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Standard   
Procurement Documents

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**Technical  
Evaluation Report**

**(Consulting Services)**

insert

project logo

(if existing)

*[insert title of procuring entity/client]*

Technical Evaluation Report

(for Consulting Services)

for

*[insert procurement title]*

Ref no:*[insert ref #]*

**Submission date:**

**Foreword**

This evaluation report is based on the 1st edition of the standard procurement document for the technical evaluation report (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.

*[No texts in red font or square brackets shall remain once this document is finalised]*

## Table 1

## Identification

|  |  |  |
| --- | --- | --- |
|  | Country |  |
|  | Project |  |
|  | Name of procuring entity / client |  |
|  | Procurement reference |  |
|  | Procurement description |  |
|  | Procurement plan cost estimate |  |
|  | Procurement category |  |
| 1. c | Method of procurement |  |
|  | Prior/post review |  |
|  | Anticipated contract duration |  |
|  | Domestic preference allowed |  |

## 

## Table 2

## Advertisement and Issue

|  |  |  |
| --- | --- | --- |
|  | General procurement notice   1. Portals   (b) Newspapers |  |
|  | Advertisement   1. Portals 2. Newspapers 3. Number of firms notified |  |
|  | Shortlisting (if applicable)  (a) Number of firms shortlisted  (b) Date of approval |  |
|  | Request for proposals (RFP)   1. Date of no objection by IFAD *[if applicable]* 2. Date of issue to bidders |  |
|  | Number of firms issued RFP |  |
|  | Amendments to documents, if any  (a) *[list all issue dates]* |  |
|  | Date of pre-proposal conference, if any |  |
|  | Clarification requests   1. Number received 2. Number responded to 3. Date Q&A document sent to consultants |  |

## Table 3

## Proposal Submission and Opening

|  |  |
| --- | --- |
| 3.1 Proposal submission deadline  (a) original date and time  (b) extensions, if any |  |
| 3.2 Technical proposal opening date, time |  |
| 3.3 Date when record of opening (of technical proposals) was sent to consultants |  |
| 3.4 Number of proposals submitted |  |
| 3.5 Proposal validity period (days or weeks)  (a) originally specified  (b) extensions, if any |  |

## Table 4

## Proposal Evaluation Framework[[1]](#footnote-1)

|  |  |
| --- | --- |
| 4.1 Evaluation method | Compliance method (used for preliminary examination)  Merit point method (for technical evaluation, see scoring system below)  [*change as appropriate]* |
| 4.2 Scoring system *[as defined in the bidding document e.g. criteria, scores, strengths and weaknesses]* |  |
| 4.3 Criteria weights (as stated in the bidding document) | 1. Experience, past performance and capability: **XX** 2. Approach and methodology: **XX** 3. Key professional staff: **XX** |
| 4.4 QCBS weights *[if applicable]* | Technical: *[70/80%]*  Financial: *[30/20%]*  **Minimum technical points required to pass: XX** |
| 4.5 Technical evaluation committee (TEC) members |  |
| 4.6 Evaluation process  (a) Start date  (b) End date  (c) Duration |  |

## Table 5

## Proposal Opening Checklist

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| № | Name of consultant  (in order of submission) | City, country | Outer envelope sealed | # of originals of techpro | # of copies of techpro | Finpro sealed & present |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

## Table 6

## Administrative Compliance / Preliminary Examination

Compliance evaluation: Yes (or Y) for each compliant line item or No (or N) for each non-compliant item. A final ‘No’ indicates a non-acceptance for technical evaluation.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| # | | **Consulting firm** | **Proposal submission form[[2]](#footnote-2)** | **Authorization of proposal/  power of attorney** | **Other** | **Acceptance** |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  |  |  |  |  |

## Table 7

## Financial Capacity Evaluation *[if required in RFP]*

Compliance evaluation: Yes (or Y) for each compliant line item or No (or N) for each non-compliant item. A final ‘No’ indicates a non-acceptance for Technical Evaluation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | **Consulting firm** | **Submission of audited/ Certified financial statements** | **Financial capacity verified** | **Acceptance** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Table 8**

