

Standard
Procurement Documents

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**Debriefing Report
for Consulting Services**

1st Edition

December 2020

*Insert*

*project logo*

*(if existing)*

**Debriefing Report for Consulting Services[[1]](#footnote-1)**

For the attention of the consultant’s authorized representative

Name: *[insert authorized representative’s name]*

Address: *[insert authorized representative’s address]*

Telephone/Fax numbers: *[Insert authorized representative’s telephone/fax numbers]*

Email address: *[insert authorized representative’s email address]*

**DATE OF TRANSMISSION:** *[insert date]*

**Procuring entity:** *[insert the name of the procuring entity]*

**Procurement title:** *[insert the procurement title]*

**Ref no:** *[insert the ref no]*

Following your request, we provide you with this debriefing report that details the ranking and the strengths and weaknesses of your proposal as identified by the technical evaluation committee with respect to the eligibility, qualification and evaluation criteria that were stated in the bidding document.

1. **Preliminary examination**

*Please choose one of the following statements:*

1. Your proposal was rejected during the preliminary examination for the following reasons:

*[Provide reasons why the proposal was rejected at this stage. If the proposal was not rejected at this stage, state:*

1. Your proposal was accepted at the preliminary examination.

*If case 1 above is applies, the debriefing report ends here, and the rest of the sections should be deleted.]*

1. **Detailed technical evaluation**

Please note the following points in our principles of providing debriefs to consultants on technical evaluation:

1. Only the total score and total criteria scores obtained by the requesting consultant are revealed. Those for sub-criteria items remain confidential.
2. Only the total scores obtained by other consultants who passed the minimum technical scores are revealed. Individual scores for criteria and sub-criteria remain confidential.
3. **Technical evaluation summary of the requesting consultant:**

 **Sample!**

| **Sec** | **Criteria, sub-criteria** | **Strengths** | **Weaknesses** |
| --- | --- | --- | --- |
| **A** | **Organizational capability and experience of the consultant***[insert score]* |  |  |
|  | Evidence of organizational capability and relevant experience in the execution of projects of a similar nature in water utility system mapping, hydraulic modelling and condition assessment, including the nature and value of the relevant assignment, as well as works in hand and contractually committed. The evidence shall include successful experience in the execution of at least 3 projects of a similar nature and scope of works during the last 5 years in water utility.  |  |  |
| * Organizational capability related to physical mapping, condition assessment and hydraulic modelling of water utility infrastructure network
 |  |  |
| * Experience in physical mapping of water utility infrastructure system
 |  |  |
| * Experience in condition assessment of water utility infrastructure system
 |  |  |
| * Experience in developing hydraulic modelling for water utility infrastructure system
 |  |  |
|  | * Experience in designing and implementing capacity building and organizational development programs for water utilities in developing countries
 |  |  |
|  | * Experience in water utility system mapping, condition assessment and hydraulic modelling in the sub-Saharan Africa region
 |  |  |
| **B** | **Approach, methodology and work plan***[insert score]* |  |  |
|  | * Proposed approach and methodology *(extent to which the proposal explains bidders’ 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)*
 |  |  |
| * Proposed work plan (e*xtent to which the work plan clearly defines the main activities of the assignment, their content and duration, phasing and interrelations, milestones and delivery dates of the reports*)
 |  |  |
| * Proposed project organization and staffing *(extent to which the proposal provides a clear, logical and appropriate staffing pattern with responsibilities among different staff positions adequately defined)*
 |  |  |
| **C** | **Key professional personnel qualifications for the assignment***[insert score]* |  |  |
|  | * Team leader/project manager
 |  |  |
| * Hydraulic engineer
 |  |  |
| * Water distribution engineer
 |  |  |
| * Health and safety specialist
 |  |  |
| * GIS specialist
 |  |  |
| The number of points to be assigned to each of the above positions shall be determined considering the following three sub-criteria and relevant percentage weights:* Education and training, including knowledge of English
* Demonstrated successful experience and past performance in accomplishment of similar projects
* Regional experience in Sub-Saharan Africa
 |  |  |
| **A, B, C** | **Total points for the three (3) criteria** |  |  |
|  | **Minimum technical score required to pass** |  |  |

**2. Technical evaluation summary**

*(in alphabetical order)*

*[Disclosed only to requesting consultants who attained the minimum technical score. If they failed to achieve this in 1) above, delete both this section and the financial evaluation on the next page.]*

Consultants who passed the minimum technical score:

1. Consultant 1: 00.00 technical score
2. Consultant 2: 00.00 technical score
3. Requesting consultant 3 (if applicable): 00.00 technical score
4. **Financials**

*[This section is used only for QCBS, LCS and FBS procurements. For all other methods, state “Not Applicable”]*

*[QCBS]*

**Table 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Name of Firms** (who attained minimum technical score) | **Read-out amount** | **Discounts** | **Corrections and adjustments** | **Evaluated price** |
|  |  |  |  |  |  |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

**Table 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **TECHNICAL** | **FINANCIAL** | **FINAL** |  |
| # | **Name of firms** | **Technical score** | **Weight** | **Financial score** | **Weight** | **Total score** | **Rank** |
|  |  |  | **80% (sample)** |  | **20% (sample)** |  |  |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |

*[LCS, FBS]*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| # | **Name of firms** (who attained minimum technical score) | **Read-out amount** | **Discounts** | **Corrections and adjustments** | **Evaluated price** | **Rank** |
|  |  |  |  |  |  |  |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |

1. This report is based on the 1st edition of the standard procurement document for the debriefing report for consulting services issued by IFAD on [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement) for use in projects financed by IFAD. IFAD does not guarantee the completeness, accuracy or translation, if applicable, or any other aspect in connection with the content of this document. [↑](#footnote-ref-1)