**Section 5. Technical Evaluation Criteria**

|  |  |  |
| --- | --- | --- |
| Summary of Technical Proposal Evaluation Forms | | Points Obtainable |
| 1. | Bidder’s Qualification, Capacity and Experience | 300 |
| 2. | Proposed Methodology, Approach and Implementation Plan | 300 |
| 3. | Management Structure and Key Personnel | 400 |
|  | **Total** | **1000** |

|  |  |  |
| --- | --- | --- |
| **Section 1. Bidder’s Qualification, Capacity and Experience** | | **Points Obtainable** |
| 1.1 | Reputation of Organization and/or Staff Credibility / Reliability | 80 |
| 1.2 | General Organizational Capability which is likely to affect implementation   * Financial stability * Age/size of the firm * Strength of project management support * Project management controls * Reputation of the organization and staff (competency) | 70 |
| 1.3 | Track record of conducting similar training activities to farmers or their organizations, ideally in Sudan in the field of pre-finance management, book keeping and savings and principles of marketing. | 40 |
| 1.4 | 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.) | 10 |
| 1.5 | Relevance of:   * Specialized knowledge in designing and implementing of trainings, efficiency of service delivery and capacity building. **(50 points).** * Experience in adapting an innovative training method that maintain conducive training environment for the key participants **(50 Points).** | 100 |
| **Total Section 1** | | **300** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 2. Proposed Methodology, Approach and Implementation Plan** | | | **Points Obtainable** |
| **2.1** | To what degree does the Proposer understand the task?  [Ability to understand the whole context of the RFP] | | 100 |
| **2.2** | Have the important aspects of the task been addressed in sufficient details?  [Proposal’s alignment with specific purpose of the TOR for the training institution to be able to delivery required milestones] | | 100 |
| **2.3** | Is the scope of task well defined and does it correspond to the TOR?  [How the proposed training program properly reflecting the scope of task and deliverables] | | 50 |
| **2.4** | Is the presented proposal clear, proposed training sessions are logical, realistic and promise added value to the project? | | 50 |
| **Total Section 2** | | | **300** |
| **Section 3. Management Structure and Key Personnel** | | | **Points Obtainable** |
| 3.1 | Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services? |  | 50 |
| **3.2** | **Qualifications of Key Personnel Proposed** |  |  |
| 3.2 a | Lead Facilitator |  | 100 |
|  | Education Qualification | 20 |  |
| General Experience (at least 5 years professional expereince in the area of specialization) | 25 |
| Demonstrated knowledge in the area of TOT capacity building programs. | 20 |
| Team Leading and Training Management Experience | 25 |
| Language qualification and reporting | 10 |
| 3.2 b | **Qualifications of Team Members (2 Members)** |  | 250 |
|  | Education Qualification | 40 |  |
| General experience (at least 3 years’ experience in the area of specializations) | 60 |
| Professional experience in the area of conducting TOT training programs and well experience in providing training workshop plans. | 100 |
| Excellency on training facilitation skills through adoption of an innovative method | 30 |
|  | Language qualification and reporting | 20 |  |
| **Total Section 3** | | | **400** |

**Section 6. Technical Proposal Submission Forms**

**Form A: Technical Proposal Submission Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Bidder:** | **[Insert Name of Bidder]** | **Date:** | **Select date** |
| **RFP reference:** | **[Insert RFP Reference Number]** | | |

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal.

We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

1. Is not under procurement prohibition by the Project, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists.
2. Have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Agencies or the European Union or the World Bank Group or any other International Organization;
3. Have no conflict of interest in accordance with Instruction to Consultants Clause 4;
4. Do not employ, or anticipate employing, any person(s) who is, or has been a Project Staff Member within the last year.
5. Have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
6. Undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the SGAVC or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the SGAVC.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the SSGASS. We offer to provide services in conformity with the Bidding Documents, including the SGAVC General Conditions of Contract and in accordance with the Terms of Reference.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should SSGASS accept this Proposal.

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

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Stamp with official stamp of the Bidder*]

**Form B: Technical Proposal Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

The Bidder’s proposal should be organized to follow this format of Technical Proposal.

**SECTION 1: Bidder’s Qualification, Capacity and Experiance**

* 1. Brief description including the types of activities undertaken.
  2. General capability which is likely to affect implementation: management structure, financial stability, project management controls, extent to which any work would be subcontracted (if so, provide details).
  3. Relevance of specialized knowledge and experience on similar engagements done in the region/country.
  4. Quality assurance brief procedures and risk mitigation measures.
  5. Consultant’s commitment to sustainability.

**SECTION 2: Proposed Methodology, Approach and Implementation Plan**

All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

* 1. A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.
  2. Details how the different service elements shall be organized, controlled and delivered.
  3. The methodology shall also include details of the Bidder’s internal technical and quality assurance review mechanisms.
  4. Explain whether any work would be sub-contracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
  5. Description of available performance assessment and evaluation mechanisms and tools, and how they shall be adopted and used for a specific requirement.
  6. Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
  7. Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
  8. Any other comments or information regarding the project approach and methodology that will be adopted.

