**Terms of Reference (ToR) for conducting evaluation of bids submitted for prequalification**

**a) Assessment and evaluation of bids**

**About SNV**

SNV is a not-for-profit international development organization that applies practical know-how to make a lasting difference in the lives of people living in poverty. We use our extensive and long-term in-country presence to apply and adapt our top-notch expertise in agriculture, energy and WASH to local contexts. SNV has an annual turnover of €130 million, over 1,250 staff in more than 25 countries in Asia, Africa, and Latin America. We are proud to be a not-for-profit organization that uses project financing to implement our mission. This requires us to work efficiently and to invest in operational excellence.

**Background to the Assignment**:

SNV is interested in improving service delivery in all it’s office locations and has recently run advertisement for prequalification services receiving bids for prequalification of vendors for the period 2022 to 2024. It is from this that SNV would like to hire a consultant to undertake the evaluation of the received bids.

**Objectives**

1. To undertake evaluation of bids according to set criteria as advertised
2. To develop complete vendor lists after successful evaluation of all bids
3. To conduct Profiling of vendors on the prequalification list according to categories applied for.
4. To Produce detailed report to the procurement committee for approval before production of vendor lists.

**Deliverables**

1. Produce clean and detailed prequalification report
2. Provide comprehensive prequalification list
3. Create and complete filling of documents by category in both physical and soft copies in an orderly manner by category and share as part of a report.
4. **Location of Service**

The Consultant will implement the assignment at SNV head office on plot 36 Luthuli rise Bugolobi.

1. **Period of Contract**

The Assignment timeframe is 15 days from 21st February 2022 to 11th March 2022.

1. **Reporting Requirements**

The Consultant will be directly accountable to the Operations manager.

1. **Qualification and Experience (individual)**

The Consultant must have the following qualifications and experience:

1. A proven track record of professionalism and ethical conduct. A sworn statement from the applicant.
2. Have a minimum of a Bachelors degree in procurement/ supply chain
3. Membership to professional body (CIPS, CILT, IPPU)
4. Relevant technical knowledge, skills and extensive work experience in similar context for at least 10 years.
5. Ability to write a detailed work report.
6. **Qualification and Experience (firms)**

The Consultant must have the following qualifications and experience:

1. Legal registration documents.
2. Valid trading licence
3. Detailed C.V’s of proposed team showing education and professional experience.
4. A proven track record of professionalism and ethical conduct. A sworn statement from the team leader.
5. Proof of undertaking similar assignments with contact numbers for reference.
6. Propose team leader who will be responsible for report sharing and coordination.

**Requirements**

The consultant is required to provide

1. Brief technical methodology proposal, including a work plan
2. Financial proposal for the activity.
3. Copies of CV for main consultant and for other partners/team

**Payment terms** – Payments shall be in line with SNV payment policy.

**Delivery period**

All interested parties are to submit proposal by 15th February 2022. Soft copy proposals to be sent to ugandatenders@snv.org with subject line indicating “proposals for evaluation of bids for prequalification”.