Request for Proposals

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| 1. Letter of Invitation (LOI) |  |
| * 1. Client (Ministry) |  |
| * 1. Policy target (sdg-code) |  |
| * 1. Assignment title |  |
| 1. Instructions to Consultants |  |
| 1. Datasheet | Evaluation criteria: Consultant (as a firm) experience (max 10); Methodology, and work plan (max 40); Key Experts’ competence (max 45); Participation by nationals (max 5); Min 75 to pass |
| 1. Terms of Reference (TOR) | TOR should not be too detailed and inflexible, so that competing consultants may propose their own methodology and staffing. Firms shall be encouraged to comment on the TOR in their proposals |
| * 1. Background |  |
| * 1. Objectives |  |
| * 1. Goals |  |
| * 1. Scope |  |
| * 1. Services |  |
| * 1. Expected outputs /deliverables |  |
| * 1. Estimated total costs of contract |  |
| 1. Proposed type of contract |  |

Technical Proposal

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| 1. Submission form |  |
| * 1. Client (Ministry) |  |
| * 1. Policy (SDG-target) |  |
| * 1. Assignment title |  |
| * 1. Name of consultant |  |
| 1. Consultant |  |
| * 1. Organization |  |
| * 1. Experience |  |
| 1. Comments or Suggestions |  |
| * 1. On TOR |  |
| * 1. On counterpart |  |
| 1. Description |  |
| * 1. Technical approach and methodology |  |
| * 1. Work plan |  |
| * 1. Organization and staffing |  |
| 1. Work Schedule and Planning for Deliverables | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Deliverables | M 1 | M 2 | M 3 | M 4 | M 5 | M 6 | M 7 | M 8 | M 9 | | D1 |  |  |  |  |  |  |  |  |  | | D2 |  |  |  |  |  |  |  |  |  | | D3 |  |  |  |  |  |  |  |  |  | |
| 1. Team |  |
| * 1. Team composition | |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | No. | Name | Position | D1 Home | D1 Field | D2 Home | D2 Field | D3 Home | D3 Field | Total Home | Total Field | | K1 |  |  |  |  |  |  |  |  |  |  | | K2 |  |  |  |  |  |  |  |  |  |  | | K3 |  |  |  |  |  |  |  |  |  |  | | N1 |  |  |  |  |  |  |  |  |  |  | | N2 |  |  |  |  |  |  |  |  |  |  | | N3 |  |  |  |  |  |  |  |  |  |  | |
| * 1. Attached C.V. |  |

Financial Proposal

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| 1. Submission form |  |
| * 1. Client (Ministry) |  |
| * 1. Policy (SDG-target) |  |
| * 1. Assignment title |  |
| * 1. Name of consultant |  |
| * 1. Total cost |  |
| 1. Summary of costs |  |
| * 1. Remuneration |  |
| * 1. Reimbursables |  |
| * 1. Total cost |  |
| 1. Breakdown of remuneration |  |
| * 1. Key experts | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | No. | Name | Position | Remuneration rate home pd | Remuneration rate field pd | Person days home | Person days field | Total | | K1 |  |  |  |  |  |  |  | | K2 |  |  |  |  |  |  |  | | K3 |  |  |  |  |  |  |  | |
| * 1. Non-key experts | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | No. | Name | Position | Remuneration rate home pd | Remuneration rate field pd | Person days home | Person days field | Total | | N1 |  |  |  |  |  |  |  | | N2 |  |  |  |  |  |  |  | | N3 |  |  |  |  |  |  |  | |
| * 1. Total remuneration | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | No. | Name | Position | Remuneration rate home pd | Remuneration rate field pd | Person days home | Person days field | Total | | Total |  |  |  |  |  |  |  | |
| 1. Reimbursable expenses | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | No. | Type | Unit | Unit cost | Quantity | Total | | 1 |  |  |  |  |  | | 2 |  |  |  |  |  | | 3 |  |  |  |  |  | | Total |  |  |  |  |  | |

Technical Proposal Evaluation

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| 1. Submission form |  |
| * 1. Client (Ministry) |  |
| * 1. Policy (SDG-target) |  |
| * 1. Assignment title |  |
| * 1. Name of consultant |  |
| * 1. Name of Bank |  |
| 1. Evaluation |  |
| * 1. Consultant | Specific experience of the Consultant (as a firm) relevant to the Assignment |
|  | |  |  |  | | --- | --- | --- | | Description | Max | Actual | | Total | 10 |  | |
| * 1. Quality | Adequacy and quality of the proposed methodology, and work plan, including level of detail, in responding to the Terms of Reference |
|  | |  |  |  | | --- | --- | --- | | Description | Max | Actual | | a. methodology | 15 |  | | b. work plan and level of detail in respons to TOR | 20 |  | | c. organization and staffing (overall team composition) | 5 |  | | Total | 40 |  | |
| * 1. Key expert | Key Experts’ qualifications and competence for the Assignment |
|  | |  |  |  | | --- | --- | --- | | Description | Max | Actual | | Max. scores for key experts: 1) general education, training, experience: 1,5; 2) adequacy for assignment: 12; 3) relevant experience in region: 1,5; total: 15 | - |  | | Key expert 1 | 15 |  | | Key expert 2 | 15 |  | | Key expert 3 | 15 |  | | Total | 45 |  | |
| * 1. Nationals | Participation by nationals among proposed Key Experts |
|  | |  |  |  | | --- | --- | --- | | Description | Max | Actual | | Total | 5 |  | |
| * 1. Total | Pass = 75 |
|  | |  |  |  | | --- | --- | --- | | Description | Max | Actual | | Total | 100 |  | |