**Appendix 2 - EVALUATION CRITERIA**

**1. Essential Criteria: Exclusion if not met**

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| **No.** | **Essential Criteria** |
| 1  | Supplier must have legitimate business/official premises or is registered for trading and tax as appropriate. (Suppliers who submitted these documents within 01 year are not required for re-submission). *Evidence: Supplier submits 01 scan/copy of Business Registration Certificate.*  |
| 2  | Adhere to all mandatories Save the Children policies. *Evidence: Supplier commits in the Appendix 1- RFQ*  |
| 3  | The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this.  *Evidence: Supplier commits in the Appendix 1- RFQ*  |
| 4  | Audit Firm must have a Certificate of eligibility to provide audit services. (Suppliers who submitted these documents within 01 year are not required for re-submission). *Evidence: Supplier submits 01 scan/ copy of certificate*  |

**2. Capability Criteria: 50%**

|   | **Capability Criteria**  | **% Weight**  |
| --- | --- | --- |
| **1** | **Technical proposal to implement the ToR, which included:** 1. Implementation planwith clear methodology and timeline: **20%**
* Number and CVs of staff assigned are clearly stated: **5%**
* Number of days per trip are clearly stated: **5%**
* Number of trips per project are clearly stated: **5%**
* Methodology is well explained: **5%**
1. Proven track record of providing financial monitoring, auditing, or compliance services to INGOs or donor-funded projects: **10%**
* Names of agreements/contracts that have been executed are fully listed, with 02 sample agreements/contracts within the last 02 years submitted (sensitive information can be deleted/covered in the submission). For each agreement or contract provided: **5%**

*Evidence: Technical Proposal*  | **30%** |
| **2**  |  **Experience of audit manager**1. Years of experience as audit manager (minumum 2 years): **3%**
* More than 2 years: 3%
* 2 years: 2%
* Under 2 years: 0%
1. Experience working with INGOs: **3%**
* Minimum quantity of projects with INGOs within recent 2 years as Audit manager: 3 projects
* The Bidder who provided audit manager who participated in the most projects will get the max score. Other prorate.

*Evidence: based on CV of audit manager/supplier proposal* | **6%** |
| **3** |  **Experience of senior auditor:** * + - * 1. Years of experience (minimum 3 years): **3%**
* More than 3 years: 3%
* 3 years: 2%
* Under 3 years: 0%
	+ - * 1. Experience working with INGOs as senior auditor: **4%**
* Minimum: 2 project within 2 current years
* The Bidder who provided senior auditor who participated in the most projects will get the max score. Other prorate.

*Evidence: based on CV of senior auditor* | **7%** |
| **4** |  **Experience of other team members:** Auditing experience (min 1 year): **2%*** If yes: 2%
* If No: 0%

Bachelor's degree in finance or relevant field: **1%*** If Yes: 1%
* If No: 0%
	+ - * 1. Experience working with INGOs as senior auditor: **4%**
* Minimum: 1 project within 2 current years
* The Bidder who provided senior auditor who participated in the most projects will get the max score. Other prorate.

 *Evidence: based on CV of other team members*. | **7%** |

1. **Commercial Criteria: 40%**

|   | **Commercial Criteria** | **% Weight**  |
| --- | --- | --- |
| **1** | Bidder with the most competitive price will get 35%, other bidders’ points to calculate follow pro-rata. *Evidence*: *Appendix 1 - RFQ*  | **35%** |
| **2** | Supplier accept the payment term of 30 days from the date of acceptance of deliverables and full receipt of all required payment documents- If yes: 5% - If no: 0% *Evidence*: *Appendix 1 - RFQ*  | **5%**  |

1. **Sustainability Criteria: 10%**

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|  | **Sustainability Criteria** | **% Weight**  |
| **1** | The bidder demonstrates activities OR has processes in place within their organisation, aimed at improving sustainability (Suppliers who submitted these documents within 01 year are not required for re-submission): **5%, if not: 0%***Evidence: Supplier submit evidence for paperless offices, green technology in offices, training programmes, community outreach programmes etc*  | **5%**  |
| **2** | The bidder has their own Sustainability Policy (Suppliers who submitted these documents within 01 year are not required for re-submission): **5%, if not: 0%***Evidence: Supplier submit the policy*  | **5%**  |