

No.	Criteria	Total score	Detailed criteria	Max score per criteria	Methodology
1	Provision of documents	4	a. Company registration certificate b. Signed UNHCR General Conditions of Contract for the Provision of Services – 2018 (Annex E attached)	4	The vendor provides all required documents - 4 points The vendor provides one of the requested documents - 2 points The vendor does not provide any documents - 0 points
2	Description of the company and its qualifications	19	Presentation of the company.	5	The vendor provides a full presentation of the company in accordance with UNHCR request - 5 points The vendor provides an incomplete presentation of the company - 2 points The vendor did not provide a presentation = 0 points
			The staff has a trajectory aligned with UNHCR's request, and proof to have the experience needed to provide design services.	5	The vendor provides information on their key staff, and their trajectory showed expertise in the requested fields - 5 points The vendor provides information on their key staff, but there is limited expertise - 3 points The key staff lacks of experience on the required fields - 0 points
			The vendor provides at least 2 references to previous clients where the capacity and quality of their work is visible.	6	The vendor provides two references that show their capacity and the quality of their work - 8 points The vendor provides one reference that shows their capacity and the quality of their work - 6 points The vendor provides references but there is no evidence of their capacity or quality of their work - 2 The vendor doesn't provide reference - 0 points
			The vendor has expertise on social or community based projects	2	The vendor provides evidence of expertise on social or community based projects - 2 points The vendor doesn't provide evidence - 0 points
			Confirmation that the working relation with the vendor can be in English	1	The vendor confirms the working relationship can be English - 1 points The vendor doesn't confirm - 0 points
3	Technical capacity	27	The vendor provides a book that gathers visual elements that show the quality and diversity of design such as editorial, for press and printed materials, data visualization and reporting, illustration, and digital such as web and social media, among others.	12	The vendor delivers a book = 2 point The vendor doesn't deliver a book = 0 points The book includes the following. Additional points granted per category: Examples of quality graphic desing of printed products - add 2 points Examples of quality editorial design - add 2 points Examples of quality graphic desing online products - add 2 points Examples of quality illustration - add 2 points Examples of quality data visualition and/or reporting - add 2 points
			Capacity to provide proofreading, copywrite and creative direction in a multicultural setting	5	Capacity to manage the services - 5 points Capacity to partially provide the services - 2.5 points The vendor does not have the capacity to deliver the services - 0 points
			Delivery of complete scenarios	6	They deliver scenario number 1 complete and the hours and profiles included seem reasonable- 3 points They deliver scenario number 2 complete and the hour and profiles included seem reasonable- 3 points No scenarios delivered - 0 points
			Capacity to take on more than one project at a time.	2	Capacity to take on more than one project at a time - 2 points The vendor does not have the capacity - 0 points
			Capacity to respond to emergency requests.	2	The company confirms capacity - 2 points The company does not confirm capacity - 0 points

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The cut-off points for submissions to be considered technically-compliant will be 30 points out of the total 50 points.