



## **Tender Evaluation Grid**

### **Prefiguration study of the Congo Basin Blue Fund**



**United Nations Development Programme  
2018**

## Tender evaluation grid

**Note:** The teams proposed to conduct the different sections of the study should comprise, at least, one expert from a country of the Congo Basin Climate Commission.

Summary of technical proposal evaluation forms		Score weighting coefficient	Maximum points
1.	Expertise and references of the consulting firm	30 %	300
2.	Proposed methodology, approach and execution plan	45 %	450
3.	Qualifications and skills of the proposed staff	25 %	250
<b>Total</b>			<b>1000</b>

Technical Proposal Evaluation Form 1		Maximum points
<b>Expertise of the Consulting firm</b>		
1.1	<b>Number of years of experience of the firm:</b> <ul style="list-style-type: none"> <li>○ Nr = 5 years of experience : <b>70 points</b></li> <li>○ Nr &gt; 5 years of experience : <b>5 points for each year (100 points Max )</b></li> </ul>	<b>100</b>
1.2	<b>References of the consulting firm:</b> <ul style="list-style-type: none"> <li>○ Proven experience in the development of investment programmes: <ul style="list-style-type: none"> <li>• 1 recommendation (15 pts)</li> <li>• 2 recommendations (30 pts)</li> <li>• 3 recommendations (30 pts)</li> </ul> </li> </ul>	60
	<ul style="list-style-type: none"> <li>○ Experience in Climate financing : <ul style="list-style-type: none"> <li>• 1 recommendation (15 pts)</li> <li>• 2 recommendations (30 pts)</li> </ul> </li> </ul>	30
	<ul style="list-style-type: none"> <li>• ○ Experience in climate change and sustainable development <ul style="list-style-type: none"> <li>1 recommendation (15 pts)</li> <li>2 recommendations (30 pts)</li> </ul> </li> </ul>	30
	<ul style="list-style-type: none"> <li>○ Experience in the management of complex project at the multilateral level: <ul style="list-style-type: none"> <li>• 1 recommendation (15 pts)</li> <li>• 2 recommendations (30 pts)</li> </ul> </li> </ul>	30
	<ul style="list-style-type: none"> <li>○ A relevant African international experience : <ul style="list-style-type: none"> <li>• 1 recommendation (15 pts)</li> <li>2 recommendations (30 pts)</li> </ul> </li> </ul>	30
	Experience in the Congo Basin Climate Commission region (20 pts)	20
	<b>Total of part 1</b>	<b>300</b>

### Section 2: Financial Vehicle

Technical Proposal Evaluation Form 1	Maximum points
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Expertise of the Consulting firm		
1.1	<b>Number of years of experience of the firm:</b> <ul style="list-style-type: none"> <li>○ Nr = 5 years of experience : <b>70 points</b></li> <li>○ Nr &gt; 5 years of experience : <b>5 points for each year (100 points Max )</b></li> </ul>	<b>100</b>
1.2	<b>References of the consulting firm:</b>	<b>200</b>
	<ul style="list-style-type: none"> <li>○ Proven experience in conducting similar studies : <ul style="list-style-type: none"> <li>• 1 recommendation (15 pts)</li> <li>• 2 recommendations (30 pts)</li> <li>• 3 recommendations (30 pts)</li> </ul> </li> </ul>	60
	<ul style="list-style-type: none"> <li>○ Experience in Climate financing : <ul style="list-style-type: none"> <li>• 1 recommendation (15 pts)</li> <li>• 2 recommendations (30 pts)</li> </ul> </li> </ul>	30
	<ul style="list-style-type: none"> <li>• ○ Experience in climate change and sustainable development <ul style="list-style-type: none"> <li>1 recommendation (15 pts)</li> <li>2 recommendations (30 pts)</li> </ul> </li> </ul>	30
	<ul style="list-style-type: none"> <li>○ Experience in the development of financial vehicles : <ul style="list-style-type: none"> <li>• 1 recommendation (15 pts)</li> <li>• 2 recommendations (30 pts)</li> </ul> </li> </ul>	30
	<ul style="list-style-type: none"> <li>○ A relevant African international experience : <ul style="list-style-type: none"> <li>• 1 recommendation (15 pts)</li> <li>2 recommendations (30 pts)</li> </ul> </li> </ul>	30
	Experience in the Congo Basin Climate Commission region (20 pts) 1 recommendation (15 pts)	20
<b>Total of part 1</b>		<b>300</b>

