

# Proposal Document

## SET Project Bid Evaluation Matrix

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### 1 What is the importance of this document?

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The Tender Evaluation Committee will use the **criteria** described in the matrix below to give a **score** to the different **elements** of your bid. That is how they will **compare** the bids in a **systematic** and **fair** way.

The Evaluation criteria, therefore, give you an idea of what the Evaluation Committee is looking to see in your Proposal. You should check what you have proposed against the criteria to see if there is anything you missed, or anything (with a high score) which you can strengthen.

### 2 The Evaluation Process

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**Firstly**, the Evaluation Committee will open the Organisational & Technical Proposals and check that all the necessary documents have been submitted.

**Note:** *If key documents are missing, the Proposal may be rejected.*

**Secondly**, the Committee will evaluate them according to the criteria listed below. The total for each Bid Proposal will be the average score of all the Committee members.

*Only the participants reaching more than **70% of the maximum points** in the organisational and technical assessment will be considered for the financial assessment.*

**Thirdly**, the Committee will open the Financial Proposal and evaluate that according to the criteria below. The total will be the average score of all the Committee members.

**Fourthly**, the Committee will add the totals for the two parts to form a score out of 100 for each submission.

**Finally**, the Committee will recheck everything, endorse the winning bid, agree on any clarifications needed from the winning bidder, and authorise the SET to notify the necessary authorities.

### 3 The Evaluation Criteria

The criteria and weighting (indicated by the category scores) are described in this table.

	Pre-Requisites	Yes/No
	All required documents submitted?	
	Organisation certificates verified?	
	Operational conditions verified (b-account, office)	
	Criteria	Max points
1	ORGANISATIONAL CAPACITY	20
	CV of the proposed Project Manager	20
	CVs of the proposed Trainers	
	Organisational experience, local knowledge & self-assessment	
2	TECHNICAL PROPOSAL	60
	Assessment of concept, location & evidence of market & participant demand	30
	Assessment of training targets & awareness of livelihood requirements	
	Trainee selection: process, type, motivation	5
	Awareness of training content	15
	Adequacy of training materials itemization (for the specific skill)	
	Appropriateness of life/business skills proposal	
	Training duration: clarity, justification, adequacy of practical emphasis	5
	Post-training & self-employment support proposals: appropriateness, feasibility, targeting	
	Training Approach: Customisation for specific occupation, use of time, interactivity, teaching of theory, tracking trainee progress (assessment of learners), ...	5
	Selection and appropriateness of training location/space	
	Threshold total met (1+2)?	Yes/No
3	FINANCIAL/BUDGET PROPOSAL	20
	Budget Quality (completeness & clarity)	10
	Fees levels for internal and external trainers and coaches	5
	Reimbursable – realistic not exaggerated, partners contribution, funds management	5
	Total	