

ELIGIBILITY CRITERIA

Eligibility Criteria: (Mandatory Requirement)	Response
<p>Legal Status of Firm/ Company, (Firm/ Company must be registered with either of the following)</p> <ul style="list-style-type: none"> ▪ Security and Exchange Commission of Pakistan (SECP) ▪ Registrar of Firms ▪ Recognized by Govt. of Pakistan ▪ Relevant registration forum (In case of international firms) 	<p>Please provide copy of incorporation/ registration certificate attested by Notary public</p>
<p>NTN/ FTN (In case of International Firm local Partner should be registered with Federal Tax Authority in Pakistan)</p>	<p>Please provide registration certificate</p>
<p>Must be an active taxpayer in FBR</p>	<p>Please provide evidence to ascertain that firm/ company is active on FBR income taxpayer list</p>
<p>Firm/ company must be registered with the relevant (federal and provincial) tax authorities (i.e. STRN, etc.) as the case may be (if not already registered then, if awarded the work, the Firm/ Company will have to get registered before signing of contract)</p>	<p>Please provide relevant registration certificate or undertaking on firm/ company letterhead for registration before signing the contract (if already not registered)</p>
<p>Financial Statements of the firm/ company duly audited by ICAP registered firm OR tax returns in case of SBP category “A” ICAP registered firm for the last 3 years.</p>	<p>Please provide a copy of audited financial statements OR IT returns for last three years.</p>
<p>Firm/ Company must be in Services Business for a minimum of 15 years</p>	<p>Registration Certificate</p>
<p>Affidavit for Non – Blacklisting & Eligibility declaring that the firm/ company is not blacklisted by any Government agency/ semi-government/ authority/ organization</p>	<p>As per bidding document</p>
<p>Affidavit for Correctness of information and Signatures</p>	<p>As per bidding document</p>
<p>Bidder (Lead Bidder) must have registered office in any of the city (Islamabad/ Rawalpindi, Lahore and Karachi)</p>	<p>As per bidding document</p>

Power of Attorney	As per the template
Bid Validity	As per the bidding document requirement
Bid Security submitted as per ITB requirements with compliant	As per the bidding document requirement
Affidavit to confirm that bidder has not declared bankrupt, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	As per bidding document
All requirements of "Eligibility criteria" as mentioned in Instructions to consultant/applicant should be met.	Must Meet Requirement

METHOD OF SELECTION: Quality and Cost Based Selection (QCBS)

EVALUATION CRITERIA: Criteria, sub-criteria, and point system for the evaluation are given below:

A-1: Experience of the Firm [45]

Evaluation Criteria	Total Marks	Marks Breakup	Response
<p>1. Minimum 03 projects of Monitoring & Evaluation for Donors/ Government funded projects at grass root level in last 15 years: (03 marks for each project)</p>	<u>15</u>		Attach relevant documentary evidence (completion letters /performance satisfactory letters) clearly showing tenure of projects
<p>2. Monitoring & Evaluation project of Training/Capacity Building / Tracer Studies / Third Party Evaluation / Impact Evaluation at grassroots level for donors/Government funded projects in last 15 years with following minimum values.</p> <p>i. Individual Project value equal to or more than PKR 20 million but less than 50 million (3 marks)</p> <p>ii. Individual Project value equal to or more PKR 50 million but less than 80 million (6 marks)</p> <p>iii. Individual Project value equal to or more than PKR 80 million (10 marks)</p>	<u>10</u>	<u>3</u> <u>6</u> <u>10</u>	Provide documentary evidence (completion letters /performance satisfactory letters) clearly mentioning value of project.
<p>3. Number of Projects (minimum 1 year duration) of Monitoring & Evaluation of Training/Capacity Building / Tracer Studies / Third Party Evaluation / Impact Evaluation projects at grassroots level for donors/Government funded projects in last 10 years:</p> <p>(Can be same or other than the projects mentioned above in point no. 2 above)</p> <p>i. One Project (5 marks)</p> <p>ii. Two Projects (8 marks)</p> <p>iii. Three or More Projects (10 marks)</p>	<u>10</u>	<u>5</u> <u>08</u> <u>10</u>	Provide documentary evidence (completion letters /performance satisfactory letters) clearly mentioning value of project.
<p>4. Qualification and prior experience of monitoring projects involving CAPI based Data Collection using software. Should have capability of Software Development / Mobile Application development.</p>	<u>8</u>	<u>4</u> <u>4</u>	Copy of organogram of IT department (of all five employees) along with names, qualification & experience duly attested by Head of HR Department. (Required for Point (i) Attach relevant

i. Organogram of IT department of at least five employees (4marks)			documentary evidence of completion letters /performance satisfactory letters) clearly showing tenure of project. (Required for Point (ii)
ii. Atleast 01 or more projects of monitoring through software development (4 marks)			
5. Affiliation with an International Membership Firm		<u>2</u>	To demonstrate that the requisite support is available to implement international best practices and experience.

