

Annex 3 - Evaluation Criteria

A. Evaluation of the Proposal

1. The proposals will be evaluated in a three-stage procedure, starting with administrative compliance to ensure the proposals includes all necessary required documents and is duly signed by the authorized representative. Evaluation of the technical proposal will follow and will be completed prior to any financial proposal being opened and evaluated. The financial proposal will be considered only if the submissions fulfil the minimum technical requirements.

B. Acceptance of Submissions

The Tenderer is expected to adhere to the requirements for submitting a proposal. If the proposal fails to comply, it shall be disqualified from further consideration as part of this evaluation. In particular:

- Full compliance with the formal requirements for submitting a proposal
- Submission of all requested documentation
- **Acceptance of the GCF Model contract** – Where the Tenderer notes issues, these must be raised as part of the technical proposal for consideration during the evaluation

The Technical Proposal shall include:

- A brief description, including ownership details, date, and place of incorporation of the Firm, objectives of the Firm, partnerships, qualifications, certificates, etc.;
- Details to demonstrate vast experience in working with similar large funding institutions, multilateral or international organizations similar to GCF;
- Demonstration of the Firm's deep understanding of the Fund, its mandate and business model; and
- Proposed training curriculum, approach and methodology that would be in line with the terms of references (TOR);

C. Evaluation of Technical Proposal

A reviewing committee shall be established by GCF to evaluate each technical proposal. The technical evaluation shall include the following steps:

- (i) Evaluation Criteria (Scored Criteria):

The technical proposal will be evaluated individually based on its responsiveness to the technical requirements and assessed and scored according to the evaluation criteria below and as per scores in the table.

Category		Maximum Sub-Score	Maximum Score
1.0 Organisational Profile			60
1.1	Overall organisational capability and track record with international organisations, in particular to undertake PIRs or integrity project audit/review. <u>Qualifications of the Firm</u> a) At least 10 years of relevant experience; b) Proven track record in working with international public, private, and multilateral organisations;	30	

Category		Maximum Sub-Score	Maximum Score
	<p>c) Demonstrated availability of key individuals with applicable skills to provide the requested services;</p> <p>d) Must have quality assurance systems in place and be ISO-certified;</p> <p>e) Demonstrated global and regional presence and capabilities; and</p> <p>f) Must have adequate insurance policies for its workforce.</p>		
1.2	<p>Organisational capacity in terms of professional resources available, turnover, and country presence.</p> <p><u>General Organisational Capability</u></p> <p>(Can likely affect the implementation of the project)</p> <p>a. Financial Stability (Financial Statements for the last 3 years);</p> <p>b. Organisation Structure and Age/Size of the Firm;</p> <p>c. Project Management Capabilities; and</p> <p>d. Existing Quality Assurance Systems.</p> <p><i>Firms must provide relevant supporting documents as applicable.</i></p>	30	
2.0 Expertise and Experience on Activities and Deliverables			40
2.1	<p>Proposed methodology and approach.</p> <p><i>With reference to the Terms of Reference, the Bidder is required to propose its methodology and approach on how it will provide good quality and timely services to GCF. To what degree does the Bidder understand the required tasks and the nature and context of GCF's integrity function? Is the Bidder's presentation clear; are the sequence of activities and the planning logical and realistic, and do they promise efficient completion of the assignments?</i></p>	25	
2.2	<p>Proven expertise and experience of the team proposed in the bid.</p> <p><u>Qualifications of the Team</u></p> <p>Advanced university degree in the field of specialisation;</p> <p>a) A minimum seven years of relevant professional experience in the areas related to the field of specialisation and in roles such as a consultant, researcher, or full-time employee of an organisation;</p>	15	

Category	Maximum Sub-Score	Maximum Score
b) Experience of working with international organisations on integrity project audit/review is an advantage; c) Ability to use independent and sound judgment and to manage and impart confidential information; d) Strong objective, critical, and analytical skills, and the ability to analyse, evaluate, summarise, and effectively present data; e) Demonstrated capacity to provide concise, to-the-point, and thorough reports of assessments, recommendations, and reviews; f) Capacity to work effectively with a range of stakeholders including in the private sector, governments, and NGOs; g) Ability to work independently and under pressure with a high level of accuracy and attention to detail; h) Highly developed cultural and gender sensitivity in communicating with all levels of staff, stakeholders, and external clients, both orally and in writing; and i) Language proficiency in English and a local language is essential.		
TOTAL TECHNICAL SCORE		100

Technical proposals that score at least 75% out of 100 points will be considered qualified for the financial proposal review. Any proposal less than that will be disqualified from proceeding to the next step.

D. Evaluation of Financial Proposal

- The Financial Proposal of all tenderers who have attained the minimum score in the technical evaluation will be evaluated subsequently. The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.
- The formula for determining the financial scores (Sf) of all other Proposals is calculated as follows: $Sf = 100 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" is the price of the proposal under consideration.

E. Consolidated Evaluation

- The weights given to the Technical (T) and Financial (P) Proposals are: $T = 0.70$, and $P = 0.30$
- Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights ($T =$ the weight given to the Technical Proposal; $P =$ the weight given to the Financial Proposal; $T + P = 1$) as following: $S = St \times T\% + Sf \times P\%$.
- The Tenderer who achieves the highest combined technical and financial score will be invited for contract negotiations, or GCF may contract award.

F. Award of Tender/Contract

The contract award will be made to the responsive Tenderer that achieves the highest combined technical and financial score, and if necessary, followed by negotiation of an acceptable contract. The GCF reserves the right to conduct negotiations with the Tenderer regarding the contents of their offer. The contract award will be in effect only after acceptance by the selected Tenderer of the contractual terms and conditions and the technical requirements.