

**Evaluation Criteria for Technical Elements
(PASS / FAIL)**

1	Company Background and Licensing	
	Mandatory Requirement	<ul style="list-style-type: none"> Bidder must have valid trading license/s and permit to provide the service.
	Documents / Information expected from Bidders	
	<ul style="list-style-type: none"> Bidder is required to have a relevant valid trading license/s and permit/s, and expected to submit a copy of a valid trading license/s and permits for the type of services required by WFP. 	
2	Bidder's Qualification and Experience	
	Mandatory Requirement	<ul style="list-style-type: none"> Bidder to shows proven experience in the provision of the same are/similar studies. service in the past 3 years.
	Documents / Information expected from Bidders	
	<ul style="list-style-type: none"> Bidders to provide the list of projects indicated detailed scope, value and clients. 	
3	Bidder's Financial Capacity	
	Mandatory Requirement	<ul style="list-style-type: none"> Bidder must have the adequate financial capacity the provision the service
	Documents / Information expected from Bidders	
	<ul style="list-style-type: none"> Bidders to submit financial audited report from the last 3 years: Audit statement & Financial statements. 	
4	Bidder's Successful Past Performance and good track record - (Reference Letters)	
	Mandatory Requirement	<ul style="list-style-type: none"> Bidder must have a positive track record for successfully performing similar contracts in the past.
	Documents / Information expected from Bidders	
	<ul style="list-style-type: none"> Bidders are expected to submit copies of successful past performance and good track record by means of minimum 3 reference letters, not older than 5 years. The name and title of the person signing the letter should be visible on the reference letter. 	
5.	Project Start	
	Mandatory Requirement	<ul style="list-style-type: none"> Bidder must confirm in writing they can start the project within a week from the contract signature date.
	Documents / Information expected from Bidders	
	<ul style="list-style-type: none"> Writing confirmation 	
6.	UN General Terms and Condition	
	Mandatory Requirement	<ul style="list-style-type: none"> Bidder must confirm in writing the acceptance on UN General Terms and Conditions can start the project within one week from the contract signature date.
	Documents / Information expected from Bidders	
	<ul style="list-style-type: none"> Writing confirmation 	

ANNEX II

TECHNICAL PROPOSAL TEMPLATE

Name of the Firm: _____

1. Technical Proposal (60 Points)

APPLICATION FORM FOR TECHNICAL PROPOSAL	
SECTION A: GENERAL INFORMATION ABOUT THE APPLICANT	
A1. Name of applicant organization/firm	
A.2 Contact person	
A3. Address in Uganda	
A4. Contact telephone number	
A5. Contact email address	
SECTION B: ORGANISATIONAL/FIRM EXPERIENCE AND CAPACITY	
Briefly describe your organization/firm's experience/capacity in the following areas (if any)	
B1. Experience in carrying out surveys (qualitative and quantitative data collection, analysis and reporting) in the past 5 years. Provide the list of projects, value and clients.	
B2. Experience in conducting surveys and rigorous analysis related to technology adoption especially in agricultural related technologies among smallholder farmers in the past 5 years. (Provide evidence).	

SECTION C: METHODOLOGY	
C1. Describe in details your methodology including sampling size, study design, sampling procedure, data collection systems and tools, deployed project team structure etc.	
C2. Explain the scientific basis and justification of your chosen methodology.	

C3. Explain the limitations and accuracy of your methodology.																																																					
C4. Explain Quality assurance procedures intended to use																																																					
C5. Provide the Data Management procedure proposed.																																																					
C5. Suggest a work plan using the format inserted and describe how the work plan will be implemented																																																					
<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="padding: 5px;">Activity</th> <th rowspan="2" style="padding: 5px;">No of days</th> <th rowspan="2" style="padding: 5px;">Expected output</th> <th colspan="5" style="padding: 5px;">Week</th> </tr> <tr> <th style="padding: 5px;">1</th> <th style="padding: 5px;">2</th> <th style="padding: 5px;">3</th> <th style="padding: 5px;">4</th> <th style="padding: 5px;">5</th> </tr> </thead> <tbody> <tr><td style="height: 25px;"></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td style="height: 25px;"></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td style="height: 25px;"></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td style="height: 25px;"></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td style="height: 25px;"></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Activity	No of days	Expected output	Week					1	2	3	4	5																																								
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SECTION D: STAFFING
D1. Describe the key staff required for the project, their roles and responsibilities. CVs of the project manager and key technical experts should be attached. Provide overview structure of the entire project team, including description of teams' enumerators and data collectors, and those team's literacy level. Attach organizational chart for the project.