

APPENDIX 2 – SELECTION CRITERIA

Ref.: PR446915 – Hiring consultant for Mental Health study

1. Essential Criteria: Exclusion if not met.

No.	Essential Criteria
1	<ul style="list-style-type: none"> For firm: Must have legitimate business/official premises or is registered for trading and tax as appropriate, and not be in the list of tax-risky enterprises published in the official website of General Department of Taxation and accept that SCI will undertake independent checks to validate the information. <p><i>Evidence:</i> + 1 copy of the business certification for the company or + 1 copy of the establishment decision for legal entities that are university/ research institutes or + 01 copy of operating license for legal entities that are organizations with research or function functions or</p> <ul style="list-style-type: none"> For the group of consultants: must have an Identity card and PIT code. <p><i>Evidence: ID and PIT of all research group members.</i></p>
2	<p>Comply to SC’s policy (Code of Conduct; Safeguarding Policy; Fraud, Bribery and Corruption Policy, Anti-harassment Policy, Modern Slavery Policy, Data Protection Policy, Protection from Sexual Exploitation and Abuse Policy).</p> <p><i>Evidence: Supplier commits in the Appendix 1- RFQ</i></p>
3	<p>The suppliers confirm they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accept that SCI will undertake independent checks to validate this.</p> <p><i>Evidence: Supplier commits in the Appendix 1- RFQ</i></p>
4	<p>The team leader and key team members must commit to following the full duration of the research progress.</p> <p><i>Evidence: Supplier commits in the Appendix 1- RFQ</i></p>
5	<p>Meet the minimum requirements for team leader as below:</p> <ul style="list-style-type: none"> Hold a master’s degree in social sciences or related areas. Has at least 7 years of working experience conducting social science studies. <p>Meet minimum requirements for key team members as below:</p> <ul style="list-style-type: none"> Has at least 3 years of relevant work experience in conducting social science studies. At least 01 team member with a master's degree in social science or relevant areas. <p><i>Evidence: Suppliers submit the CVs of team leader and team members</i></p>
6	<p>The supplier’s proposal meets at least 70% of the Capability criteria and will be considered to Commercial criteria. Excluded if not met.</p> <p><i>Evidence: CBA of capability criteria</i></p>

2. Capability Criteria: 50%

	Criteria	% Weight
1	Capability Criteria	50%

	Criteria	% Weight
1.1	Quality of technical proposal:	25%
1.1.1	Propose appropriate team composition to perform TOR. <i>Evidence: team CVs and Task assignment in the technical proposal</i>	3%
1.1.2	Demonstrate solid understanding of the requirements of TOR and propose relevant technical solutions to address the TOR requirements of which:	22%
a	The proposed approach and detailed methodology is relevant and appropriate to achieving TOR objectives.	11%
b	Proposed data collection tools and methods are relevant to address research questions.	5%
c	The research proposal includes a plan to address SCI ethical approval requirements.	2%
d	The proposed timeline meets SCI expectations.	2%
e	The proposal includes a detailed plan for data management and protection and use of information technologies in data collection.	2%
	<i>Evidence for 1.1.2: based on the technical proposal submitted by the Supplier</i>	
1.2	Quality of report sample	5%
1.2.1	A copy of two (02) recent relevant research reports or publications to demonstrate the previous experience related to mental health.	3%
1.2.2	Team leader/ team member was listed as the 1 st author in at least one research report.	1%
1.2.3	Report using a relevant methodology (qualitative survey relating to children and/or youth)	1%
	<i>Evidence for 1.2: based on the list of verified publications submitted by Supplier</i>	
1.3	Experience, skills of the key Team members	5%
1.3.1	Have sound and proven records in leading mental health research, socio-science research.	2%
1.3.2	Have proven experience in designing and conducting outcome evaluations using mixed method design in studies involving children and children's participatory techniques.	2%
1.3.3	Has experience in using digitalized tools in research and evaluation.	1%
1.4	If the supplier meets at least 70% of the total requirements of 1.1, 1.2, and 1.3 and will be invited to the Interview and scoring based on the interview results. <i>Evidence: Supplier's interview/presentation.</i>	15%

3. Commercial Criteria: 40%

	Criteria	% Weight
2	Commercial Criteria	40%
2.1	Price:	38%

	The supplier with the most competitive price will get 38%, other supplier' points to calculate follow pro-rata.	
	<i>Evidence: Based on information on RFQ</i>	
2.2	Payment term:	2%
	- Suppliers accept payment terms as per deliverables: 2%	
	- Supplier's payment term is different with deliverables: 0%	
	<i>Evidence: Based on information on RFQ</i>	

4. Sustainability Criteria: 10%

	Criteria	% Weight
4	Sustainability Criteria	10%
4.1	<ul style="list-style-type: none"> Supplier demonstrates a willingness to minimize carbon footprint by using electronic data collection tools (if applicable). 	5%
	<ul style="list-style-type: none"> Other: 0% 	
	<i>Evidence: based on technical proposal</i>	
4.2	<ul style="list-style-type: none"> The supplier demonstrates contribution to support community development; or CSR development; or other evidence related to participating and contributing to sustainable development. 	5%
	<ul style="list-style-type: none"> Other: 0% 	
	<i>Evidence: base on CV of team leader</i>	