

Assessment grid for the technical evaluation of tenders for small-scale contracts (CV, concept + price)

| Organisational unit | | 1300 (Transparency, Integrity and Accountability) | | Project title | | | | | | | | Civil Society First Responder Guide Training | | Date | |
|--|--|---|------------------------------|---------------------------|------------------------------|---------------------------|------------------------------|---------------------------|------------------------------|---------------------------|------------------------------|--|------------------------------|------------------|--|
| Officer responsible for the commission | | | | | | | | | | | | PN | | 20.2106.1-001.00 | |
| Assessor | | | | | | | | | | | | Contract no. | | | |
| (1) Criterion | (2) Weighting in % | The Ethics Institute | | Enter tenderer 2 | | Enter tenderer 3 | | Enter tenderer 4 | | Enter tenderer 5 | | Enter tenderer 6 | | | |
| | | (3) Points (max.10) | (4) Assessment (2)x(3) | (3) Points (max.10) | (4) Assessment (2)x(3) | (3) Points (max.10) | (4) Assessment (2)x(3) | (3) Points (max.10) | (4) Assessment (2)x(3) | (3) Points (max.10) | (4) Assessment (2)x(3) | (3) Points (max.10) | (4) Assessment (2)x(3) | | |
| 1. Qualifications of proposed staff (as per the rules and criteria in the Terms of reference) | | | | | | | | | | | | | | | |
| 1.1 | Expert 1: | | | | | | | | | | | | | | |
| 1.1.1 | General qualifications | | | | | | | | | | | | | | |
| | - Education | 15 | | | | | | | | | | | | | |
| | - Professional experience | 15 | | | | | | | | | | | | | |
| 1.1.2 | Experience in the region/knowledge of the country | 5 | | | | | | | | | | | | | |
| 1.1.3 | Language skills | | | | | | | | | | | | | | |
| | English | 0 | | | | | | | | | | | | | |
| Subtotal for 1.1 | | 35 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 1.2 | Expert 2: | | | | | | | | | | | | | | |
| 1.2.1 | General qualifications | | | | | | | | | | | | | | |
| | - Education | 10 | | | | | | | | | | | | | |
| | - Professional experience | 10 | | | | | | | | | | | | | |
| 1.2.2 | Experience in the region/knowledge of the country | 5 | | | | | | | | | | | | | |
| 1.2.3 | Language skills | | | | | | | | | | | | | | |
| | Enter languages | 0 | | | | | | | | | | | | | |
| Subtotal for 1.2 | | 25 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Total for section 1 | | 60 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 2. Appropriateness of the proposed concept (according to the rules and criteria in the Terms of Reference) | | | | | | | | | | | | | | | |
| 2.1 | Understanding of the purpose and audience of the Guide | 10 | | | | | | | | | | | | | |
| 2.2 | Comprehensive understanding of the Guide's content | 10 | | | | | | | | | | | | | |
| 2.3 | Clear concept for division of Guide into modules | 10 | | | | | | | | | | | | | |
| 2.4 | Clearly articulated concept on content of the Course | 10 | | | | | | | | | | | | | |
| 2.5 | Content and Train the Trainer Guide | | | | | | | | | | | | | | |
| Total for section 2 | | 40 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Technical assessment | | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Technical assessment in % | | | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | |
| 3. Total for financial assessment | | | | | | | | | | | | | | | |
| Overall assessment in % | | | | | | | | | | | | | | | |
| = (assessment score for the concept / highest score for the concept) x 35 % + (assessment score for qualifications of staff : highest score for qualifications of staff) x 35 % + (lowest financial bid - tenderer's financial bid) x 30 % | | | | | | | | | | | | | | | |
| Specific advantages/risks (see supplementary sheet) | | | | | | | | | | | | | | | |
| Rank | | | | | | | | | | | | | | | |

I hereby declare that I have carried out this assessment independently and to the best of my knowledge and belief. I will keep the data confidential and will not pass on any information regarding the current assessment procedure.

Date, full first and last name, function, OU