

Annex IV

Example: Selection of Consultants

Quality-Based Selection (QBS) method
Quality and Cost-Based Selection (QCBS) method

Technical Evaluation Report

LOI No. [*insert Letter of Invitation number*]

Client: [*insert name of Client*]

Country: [*insert name of country of Client/Borrower*]

JICA Loan No.: [*insert JICA Loan Agreement number*]

Project: [*inset name of Project*]

Assignment: [*inset name of assignment*]

Date: [*insert date of issuance of this report*]

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Notes for the Borrower

1. *The technical evaluation report should be attached with a letter of Request for Review and Concurrence by Japan International Cooperation Agency (JICA). The letter should highlight conclusions and offer any additional information that would help to expedite review by JICA. In addition, any unresolved or potentially contentious issues should be highlighted.*
2. *This example of technical evaluation report is intended specifically to assist in reporting the results of the evaluation of Technical Proposals. The Borrower should evaluate the Technical Proposals received and prepare a detailed analysis of them. The report should address each of the criteria set in the Request for Proposals. The reason for rejection of the Consultants who have failed to meet the criteria should be clearly explained in the report.*
3. *Appendices 1-9 should invariably accompany the report. Appendix 1 and Appendix 2 are provided for the filing of basic information on the selection process. These appendices should be used without modification since the information indicated is necessary to monitor compliance with the Loan Agreement and the Consultant Guidelines. Appendices 3-9 may be adapted to suit specific requirements of the Request for Proposals. The report should include a number of tables and additional attachments to explain details of the individual evaluation of Consultants who were rejected. References to pertinent clauses in the Request for Proposals should be used as necessary.*
4. *Checklist for technical evaluation report*

i Attach all the required Appendices 1-9.

The Appendix 4 shall be a copy of the Record of Opening of Technical Proposals which was submitted to JICA after the opening.

ii Attach copies of any letter to Consultants requesting clarifications. Provide copies of response. (if any)

iii Ensure that the report is double-checked, paginated, and complete.

Summary

The letter of invitation was sent to the shortlisted Consultants on [*insert Date*].

The deadline for the submission of Proposals was set for [*insert Date*].

In response to the letter of invitation, the following [*insert the number of the Consultant*] Consultants submitted their Proposals.

No.	Name of Consultant ¹	Country ²
1		
2		
3		
4		
5		

1 In case of a Joint Venture (JV), specify the name of the JV, each JV member and the lead member.

2 Place of incorporation and place of registration (for firms). In case of a JV, specify the name of country of the JV and each JV member.

As a result of the technical evaluation, all the [*insert the number of the Consultant*] Consultants are confirmed to be responsive to the key aspects of the Request for Proposals (RFP) and achieve the minimum technical score specified in the RFP.

No.	Name of Consultant	Score	Rank
1			
2			
3			
4			
5			

1. Background

[insert name of Client] intends to hire the Consultant for project management for the aforesaid project. [select: “The Quality-Based Selection (QBS) method” or “The Quality and Cost-Based Selection (QCBS) method”] has been used in the Consultant selection process.

For this purpose, Proposals submitted by the shortlisted Consultants were evaluated and this technical evaluation report has been prepared.

The identification data are presented in Appendix 1.

2. Evaluation Committee

The evaluation committee was established with the approval of [insert name of Client] for evaluation of Technical Proposals. The evaluation committee consists of the members shown in Table 1.

Table 1 Member of Evaluation Committee

No.	Name	Title/Organization	Position in the Committee
1			Chairperson
2			Member
3			Member
4			Member
5			Member

3. Shortlist of Consultants

[describe the selection process of shortlisted Consultants]

The selection process is summarized in Appendix 2.

The [insert the number of the Consultant] Consultants shown in Table 2 were shortlisted.

Table 2 List of Shortlisted Consultants

No.	Name of Consultant ¹	Country ²
1		
2		
3		
4		
5		

¹ In case of a Joint Venture (JV), specify the name of the JV, each JV member and the lead member.

² Place of incorporation and place of registration (for firms). In case of a JV, specify the name of country of the JV and each JV member.

4. Submission of Proposals

All the [*insert the number of the Consultant*] shortlisted Consultants shown in Table 3 submitted their Proposal by the deadline at [*insert time of submission deadline of Proposal*] on [*insert date of submission deadline of Proposal*].

[*insert “No submission of envelope marked ‘SUBSTITUTION’ or ‘MODIFICATION’ was confirmed.” or “‘SUBSTITUTION’ or ‘MODIFICATION’ was submitted from Consultant X and exchanged for the corresponding envelopes being substituted, which were returned to the Consultant X unopened.”*]

Table 3 List of Consultants Submitted the Proposal

No.	Name of Consultant	Country
1		
2		
3		
4		
5		

The Proposal submission and Technical Proposals opening are summarized in Appendix 3.

The record of opening of Technical Bids is presented in Appendix 4.

