

Evaluation process& methods	Initial Technical Evaluation Pass/Fill approach:		
	MANDATORY REQUIREMENTS	SUPPORTING DOCUMENTS	SCORE
	Lead bidder is a legal entity regulated and licensed in Iraq or an internationally registered and regulated in the country of registration or individual consultants with proof of residency/work permit/ability/access to entire Iraq regions independently	A copy of the certificate of incorporation (i.e. company legal registration) or equivalent document verifying legal status/capacity in Iraq or the country of origin or residency permit/work permit for individual consultants. Proof of capacity and ability to work across Iraq	Pass / Fail
	Proven experience in Translation and interpretation works evidenced by list of clients	List of clients and samples of previous works	Pass/Fail
The bidders that meet the mandatory requirements shall be evaluated based on technical and financial criteria set below. The ratio weight between technical and financial criteria is (70:30). •Technical Evaluation: The total maximum technical score is 70 points with a pass mark of 49 points. Only bidders who meet the minimum pass mark of 49 and above will be financially evaluated. STRUCTURE OF THE PROPOSAL (MANDATORY) The Proposal shall contain the mandatory documentation identified below. Bidders are requested to focus on the provision of relevant information. a) Requirements for Institutions or Companies 1. Company profile and methodology 1.1 Background and capacity The bidder should have a minimum of five (5) years of experience providing the services requested. Provide a brief description of the organization submitting the proposal, including the year and country of incorporation, types of activities undertaken, size and approximate annual revenue. 2. Methodology, project management and quality control The proposal should describe the organization's methodology used to provide the services, including their approach to quality assurance, detail proofreading, urgent translation, delays in timelines, correction of mistake, how an interpreter prepares for an event or a meeting, and mitigation of risk in these areas. Describe the potential risks that may impact quality or timely completion of expected results. Describe measures that will be put in place to mitigate these risks. The description should include case studies showcasing their expertise in the areas outlined in this RFPS (see IV above).			

3. Organizational resources and expertise

3.1 Resources and assignment of tasks

The bidder must demonstrate that it is qualified to support UNICEF and to execute the services indicated in this RFPs document. Describe the availability of resources in terms of personnel and facilities required for the TOR. Describe the structure of the proposed team/personnel, and the work tasks (including supervisory) which would be assigned to each. Special attention should be given to providing a clear picture of roles, responsibilities, and accountability. The contracted vendor must assign a project manager/focal point for each assignment.

3.2 Curricula Vitae

Provide curricula vitae of the proposed personnel that will be involved, either full time or part time. Highlight relevant academic qualifications, work experience, and specialized knowledge areas of interpretation or translation and translation/interpretation managers.

4. Experience and customer references

4.1 Previous or current clients/projects

Please outline experience in providing translations and/or interpreting of an international nature in the fields of health and nutrition, education, human rights, gender equality, and other development areas. Include a list of clients and notable projects.

4.2 References

Bidders should include at least three (3) client references, along with a description of the services provided, as per the format provided in Annex A. Please provide references from United Nations organizations or similar INGOs, NGOs, or government or academic organizations.

5. Technical evaluation (70 points)

The technical evaluation for timely and professional translation & for live (simultaneous and consecutive) interpretation will consist of the following:

1.	Company profile and methodology	Points
1.1	Background and capacity	5
1.2	Methodology, project management	10
	Quality assurance procedures distinguishing translation and interpretation works and addressing each of the services on its own. If a service provider can offer either of each the maximum points will be allocated based on the quality of the provided service	5
2.	Organizational resources and expertise	
2.1	Resources and assignment of tasks	5
2.2	Curricula vitae — Qualifications, competencies, and specialized knowledge areas of proposed personnel	15

2.3	Curricula vitae — Experience with similar texts and interpretation work. Experience translating and interpreting for international organizations	15
2.4	Samples of previous works. Two points per sample. For interpretation services the bidder to provide a list of events facilitated and feedback from each of the clients, samples of previous works in terms of video or audio files are acceptable.	10
3	Experience and customer references	
3.1	Clients/projects in the UN, INGOs including the public sector (1 point for each client)	5

6. Evaluation of financial proposal (30 points)

Financial proposals are to be submitted using the template provided in Annex K1 & K2. Financial Offers are to be provided in USD Currency

Volume discounts, tiered pricing and other pricing variations are to be detailed in the Financial Proposal

The bidder will be financially scored based on formula below:

Bidder(A) = (Maximum score for price proposal (30 points) x Price of lowest priced proposal among technically passed bidders)/Price of proposal (A)

The total weight of the bidder will be cumulative of the two scores (Technical and Financial).

b) Requirements for Individual Consultants /Freelance Translators

1.	Translator/ Interpreter profile and methodology	Points
1.1	Background and capacity	5
1.2	Methodology, project management	10
	Quality assurance procedures distinguishing translation and interpretation works and addressing each of the services on it's own. If a service provider can offer either of each the maximum points will be allocated based on the quality of the provided service	5
2.	Expertise	
2.1	Resources that the interpreter or Translator uses in delivery of the assignment.	5
2.2	Curricula vitae — Qualifications, competencies, and specialized knowledge areas	15
2.3	Curricula vitae — Experience with similar texts and/ or interpretation work. Experience translating and interpreting for international organizations	15

	2.4	Samples of previous works. Two points per sample, the quality of each sample will also be evaluated. For interpretation services the bidder to provide a list of events facilitated and feedback from each of the clients, samples of previous works in terms of video or audio files	10
	3	Experience and customer references	
	3.1	Clients/projects in the UN, INGOs including the public sector (1 point for each client)	5