

Technical and Financial proposal requirements

Interested suppliers must submit their technical (conceptual) proposal and the economic proposal separately. Below, the evaluation methods for these are detailed. The candidates must present:

Technical Proposal

- Updated resumé where the candidate explicitly demonstrates Academic Credentials/Knowledge/Expertise/Skills required for this consultancy (max. 3 pages).
- Technical note (max. 3 pages), with a proposed work plan that includes a theoretical-conceptual framework, methodology and work schedule, as well as any other element necessary for the development of the consultancy.
- The technical note will be examined by the selection committee together with the information on the experience and technical skills of the candidates.

Economic Proposal

1. It is intended to have a breakdown of costs as detailed as possible.
2. **The economic proposal must be presented by the candidate in free format, indicating the COST PER DELIVERABLE, as well as the breakdown and explanation of the proposal, signed and on letterhead.**
3. Costs should consider all project expenses, including field visits.
4. Without VAT and/or taxes.
5. Costs should be fixed for the entire project.
6. Submit your proposal in Mexican pesos. If you are a foreign consultant, you must submit your offer in US dollars.
7. Please present it as follows:

Please make sure that the amount of each deliverable matches the % included in the ToR

Deliverables	Amount
Risk assessment, Safety audits, and action plan with recommendations for IPs, training materials for in person training/ Michoacán and Guerrero (June 2024)	20%
Risk assessment, Safety audits, and action plan with recommendations for IPs, training materials for in person training/ Chihuahua (July 2024)	
Risk assessment, Safety audits, and action plan with recommendations for IPs, training materials for in person training/ Baja California (August 2024)	20%
Risk assessment, Safety audits, and action plan with recommendations for IPs, training materials for in person training/ Chiapas and Tabasco (September 2024)	
Data report for CSI indicator	10%
PSEA IP assessments and re-assessments in coordination with HACT team (number to be defined)	15%

Update directories and PSEA content in Sharepoint (twice a year)	10%
10 on-line and/or in person trainings (PSEA basics- 1-2 hours; re-assessments with the UN Harmonized Tool; and UNPP PSEA module-1-2 hours; how to collect data to inform CSI indicator), distributed in 10 months	25%