## Consensus Technical Evaluation

***[Sample below]***

| **Firm 1** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **#** | **Description** | **Rating** | **Score** | **Max Score** | **STRENGTHS** | **WEAKNESSES** |
| **Criteria A - Organizational capability and experience** | | | | | | |
| **A** | *Evidence of organizational capability and relevant experience in the execution of projects of a similar nature in the electricity sector, 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 the power sector.* | | | | | |
| A1 | Experience in power sector utilities economic and financial flows and planning including factors influencing the financial imbalances, long-term financial sustainability | 90% | **9.00** | 10.00 |  |  |
| A2 | Experience in analyzing financial performance of electricity utilities | 90% | **9.00** | 10.00 |  |  |
| A3 | Experience in conducting review of cash flows for taxes and fees; purchase of electricity; operating and maintenance costs; allocation of investment; debt service; and operational subsidies received from third parties | 70% | **7.00** | 10.00 |  |  |
| **Total Criteria A - Organizational capability and experience of the consultant** | | | **25.00** | **30.00** |  |  |
| **Criteria B - Approach, work and staffing plan** | | | | | | |
| B1 | 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.)* | | | | | |
| a | Approach to analyzing audited and non-audited income statements and balance sheets of electricity utilities | 70% | **3.50** | 5.00 |  |  |
| b | Approach to conducting in-depth review of cash flows | 40% | **2.00** | 5.00 |  |  |
| c | Approach to analyzing cash flows related to paid to other government institutions | 40% | **2.00** | 5.00 |  |  |
| d | Approach to auditing annual income statements and balance sheets | 70% | **3.50** | 5.00 |  |  |
| e | Approach to evaluating return on investment for equity invested into the utility | 90% | **4.50** | 5.00 |  |  |
| *Sub-Total - Criteria B1 – approach and methodology* | | | **15.50** | **25.00** |  |  |
| B2 | Proposed work plan (extent 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.) | 70% | **3.50** | 5.00 |  |  |
| B3 | 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.)* | 70% | **3.50** | 5.00 |  |  |
| ***Total CRITERIA B -* Approach, work and staffing plan** | | | **22.50** | **35.00** |  |  |
| **Criteria C - Professional personnel** | | | | | | |
| C1 | **C1 - Financial planning & analysis expert/team leader** | | | | | |
| a | Education and training | 90% | **2.70** | 3.00 |  |  |
| b | Demonstration successful experience and past performance in the accomplishment of similar projects | 90% | **4.50** | 5.00 |  |  |
| c | Regional experience in Sub-Saharan Africa | 40% | **0.80** | 2.00 |  |  |
| *Sub-Total - Criteria C1 - Team leader* | | | **8.00** | **10.00** |  |  |
| C2 | **C2 - Accountant** | | | | | |
| a | Education and training | 70% | **1.89** | 2.70 |  |  |
| b | Demonstration successful experience and past performance in the accomplishment of similar projects | 70% | **3.15** | 4.50 |  |  |
| c | Regional experience in Sub-Saharan Africa | 70% | **1.26** | 1.80 |  |  |
| *Sub-Total - Criteria C2 - Accountant* | | | **6.30** | **9.00** |  |  |
| C3 | **C3 - Public procurement expert** | | | | | |
| a | Education and training | 70% | **1.68** | 2.40 |  |  |
| b | Demonstration successful experience and past performance in the accomplishment of similar projects | 70% | **2.8** | 4.00 |  |  |
| c | Regional experience in Sub-Saharan Africa | 90% | **1.44** | 1.60 |  |  |
| *Sub-Total - Criteria C3 – Public procurement expert* | | | **5.92** | **8.00** |  |  |
| C4 | **C4 - Legal expert** | | | | | |
| a | Education and training | 90% | **2.16** | 2.40 |  |  |
| b | Demonstration successful experience and past performance in the accomplishment of similar projects | 70% | **2.8** | 4.00 |  |  |
| c | Regional experience in Sub-Saharan Africa | 70% | **1.12** | 1.60 |  |  |
| *Sub-Total - Criteria C4 – Legal expert* | | | **6.08** | **8.00** |  |  |
| ***Total CRITERIA C - Professional personnel*** | | | **26.30** | **35.00** |  |  |
| **GRAND TOTAL** | | | **73.80** | **100.00** |  |  |

**Table 9**

## Consensus Technical Evaluation Summary

***[Sample below]***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **FIRM 1** | | **FIRM 2** | |  |
| **#** | **Description** | **Final Rating** | **Score** | **Final Rating** | **Score** | **Max Score** |
| **Criteria A - Experience, past performance and capability** | | | | | | |
| A1 |  |  |  |  |  | 10.00 |
| A2 |  |  |  |  |  | 10.00 |
| A3 |  |  |  |  |  | 10.00 |
| **Total Criteria A - Organizational capability and experience** | | | **0.00** |  | **0.00** | **30.00** |
| **Criteria B - Organizational capability and experience** | | | | | | |
| B1 |  |  |  |  |  | 25.00 |
| B2 |  |  |  |  |  | 5.00 |
| B3 |  |  |  |  |  | 5.00 |
| **Total Criteria B - Organizational capability and experience** | | |  |  |  | **35.00** |
| **Criteria C - Professional personnel** | | | | | | |
| C1 |  |  |  |  |  | 10.00 |
| C2 |  |  |  |  |  | 9.00 |
| C3 |  |  |  |  |  | 8.00 |
| C4 |  |  |  |  |  | 8.00 |
| **Total Criteria C - Professional personnel** | | |  |  |  | **35.00** |
| **GRAND TOTAL** | | | **0.00** |  | **0.00** | **100.00** |

## Table 10

## Recommendation

The technical evaluation committee (TEC) recommends the opening of the financial proposals of the following XX firms who attained the minimum technical score of XX required to pass:

|  |  |  |
| --- | --- | --- |
| **No.** | **Firm** | **Percentage Scored** |
|  |  |  |
|  |  |  |
|  |  |  |

## Annexes

*[Delete annexes that do not apply. Include other relevant annexes.]*

1. Advertisements: newspaper and web
2. Administrative compliance / preliminary examination / eligibility documents
3. Financial capacity evaluation attachments *[produced by a chartered accountant]*
4. Signed consensus evaluation forms
5. Signed declaration of impartiality and confidentiality for each committee member
6. Technical proposals *[via online storage]*

1. For guidance on the evaluation of consulting services, please see the corresponding module of the IFAD procurement handbook available at [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement). [↑](#footnote-ref-1)
2. Compliance with the proposal submission form includes the submission of all required documents in the correct form and stating the correct bid validity period. If this is not the case, indicate ‘No’ and state the reason for the non-compliance. [↑](#footnote-ref-2)