



## EVALUATION REPORT FOR PROPOSALS FOR PROVISION OF CONSULTANCY SERVICES FOR SELECTION CONSULTANT/S FOR MINARET END-TERM EVALUATION

### 1. Introduction

Proposals for provision of consultancy services for Consultant/s were invited on Thursday, 10 September 2020. A copy of the request for proposal document was also uploaded on MINARET website, Facebook, Instagram, and LinkedIn pages.

#### 1.1 Evaluation Committee

Reference to internal memo dated 9 September 2020, and to the email of RSS Manager of Procurement dated 9 September 2020 appointed the following members of staff to constitute the Evaluation Committee for the proposals:

##### (a) Evaluation Committee

Name	Position / Institution	Role
Rola Al-Shaweesh	MINARET Project Manager, RSS	Chairman
Muhieddin Tawalbeh	Manager of RE/EE Division, RSS	Member
Ali Al-Hayajneh	Programme Manager, IUCN	Member
Malik Al-Araidh	Senior Procurement Officer	Member

#### 1.2 Submission and opening of proposals

Submission of the proposals closed on Sunday, 20 September 2020 at 161.00 p.m. and were opened on Tuesday, 22 September 2020 by the Proposals Opening Committee.

The following four (4) consultant/s responded to the call for the tender by submitting their proposals:

No.	Name of Consultant/s	Country
1	Saaf Consult B.V	The Netherlands
2	Integrated International Org & WEE Pros GbmH	Jordan & Germany
3	Exergia Climate Change Consultants	Greece
4	Rafik Missaoui	Tunisia



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## 2. Evaluation of the proposals

The Tender Evaluation Committee evaluated the four (4) proposals received as per the evaluation criteria that was set out in the tender document. The evaluation criteria required that before the technical evaluation was undertaken the bidders were required to have met the mandatory requirements

### 2.1 Mandatory requirements

The bidders were required to submit evidence of the following documents:

- (i) A Proposed methodology and work plan in response to the Request for Proposal
- (ii) A Detailed financial offer
- (iii) A List of references

### 2.2 Technical evaluation criteria

The technical evaluation score was determined as per the criteria detailed in the table below:

No.	Item Description	Max. Score
1	<b>Understanding of the Terms of Reference (TOR)</b>	<b>[40]</b>
a)	Adequacy and clarity of the proposed methodology.	20
b)	Understanding of the assignment based on the appropriateness of the work plan.	20
2	<b>Specific experience of the consultant/s in the last five years</b>	<b>[20]</b>
a)	5 or more similar assignments (programme/project evaluation) in reputable organizations. (At least three (3) of which MUST have been applied on donor-driven projects)	20
b)	3 - 4 similar assignments (programme/project evaluation) in reputable organizations. (At least three (3) of which MUST have been applied on donor-driven projects)	10
c)	1 - 2 similar assignments (programme/project evaluation) in reputable organizations. (At least three (3) of which MUST have been applied on donor-driven projects)	2
d)	No similar nature of assignment.	0
3	<b>Competence and capacity of the key staff for the assignment</b>	<b>[15]</b>
a)	The team leader should have: <ul style="list-style-type: none"><li>• an extensive and advanced evaluation skills and experience in project evaluation/quantitative and qualitative evaluation/participatory and partnership approaches;</li><li>• In-depth understanding of NEXUS approach</li><li>• With more than seven (7) years of experience in undertaking similar consultancies with a demonstrable level of acceptance of the results.</li></ul>	10
b)	Associates and support consultants with: <ul style="list-style-type: none"><li>• a solid knowledge of project management and familiar with quantitative and qualitative evaluation/methodological and analytical skills</li><li>• With a minimum of five (5) years' experience in in undertaking similar consultancies with a demonstrable level of acceptance of the results.</li></ul>	5
	<b>Total Technical Evaluation Score</b>	<b>[75]</b>

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### 3. Evaluation of the consultant/s' responsiveness to the mandatory requirements

Below is a summary of how the firms responded to the mandatory requirements

No.	Requirements	Consultant responsive to the call requirements			
		Saaf Consult B.V	Integrated International Org & WEE Pros GbmH	Exergia Climate Change Consultants	Rafik Missaoui
1	A Proposed methodology and work plan in response to the Request for Proposal	√	√	√	√
2	A Detailed financial offer	√	√	√	√
3	A List of references	√	√	√	√

Key:

√ – Provided

X – Not Provided

#### 3.1 Observations

One bidders were responsive to the mandatory requirements as detailed in the aforementioned table.



#### 4. Technical Evaluation

Based on the technical evaluation table in page 2, the technical review was conducted by the evaluation committee in today's session, and the results were as follows:

	Muhieddin Tawalbeh	Ali Hayajneh	Rola Al-Shaweesh	Malik Al Araidh	Total Technical Score 100%
Saaf Consult B.V	65	74	73	71	70.75
Integrated International Org & WEE Pros GbmH	55	42	43	46	46.9
Exergia Climate Change Consultants	55	54	55.5	53	54.37
Rafik Missaoui	63	60	58	49	57.5

The Technical Evaluation score was out of 75 percent.

#### 5. Evaluation of the financial proposal

The evaluation committee opened the financial proposals for the received offers on Tuesday, 22 September 2020 and thereafter undertook the financial evaluation.

##### 5.1 Tender evaluation criteria for the financial proposal

The Quality Cost Based (QCB) method as outlined in the tender document was used to evaluate the financial proposal as detailed below:

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Consultant/s	Financial Score
Saaf Consult B.V	23.1
Integrated International Org & WEE Pros GbmH	18.4
Exergia Climate Change Consultants	20.6
Rafik Missaoui	25

The Financial Evaluation score was out of 25 percent.

#### 5.2 Summary of the Financial, Technical and Combined Scores

**(a) Financial Score (FS)**

The Financial Evaluation score was out of 25 percent.

**(b) Technical Score (TS)**

The Technical Evaluation score was out of 75 percent.

**(c) Combined score (CS)**

The consultants' proposal was ranked according to the combined Technical Score (TS) and Financial Score (FS). The following table shows the combined scores as follows:

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	Total Technical Score 75%	Total Financial Score 25%	Total Score Tech. + Fin. 100%
Saaf Consult B.V	70.75	23.1	93.85
Integrated International Org & WEE Pros GbmH	46.9	18.4	64.9
Exergia Climate Change Consultants	54.37	20.6	74.97
Rafik Missaoui	57.5	25	82.5

#### 7. Recommendation

The Evaluation Committee recommends to award the tender for provision of consultancy services for the end-term evaluation of MINARET Project to **Saaf Consult B.V** at the quoted price of JOD31,913 only inclusive of all applicable cost and taxes.

Report Approved by:

Muhieddin Tawalbeh

Ali Hayajneh

Rola Al-Shaweesh

Malik Al Araidh

Signature

Signature

Signature

Signature

Date 23/9/2020

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