#### Section 1: Investment Plan

Technical Proposal Evaluation Form 2		Maximum points
Proposed methodology, approach and execution plan		
2.1	<b>Level of understanding of the context and stakes of the study :</b> <ul style="list-style-type: none"> <li>• Insufficient: 0 point</li> <li>• Average: 50 points</li> <li>• Good enough: 70 points</li> <li>• Good: 90 points</li> </ul>	<b>90</b>
2.2	<b>Quality of the proposed methodology and level of compliance with the ToR of the study</b> <ul style="list-style-type: none"> <li>• The methodology is non-compliant with the ToR : 0 point</li> <li>• The methodology is simple and contains elements of the ToR : 50 points</li> <li>• The methodology is developed enough compared to the ToR : 200 points</li> <li>• The methodology is well developed compared to the ToR : 250 points</li> <li>• The methodology is highly developed compared to the ToR : 290 points</li> </ul>	<b>290</b>
2.3	<ul style="list-style-type: none"> <li>○ <b>Planning compliance and task scheduling :</b> <ul style="list-style-type: none"> <li>• Non-compliance with deadlines : 0 point</li> <li>• Compliance with completion deadlines : 30 points</li> </ul> </li> </ul>	<b>35</b>



	<b>O Degree of details in the assignment timetable of experts :</b> <ul style="list-style-type: none"> <li>Insufficiently detailed : <b>0 point</b></li> <li>Detailed enough : <b>25 points</b></li> <li>Well detailed : <b>25 points</b></li> </ul>	<b>35</b>
	<b>Total of part 2</b>	<b>450</b>

## Section 2: Financial Vehicle

Technical Proposal Evaluation Form 2		Maximum points
<b>Proposed methodology, approach and execution plan</b>		
<b>2.1</b>	<b>Level of understanding of the context and stakes of the study :</b> <ul style="list-style-type: none"> <li>Insufficient: 0 point</li> <li>Average: 50 points</li> <li>Good enough: 70 points</li> <li>Good: 90 points</li> </ul>	<b>90</b>
<b>2.2</b>	<b>Quality of the proposed methodology and level of compliance with the ToR of the study</b> <ul style="list-style-type: none"> <li>The methodology is non-compliant with the ToR : 0 point</li> <li>The methodology is simple and contains elements of the ToR : 50 points</li> <li>The methodology is developed enough compared to the ToR : 200 points</li> <li>The methodology is well developed compared to the ToR : 250 points</li> <li>The methodology is highly developed compared to the ToR : 290 points</li> </ul>	<b>290</b>
<b>2.3</b>	<b>O Planning compliance and task scheduling :</b> <ul style="list-style-type: none"> <li>Non-compliance with deadlines : 0 point</li> <li>Compliance with completion deadlines : 30 points</li> </ul>	<b>35</b>
	<b>O Degree of details in the assignment timetable of experts :</b> <ul style="list-style-type: none"> <li>Insufficiently detailed : <b>0 point</b></li> <li>Detailed enough : <b>25 points</b></li> <li>Well detailed : <b>25 points</b></li> </ul>	<b>35</b>
	<b>Total of part 2</b>	<b>450</b>

