

Evaluation Sheet for Individual Consultants

Business Development Services Officer

Procurement Reference No: 0008/2025

Selection of Consultants – Business Development Services Officer

Applicant Name	
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1. Qualification

Description	Weight a	Score ¹ b	Weighted Score c = a*b	Comments
Master's Degree in Business Administration or equivalent	1			

2. General Experience

Description	Weight a	Score ¹ b	Weighted Score c = a*b	Comments
At least 15 year professional experience in business development services	2			

3. Specific Experience

Description	Weight a	Score ¹ b	Weighted Score c = a*b	Comments
Experience in leadership or management position of at least 1 MSMEs business development project of duration at least 1 year in Sub-Saharan African Countries preferably in Somalia or the Horn of Africa	1			
Strong interpersonal, reporting and communication skills preferred	1			
Demonstrated experience in coordination of business	1			

¹ Scores from 0-3, being '0' requirement not met, '1' partly met, '2' requirement fully fulfilled, and '3' more than requested

associations and /or umbrella associations an added advantage				
Experience working with Banks, Microfinance institutions or participating financial institutions an advantage	0.5			
Demonstrated experience in supervision, detailed reviews of deliverables by service providers, monitoring and evaluation of BDS providers an added advantage.	1			
Demonstrated experience in knowledge management (MIS) of BDS services in an apex financial institution an added advantage	1			
Good working knowledge of English and Somali languages	0.5			
Demonstrated experience in conducting Institutional Assessments (or Organisation Capacity Assessments) of Trade Associations and/or Umbrella Organisations	0.5			
Demonstrated experience in preparation of capacity building plans for MSMEs associations an added advantage.	0.5			

4. Price (lump sum)

Description	Ratio a	Max. Points b	Weighted Score c = a*b	Comments
Points Formula:	(Lowest Price / Actual Price)	70		

Points Formula: (Lowest Price / Actual Price) * max. Points

Total weighted score (1 + 2 + 3 + 4):

Selection performed by:

Date:

Selection criteria: Most experienced and qualified consultant at best price (= highest score)

Note:

1. The financial proposals for candidates having weighted score of less than 21 out of 30 for criterion 1, 2 and 3 above will not have their financial proposals opened.
2. Interviews may be called at the discretion of the client involving the top 3 candidates with highest weighted scores for criterion 1, 2, 3 and 4 above.