5. Opening of Technical Proposals

Technical Proposals were opened publicly in the presence of the Consultants’ representatives who choose to attend after the deadline for submission in [*insert name of location*] [*insert “and Financial Proposals were kept unopened in a sealed condition,” in the case that financial proposals were submitted together with Technical Proposals*].

The result of the opening was recorded as Appendix 4 which was sent to JICA on [*insert date of the copy sent to JICA*], in a manner indicated in Clause 13 of Instructions to Consultants.

6. Preliminary Examination

6.1 Submission of Required Documents

The examination result on the submission of required documents (1 original and [*insert number of copy(ies)*] copy(ies)) was summarized in Table 4.

Table 4 Submission of Required Documents

No.	Form	Requirement in Request for Proposals (RFP)	Consultant No.				
			1	2	3	4	5
1	TECH-1	Technical Proposal Submission Form					
2	TECH-2	Consultant's Organization and Experience					
3	TECH-3	Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be Provided by the Client					
4	TECH-4	Description of Approach, Methodology and Work Plan for Performing the Assignment					
5	TECH-5	Team Composition, Task Assignments and Summary of CV Information					
6	TECH-6	Curriculum Vitae (CV) for Proposed Key Experts					
7	TECH-7	Expert Schedule					
8	TECH-8	Work Schedule					
9	TECH-9	Acknowledgement of Compliance with the Guidelines for Employment of Consultants					
10	-	Power of Attorney					
11	-	Joint Venture Agreement or letter of intent (only in case of a JV)					
12	-	<i>[insert if there is any other required document]</i>					

Y: submitted; N: not submitted

All the *[insert the number of the Consultant]* Consultants were confirmed to have submitted all the required documents.

6.2 Preliminary Examination

The result of preliminary examination was summarized in Table 5.

Table 5 Result of Preliminary Examination

No.	Examination Items	Consultant No.				
		1	2	3	4	5
1	Verification					
	The originals of the Proposal are signed by a person duly authorized to sign on behalf of the Consultant.					
2	Validity					
	Proposal remains valid for a period specified in the Data Sheet (DS) 7 in RFP after the Proposal submission deadline.					
3	Eligibility					
	The Consultant meet the requirement as to eligibility of the Consultant as specified in Instructions to Consultants (ITC) 3, 4 and 5.					

C: Confirmed; N: Not Confirmed

All Proposal documents submitted by the [*insert the number of the Consultant*] Consultants were confirmed to have been signed as stipulated in ITC 12.4 and all the [*insert the number of the Consultant*] Consultants were confirmed to have met the required validity period of Proposal specified in DS 7.1 and eligibility specified in ITC 3, 4 and 5.

7. Evaluation of Technical Proposals

7.1 Detailed Evaluation Criteria

RFP contains the criteria, sub-criteria, and point system for the Proposal evaluation (DS 14.3). The detailed evaluation criteria have also made on the basis of the evaluation criteria and sub-criteria stated in the RFP prior to Proposal submission deadline.

7.2 Results of Evaluation

Evaluation criteria are divided largely into the following four (4) categories:

- (i) Experience of the Consultants relevant to the assignment;
- (ii) Adequacy of the proposed methodology and work plan in responding to Terms of Reference;
- (iii) Key Experts' qualifications and competence for the assignment; and
- (iv) Suitability of the transfer of knowledge (training) program (optional).

A total of hundred (100) points are allocated: [*insert the allocated points between 10-20*] for (i) Experience of the Consultants, [*insert the allocated points between 20-50*] for (ii) Adequacy of the proposed methodology and work plan, [*insert the allocated points between 30-60*] for Key Experts' qualifications and competence, and [*insert the allocated points between 0-10*] for Suitability of the transfer of knowledge (training) program (optional).

The results of evaluation for each of the criteria are shown in Appendices 5 to 8 and the following are the highlight strengths and weakness of each Technical Proposal submitted by shortlisted Consultants.

Consultant No.1

[describe the outline of the result of technical evaluation and the factors for additional/deducting points]

Consultant No.2

[describe the outline of the result of technical evaluation and the factors for additional/deducting points]

Consultant No.3

[describe the outline of the result of technical evaluation and the factors for additional/deducting points]

Consultant No.4

[describe the outline of the result of technical evaluation and the factors for additional/deducting points]

Consultant No.5

[describe the outline of the result of technical evaluation and the factors for additional/deducting points]

7.3 Total Technical Score

To sum up the scores given to the *[insert the number of the Consultant]* Consultants are shown in Table 8 and Appendix 9.

All the *[insert the number of the Consultant]* Consultants exceed the minimum technical score required to be achieved, *[insert the number of points, usually 70]* points, so they are competent enough to carry out the assignment.

