

Annex 7: Breakdown of evaluation criteria

The ratio between the technical and financial criteria depends on the relative importance of one component to the other.

Cumulative Analysis will be used to evaluate and award proposals. The evaluation criteria associated with this TOR is split between technical and financial as follows:

Weightage for Technical Proposal = 70 %

Weightage for Financial Proposal = 30 %

Total Score = 100%

a. Technical Proposal:

The technical proposal should address all aspects and criteria outlined in this Request for Proposal.

The Technical Proposals will be evaluated against the following:

Table 3: Technical Evaluation Criteria

Ref	Category	Points
1	Overall response: <ul style="list-style-type: none">• Completeness of response• Overall concord between RFP requirements and proposal	2 3
2	Company/key personnel/Individual Consultant: <ul style="list-style-type: none">• Range and depth of experience with similar projects• Samples of previous work• References• Key personnel: relevant experience and qualifications of the proposed team for the assignment	10 5 5 15
3	Proposed methodology and approach: <ul style="list-style-type: none">• Detailed proposal with main tasks, including sound methodology to achieve key outputs• Proposal presents a realistic implementation timeline	10

4	Presentation (PowerPoint)	20
Total Technical		70
Only proposals which receive a minimum of 49 points (over 70%) will be considered further.		

b. Financial Proposal

The total amount of points allocated for the price component is 30. The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited firms/institutions which obtain the threshold points in the evaluation of the technical component. All other price proposals will receive points in inverse proportion to the lowest price; e.g.

$$\text{Score for price proposal X} = \frac{\text{Max.score for price proposal} * \text{Price of lowest priced proposal}}{\text{Price of proposal X}}$$

Instructions for Financial Quote (Proposal)

The total cost for this consultancy should be provided based on the statistically valid sample size for this study recommended in the protocol attached.

The ARIDA acceptability studies are to be completed **before the end of 2018, approximately November 18, 2018, 36 weeks of work.**

Based on the (i) sampling size, (ii) geographic location, and (iii) duration, work out the total budget for the baseline survey using the below template:

Table 4: Budgeting for study.

Description of Activity/Item	Proposed person (Job title/function)	All-inclusive rate (Personnel)	No. of days proposed	Total cost in NRs.
1. Item 1:				
1.1 Personnel				
1.2 Other				
Subtotal Expenses:				
2. Item 2:				
2.1 Personnel				

2.2 Other				
Subtotal Expenses:				
2.3 Reimbursable Travel Cost				
2.3 Other				
Subtotal Expenses				
3. Item 3:				
3.1 Personnel				
3.2 Editorial				
Subtotal Expenses:				
3.3 Reimbursable Travel Cost				
Subtotal Expenses:				
Subtotal fixed cost:				
Subtotal reimbursable cost				
Grand Total				