**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** |
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| **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** |
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| **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%** |