

Evaluation Sheet for Individual Consultants

Business Development Services -Women Mentors

Procurement Reference No:

Selection of Consultants – Business Development Mentor

Applicant Name	
-----------------------	--

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 8 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 at least 1 MSME business development project in Sub-Saharan African Countries for duration at-least 1 year preferably in Somalia or the Horn of Africa	1			
Strong interpersonal, reporting and communication skills preferred	1			
Experience in business mentorship and coaching preferred	1			
Experience in running a business an added advantage	1			

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

Experience in MSMEs BDS assessments and design	1			
Experience in MSMEs BDS monitoring and evaluation preferred	1			
Good working knowledge of English and Somali languages	1			

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.