

## **SECTION III – Proposal submission and evaluation**

The service provider will be selected on the basis of the highest ranked technical proposal (60% weightage) and lowest cost financial proposal (40% weightage).

The service provider will be selected on the basis of the highest cumulative scores obtained in the technical and financial proposals using the following formula:

- Technical score = score obtained based on technical proposal (total 100)
- Financial score = Score obtained based on financial proposal (total 100)
- Total score = 60% of technical proposal + 40% of financial proposal

The service provider scoring the maximum score based on the aforementioned criteria will be awarded. However, the service provider should score at least 70 points in the technical proposal.

### **Contents of the technical proposal**

Applicants are advised to present their technical proposal in four sections:

- Technical approach and methodology
- Work plan
- Organization and staffing with skills
- Past experience relevant to the call

#### **TECHNICAL APPROACH AND METHODOLOGY**

In this section, applicants should explain their understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Applicants should explain the technical approach they would adopt to address the problems being addressed.

#### **WORK PLAN**

Applicants should propose the main activities of the proposal, their content and duration, phasing and interrelations, milestones (including interim approvals by the client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology. A list of the final documents and software modules to be delivered as final output should be included here.

#### **ORGANIZATION AND EXPERTS**

Applicants should propose the structure and composition of their team, mentioning their qualifications and skills. Applicants should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

## **PAST EXPERIENCE**

Applicants should include the past experiences of their organization relevant to the call.

Technical proposals will be evaluated on the basis of their responsiveness to the terms of reference, applying the evaluation criteria and point system specified.

## **Contents of the financial proposal**

Applicants should use the attached [financial proposal template](#) while submitting the proposal.