## Section 1: Investment Plan

Technical Proposal Evaluation Form 3		Maximum points
<b>Qualifications and skills of the proposed staff</b>		
<b>3.1</b>	<b><u>Project manager</u></b>	<b>110</b>
	<b>Academic background</b> (Post graduate degree) <ul style="list-style-type: none"> <li>&lt; Post graduate degree : <b>0 pt</b></li> <li>&gt; or =Post graduate degree : <b>5 pts</b></li> </ul>	<b>5</b>

	<b>Experience in the study of complex projects, at the multilateral level, combining public and private officials.</b> <ul style="list-style-type: none"> <li>• &lt; 15 years : <b>0 pt</b></li> <li>• 15 years : <b>5pt</b></li> <li>• &gt;15 years : <b>10pts</b></li> </ul>	10
	<b>Experience as Head of mission</b> <ul style="list-style-type: none"> <li>• &lt; 3 missions: 0pts</li> <li>• 3-5 missions: 5pts</li> <li>• &gt;5 missions: <b>10pts</b></li> </ul>	10
	<b>Professional experience in implementing investment plans</b> <ul style="list-style-type: none"> <li>• &lt; <b>3</b> Similar studies :15pts</li> <li>• 3-5 similar studies : <b>30 pts</b></li> <li>• &gt; 5 similar studies conducted : <b>40 pts</b></li> <li>•</li> </ul>	40
	<b>Additional professional experiences</b>	
	Strong experience in the development of resource mobilisation strategies and funding of project portfolios. <ul style="list-style-type: none"> <li>• &lt; <b>3</b> Similar studies :10pts</li> <li>• 3-5 similar studies : <b>15 pts</b></li> <li>• &gt; 5 similar studies conducted : <b>25pts</b></li> <li>•</li> </ul>	25
	Experience in Climate finance, carbon markets, CDM mechanisms and MRV systems. <ul style="list-style-type: none"> <li>• &lt; <b>3</b> Similar studies : 5 pts</li> <li>• 3-5 similar studies : <b>7 pts</b></li> <li>• &gt; 5 similar studies conducted : <b>10 pts</b></li> </ul>	10
	Experience in technical studies of environmental and sustainable development projects <ul style="list-style-type: none"> <li>• &lt; <b>3</b> Similar studies : 5 pts</li> <li>• 3-5 similar studies : <b>7 pts</b></li> <li>• &gt; 5 similar studies conducted : <b>10 pts</b></li> </ul>	10
<b>3.2</b>	<b><u>A Climate financing Expert</u></b>	<b>80</b>
	<b>Academic background</b> (A post-graduate degree in economics, finance, or the equivalent). <ul style="list-style-type: none"> <li>• &lt; Post graduate degree : <b>0 pt</b></li> <li>• = &gt;Post graduate degree : <b>5pts</b></li> </ul>	10
	Professional experience in finance <ul style="list-style-type: none"> <li>• &lt; 10 years : <b>0 pt</b></li> <li>• 10-15 years : <b>10pt</b></li> <li>• &gt; 15 years : <b>20 pts</b></li> </ul>	20

	<p>Proven experience in climate finance, especially in resources mobilization (carbon markets, CDM and NAMA mechanisms, MRV systems, carbon balance and assessments of carbon balance, NDC, adaptation, mitigation...)</p> <p>&lt; 5 similar studies : <b>15pts</b></p> <p>5- 10 similar studies : <b>30pts</b></p> <p>&gt; 10 similar studies and more : <b>50pts</b></p>	50
<b>3.3</b>	<b><u>An "Environmental and sustainable development" Expert,</u></b>	<b>60</b>
	<p><b>Academic background</b> (A post-graduate degree in environmental science, or the equivalent).</p> <p>)</p> <ul style="list-style-type: none"> <li>• &lt; Post graduate degree : <b>0pt</b></li> <li>• = or &gt;Post graduate degree : <b>5pts</b></li> <li>•</li> </ul>	5
	<p>Experience in the management and conservation of natural ecosystems, environment, biodiversity, climate and sustainable development.</p> <ul style="list-style-type: none"> <li>• &lt; 10 years : <b>0 pt</b></li> <li>• 10-15 years : <b>10pt</b></li> <li>• &gt; 15 years : <b>15 pts</b></li> </ul>	15
	<p>Proven experience in the development of climate-related programmes and projects.</p> <p>&lt; 5 similar studies : <b>15pts</b></p> <p>5- 10 similar studies : <b>20pts</b></p> <p>&gt; 10 similar studies and more : <b>30pts</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	30
	<ul style="list-style-type: none"> <li>• An African international experience</li> </ul> <p>At least 1 study conducted in an African country: <b>5pts</b></p>	5
	<ul style="list-style-type: none"> <li>• Proven experience in the countries of the Congo Basin Climate Commission</li> </ul> <p>At least 1 study conducted in a country concerned: <b>5pts</b></p>	5
	<b>Total of part 3</b>	<b>250</b>

