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| **Criteria** | **Evaluation Strategy** | **Source of Evidence** | **Scoring:**  **1 – Partially complies**  **2 – Fully complies** | **Evidence and Comments** |
| **Evaluation Criteria 1 – Course Certification (25% weight)** | | | | |
| Evidence that the courses are accredited with certification from international accreditation bodies / associations | 90% of scope (Score 1=15%)  100% of scope  (Score 2 = 25%) | Attach accreditation & certification program documentation as per the scope of work | Score: \_\_\_\_\_\_\_ |  |
| **Evaluation Criteria 2 – Supplier / Company Experience (15% weight)** | | | | |
| Years of supplier / company experience in training, as per the scope of work | <7 years’ of experience (Score 1=10%)  7years’ and more experience (Score 2= 15%) | 5x signed letters confirming that training interventions were successfully conducted at large corporate organizations (local presence) on a company letterhead | SCORE\_\_\_\_\_\_ |  |
| **Evaluation Criteria 3 – Training Facilitators Qualification & Experience (25% weight)** | | | | |
| Evidence that the company’s instructors/facilitators are qualified to present the courses as per the scope of work with relevant years of experience | 4x CV’s plus 10-signed training feedback forms (Score 1=15%)  5x CV’s plus 10-signed training feedback (Score 2=25%) | Provision of trainer’s CV’s, Copy of their qualifications and training feedback forms from learners who attended training interventions | Score: \_\_\_\_\_\_\_ |  |
| **Evaluation Criteria 4 – Training format (15% weight)** | | | | |
| Classroom-based and online training formats | Online training  (Score 1= 10%)  Online & Classroom based training  (Score 2=15%) | Confirmation required from supplier on the type and format of training interventions provided. | Score: \_\_\_\_\_\_\_ |  |
| **Evaluation Criteria 5 – Exam Certification Preparation (10% weight)** | | | | |
| Supplier provides candidates with certification exam preparation | 70% of training scope (Score 1=5%)  90% of training scope (Score 2=10%) | Confirmation required from supplier that certification exam preparation will be conducted towards the exam date | Score: \_\_\_\_\_\_\_ |  |
| **Evaluation Criteria 6 – Minimum training course information (10% weight)** | | | | |
| Supplier submits the training intervention curriculum and other relevant information: -   * Course curriculum * Number of days required to attend the course * Course notes   Electronic   * Certification exam information * Certification preparation information | 70% of training information provided  (Score 1= 5%).  90% of training information provided (Score 2=10%) | Supplier provides sufficient information on the training intervention and discussed during clarification sessions. | Score: \_\_\_\_\_\_\_ |  |
| **Total 100%** |  |  |  |  |