**SECTION 3: Management Structure and Key Personnel**

* 1. Describe the overall management approach toward planning and implementing the project. For the management of the project describing the relationship of key positions and designations.
  2. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
  3. Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

**Section 7. Financial Proposal Submission Forms**

**Form C: Financial Proposal Submission Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Bidder:** | **[Insert Name of Bidder]** | **Date:** | **Select date** |
| **RFP reference:** | **[Insert RFP Reference Number]** | | |

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[*Stamp with official stamp of the Bidder if*]

**Form D: Financial Proposal Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Bidder:** | **[Insert Name of Bidder]** | **Date:** | **Select date** |
| **RFP reference:** | **[Insert RFP Reference Number]** | | |

**The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Consultants.**

**Any Financial information provided in the Technical Proposal shall lead to Bidder’s disqualification.**

**The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder’s Technical Proposal.**

**Currency of the Proposal: SDG**

**Table 1: Breakdown of Professional Fees:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position**  **(*As per the proposed structure to SGAVC RFP*)** | **Professional Fee Rate** | **No. of Days** | **Total Amount** |
| ***A*** | ***B*** | ***C=A+B*** |
|  | Lead Facilitator |  |  |  |
|  | Financial Management Specialist |  |  |  |
|  | Procurement and Technical Management Specialist |  |  |  |
| **Subtotal Professional Fees:** | | | |  |
| **Note:**  1) \*Number of man-days proposed for the experts must be realistic in accordance with the RFP requirements.  2) \*Bidders must propose (indicate) the names of the experts in the financial proposal in clear state in the above form. | | | | |

**Table 2: Other Costs (Specify):**

|  |  |  |
| --- | --- | --- |
| **Particular** | **Heading/Calculative** | **Amount(s)** |
|  |  |  |
|  |  |  |
| **TOTAL AMOUNT** |  |  |

**Table 3: Summary of Overall Prices:**

|  |  |
| --- | --- |
| **Cost Headings:** | **Amount(s)** |
| Professional Fees (from Table 1) |  |
| Other Costs (from Table 2) |  |
| **TOTAL AMOUNT (Financial Proposal)** |  |

**Section 8. Management of Key Personnel Forms**

**Form I: CVs of Proposed Key Personnel (Lead Facilitator)**

|  |  |
| --- | --- |
| **Name of Personnel** | **[Insert]** |
| **Position for this assignment** | **[Insert]** |
| **Nationality** | **[Insert]** |
| **Language proficiency** | **[Insert]** |
| **Education/ Qualifications** | ***[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]*** |
| **[Insert]** |
| **Professional certifications** | ***[Provide details of professional certifications relevant to the scope of services]*** |
| * **Name of institution: [Insert]** * **Date of certification: [Insert]** |
| **Employment Record/ Experience** | ***[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]*** |
| **[Insert]** |
| **References** | ***[Provide names, addresses, phone and email contact information for two (2) references]*** |
| **Reference 1:**  **[Insert]**  **Reference 2:**  **[Insert]** |

**I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_**

**Signature of Personnel Date (Day/Month/Year)**

**Form 2: CV of Proposed Key Personnel (Financial Management Specialist)**

|  |  |
| --- | --- |
| **Name of Personnel** | **[Insert]** |
| **Position for this assignment** | **[Insert]** |
| **Nationality** | **[Insert]** |
| **Language proficiency** | **[Insert]** |
| **Education/ Qualifications** | ***[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]*** |
| **[Insert]** |
| **Professional certifications** | ***[Provide details of professional certifications relevant to the scope of services]*** |
| * **Name of institution: [Insert]** * **Date of certification: [Insert]** |
| **Employment Record/ Experience** | ***[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]*** |
| **[Insert]** |
| **References** | ***[Provide names, addresses, phone and email contact information for two (2) references]*** |
| **Reference 1:**  **[Insert]**  **Reference 2:**  **[Insert]** |

**I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_**

**Signature of Personnel Date (Day/Month/Year)**

**Form 3: CV of Proposed Key Personnel (Procurement and Financial Specialist)**

|  |  |
| --- | --- |
| **Name of Personnel** | **[Insert]** |
| **Position for this assignment** | **[Insert]** |
| **Nationality** | **[Insert]** |
| **Language proficiency** | **[Insert]** |
| **Education/ Qualifications** | ***[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]*** |
| **[Insert]** |
| **Professional certifications** | ***[Provide details of professional certifications relevant to the scope of services]*** |
| * **Name of institution: [Insert]** * **Date of certification: [Insert]** |
| **Employment Record/ Experience** | ***[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]*** |
| **[Insert]** |
| **References** | ***[Provide names, addresses, phone and email contact information for two (2) references]*** |
| **Reference 1:**  **[Insert]**  **Reference 2:**  **[Insert]** |

**I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_**

**Signature of Personnel Date (Day/Month/Year)**

**Section 9. Previous Relevant Experience**

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company, or was one of the Consortium/JV partners.

Assignments completed by the Bidder’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so, requested by SSGASS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Training Name** | **Client & Reference Contact Details** | **Contract Value** | **Period of Activity and status** | **Types of Activities Undertaken** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

***Bidders may also attach their own Project Data Sheets with more details for assignments above.***

**Attach applicable copies of the financial statements/balance sheets, including all related notes, and income statements for the years required above complying with the following condition (if):**

* 1. May reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
  2. Historic financial statements may be audited by a certified public accountant;
  3. Historic financial statements may correspond to accounting periods already completed and audited.