

APPENDIX A: [Evaluation Criteria](#)

Technical Evaluation criteria scores:

Following the closure of RFP, proposals received will be assessed first on its technical merits (including by reference to legal requirements) and subsequently on its price. The proposals will be evaluated against the following elements:

Technical Proposal

The total obtainable points allocated for the technical component is 70 with 48 points as the passing score for evaluation. Only bidders that obtain 48 points and above from the technical evaluation will be considered for the next stage of commercial evaluation.

Criteria		Weight
	Brief Description of Firm	2
1	Provide brief description of the organization, including the year, type of activities undertaken, and approximate annual billings.	1
2	Reference any history of litigation and arbitration in which the firm has been involved.	1
General Organizational Capability		8
3	Describe corporate capability for management of the project in accordance with the Terms of Reference.	2
4	Provide listing of present and ongoing contracts that have a direct relationship to this requirement.	1
5	Demonstrate ability to conduct audits using multilingual staff where and when required (as related to UNCIEF/UNFPA areas of operations for which a bid is being submitted).	2
6	Demonstrate knowledge of governance and oversight structures of the public sector and/or multi-lateral or multi-national clients.	2
7	Demonstrate knowledge of UNICEF and UNFPA operations and operating models as it relates to cash transfers to partner.	1
Specialized Knowledge and Experience		15
8	Provide evidence of successful completion of at least three similar contracts within the last five years, by submitting for each contract: <ol style="list-style-type: none"> 1. client organization, 2. name of the country (s), 3. rials value of the contract, 4. number of Bidder resources involved in the project, 5. the total level of effort; in days, 	10

	<p>6. start date and end date of the project, 7. short description of the project, 8. reference name, title, description of role/knowledge related to the project, phone, email</p> <p>References may be contacted for verification. (Maximum of one (1) page per contract)</p>	
10	Demonstration of a minimum of 15 years work experience by the firm.	5
Quality Assurance and Risk Management		15
11	Description of quality assurance and project risk management mechanisms in place to ensure that all professional services undertaken are consistent with the Terms of Reference. Specifically include a description of the role of the Coordinator and activities that he/she will undertake to ensure timely and quality service is provided to UNICEF and UNFPA.	5
12	Description of mechanisms in place to identify and report to UNICEF and UNFPA any conflicts of interest prior to undertaking any specific tasks if contract awarded, including managing any conflict of interest when the firm undertakes assessment services (ex. micro assessment) as well as post-assessment/assurance activities (ex. spot checks and audits) on the same entity.	5
13	Description of information security policies and practices.	5
Approach and Methodology		15
14	Description of the Bidder's perspective on possible challenges related to UNICEF's and UNFPA's operating environment and nature of partnerships in providing services as per Annex 1, Appendix A, Ba, Bb and E and how the Bidder would overcome such challenges.	5
15	Description of the Bidder's approach and methodology to undertake investigative procedures.	5
16	Description of the Bidder's perspective on possible challenges in providing financial management capacity development service to different types of partners and how the Bidder would overcome such challenges.	5
Project Team Structure and Expertise		15
19	Describe the composition of the team proposed to provide the services, including an organizational chart, reporting lines, together with a description of overall firm structure to support the team.	10
20	Provide the curriculum vitae of the proposed key team member that will be involved either full time or part time (Curriculum vitae format provided below). Provide the Regional Coordinator, and any relevant Subject Matter Experts.	5

Format for curriculum vitae

Name			
Position for this contract:			
Language skills (indicate proficiency: fluent, fair or poor in speaking, reading and writing)			
Education and professional credentials			
Countries of work experience			
Relevant experience (from most recent)			
Period: From - To	Name of project/organization	Job title and activities undertaken	
References (minimum 3)			(Name/Title/Organization/Phone/Email)

APPENDIX B: FORMAT FOR FINANCIAL PROPOSAL

Please note the following:

- a) All bidders must provide pricing for Summary Report – the scope reflecting both the geography and services a successful bidder would be providing;
- b) Bidders that are bidding on Spot Checks, Internal Control Audit, Financial Audit and Special Audit must also provide pricing for Follow-up Recommendations.
- c) Bidders submitting bids for internal control audit, financial audit and spot checks must also provide pricing for “Data entry into UNFPA’s information management system.”

Micro assessment

Please provide the all-inclusive price (in Iranian Rials) for to deliver professional services in accordance with Annex 1, Appendix A, Terms of Reference Micro Assessment. The price must include all costs to be borne by the Bidder for undertaking the micro assessment, including management, coordination, quality assurance and overhead.

Please note that prices quoted must include any costs related to travel in Tehran and other cities. The UN Agencies will not pay for travel costs related to services provided in Tehran and other cities.

City	All-inclusive price
Tehran	
Other cities	

Spot check – Appendix Ba

Please provide the all-inclusive price (in Iranian Rials) to deliver professional services in accordance with Annex 1, Appendix Ba, UNICEF Spot Check Guidance. The price must include all costs to be borne by the Bidder for undertaking the spot check, including management, coordination, quality assurance and overhead.

Please note that prices quoted must include any costs related to travel in Tehran and other cities. The UN Agency(ies) will not pay for travel costs related to services provided in Tehran and other cities.