SAMPLE FORM OF EVALUATION REPORT

SELECTION OF CONSULTANTS

The World Bank
Washington, D.C.

October 1999

Preface[1]

Consultants[2] employed by Bank Borrowers and financed by the World Bank or under trust funds[3] are hired according to the Bank's *Consultant Guidelines* (*Guidelines*).[4] The *Guidelines* specify the Borrowers' obligations to submit certain reports to the Bank during the selection process:

(a) for contracts subject to prior review by the Bank (see Appendix 1, para. 2(a), of the *Guidelines*):

(i) a technical evaluation report subject to prior review by the Bank, such as the Bank's no-objection prior to opening the financial proposals; or

(ii) a technical evaluation notice for contracts above the prior review threshold but below a higher threshold indicated in the Loan Agreement. In such case, the Borrower needs not wait for the Bank's no-objection to open the financial proposals;

In both cases the Borrower must send to the Bank for prior review the combined technical/financial evaluation report;

(b) for contracts subject to post-review by the Bank:

(i) a combined technical/financial report to be reviewed or audited subsequently.

This document sets out the format of a sample evaluation report. It is provided to Bank Borrowers to facilitate the evaluation of consultants' proposals and the subsequent review of these proposals by the Bank. Its use is strongly recommended but not mandatory.

The evaluation must be in accordance with the criteria spelled out in the Request for Proposals and carried out by qualified evaluators. The Request for Proposals should be prepared in agreement with the *Guidelines* (para. 2.8).

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1 This preface is not part of the report. It should not appear in the report submitted to the Bank.

2 The term *Consultants* in this document refers to organizations and not individuals.

3 Trust funds are funds provided by donors and administered by the Bank.

4 All references to the *Guidelines* made in this report are to *Guidelines: Selection and Employment of Consultants by World Bank Borrowers* (Washington, D.C.: World Bank, January 1997, revised September 1997 and January 1999). Copies of the *Guidelines* are available at http://www.worldbank.org/html/opr/procure/propage.html.

The evaluation report includes five sections:

Section I. A Short Report Summarizing the Findings of the Technical Evaluation;
Section II. Technical Evaluation Report—Forms;
Section III. A Short Report Summarizing the Findings of the Financial Evaluation;
Section IV. Financial Evaluation Report—Forms;
Section V. Annexes:
- Annex I. Individual Evaluations;
- Annex II. Information Data Monitoring;
- Annex III. Minutes of the Public Opening of the Financial Proposals;
- Annex IV. Copy of the Request for Proposals;
- Annex V. Miscellaneous Annexes—Ad Hoc.

The report can be used for all methods of selection described in the *Guidelines*. Though it mainly addresses Quality- and Cost-Based Selection, each section contains a note indicating the data and forms that are to be provided for the other methods of selection.

The evaluation notice is sent to the Bank after the technical evaluation is completed. It includes only Form IIB and a short explanatory note to flag important aspects of the evaluation. Following the Bank's no-objection to the evaluation notice, the Borrower prepares Forms IVC and IVD and a short explanatory note to highlight the most important aspects of the financial evaluation.

For complex, specialized assignments, Borrowers may wish to obtain assistance from consultants to evaluate proposals. Such consultants or individual consultants may be financed under the relevant loan, credit, or grant.

Users of this sample evaluation report are invited to submit comments on their experience with the document to:

Procurement Policy and Services Group
Operational Core Services Department
The World Bank
1818 H Street, N.W.
Washington, D.C. 20433
U.S.A.
http://www.worldbank.org/html/opr/procure/contents.html
Fax: (202) 522-3318

CONSULTANT EVALUATION REPORT

Country **[insert: name of country]**

Project Name **[insert: project name]**

Loan/Credit No. **[insert: loan/credit number]**

Title of Consulting Services **[insert: title]**

Date of Submission **[insert: date]**

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Section I. Technical Evaluation Report—Text[5]

1. Background

Include a brief description, context, scope, and objectives of the services. Use about a quarter of a page.

