

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



| Organisational unit   |  | 1300                      |                              | Project title             |                              | Digital Skills for Jobs and Income, DS4JI |                              |                           |                              |                           |                              | Date                      |                              | 28.09.2023       |  |
|---|--|---------------------------|------------------------------|---------------------------|------------------------------|---|------------------------------|---------------------------|------------------------------|---------------------------|------------------------------|---------------------------|------------------------------|------------------|--|
| Officer responsible for the commission  |  |                           |                              |                           |                              |   |                              |                           |                              |                           |                              | PN                        |                              | 18.2132.1-001.00 |  |
| Assessor  |  |                           |                              |                           |                              |   |                              |                           |                              |                           |                              | Contract no.              |                              | 83453879         |  |
| (1)<br>Criterion  | (2)<br>Weighting in %  | Enter tenderer 1          |                              | Enter tenderer 2          |                              | Enter tenderer 3                          |                              | Enter tenderer 4          |                              | Enter tenderer 5          |                              | Enter tenderer 6          |                              |                  |  |
|   |  | (3)<br>Points<br>(max.10) | (4)<br>Assessment<br>(2)x(3) | (3)<br>Points<br>(max.10) | (4)<br>Assessment<br>(2)x(3) | (3)<br>Points<br>(max.10)                 | (4)<br>Assessment<br>(2)x(3) | (3)<br>Points<br>(max.10) | (4)<br>Assessment<br>(2)x(3) | (3)<br>Points<br>(max.10) | (4)<br>Assessment<br>(2)x(3) | (3)<br>Points<br>(max.10) | (4)<br>Assessment<br>(2)x(3) |                  |  |
| <b>1. Qualifications of proposed staff (as per the rules and criteria in the Terms of reference)</b>              |  |                           |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
| 1.1   | Expert 1:  |                           |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
| 1.1.1   | General qualifications   |                           |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
|   | - Education  | 8                         |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
|   | - Professional experience  | 10                        |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
| 1.1.2   | Experience in the region/knowledge of the country  | 5                         |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
| 1.1.3   | Language skills  |                           |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
|   | Enter languages  | 2                         |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
|   | <b>Subtotal for 1.1</b>  | <b>25</b>                 | <b>0</b>                     | <b>0</b>                  | <b>0</b>                     | <b>0</b>                                  | <b>0</b>                     | <b>0</b>                  | <b>0</b>                     | <b>0</b>                  | <b>0</b>                     | <b>0</b>                  | <b>0</b>                     |                  |  |
| 1.2   | Expert 2:  |                           |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
| 1.2.1   | General qualifications   |                           |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
|   | - Education  | 8                         |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
|   | - Professional experience  | 10                        |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
| 1.2.2   | Experience in the region/knowledge of the country  | 5                         |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
| 1.2.3   | Language skills  |                           |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
|   | Enter languages  | 2                         |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
|   | <b>Subtotal for 1.2</b>  | <b>25</b>                 | <b>0</b>                     | <b>0</b>                  | <b>0</b>                     | <b>0</b>                                  | <b>0</b>                     | <b>0</b>                  | <b>0</b>                     | <b>0</b>                  | <b>0</b>                     | <b>0</b>                  | <b>0</b>                     |                  |  |
| 1.3   | Expert 3:  |                           |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
| 1.3.1   | General qualifications   |                           |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
|   | - Education  |                           |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
|   | - Professional experience  |                           |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
| 1.3.2   | Experience in the region/knowledge of the country  |                           |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
| 1.3.3   | Language skills  |                           |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
|   | Enter languages  |                           |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
|   | <b>Subtotal for 1.3</b>  | <b>0</b>                  | <b>0</b>                     | <b>0</b>                  | <b>0</b>                     | <b>0</b>                                  | <b>0</b>                     | <b>0</b>                  | <b>0</b>                     | <b>0</b>                  | <b>0</b>                     | <b>0</b>                  | <b>0</b>                     |                  |  |
| 1.4   | Expert 4:  |                           |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
| 1.4.1   | General qualifications   |                           |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
|   | - Education  |                           |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
|   | - Professional experience  |                           |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
| 1.4.2   | Experience in the region/knowledge of the country  |                           |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
| 1.4.3   | Language skills  |                           |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
|   | Enter languages  |                           |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
|   | <b>Subtotal for 1.4</b>  | <b>0</b>                  | <b>0</b>                     | <b>0</b>                  | <b>0</b>                     | <b>0</b>                                  | <b>0</b>                     | <b>0</b>                  | <b>0</b>                     | <b>0</b>                  | <b>0</b>                     | <b>0</b>                  | <b>0</b>                     |                  |  |
| 1.5   | Expert 5:  |                           |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
| 1.5.1   | General qualifications   |                           |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
|   | - Education  |                           |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
|   | - Professional experience  |                           |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
| 1.5.2   | Experience in the region/knowledge of the country  |                           |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
| 1.5.3   | Language skills  |                           |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
|   | Enter languages  |                           |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
|   | <b>Subtotal for 1.5</b>  | <b>0</b>                  | <b>0</b>                     | <b>0</b>                  | <b>0</b>                     | <b>0</b>                                  | <b>0</b>                     | <b>0</b>                  | <b>0</b>                     | <b>0</b>                  | <b>0</b>                     | <b>0</b>                  | <b>0</b>                     |                  |  |
|   | <b>Total for section 1</b>   | <b>50</b>                 | <b>0</b>                     | <b>0</b>                  | <b>0</b>                     | <b>0</b>                                  | <b>0</b>                     | <b>0</b>                  | <b>0</b>                     | <b>0</b>                  | <b>0</b>                     | <b>0</b>                  | <b>0</b>                     |                  |  |
| <b>2. Appropriateness of the proposed concept (according to the rules and criteria in the Terms of Reference)</b> |  |                           |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
| 2.1   | Interpretation of the services, critical examination of tasks  | 20                        |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
| 2.2   | Presentation of workplan: milestones, schedule   | 20                        |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
| 2.3   | Approach and coordination with sub-committee   | 10                        |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
| 2.4   |  |                           |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
| 2.5   |  |                           |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
|   | <b>Total for section 2</b>   | <b>50</b>                 | <b>0</b>                     | <b>0</b>                  | <b>0</b>                     | <b>0</b>                                  | <b>0</b>                     | <b>0</b>                  | <b>0</b>                     | <b>0</b>                  | <b>0</b>                     | <b>0</b>                  | <b>0</b>                     |                  |  |
|   | <b>Technical assessment</b>  | <b>100</b>                | <b>0</b>                     | <b>0</b>                  | <b>0</b>                     | <b>0</b>                                  | <b>0</b>                     | <b>0</b>                  | <b>0</b>                     | <b>0</b>                  | <b>0</b>                     | <b>0</b>                  | <b>0</b>                     |                  |  |
|   | Technical assessment in %  |                           | 0.00%                        |                           | 0.00%                        |   | 0.00%                        |                           | 0.00%                        |                           | 0.00%                        |                           | 0.00%                        |                  |  |
|   | <b>Total for financial assessment</b>  |                           |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
| 3.  | <b>Overall assessment in %</b>   |                           |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
|   | = (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 % |                           |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
| <b>Specific advantages/risks (see supplementary sheet)</b>  |  |                           |                              |                           |                              |   |                              |                           |                              |                           |                              |                           |                              |                  |  |
|   | 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.

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Date, full first and last name, function, OU