

**FREQUENTLY ASKED QUESTIONS FOR**  
**Terms of Reference**  
**Binational Value Chain Strategy for the Cacao Sector in Haiti and the Dominican Republic**

**Q1: It Is the case for the present project that the consulting firm and/or its consultants be either Caribbean or European Union nationals?**

A1: No, for this project we don't have the requirement of nationality.

**Q2: This consultancy is limited to individual consultants or consulting companies based in the Dominican Republic or Haiti, or other companies can participate from outside?**

A2: The assignment does not necessarily require that the individual consultants or consulting firms are based in Haiti or the DR. Nevertheless, it is expected that the consultant or consulting firm organized meetings and site visits, with the stakeholders of both countries, to complete this assignment.

**Q3: What is the mandatory language for the submission of proposals?**

A3: All proposals must be submitted in French a Spanish in order to be considered and evaluated.

**Q4: Is there a specific format for the presentation of proposals?**

A4: No, there is no specific format for the submission of proposals, but all applicants must consider the requirements indicated in section 6.2 of the TORs.

**Q5: What are the evaluation criteria for this consultancy?**

**A5: EVALUATION CRITERIA**

All submissions will be evaluated on the basis of the following:

**Evaluation of Technical Proposals**

**Technical Evaluation Grid**

|   |  |           |
|---|--|-----------|
| <b>Organisation and methodology</b>                 |  |           |
| Understanding of project requirements               |  | 10        |
| Approach and methodology                            |  | 15        |
| Timetable of activities                             |  | 5         |
| <b>Total score for Organization and Methodology</b> |  | <b>30</b> |

| <b>Key Expert(s)</b>   |  |            |
|--|--|------------|
| <b>Qualifications, skills and experience:</b>  |  |            |
| a) At least a master's degree in Agricultural Economics or Agricultural Development or Social Science especially in Economics or Development Economics. Fluent in French and Spanish |  | 15         |
| b) At least 10 years of practical experience in the field of agriculture and rural development, and development of enterprise support institutions                                   |  | 10         |
| c) Experience with value chain analysis similar to those outlined in TOR; and has at least conducted two or more value chain analyses before as lead consultant/researcher           |  | 20         |
| d) Experience working with enterprises in the Caribbean region to develop their export potential and capacities  |  | 15         |
| e) Analytical skills, particularly the ability to conduct research and prepare appropriate findings and conclusions  |  | 5          |
| Overall Perception of Proposal Submitted   |  | 5          |
| <b>Total score for key experts</b>   |  | <b>70</b>  |
| <b>Overall total score</b>   |  | <b>100</b> |

\*Only proposals with an average score of at least 70 points qualify for the financial evaluation.

#### **Evaluation of Financial Proposals**

Financial score = (lowest total fees/total fees of the tender being considered) X 100

#### **Evaluation of technical and Financial proposals**

The most economically advantageous tender is established by weighing technical quality against price on a 70/30 basis.

An Evaluation Committee will be established comprising members of the Caribbean Export and stakeholders from Haiti and the Dominican Republic.

April 30, 2019