## Section 2: Financial Vehicle

Technical Proposal Evaluation Form 3		Maximum points
Qualifications and skills of the proposed staff		
3.1	<b><u>Project manager</u></b>	<b>110</b>
	<b>Academic background (Post graduate degree)</b> <ul style="list-style-type: none"> <li>&lt; Post graduate degree : <b>0 pt</b></li> <li>&gt; or =Post graduate degree : <b>5 pts</b></li> </ul>	5
	<b>Experience in the study of complex projects, at the multilateral level, combining public and private officials.</b> <ul style="list-style-type: none"> <li>&lt; 15 years : <b>0 pt</b></li> <li>15 years : <b>5pt</b></li> <li>&gt;15 years : <b>10pts</b></li> </ul>	10
	<b>Experience as Head of mission</b> <ul style="list-style-type: none"> <li>&lt; 3 missions: 0pts</li> <li>3-5 missions: 5pts</li> <li>&gt;5 missions: <b>10pts</b></li> </ul>	10
	<b>Professional experience in designing financial vehicles</b> <ul style="list-style-type: none"> <li>&lt; <b>3</b> Similar studies :15pts</li> <li>3-5 similar studies : <b>30 pts</b></li> <li>&gt; 5 similar studies conducted : <b>40 pts</b></li> </ul>	40
	<b>Additional professional experiences</b>	
	Strong experience in the development of resource mobilisation strategies and funding of project portfolios. <ul style="list-style-type: none"> <li>&lt; <b>3</b> Similar studies :10pts</li> <li>3-5 similar studies : <b>15 pts</b></li> <li>&gt; 5 similar studies conducted : <b>25pts</b></li> </ul>	25
	Experience in Climate finance, carbon markets, CDM mechanisms and MRV systems. <ul style="list-style-type: none"> <li>&lt; <b>3</b> Similar studies : 5 pts</li> <li>3-5 similar studies : <b>7 pts</b></li> <li>&gt; 5 similar studies conducted : <b>10 pts</b></li> </ul>	10
	Experience in technical studies of environmental and sustainable development projects <ul style="list-style-type: none"> <li>&lt; <b>3</b> Similar studies : 5 pts</li> <li>3-5 similar studies : <b>7 pts</b></li> <li>&gt; 5 similar studies conducted : <b>10 pts</b></li> </ul>	10