2. The Selection Process (Prior to Technical Evaluation)

Elaborate on information provided in Form IIA.

Describe briefly the selection process, beginning with the advertising (if required), the establishment of the shortlist, expressions of interest, and withdrawals of firms before proposal submissions. Describe major events that may have affected the timing (delays, complaints from consultants, key correspondence with the Bank, Request for Proposals (RFP), extension of proposal submission date, and so on).

Use about one-half to one page.

3. Technical Evaluation

Describe briefly the meetings and actions taken by the evaluation committee: formation of a technical evaluation team, outside assistance, evaluation guidelines, justification of subcriteria and associated weightings as indicated in the Standard Request for Proposals; relevant correspondence with the Bank; and compliance of evaluation with RFP.

Present results of the technical evaluation: scores and the award recommendation.

Highlight strengths and weaknesses of each proposal (most important part of the report).

(a) Strengths: Experience in very similar projects in the country; quality of the methodology, proving a clear understanding of the scope of the assignment; strengths of the local partner; and experience of proposed staff in similar assignments.

(b) Weaknesses: Of a particular component of the proposal; of a lack of experience in the country; of a low level of participation by the local partner; of a lack of practical experience (experience in studies rather than in

[5] Section I applies to Quality- and Cost-Based Selection (QCBS), Quality-Based Selection (Quality-Based), Fixed-Budget Selection (Fixed-Budget), and Least-Cost Selection (Least-Cost). Provide appropriate information in the case of Selection Based on Qualifications (Qualifications) and Single-Source Selection (SS).

implementation); of staff experience compared to the firm's experience; of a key staffer (e.g., the team leader); of a lack of responsiveness; and of disqualifications (conflict of interest).

Comment on individual evaluators' scores (discrepancies).

Items requiring further negotiations.

Use up to three pages.

Section II. Technical Evaluation Report—Forms[6]

Form IIA. Technical Evaluation—Basic Data

Form IIB. Evaluation Summary—Technical Scores/Ranking

Form IIC. Individual Evaluations—Comparison (Average Scores)

[6] Section II applies to Quality- and Cost-Based Selection (QCBS), Quality-Based Selection (Quality-Based), Fixed-Budget Selection (Fixed-Budget), and Least-Cost Selection (Least-Cost). Supply appropriate data in cases of Selection Based on Qualifications (Qualifications) and Single-Source Selection (Single-Source) in Form IIA.

Form IIA. Technical Evaluation - Basic Data

2.1 Name of country _____
Name of Project _____

2.2 Client:
(a) name _____
(b) address, phone, facsimile _____
_____
_____

2.3 Type of assignment (pre-investment, preparation, or implementation), and brief description of sources _____
_____
_____
_____

2.4 Method of selection[7]:

QCBS ___ Quality-Based ___
Fixed-Budget ___ Least-Cost ___
Qualifications ___ Single-Source ___

2.5 Prior review thresholds:
(a) Full prior review US$ _____
(b) Simplified prior review (notice) US$ _____

2.6 Request for expressions of interest[8]:
(a) publication in *United Nations Development Business* (UNDB)[9] Yes _____ No _____
(b) publication in national newspaper(s) Yes _____ No _____
(c) number of responses _____

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7 See *Guidelines*.

8 Required for large contracts (see *Guidelines*).

9 Indicate whether expressions of interest advertised in Web or hardcopy edition of UNDP.

2.7 Shortlist:

(a) names/nationality of firms/associations (mark domestic firms and firms that had expressed interest)

1._____
2._____
3._____
4._____
5._____
6._____

(b) Submission to the Bank for no-objection Date _____

(c) Bank's no-objection Date _____

2.8 Request for Proposals:

(a) submission to the Bank for no-objection Date _____

(b) Bank's no-objection Date _____

(c) issuance to Consultants Date _____

2.9 Amendments and clarifications to the RFP (describe)

_____
_____

2.10 Contract:

(a) Bank Standard Time-Based Yes ____
Price adjustment: Yes_____ No _____

(b) Bank Standard Lump Sum Yes____
Price adjustment: Yes_____ No _____

(c) other (describe)