Table 8 Technical Score

No.	Name of Consultant	Score	Rank
1			
2			
3			
4			
5			

8. Recommendation

According to the thorough evaluation of Technical Proposals as described in the preceding sections, all the *[insert the number of the Consultant]* Consultants are confirmed to be responsive to the key aspects of the RFP and achieve the minimum technical score specified in the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the RFP. The evaluation committee recommends to proceed to *[select: “the opening and evaluation of the financial proposal “(for QCBS) or “the contract negotiation with the opening of the financial proposal with the 1st ranked Consultant, [insert name of 1st ranked Consultant]” (for QBS)].*

[The evaluation results of Technical Proposals are subject to review and concurrence by JICA. The technical evaluation report shall be submitted to JICA.]

Example of Technical Evaluation Report

as *[insert name of position in the committee]* as *[insert name of position in the committee]*

[insert name of signer]
[insert name of title]
[insert name of organization]

[insert name of signer]
[insert name of title]
[insert name of organization]

as *[insert name of position in the committee]* as *[insert name of position in the committee]*

[insert name of signer]
[insert name of title]
[insert name of organization]

[insert name of signer]
[insert name of title]
[insert name of organization]

as *[insert name of position in the committee]*

[insert name of signer]
[insert name of title]
[insert name of organization]

[insert Date]

Appendices

Appendix 1	Identification
Appendix 2	Selection Process
Appendix 3	Proposal Submission and Technical Proposal Opening
Appendix 4	Record of Opening of Technical Proposals
Appendix 5	Score for Experience of the Consultants relevant to the assignment
Appendix 6	Score for Adequacy of the proposed methodology and work plan in responding to the Terms of Reference
Appendix 7	Score for Key Experts' qualifications and competence for the assignment
Appendix 8	Score for Suitability of the transfer of knowledge (training) program
Appendix 9	Summary Technical Evaluation Sheet

Appendix 1 Identification

1.1 Name of Borrower	
1.2 Loan Agreement (L/A) number	
1.3 Date of effectiveness of L/A	
1.4 Closing date of Proposal Submission (a) original (b) revised	
1.5 Name of project	
1.6 Executing Agency (or other organization responsible for employment) (a) name (b) address	
1.7 Contract identification	
1.8 Contract description	
1.9 Selection Methods (check appropriate box)	<input type="checkbox"/> Quality- and Cost-Based Selection <input type="checkbox"/> Quality-Based Selection <input type="checkbox"/> Single Source Selection <input type="checkbox"/> Selection of Individual Consultants and Nongovernmental Organization
1.10 Payment Condition (check appropriate box)	<input type="checkbox"/> Time-Based Contract <input type="checkbox"/> Lump-Sum Contract
1.11 Cofinancing for the contract, if any (a) agency name (b) percent financed by agency	

Appendix 2 Selection Process

2.1 Short List (a) number of firms shortlisted (b) date of JICA's concurrence to Short List							
2.2 Request for Proposals (RFP) (a) date of JICA's concurrence to RFP (b) issuance date to Consultants (c) date of copy sent to JICA							
2.3 Amendments to documents (if any) (a) list all issue dates (b) date(s) of JICA's concurrence ¹	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;">1.</td> <td style="width: 33%; text-align: center;">2.</td> <td style="width: 33%; text-align: center;">3.</td> </tr> <tr> <td style="width: 33%; text-align: center;">1.</td> <td style="width: 33%; text-align: center;">2.</td> <td style="width: 33%; text-align: center;">3.</td> </tr> </table>	1.	2.	3.	1.	2.	3.
1.	2.	3.					
1.	2.	3.					
2.4 Date of pre-proposal conference (if any)							

1 Modification of Request for Proposals reviewed by JICA shall require the prior written concurrence of JICA, provided, however, that any change which does not constitute an important modification of the Request for Proposals shall not require such concurrence of JICA.

Appendix 3 Proposal Submission and Technical Proposal Opening

<For QCBS>

3.1 Proposal submission deadline (a) original date, time (b) extensions, if any	
3.2 Technical Proposal opening date, time	
3.3 Record of Technical Proposal opening, date sent to JICA	
3.4 Number of Proposals submitted	
3.5 Proposal validity period (days or weeks) (a) originally specified (b) extensions, if any	

<For QBS>

3.1 Technical Proposal submission deadline (a) original date, time (b) extensions, if any Financial Proposal submission deadline (check appropriate box)	<input type="checkbox"/> submitted with Technical Proposal <input type="checkbox"/> not submitted with Technical Proposal
3.2 Technical Proposal opening date, time	
3.3 Record of Technical Proposal opening, date sent to JICA	
3.4 Number of Proposals submitted	
3.5 Proposal validity period (days or weeks) (a) originally specified (b) extensions, if any	

Appendix 4 Record of Opening of Technical Proposals

No.	Name of Consultant ¹	Country ²	Substitution or Modification ³	Technical Proposal ⁴	Name of Representative	Signature
1						
2						
3						
4						
5						

- 1 In case of a Joint Venture (JV), specify the name of the JV and the name of each JV member starting from the lead member.
- 2 Place of incorporation and place of registration (for firms). In case of a JV, specify the name of country of the JV and each JV member.
- 3 Describe whether there is a substitution or a modification.
- 4 Describe the presence or absence of duly sealed envelope with Technical Proposal.