**RFQ 23-5825**

**PART 5: SUBMISSION FORMS**

 **5.1. Technical Submission Form

PART A – Background**

|  |  |
| --- | --- |
|  | **RESPONSE BY BIDDER** |
| Name: |  |
| Physical Address: |  |
| Postal Address: |  |
| Telephone Contact: |  |
| Email: |  |
| Two contacts of referees or references. Attach additional details considered as relevant. |  |

**PART B – Evaluation Criteria**• **Provide CVs of all personnel’s being proposed for this work.**

|  |  |
| --- | --- |
| **CRITERIA**  | **RESPONSE BY BIDDER** |
| **Technical requirement 1 (40%)** Quality of the technical bid captures the intent and purpose of this consultancy and adhere with the indicative timelines.  |  |
| **Technical requirement 2 (20%):** **Team Leader:** Must have a master’s degree in international development, management, business management, governance with at least 10 years combined experience in conducting evaluations of development projects in social sector – preferably promoting gender equality and social inclusion. **Member:** Must have a master’s degree in Sociology, social sciences, statistics with at least 10 years combined experience capacity building and strengthening, conducting training, coaching and mentoring. |  |
| **Technical requirement 3 (30%):** Can provide at least 2 samples of evaluation reports carried out in the last 2 years – preferably in the socio-development sector. |  |
| **Technical requirement 4 (10%):** *.* Experience working in Asia-Pacific region employing participatory techniques to capacity building, organizational strengthening, advocacy. |  |

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**5.2. Financial Undertaking Form**

(*to be completed and submitted by the bidder*)

**Part A: Undertaking**

1. If this proposal is accepted, I agree that to enter into an agreement with SPC, to commence and complete all the work specified or indicated in the contract documents.
2. I confirm that I have examined all the RFQ documents to:

*RFQ23-5825 Consultancy to undertake the final evaluation of the PGEP II project.*

1. I agree to complete the services for the price stated in the remuneration.

I agree to complete the services for the following price (VIP):

|  |  |
| --- | --- |
| **Particulars** | **Amount** **(Put your own local currency here)** |
| Professional Fees (Hourly/Daily/Monthly rate- Specify)***Note:****\* SPC/HRSD will not cover separate lines for overheads/ running costs or contingencies. If these apply, the costs are to be considered in the professional fees charged for the delivery of the specific services.**\* Travel (airfare, accommodation, Meals & Incidentals) if required will be arranged separately by SPC, according to its Travel Policy.* |
| **Milestone 1 – 10%**Desk review and submission of evaluation plan.  |  |
| **Milestone 2 – 25%**Stakeholder consultations and site visits completed. |  |
| **(Milestones 3 & 4 – 45%)****Milestone 3** Debriefing and presentation of preliminary findings.**Milestone 4** Submission of Draft final evaluation report. |  |
| **Milestone 5 – 20%**Finalised version of the Final Evaluation report submitted. |  |
| **Total Financial offer (inclusive of all taxes)** |  |