

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

Organisational unit		Project title	Sustainable Training and Education Programme (STEP): Production of the Amharic Version for the EnJOY Weekly Radio Awareness Programme for the Amhara Region		Date	03/02/2023
Officer responsible for the commission					PN	19.2040.4-005.00
Assessor					Contract no.	

(1) Criterion	(2) Weighting in %	Enter tenderer 1		Enter tenderer 2		Enter tenderer 3		Enter tenderer 4		Enter tenderer 5		Enter tenderer 6		
		(3) Points (max.10)	(4) Assessment (2)x(3)	(3) Points (max.10)	(4) Assessment (2)x(3)	(3) Points (max.10)	(4) Assessment (2)x(3)	(3) Points (max.10)	(4) Assessment (2)x(3)	(3) Points (max.10)	(4) Assessment (2)x(3)	(3) Points (max.10)	(4) Assessment (2)x(3)	
1. Qualifications of proposed staff (as per the rules and criteria in the Terms of reference)														
1.1	Expert 1:													
1.1.1	General qualifications													
	- Education	3												
	- Professional experience	10												
1.1.2	Experience in the region/knowledge of the country	5												
1.1.3	Language skills													
	English, Amharic	8												
	Subtotal for 1.1	26	0	0	0	0	0	0	0	0	0	0	0	
1.2	Expert 2:													
1.2.1	General qualifications													
	- Education	2												
	- Professional experience	10												
1.2.2	Experience in the region/knowledge of the country	5												
1.2.3	Language skills													
	English, Amharic	7												
	Subtotal for 1.2	24	0	0	0	0	0	0	0	0	0	0	0	
	Total for section 1	50	0	0	0	0	0	0	0	0	0	0	0	
2. Appropriateness of the proposed concept (according to the rules and criteria in the Terms of Reference)														
2.1	Description of cooperation mechanisms	10												
2.2	Description of access to equipment	15												
2.3	Description of local network	25												
2.4														
2.5														
	Total for section 2	50	0	0	0	0	0	0	0	0	0	0	0	
	Technical assessment	100	0	0	0	0	0	0	0	0	0	0	0	
	Technical assessment in %		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
3.	Total for financial assessment													
	Overall assessment in %													
= (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 %														
Specific advantages/risks (see supplementary sheet)														
	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.

Date, full first and last name, function, OU