_____
_____

2.11 Pre-proposal conference: Yes _____ No _____

(a) minutes issued Yes _____ No _____

2.12 Proposal submission:

(a) two envelopes (technical and financial proposals) Yes _____

(b) one envelope (technical) Yes _____

(c) original submission Date _____ Time _____

(d) extensions(s) Date _____ Time _____

2.13 Submission of Financial Proposal Location _____

2.14 Opening of Technical Proposals by selection committee Date _____ Time _____

2.15 Number of proposals submitted _____

2.16 Evaluation committee[10]:
Members' names and titles (normally three to five)

1._____
2._____
3._____
4._____
5._____

2.17 Proposal validity period (days):
(a) original expiration date Date _____ Time _____
(b) extension(s), if any Date _____ Time _____

2.18 Evaluation Criteria/subcriteria[11]:
(a) Consultants' experience
(i) _____ Weight _____
(ii) _____ Weight _____

(b) methodology
(i) _____ Weight _____
(ii) _____ Weight _____

(c) key staff
(i) individual(s)
(A) _____ Weight _____
(B) _____ Weight _____
(C) _____ Weight _____
(ii) group(s)
(A) _____ Weight _____
(B) _____ Weight _____
(C) _____ Weight _____

(d) training (optional)
(i) _____ Weight _____
(ii) _____ Weight _____

(e) local input (optional)
(i) _____ Weight _____
(ii) _____ Weight _____

[10] It is important that evaluators be qualified.

[11] Maximum of three subcriteria per criterion.

2.19 Technical scores by Consultant Minimum qualifying score _____

Consultants' names	Technical scores
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

2.20 Evaluation report:
(a) submission to the Bank for no-objection Date _____

2.21 Evaluation notice:
(a) submission to the Bank: Date _____

Form IIB. Evaluation Summary

Technical Scores/Ranking

Consultants' names	*[Insert name of Consultant 1]*	*[Insert name of Consultant 2]*	*[Insert name of Consultant 3]*	*[Insert name of Consultant 4]*
Criteria	Scores	Scores	Scores	Scores
Experience				
Methodology				
Proposed staff				
Training				
Local input				
Total score[a]				
Rank				

a. Proposals scoring below the minimum qualifying score of [*number*] points have been rejected.

Form IIC. Individual Evaluations—Comparison

Consultants' Names	*[Insert name of Consultant 1]*	*[Insert name of Consultant 2]*	*[Insert name of Consultant 3]*	*[Insert name of Consultant 4]*
Criteria Experience	A B AV[a] C D			
Methodology				
Key staff				
Training				
Local input				
Total				

a. A, B, C, and D = scores given by evaluators; AV = average score, see Annex I(i).

NOTE:

Please see the Preface.

For contracts above a threshold indicated in the Loan Agreement and requiring the Bank's no-objection of the technical evaluation report, financial proposals must not be opened before the Borrower has received such no-objection. The technical evaluation (technical scores in particular) cannot be changed following the opening of the financial proposals.

Section III. Financial Evaluation Report—Award Recommendation—Text[12]

[*The text will indicate:*

(a) any issues faced during the evaluation, such as difficulty in obtaining the exchange rates to convert the prices into the common currency used for evaluation purposes;

(b) adjustments made to the prices of the proposal(s) (mainly to ensure consistency with the technical proposal) and determination of the evaluated price (does not apply to Quality-Based (Quality-Based), Selection Based on Qualifications (Qualifications), and Single-Source Selection (Single-Source));

(c) tax-related problems;

(d) award recommendation; and

(e) any other important information.

Taxes are not taken into account in the financial evaluation whereas reimbursables are.]

[12] Applies to QCBS, Fixed-Budget, and Least-Cost. For Quality-Based, Qualifications, and Single-Source provide relevant information as indicated.

