LRPS-2020-9161255 Annex1

Technical Proposal Template

*(Please expand the form if needed)*

**Section A – Mandatory Response**

1. Please confirm your acceptance in applying the General Terms and Conditions of UNICEF’s contract for Institutional Services.

❑ Yes

1. Please confirm your acceptance in providing the deliverables as outlined in Terms of Reference Paragraph 18.

❑ Yes

**Section B – Technical Response Form**

| **No** | **Description** | **Remarks** | **Grading/ points** |
| --- | --- | --- | --- |
| 1. | **Contractor Corporate Profile, Capacity** (Please explain in detail and provide supporting documentation where applicable) | * **Please provide your company profile.**

Vendor may submit supporting documents such as (1) firm's history/profile, (2) Annual report (3) brochure, website organizational and management structure (not to exceed four pages in length).* **Please attach all valid certificate of incorporation, registration with government entity, and relevant certificate.**
* **Please describe your corporate strategy, focus and experience.**

Vendor may submit supporting documents such as (1) past, current and anticipated performance, and (2) its reputation, and the standing of its services. etc (not to exceed four pages in length).* **Please describe the number and qualifications of employees.**
 | **Yes/No****Yes/No****Yes/No****Yes/No** |
| 2. | **Experience and Qualifications****(Max 10 points)** | * Information on 5 or more similar evaluations having been undertaken by the company, institution or team of individuals going to be involved in this contract, ideally in Myanmar and preferably in South East Asia
* 5 or more recent and current contracts with similar agencies (UN, NGOs) using UNEG Norms and Standards
 | **5****5** |
| 3. | **Reference Check** | * **Please provide record of similar professional experience.**
* **Please provide name and contact details of three references, including the following information:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of project** | **Client** | **Contract Value** | **Period of activity** | **Types of activities undertaken** | **Status or Date Completed** | **References Contact Details (Name, Phone, Email)** |
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 | **Yes/No****Yes/No** |
| 4. | **Financial Capacity** | * **Please present the last two years audited financial statement to validate your financial capacity.**
 | **Yes/No** |
| 5. | **Company key Personal****(Max 20 points)** | **Team leader*** 10 or more years of relevant professional experience in delivering high-quality evaluations in the field of WASH AND at least some evaluations on rural water supply, ideally in Myanmar or preferably in South East Asia
* team leader of WASH related evaluations of which at least one is on rural water supply
* Highly satisfactory sample of previous similar work (as per UNICEF reporting standards), ideally an evaluation manuscript
* Relevant qualifications/certificates (Master degree or equivalent in engineering, hydrology, hydrogeology, hydraulics and social sciences)

National Consultant* minimum 3 years of relevant professional experience in evaluations, research or studies, ideally in the area of WASH in Myanmar
* 5 or more years of relevant professional experience in the area WASH
* Relevant qualifications/certificates (Master degree or equivalent in international development, public policy, development economics or similar)

All other proposed team members will also be considered as part of the full capacity of the team to deliver and all should have detailed CV and their expected role in the evaluation. All proposed team members have a detailed CV that demonstrates qualifications in areas relevant to the assignment | **5****4****2****2****2****3****2****Yes/No** |
| 6. | **Proposed Methodology and Approach****(Max 40 points)** | * Methodology is complete, high quality and feasible and includes ALL of the following: methodological approach, proposed methods to respond to all evaluation questions, quantitative and qualitative approach to data collection, methodological approach to the evaluability assessment, preliminary evaluation matrix, preliminary thoughts on evaluation metrics/rubrics for evaluation questions, preliminary identification of respondents, preliminary sampling design including expected sample size and sample considerations, ethical considerations and covid-19 related considerations
* Limitations and risks are well noted, alternatives are presented and feasible. The limitations are well thought and adapted to the context of Myanmar and Covid-19 and innovative, feasible and adequate mitigation strategies are clearly developed
* Highly satisfactory, well-described and well-planned proposed work plan with sufficient adherence of the proposed timeframe and work plan to the ToR
 | **25****10****5** |