A2: Financial Capability of the firm and Field Presence [10]

<u>Evaluation Criteria</u>	<u>Total Marks</u>	<u>Marks Breakup</u>	<u>Response</u>
1. Average Financial Turnover of the firm/ company in last three years	<u>5</u>		Please provide copy of audited financial statements of last three years Audited by ICAP registered firms in SBP category "A" Or tax returns of last three years in case of SBP Category A ICAP registered firm.
i. Equal to or more than PKR 200 million but less than or equal to PKR 500 million (2 marks)		<u>2</u>	
ii. Average Financial Turnover of the firm/ company more than PKR 500 million but less than or equal to PKR 700 million (3 marks)		<u>3</u>	
iii. Average Financial Turnover of the firm/ company more than PKR 700 million (5 marks)		<u>5</u>	
2. Number of offices in Pakistan	<u>5</u>	<u>3</u>	Evidences confirming the details of local office addresses and representatives / staff
i. More than 1 Office (3 marks)		<u>4</u>	
ii. More than 3 Offices (4 marks)		<u>5</u>	
iii. 4 or more offices (5 marks)			

A-3: Approach & Methodology and Quality Management: [22]

<u>Area</u>	<u>Criteria</u>	<u>Total Marks</u>	<u>Marks Breakup</u>
Approach & Methodology	Technical approach for provision of Third Party Monitoring & Evaluation and Impact Assessment Services (4 marks)	<u>22</u>	<u>5</u>
	i) Understanding of the assignment (scope, objective, KPIs, deliverables, timeline etc.) (5 marks)		<u>12</u>
	ii) Overall approach and methodology for the assignment including data collection, field visits /surveys, tools to be used / developed i.e. software, dash board using BI or Power Query, reports and analysis etc. (12 marks)		<u>05</u>

	iii) Work Plan for the assignment including resource allocation, mobilization, timelines (05 marks)		
--	---	--	--

A-4: Staff Proposed (Structure of implementation team) [23 Marks]

<u>Required Position</u>	<u>Criteria</u>	<u>Marks</u>
Team Lead	<p>Mandatory Criteria: 16 years of education in Business Administration or Social Sciences or Accounting & Finance)/CA/ACCA with 12 years of project management experience:</p> <p>Marking Criteria:</p> <ul style="list-style-type: none"> ▪ At least three number of completed projects minimum of one year duration (2 Marks) ▪ At least five number of completed projects minimum of one year duration (4 Marks) ▪ More than five number of completed projects minimum of one year duration (6 Marks) 	<u>06 Marks</u>
M&E Specialist	<p>Mandatory Criteria: 16 years of education (Business Administration or Economics or commerce or statistics) with 8 years of relevant experience in monitoring & evaluation.</p> <p>Marking Criteria:</p> <ul style="list-style-type: none"> ▪ At least three number of completed projects minimum of one year duration (3 Marks) ▪ At least five number of completed projects minimum of one year duration (4 Marks) ▪ More than five number of completed projects minimum of one year duration (5 Marks) 	<u>05 Marks</u>
Data Analyst	<p>Mandatory Criteria: 16 years of education in Business Administration or Economics or Statistics with 05 years of relevant experience:</p> <p>Marking Criteria:</p> <ul style="list-style-type: none"> ▪ At least three number of completed projects (2 Marks) ▪ At least five number of completed projects (3 Marks) ▪ More than five number of completed projects (4 Marks) 	<u>04 Marks</u>
Field Coordinator	<p>Mandatory Criteria: 16 years of education in Business Administration or Economics or Statistics with 05 years of relevant experience:</p>	<u>04 Marks</u>

<u>Required Position</u>	<u>Criteria</u>	<u>Marks</u>
	<p>Marking Criteria:</p> <ul style="list-style-type: none"> ▪ At least three number of completed projects (1 Marks) ▪ At least five number of completed projects (2 Marks) ▪ More than five number of completed projects (4 Marks) 	
<p>Total Manpower / Resources Strength</p>	<p>Mandatory Criteria: At least 30 employees with a minimum of one member from each of the above-mentioned categories.</p> <p>Marking Criteria:</p> <ul style="list-style-type: none"> ▪ More than 30 employees but less than 50 employees (1 Marks) ▪ Equal to or more than 50 employees but less than 100 employees (2 Marks) ▪ Equal to more than 100 employees (4 Marks) 	<p><u>04 Marks</u></p>

Technical Evaluation Score Formula: {A1+A2+A3+A4+A5} = 100 Marks

Minimum 65% in technical score is required to qualify for financial proposal opening.