

Call for consultancy Service

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MEKELLE UNIVERSITY

Consultancy and Community Services Office (CCSO)

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ቁጥር/Ref.No: CCSO-11-01-16

ቀን/Date: January 11, 2016

To: All interested academic staffs

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Subject: Call for technical and financial proposals

The Bureau of Planning and Finance has requested the university for potential candidates for the consultancy services on “*research on investment of Mekelle City*”. This is, therefore, to announce the consulting services to all interested staffs and submit the technical and financial proposals in team until 20th of January, 2016. Please see enclosed the selection criteria and TOR for your references.



Kind Regards,

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Cc:

➤ Office of the UICL

MU

Criteria for proposal screening and evaluation

The ad hoc committee to be assigned for this evaluation must use the following criteria:

1. Experience related criteria (10%)

Experience will be considered proportionately (the average value of the team members will be considered). Specifically, all the project members will be evaluated in the two ways (the very detailed breakdown will be done by the ad hoc committee):

- ✓ General experience (5%) which refers to the general experience that the team members experience in research work.
- ✓ Specific experience (5%), which refers to the specific experience the project members experience in publishing, dissemination, published or unpublished reports, books, abstracts, book review, conference presentation, etc.

2. Team combination related criteria (10%)

We encourage team research and multidiscipline (if it needs such). Sole author must be automatic rejected.

Thus, marks will be given as per the following composition:

- ✓ If there are 4 and above experts, the team will get 10%.
- ✓ If there are 3 and above experts, the team will get 7.5%.
- ✓ If there are 2 and above experts, the team will get 5%.

3. Qualification Related criteria (10%)

In order to evaluate the team members on the basis of their qualification; the committee assigned the following weights to each team members:

3.1. Associate professor and above	10%
3.2. Assistant professor	7.5%
3.3. Lecturer	5%

Then the average result will be the grade (score out of 10%).

4. Technical Proposal Related criteria (40%)

A gain, according to the research call advertized, the lion's share of the evaluation must be given to the technical proposal.

In order to properly evaluate this part, the following criteria along with their weights must be used:

4.1. Understanding and Meeting the demand driven research proposal call requirement	10%
4.2. Comprehensiveness	30%
i. Assessment and review of existing situation	7%
ii. Research plans (methods, data collection etc)	10%
iii. Analysis, dissemination and engagement plan	10%
iv. Work plan and deliverable	8%

5. If the score from 1-4 is more than 50/70, they can pass to compete the financial proposal. Those teams which score less than 50 out of 70 will be rejected.

6. Financial Proposal Related criteria (30%)

- 6.1. The least bidder will score 30%
- 6.2. The second least bid will score 20%
- 6.3. The third least bid will score 10%
- 6.4. The rest will score 0%

Technical and financial proposals must be submitted separately. If both financial and technical proposals are submitted the document will be automatically rejected.

Summary of the evaluation criteria

- 1. Experience related criteria (10%)
- 2. Team combination related criteria (10%)
- 3. Qualification Related criteria (10%)
- 4. Technical Proposal Related criteria (40%)
- 5. Financial Proposal Related criteria (30%)

