

## ASSESSMENT SCORE AND EVALUATION CRITERIA

### EVALUATION CRITERIA

Qualification	
Evaluation Criteria	Criteria Weighting
<ul style="list-style-type: none"><li>• BritCham reserves the right to seek and act upon independent legal, financial or market advice to corroborate information provided or to assist in its evaluation</li><li>• BritCham will conduct its own Due Diligence prior to contract signing</li></ul>	Mandatory

Evaluation Criteria – Quality/Technical (Questions 1 - 6) <i>You must provide answers (no more than two pages for each answer unless otherwise indicated) to the relevant section of this envelope</i>	Criteria Weighting
<p><b>1. Knowledge</b></p> <ul style="list-style-type: none"><li>• Demonstrated understanding of the legal system and policy making process of Vietnam;<ul style="list-style-type: none"><li>• Demonstrated understanding of the importance of public consultation during policymaking process;</li><li>• Demonstrated professional expertise and practical experience in public consultation, e-government, digital</li></ul></li></ul>	15

<p>services, preferably consultancy experience for government agencies or development organisations</p>	
<p><b>2. Experience</b></p> <p>Relevant track records of successful implementation of similar projects, particularly improvement of pre-existing systems, including the context, results and impacts made.</p>	<p>15</p>
<p><b>3. Resources</b></p> <p>Resources, including expertise, connections, local partners, and supporting networks that could be made useful or leveraged to deliver stipulated outputs and maximize impacts.</p> <p>Skills and expertise that are essential to the delivery of the project.</p> <p>Outline roles and responsibilities and level of participation of project team members, with a summary of their experience</p> <p>Any external support needed – what and from whom – for the successful completion of the project</p>	<p>10</p>

<p><b>4. METHODOLOGY, PLAN AND TIMELINE</b></p> <p>Please explain and give reasoning for your proposed approach to achieving the objectives and delivering the specified outputs.</p> <ul style="list-style-type: none"> <li>• Give a detailed description of the methods to be used in undertaking the project, indicating the resources that will be utilised; <ul style="list-style-type: none"> <li>• Set out how your methods meet the project objectives;</li> <li>• Indicate the organisations and/or teams you expect to need to work with;</li> <li>• Indicate key risks and how you propose to manage and mitigate risk in the project.</li> <li>• Indicate your quality control processes or mechanisms Please attach (additional pages acceptable):</li> <li>• Your outline proposed project plan and timescales, highlighting key milestones and deadlines, suggested meetings and progress reports</li> </ul> </li> </ul>	<p>20</p>
<p><b>TOTAL – Quality/Technical</b></p>	<p><b>70%</b></p>

<p><b>Evaluation Criteria – Pricing &amp; Commercial</b></p>	<p><b>Criteria Weighting</b></p>
<p>Competitiveness of fee rates and overall project cost in relation to the market to demonstrate value for money.</p> <p>Please complete and submit worksheet “Schedule of Prices &amp; Rates” for the pricing structure.</p>	<p>40%</p>
<p><b>TOTAL – Pricing &amp; Commercial</b></p>	<p><b>30%</b></p>
<p><b>GRAND TOTAL EVALUATION CRITERIA</b></p>	<p><b>100%</b></p>