|  |  |  |
| --- | --- | --- |
|  | COMUNIDADE ECONOMICA DOS ESTADOS DA FRICA OCIDENTAL |  |
| ECONOMIC COMMUNITY OFWEST AFRICAN STATES |  |  COMMUNAUTE ECONOMIQUE DES ETATS DE L’AFRIQUE DE L’OUEST |

# *(EVALUATION REPORT FOR EXPRESSION OF INTEREST( EOIs)*

# *– STANDARD TEMPLATE – To be deleted in the final version)*

**SELECTION OF INDIVIDUAL CONSULTANTS */ FIRM***

**By the method……………..**

**EXPRESSION OF INTEREST FOR ……………………………………………**

**Funding: ECOWAS COMMISSION**

**EVALUATION REPORT FOR (EOIs)**

***Place, day, month, 202…***

 **Evaluation report For Expression of interest**

As part of the recruitment of a Consultant (*Individual or Firm* ) to *Indicate the title of the mission/assignment* , with reference to the notice of expression of interest n° *…. indicate the number of the notice,* published on *…. indicate the date and year* *publication* on the website of the ECOWAS Commission and in accordance with the information contained in the Minutes of opening of EoIs received within the framework of this notice of Expression of interest, the Evaluation Committee carried out the evaluation process of (*indicate the number of files recorded in the opening report)*.

Following the analysis of the number of EoIs received (*number in word) ( in figure)* by the Evaluation committee and applying of the criteria which was published in the EoIs , results and comments made for each candidate are recorded in the individual score sheet of the Evaluation Committee ( ***see attached annex 1*** ) :

The following members who evaluated the applications received are in table below

| **No.** | **NAME** | **DESIGNATION/OCCUPATION** | **STATUS/CAPACITY** |
| --- | --- | --- | --- |
| **MEMBER** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| **SECRETARIAT** |
| 4 |  |  |  |

In accordance with the procurement plan approved for the year 202…., the procurement method used for this assignment is the selection method*, indicate the method provided for in the Request for expression of interest*.

In respect of applying the evaluation criteria published in the notice of expression of interest and the following marks contained in table 2 below are given to evaluate each application in accordance with the various directives of the ECOWAS Procurement Code.

**Table 2** : Evaluation criteria (EOIs)

|  |  |
| --- | --- |
| **Description** | **Marks** |
| 1. **Educational background (qualification and general experience)**
 | **30** |
| * Degree level or in a related field of study
 | 10 |
| * Number of years of professional experience.
 | 20 |
| 1. **Specific experience**
 | **65** |
| * Indicate the sub-criteria (2 or 3 maximum) in relation to the specific experience of the consultant’s mission
* *Indicate the terms of application*
 | 10 |
| * Indicate the sub-criteria (2 or 3 maximum) proving that the Consultant has carried out a similar mission for other clients over the last three or five years
* *Indicate the terms of application*
 | 55 |
| 1. **Language Skills**
 | **5** |
| * Fluency in English or French or Portuguese
 | 2.5 |
| * Fluency in a second language ( English or French or Portuguese)
 | 2.5 |
| **Total score** | **100** |
| **Minimum score required**  | **70** |

The scores awarded to each consultant are given by each evaluator which are indicated in table below (See attached scoresheet – ***Annex 2***):

 **EVALUATION SHEET FOR INDIVIDUAL CANDIADTE**

*(This sheet is in Excel and must be made available to each evaluator)*

Name of Candidate: …………… Nationality: …………………

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Marks** | **Scores** | **Comments**  |
| 1. **Qualification (training and general experience)**
 | **30** |  |  |
| * Degree level or in a related field of study
 | 10 |  |  |
| * Number of years of professional experience.
 | 20 |  |  |
| 1. **Specific experience**
 | **65** |  |  |
| * Indicate the sub-criteria (2 or 3 maximum) relating to the specific experience of the consultant’s mission
* *Indicate the terms of application*
 | 10 |  |  |
| * Indicate the sub-criteria (2 or 3 maximum) proving that the Consultant has carried out a similar assignment for other clients over the last three or five years
* *Indicate the terms of application*
 | 55 |  |  |
| 1. **Proficiency in official ECOWAS languages (** *language assessment is emphasized on the consultant's ability to speak other official ECOWAS languages* ***)***
 | **5** |  |  |
| * Fluency in English or French or Portuguese
 | 2.5 |  |  |
| * Fluency in a second language ( English or French or Portuguese)
 | 2.5 |  |  |
| **Total score** | **100** |  |  |

**Evaluator’s name** no. ……..: ………………………………

Signature: ……………………………… **Date** : ………………………………………….

