

No.	Criteria	Total score	Detailed criteria	Max score per criteria	Methodology
1	Documents	5	Copy of the certificate of registration (for NGOs) or business license, bank details and tax certificate	5	The vendor provided the requested documents = 5 points The vendor provided a part of the documents = 2.5 points The vendor did not provide the requested documents = 0 points
2	Description of the vendor and its qualifications	20	Presentation of the organization/company, including a summary of its experience and services.	5	The vendor provided a full presentation of the organization/company, detailing their expertise = 5 The vendor provided an incomplete presentation of the organization/company = 2.5 points The vendor did not provide a presentation = 0 points
			The vendor has experience in providing the services listed in the Terms of Reference.	5	The vendor, as part of the presentation, provided a clear list of services in accordance with UNHCR request = 5 The vendor provided an incomplete list of services = 2.5 points The vendor did not provide a list of services = 0 points
			The staff has a trajectory alined with UNHCR's request, and proof to have the experience needed to provide Capacity Building and Mentorship services.	5	The vendor provided information on their key staff, and their trajectory showed expertise in the requested fields = 5 points The vendor provided information on their key staff, but there is limited expertise = 2.5 points The key staff lacks of experience on the requiered fields = 0 points
			References on experience in working with UN agencies, international organizations and entities	5	The vendor provides references regarding experiece in working with UN agencies, international organizations and entities - 5 points The vendor partially provides references regarding experiece in working with UN agencies, international organizations and entities - 2.5 points The vendor doesn't provide reference - 0 points
3	Technical capacity: proposal	25	The vendor provides a clear proposal for the provision of Capacity Building and Mentorship services in accordance to UNHCR's needs as explained in the Terms of References	20	The vendor delivers a proposal with the list of services, with the following services (points allocated per service): Capacity Building Program content development - + 5 points Organization of trainings and related events - +5 points Organization of a common group for communication in an accessible electronic space for program participants - +5 points Mentorship for program participants - +5 points The vendor does not deliver a proposal - 0 points
			Language	5	The vendor confirms the language capacity as follows: Capacity to conduct trainings and activities in Russian required by UNHCR; Team leader: Romanian, Russian, and English; Team members: Fluency in Romanian and Russian is required - 5 points The vendor confirms partially the language capacity: 2.5 points The vendor does not have the capacity to conduct trainings and activities in Russian - 0 points
		50		50	

Minimum passing threshold to be technically compliant is 30 points