EC1 Specific experience of the consultants relevant to the assignment

Areas to be analyzed in order to make an assessment are:
   a. Services - the kinds of services offered by the consultant
   b. Clients – the kinds of clients that the consultant has served
   c. Contracts - the number, value and duration of contracts handled by the consultant, similar in nature to the work to be done under this assignment

EC2 Adequacy of the proposed methodology and work plan in responding to the terms of reference:

(a) Technical approach and methodology

Areas to be analyzed in order to make an assessment are:
   a. Specificity to scope of work - Does the consultant understand the objectives of the assignment and has provided information that precisely and fully addresses the scope of work presented in the BDS?
   b. Consistent with normal practice – Are the approach and methods proposed the normal/usual practices engaged?
   c. Logical – Do the approach and methods seem to be sound, rational and compatible based on the terms of reference provided?
   d. Level of detail – Does the plan present sufficient details for a clear understanding of what is to be done and how it is to be done and is a list of final documents presented?

(b) Work Plan

Areas to be analyzed in order to make an assessment are:
   a. Structure – Does the work plan contain the following:
   b. Activity Schedule – Does this clearly list the tasks to be done
   c. Planning and mobilization
   d. Test of Controls and audit
   e. Statement of completion

Is the information outlined in a-d clear, reasonable and consistent with approach and methodology?

   a. Timelines – Are timeframes provided for the following:
   b. Planning and mobilization
   c. Test of Controls
   d. Final Audit
   e. Completion of financial statements

Will the timeframes given for a-d above facilitate completion of the activities in a reasonable time to allow for completion of the assignment in the time stipulated in the BDS?

(c) Organization and Staffing?

Areas to be analyzed in order to make an assessment are:
   a. Organizational chart of reporting relationships between SIA and the audit team –
   b. Number of staff assigned
c. Number of partners assigned
d. Number of managers assigned

EC3 Key professional staff qualification and competence for the assignment
(a) Team Leader & other members of the team

(1) General qualifications
Areas to be analyzed in order to make an assessment are:
   a. General academic qualification
   b. Professional Qualifications
   c. Membership in professional organizations

(2) Adequacy for the assignment
Areas to be analyzed in order to make an assessment are:
   a. Years of working experience
   b. Capability - number of assignments and project undertaken that best illustrates capability to handle the tasks assigned
   c. # Hrs assigned to each staff member

(3) Experience in the region and language
Areas to be analyzed in order to make an assessment are:
   a. Countries – Only experience in Jamaica is relevant
   b. Languages – Only the English language is relevant

Rating scales used in the areas of the evaluation where the data was entirely quantitative are as follows:

**Evaluation criterion 1 – Specific experience of consultants to the assignment (10 points)**

**Years of experience – 4 points**
0 to less than 10  1
10 to less than 20  2
20 to less than 30  3
30+             4

**Number of contracts – 3 points**
5 to less than 10  1
10 to less than 15  2
Over 15          3

**Value of contracts – 3 points**
Less than J$2,000,000  1
J$2m to less than J$10m  2
J$10m+           3
Evaluation Criterion 2 - Organization and staffing (10 points)
Organizational chart of reporting relationships between audit team* and the SIA
# Staff assigned ≥3 0/1
# Months assigned to each audit team member (1 – 1.5) 2
# Partners assigned ≥ 1 3
# Managers assigned ≥2 2
*The minimum composition of audit team is 1 Partner, 2 managers and 3 staff members.

Evaluation Criterion 3 - Key professional staff** qualification and competence for the assignment
(b) Team Leader & other members of the team

(1) General qualification (15 points)

<table>
<thead>
<tr>
<th></th>
<th>P</th>
<th>M1</th>
<th>M2</th>
<th>SA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Professional Qualification</td>
<td>7</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Membership of Professional Associations</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

(2) Adequacy (25)
- Years of Experience (10)
  0 to less than 10 4
  10 to less than 20 6
  20 to less than 30 8
  30+ 10
- Capability (15)
  0 to less than 5 5
  5 to less than 10 8
  10 to less than 15 12
  15+ 15

** Key professional staff is defined as 1 Partner (P), 2 Managers (M1 and M2) and a Senior Accountant (SA)

(3) Experience in Region and Language (10)

Experience in Jamaica 4
English 6