**RECAP/CUMULATIVE OF SCORES GIVEN BY THE EVALUATORS TO EACH CANDIDATE**

*(This form must be completed by the person responsible for compiling the Evaluators' scores)*

The results of the individual evaluation of the expression of interest are shown in table below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  **S/N** |  **CRITERIA****CANDIDATES** | **General experience of the firm****(30 points)** | **Specific experience****(65 points)** | **Language proficiency \_****(5 points)** | **Total****(100 points)** |
| 1. **1**
 |  | *…(a)\* …(b)\**averagescore*…c)\* …d)\** | *…(a)\* …(b)\**averagescore*…c)\* …d)\** | *…(a)\* …(b)\**averagescore*…c)\* …d)\** | **……..** |
| 1. **1**
 |  | *…(a)\* …(b)\**averagescore*…c)\* …d)\** | *…(a)\* …(b)\**averagescore*…c)\* …d)\** | *…(a)\* …(b)\**averagescore*…c)\* …d)\** | **……..** |
| 1. **1**
 |  | *…(a)\* …(b)\**averagescore*…c)\* …d)\** | *…(a)\* …(b)\**averagescore*…c)\* …d)\** | *…(a)\* …(b)\**averagescore*…c)\* …d)\** | **……..** |
| 1. **1**
 |  | *…(a)\* …(b)\**averagescore*…c)\* …d)\** | *…(a)\* …(b)\**averagescore*…c)\* …d)\** | *…(a)\* …(b)\**averagescore*…c)\* …d)\** | **……..** |
| 1. **1**
 |  | *…(a)\* …(b)\**averagescore*…c)\* …d\** | *…(a)\* …(b)\**averagescore*…c)\* …d)\** | *…(a)\* …(b)\** **average score***…c)\* …d)\** | **……..** |
| 1. **1**
 |  | *…(a)\* …(b)\**averagescore*…c)\* …d)\** | *…(a)\* …(b)\** averagescore*…c)\* …d)\** | *…(a)\* …(b)\**averagescore*…c)\* …d)\** | **……..** |

**\*(a):** Scores given byevaluator 1

**\*(b):** Scores given byevaluator 2

**\*(c):** Scores given byevaluator 3

**\*(d):** Scores given bythe evaluator 4

Based on the individual evaluations and cumulative scores, the candidates' scores are shown in table below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Criteria****Candidates** | **General experience of the firm****(30 points)** | **Specific experience****(65 points)** | **Language proficiency****(5 points )** | **Total****(100 pts)** | **Observation****( *Qualified or unqualified* )** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |

**Terms of qualification:**

In application of the directives of the ECOWAS Procurement Code relating to the shortlisting/restrictive list procedures and considering all of the above, the candidates whose score has reached 70 points as required **in** the manifestation of interest (EOIs) are qualified and shortlisted Cansdidates.

|  |  |  |  |
| --- | --- | --- | --- |
| **Rank** | **Candidates** | **Country** | **Scores** |
| 1st \_ |  |  |  |
| 2nd \_ |  |  |  |
| 3rd \_ |  |  |  |
| 4th \_ |  |  |  |

**Conclusion:**

In view of the above, considering the analysis of the applications and the scores awarded to each candidate by applying criteria set above. The Committee made the following final ranking based on merit of the qualified Candidates.

|  |  |  |  |
| --- | --- | --- | --- |
| **RANK** | **CANDIDATES** | **COUNTRY** | **SCORES** |
| 1st \_ |  |  |  |
| 2nd \_ |  |  |  |
| 3rd \_ |  |  |  |

Have signed

| **S/N.** | **NAME** | **DESIGNATION** | **CAPACITY** | **SIGNATURE** |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

**VIII. ANNEXES**

* Annex 1: Opening minutes
* Annex 2: Scoring sheets
* Annex 3: Scoresheet comments

**ANNEX 1:**

**OPENING MINUTES**

**ANNEX 2:**

**SCORESHEETS**

**ANNEX 3:**

**COMMENTS ON SCORE SHEETS**