<b>3.2</b>	<b><u>A financial expert in "financial vehicles",:</u></b>	<b>50</b>
	<b>Academic background</b> (Post-graduate degree in economics, finance, or the equivalent). <ul style="list-style-type: none"> <li>• &lt; Post graduate degree : <b>0 pt</b></li> <li>• = or &gt;Post graduate degree : <b>5pts</b></li> <li>•</li> </ul>	5
	<b>Professional experience</b> in the operationalization of financial vehicles. <ul style="list-style-type: none"> <li>• &lt; 10 years : <b>0 pt</b></li> <li>• 10-15 years : <b>15pt</b></li> <li>• &gt; 15 years : <b>250 pts</b></li> </ul>	25
	Experience in Environmental taxation < or = 5 similar studies : <b>5pts</b> > 5 similar studies and more : <b>10pts</b>	10
	<ul style="list-style-type: none"> <li>• An African international experience</li> </ul>	5
	Experience in the countries of the Congo Basin Climate Commission	5
<b>3.3</b>	<b><u>A legal expert in "financial vehicles",:</u></b>	<b>40</b>
	<b>Academic background</b> (Post-graduate degree in Law) <ul style="list-style-type: none"> <li>• or the equivalent</li> <li>• &lt; Post graduate degree : <b>0pt</b></li> <li>• = or &gt;Post-graduate degree : <b>5pts</b></li> <li>•</li> </ul>	5
	<b>Professional experience</b> in international business law <ul style="list-style-type: none"> <li>• &lt; 10 years : <b>0 pt</b></li> <li>• 10-15 years : <b>5pt</b></li> <li>• &gt; 15 years : <b>10 pts</b></li> </ul>	10
	Proven experience in the drafting of legal documents relating to financial vehicles operationalization. < 5 similar studies : <b>5pts</b> 5- 10 similar studies : <b>10pts</b> > 10 similar studies and more : <b>15pts</b>	15

	<ul style="list-style-type: none"> <li>An African international experience</li> </ul>	5
	<ul style="list-style-type: none"> <li>Experience in the countries of the Congo Basin Climate Commission</li> </ul>	5
	<b><u>A "Climate financing" Expert,</u></b>	<b>50</b>
	<b>Academic background</b> (A post-graduate degree in Economics, Finance, or the equivalent). <ul style="list-style-type: none"> <li>&lt; Post graduate degree : <b>0 pt</b></li> <li>= or &gt;Post-graduate degree : <b>5pts</b></li> </ul>	5
	Professional experience in finance <ul style="list-style-type: none"> <li>&lt; 10 years : <b>0 pt</b></li> <li>10-15 years : <b>5pt</b></li> <li>&gt; 15 years : <b>10 pts</b></li> </ul>	10
	Proven experience in climate finance, especially in resources mobilization (carbon markets, CDM and NAMA mechanisms, MRV systems, carbon balance and assessments of carbon balance, NDC, adaptation, mitigation...) < 5 similar studies : <b>15pts</b> 5- 10 similar studies : <b>25pts</b> > 10 similar studies and more : <b>35pts</b>	35
	<b>Total of part 3</b>	<b>250</b>

### **Important:**

Will be disqualified at the end of this phase all the bids that obtained:

→ A technical score below the technical minimum score of **700** points representing **70%** of the total points of the proposal (out of 1000 points)

**The tender is evaluated based on its compliance with the contract specification.**

### **Phase 2 : Comparative financial evaluation :**

At the end of this phase, each proposal will be granted a score (F) out 1000:

Score 1000 will be granted to the technically compliant and lowest acceptable bid. Concerning the other proposals, the score will be calculated using the following formula:

Pmin

F= 1000 \* ----- P: Bid price

P Pmin :

Technically compliant and lowest acceptable bid.

**Phase 3: Technical and financial evaluation:**

Technical (T) and financial (F) scores obtained by each bidder will be respectively weighted as follows:

→70% for the technical and operational proposal

→30% for the financial proposal

$$N = 0,7 * T + 0,3 * F$$

**The contract will be awarded to the proposal with the highest weighted score N.**

**Highly developed:** Very good level of details, innovation, relevance of the approach is presented, coherence of elements/activities proposed for the conduct of the study and achievement of expected results with a personal contribution and an added value;

**Well developed:** Good level of details, relevance of the approach is well presented, coherence and precision of elements/activities proposed for the conduct of the study and achievement of expected results;

**Developed enough:** Average level of details, relevance of the approach is presented, coherence of elements/activities proposed for the conduct of the study and achievement of expected results;

**Simple:** Simple use of elements of the ToR, lack of investigation;

**Non-compliant:** is not compliant with the ToR; omission of key elements of the ToR.