Section IV. Financial Evaluation Report—Award Recommendation—Forms[13]

Form IVA. Financial Evaluation—Basic Data

Form IVB. Adjustments—Currency Conversion—Evaluated Prices

Form IVC. QCBS—Combined Technical/Financial Evaluation—Award Recommendation

Form IVD. Fixed-Budget and Least-Cost Selection—Award Recommendation

[13] Applies to QCBS, Fixed-Budget, and Least-Cost. For Quality-Based, Qualifications, and Single-Source, provide relevant information as indicated.

Form IVA. Financial Evaluation—Basic Data

4.1 Bank's no-objection to technical evaluation report (Quality-Based, Qualifications, Single-Source) Date _____

4.2 Public opening of financial proposals Date _____ Time _____

(a) Names and proposal prices (mark Consultants that attended public opening)

1._____
2._____
3._____
4._____

4.3 Evaluation committee: members' names and titles (if not the same as in the technical evaluation - Quality-Based, Qualifications, Single-Source)

_____
_____
_____
_____

4.4 Methodology (formula) for evaluation of cost (QCBS only; cross as appropriate)

Weight inversely proportional to cost _____
Other _____

4.5 Submission of final technical/financial evaluation report to the Bank (Quality-Based, Qualifications, Single-Source) Date _____

4.6 QCBS

(a) Technical, financial and final scores (Quality-Based: technical scores only

Consultant' Name	Technical scores	Financial scores	Final scores
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(b) Award recommendation _____

4.7 Fixed Budget and Least-Cost

(a) Technical scores, proposal and evaluated prices

Consultant' Name	Technical scores	Proposal prices	Evaluated prices
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(b) Award recommendation _____

(c) Fixed-Budget: best technical proposal within the budget (evaluated price) Name _____

(d) Least-Cost: lowest evaluated price proposal above minimum qualifying score Name _____

Form IVB. Adjustments—Currency Conversion—Evaluated Prices[14]

Consultants' Names	Proposals' prices[a]		Adjustments[b]	Evaluated price(s)	Conversion to currency of evaluation[c]		Financial scores[d]
	Currency	Amounts (1)	(2)	(3) = (1) + (2)	Exchange rate(s)[e] (4)	Proposals' prices (5) = (3)(4)	(6)

a. Comments, if any (e.g., exchange rates); three foreign currencies maximum, plus local currency.
b. Arithmetical errors and omissions of items included in the technical proposals. Adjustments may be positive or negative.
c. As per RFP.
d. 100 points to the lowest evaluated proposal; other scores to be determined in accordance with provisions of RFP.
e. Value of one currency unit in the common currency used for evaluation purposes, normally the local currency (e.g., US$1 = 30 rupees). Indicate source as per RFP.

[14] For Quality-Based, Qualifications, and Single-Source, fill out only up to column 3.

Form IVC. QCBS—Combined Technical/Financial Evaluation—Award Recommendation

Consultants' names	Technical Evaluation			Financial Evaluation		Combined Evaluation	
	Technical scores[a] S(t)	Weighted scores S(t) × T[b]	Technical rank	Financial scores[c] S(f)	Weighted scores S(f) × F[d]	Scores S(t) T + S(f) F	Rank
Award recommendation	To highest combined technical/financial score. Consultant's name: _____						

a. See Form IIB.
b. T = As per RFP.
c. See Form IVB.
d. F = as per RFP.

Form IVD. Fixed-Budget and Least-Cost Selection—Award Recommendation[15]

Consultants' names	Fixed-Budget Selection		Least-Cost Selection	
	Technical scores[a]	Evaluated prices[b]	Technical scores	Evaluated prices
Award recommendation	To best technical score with evaluated price within budget. Consultant's name: _____		To lowest evaluated price above minimum qualifying score. Consultant's name: _____	

a. See Form IIB.
b. See Form IVB.

[15] Fill in appropriate part of form.

