONTRACT. PLEASE NOTE THAT THE SCORING SCALE WILL NOT BE COMMUNICATE BEFORE FINAL SELECTION, BUT COULD BE REQUESTED AT CONTRACT AWARDED STAGE.

Selection criteria	Description	Supporting documentation/Means of verification	Maximum points
<b>Technical Offer (weigh score - 70%)</b>			<b>100</b>
Language skills	<ul style="list-style-type: none"> <li>English is a must.</li> <li>Arabic /Kurdish is plus.</li> </ul>	N/A	5
Education Background	<ul style="list-style-type: none"> <li>An advanced university degree (master's or higher) in shelter, Architecture, civil / environmental engineering or relevant field.</li> <li>CV of all the allocated staff to be involved in the assignment.</li> </ul>	<ul style="list-style-type: none"> <li>University certificate</li> <li>CVs</li> </ul>	10
Expression of Interest	<ul style="list-style-type: none"> <li>Clear and concise justification of why the consultant / firm is qualified for the role.</li> <li>Express an understanding of the context.</li> <li>Indicate critical analysis of the ToR, countering where necessary and mentioning the limitations of the approach.</li> </ul>	<ul style="list-style-type: none"> <li>Showcasing thorough understanding of the ToR by providing a document of maximum two pages as per the details mentioned in description. (on applicants' own template)</li> </ul>	5
Related Experience	<ul style="list-style-type: none"> <li>5+ years of general experience.</li> <li>Number and type of similar previous experience in shelter and guidance development or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Description of at least 3 relevant examples of relevant projects implemented in the past 5-10 years, preferably in the Middle East.</li> <li>Documents proving related experience (previous contracts, completion certificates, Final reports, Samples of work done in low-profile context, Samples of MENA context analysis, Samples of previously facilitated trainings and workshops etc.) shall be submitted when applying to this tender.</li> </ul>	25
Method statement	<ul style="list-style-type: none"> <li>Refer to Annex A – Methodology Requirements for more details.</li> <li>Minimum of 5 pages explaining the Method statement.</li> </ul>	<ul style="list-style-type: none"> <li>A document with minimum of 5 pages<sup>2</sup> shall be submitted when applying to this tender.</li> <li>This document shall provide explanation and justification of the methods to be deployed. (on applicants' own template)</li> </ul>	30
Work plan	<ul style="list-style-type: none"> <li>Each deliverable is represented in the work plan.</li> <li>adherence to the timeline of the project (or an accepted justification to exceed 3 months).</li> <li>A detailed timeline of the consultancy, including key milestones and deliverables.</li> </ul>	<ul style="list-style-type: none"> <li>The work plan shall be provided by the applicants when applying to this tender. (on applicants' own template)</li> </ul>	20

<sup>2</sup> 5 pages does not include the work plan.



	<p>The timeline is expected to show if the consultant will be available in-person or remotely to achieve the related task.</p> <ul style="list-style-type: none"><li>• Where the duration will exceed 6 months, a strong justification must be provided.</li></ul>		
Reference	<ul style="list-style-type: none"><li>• Contact details of a relevant reference is provided.</li></ul>	<ul style="list-style-type: none"><li>• At least one referee for whom the consultant/s have carried out similar work/service (stating the organization, assignment undertaken, contract amount, date and duration, contact person's name, email address and contact number). (on applicants' own template)</li></ul>	5
<b>Financial Offer (weigh score - 30%)</b>			<b>100</b>
Total price	<ul style="list-style-type: none"><li>• The consultant/firm should indicate the total consultancy fees for the entire scope of work, based on each the deliverable. The financial bid should therefore be broken down according to the specific deliverables.</li></ul>	<ul style="list-style-type: none"><li>• Signed (and stamped if the applicant is a company) Financial Offer (Acted's template).</li></ul>	100

### **Cancellation of the tender procedure:**

In the event of a tender procedure being canceled, bidders will be notified by the organization.

Cancellation may occur where:

- The tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has not been received or there has been no response at all;
- The economic or technical parameters of the project have been fundamentally altered;
- Exceptional circumstances or force majeure render normal performance of the project impossible;
- All technically compliant tenders exceed the financial resources available.
- There have been irregularities in the procedure, in particular where these have prevented fair competition.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature & Stamp: \_\_\_\_\_ Date: \_\_\_\_\_