

**Annex B – Technical Proposal R1\* (60% - 600 points)**

**PART 1 – Proposal Narrative**

**Note:** Bidders may use their own form for the technical proposal narrative, however the order of information provided should correspond to the order of information that is requested in this form. Additionally, all pages must be dated, signed, and stamped.

<b>0. <u>PASS/FAIL CRITERIA MANDATORY</u></b>		
A	<u>Experience in the humanitarian sector</u>  <b>Reference letter or Proof of project completion</b> for preferably similar evaluation processes in the humanitarian sector with UN/NGO/INGO/Government in the last three years	Pass/Fail Criteria
B	<u>Company Registration Documentation</u> <ul style="list-style-type: none"> <li>- <b>Audited financial statements</b> of the company for the past three (3) years</li> <li>- Certified copy of the <b>certificate of registration</b> in the country with a foundation year min 3 years before the tender deadline</li> <li>- Document(s) for <b>registration of the company with the national tax services</b></li> <li>- Compliance with industry regulations for data collection</li> </ul>	Pass/Fail Criteria
C	<b>Vendor Registration Form</b> (filled entirely, signed with company stamp) ( <b>Annex D</b> )	Pass/Fail Criteria
D	<b>General Conditions of Contract</b> - Contracts for the Provision of Goods and Services (signed with stamp on each page) ( <b>Annex E</b> )	Pass/Fail Criteria
E	<b>Data Protection Agreement</b> (signed / Specify in the comments section if your company will need to share confidential data with any subcontractors) ( <b>Annex F</b> )	Pass/Fail Criteria
F	<b>Supplier Code of Conduct</b> - signed with stamp on each page ( <b>Annex G</b> )	Pass/Fail Criteria
G	Vendor certifies its particular commitment to <b>paragraph 11 of the Supplier Code of Conduct (Annex G)</b> not to engage in 'Harassment, Harsh or Inhumane Treatment', of its staff members <b>nor of Persons of Concern</b> approaching the vendors as customers/recipients of their services.	Pass/Fail Criteria
H	<b>Nationwide coverage (Mexico)</b> for the all services required and described in the Terms of Reference <b>Annex A</b>	Pass/Fail Criteria

## Technical Evaluation Criteria Points

### CRITERIA AGAINST SCORING

<b>1. Company overview and experience (120 points total, sub-scoring listed below)</b>	
<b>a) Overview of the company and its years of experience (40 points)</b>	<b>Description:</b> - Years of experience for scope of service requested i.e., assessments, reports, documents (25points) - Diversity of previous clients (government/INGO-NGO/UN) 15 points
<b>b) List of the services that can be provided by the company and capacity to ensure that the services can be delivered in the requested as specified in ToR (40 points)</b>	<b>Description:</b> - List of services confirmed that can be offered as per ToRs (8 points /service)
<b>c) Quality of the proposed personnel deployed to the implementation service (supported with CVs) (40 points)</b>	<b>Description:</b> - Number of staff offered for the project with below criteria (30 points): <ul style="list-style-type: none"> <li>- Educational background from any of the following technical disciplines: Public policy, Data Science, Statistics, Economics</li> <li>- Min. 3 years of work experience in any of the requested services</li> </ul> - Number of different disciplines covered by staff proposed (10 points)
<b>2. Proposed project implementation (240 points total, sub-scoring listed below, with use of advanced data analysis tools is mandatory and set as pass or fail)</b>	
<b>a) Resources proposed for desk and field research (70 points)</b>	<b>Description:</b> - Proposed research tools to conduct the work (35 points) <ul style="list-style-type: none"> <li>- Data analysis tools (R studio, Jupyter Notebook, Anaconda, Excel with Macros, Orange, Dataiku or equivalent) (<i>The use of one of these tools is mandatory for the proposal to pass</i>)</li> <li>- Data visualization tools (Tableau, PowerBi, Plotly, C3, or equivalent) (25 points)</li> <li>- Data collection tools (Kobo Toolbox, XLS forms, SurveyMonkey, Enketo) (5 points)</li> </ul> - Degree of Analysis Reproducibility proposed (40 points) <ul style="list-style-type: none"> <li>- List of conditions that can be offered for reproducible research (Publication, Code, Data, Linked and executable code with data (code repository) -10 points per condition-)</li> </ul>
<b>b) Proposed methodology and approach for the requested services (70 points)</b>	<b>Description:</b> - Level of detail of the methodological framework proposed (50 points) <ul style="list-style-type: none"> <li>- Describe the resources (inputs) needed for the evaluation, including staff and budget (25 points)</li> <li>- Detail the actions to be taken or work to be performed to convert (inputs) into outputs (25 points).</li> </ul>

Date:

Signature:

Company stamp

	- Determine how to demonstrate if the evaluation goals are met. (20 points).
<b>c) Capacity to conduct required services (detail if sub-contractors would be used) (100 points)</b>	<b>Description:</b> - Demonstrate availability of required staff to implement the required services under direct contractual arrangements (100 points) / with sub-contractors (50 points)
<b>3. Project launch and implementation: proposals with more than &gt;4 months to start implementation will not be considered and the proposal will fail. (120 points total, sub-scoring listed below)</b>	
<b>a) Details on the time required for the preparation and launch of the project, a detailed timeline of implementation milestones, listing of the responsibilities for all involved parties (90 points)</b>	<b>Description:</b> - Define the time and scope for the preparation and launch of the project (35 points). - Detail a timeline/schedule of implementation milestones (35 points). - Describe the roles and responsibilities of the research team during the project, as per the CVs provided under the point 1.C with UNHCR's consent required for any changes during contract period (20 points)
<b>b) Any risks foreseen with the implementation of this project and potential mitigating measures (30 points)</b>	<b>Description:</b> - Present a detailed risk management plan for the services offered with other adequate mitigating measures. (30 points)
<b>4. Monitoring and Reporting (120 points total, sub-scoring listed below)</b>	
<b>a) Availability of a monitoring scheme and reporting mechanism (60 points)</b>	<b>Description:</b> - Propose a monitoring scheme to ensure deliverables as per timeline and schedule of implementation milestones indicated under point 3.A (30 points) - Indicates a control system for reporting quality assurance (30 points)
<b>b) Reporting writing and language skills, reporting template and visuals for each of the service lots requested (60 points)</b>	<b>Description:</b> - Propose English proofreading for reporting in line with the <a href="#">UNHCR Style Companion</a> (20 points) - Demonstrate the ability to present complex information in a simple, succinct manner for executive summaries and two-pager handouts (20 points). - Present examples of the quality of the design of visuals and charts in line with the <a href="#">UNHCR Data Visualization Guidelines</a> . (10 points) - Propose KPI dashboards in data visualization tools interactive reporting on CBI implementation (e.g., Power BI, Tableau, Plotly, D3) for (10 points).

**\*Revision 1 (R1)**

**Rephrasing of the concept number 3:**

**Before: 3. Project launch and implementation: more than >4 months for implementation will not be scored zero (120 points total, sub-scoring listed below)**

**Now: 3. Project launch and implementation: proposals with more than >4 months to start implementation will not be considered and the proposal will fail. (120 points total, sub-scoring listed below)**

**END PART 1**

Date:

Signature:

Company stamp