

Matrices for reviewing the suitability and assessment of service**Civil Society Development Cooperation.****One consultant with expertise in civil society and evaluation for a country case study in Georgia.**

Reviewing suitability				
In order to assess the professional qualifications, the following requirements have to be met by the consultant and are to be proven by CV, certificates, publications and copy of the passport.				
Criterion	Type	Description	A-Criterion fulfilled	Remarks
K1.	A	Completed scientific university degree. The consultant must have at least a bachelor's degree. To be demonstrated by submitting CV and certificates.		Bidders are requested to indicate in the document "Questionnaire for Performance Evaluation" in the response field whether the respective criterion is met. In addition, they must specify on which page and/or under which section of the submitted reference document the corresponding information or evidence can be found.
K2.	A	Work experience in conducting data collection and data analysis. The consultant must have conducted at least three studies or evaluations in the last 10 years in which qualitative data collection and data analysis was conducted. To be demonstrated by at least three evaluations (as team member or team leader) which employed qualitative methods, through submission of CVs and/or reference documents. The methods used should be visible in a short abstract, which is to be provided either in the CV and/or in the shared reference documents.		See comment to Criterion K1.
K3.	A	Profound knowledge of civil society in Georgia. The consultant must have worked on the topic of civil society in Georgia and have published at least two relevant publications on civil society in Georgia in the last 6 years. To be demonstrated by at least two scientific publications (published in scientific journals or as a commissioned report ("grey literature"), as author or co-author) with a primary focus on civil society in Georgia, through submission of CVs and/or reference documents. The thematic focus should be visible either in the title of the publication or in an abstract. Both should be provided in the CV and/or the reference documents.		See comment to Criterion K1.

Kommentiert [MG1]: @Polak, Tobias @Hörner, Denise
Wie hat das bei der letzten Vergabe mit den Vorgaben in der Übersicht geklappt? (Die AN mussten die entsprechenden Antworten und Verweise zum CV in das Dokument schreiben)

Kommentiert [TP2R1]: Das ist schon hilfreich. Allerdings ist die Informationsbasis manchmal trotzdem etwas dünn. Die Kriterien wurden hier daher nochmal spezifiziert.

Ich habe eine entsprechende Anmerkung in dem Kommentar-Feld von K1 eingefügt. Passe die Formulierung gerne an. Ich habe mich an der Formulierung bei der letzten Vergabe orientiert.

Kommentiert [CO3]: Eventuell anpassen, je nachdem ob K5-K7 eingefügt werden

Kommentiert [MG4]: Passt das? Also wäre es okay, wenn die alle vor 8 Jahren waren z.B.

Kommentiert [TP5R4]: Ja, das würde passen.

Kommentiert [MG6]: „Two evaluations“ Stimmt nicht mit Kriterium überein

Kommentiert [TP7R6]: Super, danke für den Hinweis

Kommentiert [MG8]: Stimmt nicht mit Kriterium überein

Kommentiert [TP9R8]: Super, danke für den Hinweis

K4.	A	Excellent command of English (written and oral). To be demonstrated by submitting CV.		See comment to Criterion K1.
K5.	A	Excellent command of Georgian. To be demonstrated by submitting CV.		See comment to Criterion K1.
K6.	A	At least in sum 4 years of living and/or work experience in Georgia during the last 15 years. To be demonstrated by submitting CV or reference documents		

Kommentiert [TP11R10]: Ja, das ist richtig. Ich habe nicht darüber nachgedacht. Wir können das gerne drin lassen.

Kommentiert [MG12]: In Georgia nehme ich an. Nicht einfach irgendeine. Rechtlich wichtig

Assessment of service								
						Expectations		
Criterion	Type	Description	Weightage (G)	Performance points assigned (Lp)	Lp x G	0 – 3 Points	4 – 7 Points	8 – 10 Points
K7.	B	Number of contracts or publications dealing with the role of civil society in the context of democracy or good governance. To be demonstrated by submission of CVs.	30			One point will be awarded per demonstrated contract or publication. A maximum of ten points can be achieved in C9, even if more than ten contracts or publications are demonstrated.		
K8.	B	Outline: Please describe the current role of civil society in Georgia and critically elaborate on the most recent developments. Please provide an overview of the most important national and international actors and their interests vis-à-vis civil society in Georgia. Please describe opportunities, challenges and potential solutions for civil society organisations.	40			Superficial description of civil society in Georgia, with no or only few references to academic discourse. Superficial description of opportunities, challenges and potential solutions.	Adequate description of civil society in Georgia, with no or only few references to academic discourse. Adequate description of opportunities, challenges and potential solutions.	Comprehensive and convincing description of civil society in Georgia, with no or only few references to academic discourse. Comprehensive and convincing description of opportunities, challenges and potential solutions.
K9.	B	Verbal presentation of K8 in a virtual interview via MS Teams	30			Quality of content of the presentation as well as the quality of answers asked during the meeting is low or very low.	Quality of content of the presentation as well as the quality of answers asked during the meeting is satisfactory.	Quality of content of the presentation as well as the quality of answers asked during the meeting is good or very good.
Total performance points (L):								

For K7 at least 120 points and for K8 at least 160 points must be achieved to be invited to the verbal presentation (K9). Tenders that attain less than these performance points in K7 und K8 will be excluded from the further procedure.

Assessment method:

The assessment is carried out according to the extended guideline method. The extended reference value method according to UfAB V v2.0 is used, by forming a quotient of performance (addition of performance points) and price for each tender. The key figure for the price-performance ratio (economic efficiency) is calculated as follows:

$$Z = L/P$$

Z = Key figure (of economic efficiency)

L = Total number of performance points (key performance indicator)

Kommentiert [MG13]: In K8? Oder pro? Oder insgesamt?

Kommentiert [TP14R13]: Angepasst

Kommentiert [CO15]: Anpassen wenn K1-K9 Final sind.

P = Total price (Euro) of the tender (price key figure)

Subsequently, all tenders within a 10 percent fluctuation range based on the leading tender (highest Z value) are selected. Finally, these pre-selected tenders are compared against the performance points L and the tender with the highest performance points is awarded. If there are tenders with the same number of points within the fluctuation range, the tender with the lower price will be accepted.