Section V. Annexes[16]

Annex I. Individual Evaluations

Form V Annex I(i). Individual Evaluations

Form V Annex I(ii). Individual Evaluations—Key Personnel

Annex II. Information Data Monitoring

Annex III. Minutes of Public Opening of Financial Proposals

Annex IV. Request for Proposals

Annex V. Miscellaneous Annexes—Ad Hoc

[16] Annex I applies to Quality-Based, Fixed-Budget and Least-Cost. For Qualifications and Single-Source, it is replaced by a review of the strengths and weaknesses of the proposal, which may be amended by one or several evaluators.

Annex I (i). Individual Evaluations

Consultant's name: _____

Criteria/Sub-Criteria	Maximum Scores	Evaluators					Average Scores
		1	2	3	4	5	
Experience							
-							
-							
-							
Methodology							
-							
-							
-							
Key Staff							
-							
-							
-							
Transfer of Knowledge (Training[a])							
-							
-							
-							
Participation by Nationals[a]							
-							
-							
-							
Total	**100**						

a. If specified in the RFP

1. Evaluator's Name: _____ Signature: _____ Date: _____
2. Evaluator's Name: _____ Signature: _____ Date: _____
3. Evaluator's Name: _____ Signature: _____ Date: _____
4. Evaluator's Name: _____ Signature: _____ Date: _____
5. Evaluator's Name: _____ Signature: _____ Date: _____

Annex I(ii) Individual Evaluations—Key Personnel

Consultant's Name: _____

Key Staff Names[a]	Maximum Scores	General Qualifications ( )[b]	Adequacy for the Assignment ( )[b]	Experience in Region ( )[b]	Total Marks (100)	Scores
Total						

a. Sometimes evaluations are made by groups instead of individuals. Each group (e.g. financial group) has a weight. The group score is obtained by the weighted scores of the members of the group. For example, the score of a group of three individuals scoring a, b, and c would be ax + by + cz with x, y, and z representing the respective weights of the members (x + y + z = 1) in this group.

b. Maximum marks as per RFP

Name of Evaluator: _____ Signature: _____ Date: _____

Annex II. Information Data Monitoring

5.1 Loan/credit/grant
- (a) number _____
- (b) date of effectiveness _____
- (c) closing date _____
  - (i) original _____
  - (ii) revised _____

5.2 General Procurement Notice
- (a) first issue date _____
- (b) latest update _____

5.3 Request for expressions of interest[17]:
- (a) publication in *United Nations Development Business* (UNDB) Date _____
- (b) publication in national local newspaper(s) Name of newspaper(s) and date(s) _____ _____ _____

5.4 Did the use of price as a factor of selection change the final ranking?[18] Yes _____ No _____

5.5 Did the use of "local input" as a factor of selection change the technical ranking?[19] Yes _____ No _____

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17 Required for large contracts (see *Guidelines*).

18 Compare technical rank with rank in Form IVC.

19 Figure out technical scores with and without "local input" (Form IIB).

Annex III. Minutes of Public Opening of Financial Proposals[20]

MINUTES

[*The minutes should indicate the names of the participants in the proposal opening session, the proposal prices, discounts, technical scores, and any details that the Client, at its discretion, may consider appropriate.*

All attendees must sign the Minutes.]

[20] Annex III applies to QCBS, Fixed-Budget, and Least-Cost.

Annex IV. Request for Proposals[21]

[*A Standard Request for Proposals must be used for World Bank-financed contracts in excess of US$200,000. The Bank also recommends the use of the Standard Request for Proposals document for smaller contracts to simplify its prior review (i.e., when the Borrower cannot issue the document without the Bank's no-objection). The Standard Request for Proposals is available on the Bank's Internet site (http://www.worldbank.org/html/opr/procure/conspage.html) and in the Bank InfoShop at the following address:*

The World Bank InfoShop
701 18th Street, N.W.
Rm. J 1-060
Washington, D.C. 20433, U.S.A.
1.202.458-5454
books@worldbank.org].

[21] Annex IV applies to all selection procedures (The Bank Standard Request for Proposals may be used for Qualifications and Single-Source, with appropriate modifications).

Annex V. Miscellaneous Annexes—Ad Hoc