

Evaluation Criteria

1. Selection process of the partner
 - A) JETRO will evaluate proposals and calculate the scores based on the criteria of the attached annex.
 - B) The evaluation will be carried out by several evaluators. The scores given by each evaluator will be added together and divided by the number of evaluators. The average scores will be the final scores.
 - C) The organization which obtains the maximum score for its proposal will be selected as the partner for the project.

2. Allocation of scores
 - A) The scores are based on a two-point tier-system: core point and additional points. The sum of the core and additional points will generate the final score for each item evaluated.

 - B) “Core points” are either of “Fulfilling” (5 points) which means that the minimum required standard was fulfilled, or “Not Fulfilling” (0 points). If a proposal does not fulfill the minimum requirements, zero core points will be awarded and the proposal will not be selected (A proposal must score 5 core points on each evaluation item).

 - C) “Additional Points” are explained in the attached annex. A proposal will still be considered even if zero, or a low number of, additional points have been awarded.

Annex: Evaluation Criteria

Evaluation Items		Mandatory /Optional	Core points/ Additional points	Details for Evaluation	Scores		
					Sum	Maximum Core points	Additional points
1 . Implementation of the Project					105	15	90
1.1	Appropriateness of Content	Mandatory	Core points	<ul style="list-style-type: none"> Understand the purpose of the project. Fulfill the duties described by the guidelines. 	35	5	
1.2			Additional points	<ul style="list-style-type: none"> Propose detailed effective and efficient ideas in order to carry out duties described in the guidelines. 			30
1.3	Appropriateness of Methods	Mandatory	Core points	<ul style="list-style-type: none"> Indicate methods and/or systems clearly which will be used to carry out duties described in the guidelines. 	35	5	
1.4			Additional points	<ul style="list-style-type: none"> Propose detailed effective and efficient methods and/or systems which will be used to maximize the project outcomes. 			30
1.5	Appropriateness of Implementation Plans	Mandatory	Core points	<ul style="list-style-type: none"> Propose feasible plans for fulfilling the purpose. 	35	5	
1.6			Additional points	<ul style="list-style-type: none"> Propose effective and efficient plans for maximizing the project outcomes. 			30
2 . Experience and Abilities as an Organization					50	20	30

2.1	Experience of Similar Projects	Mandatory	Core points	<ul style="list-style-type: none"> Have experience of carrying out similar projects in the past. 	5	5	
2.2	Organization's Abilities	Mandatory	Core points	<ul style="list-style-type: none"> Allocate appropriate resources for carrying out the project. 	40	5	
2.3			Core points	<ul style="list-style-type: none"> Have appropriate protocol concerning confidentiality of personal and classified information. 		5	
2.4			Additional points	<ul style="list-style-type: none"> Able to respond to JETRO's requests promptly in a flexible manner. 			10
2.5			Additional points	<ul style="list-style-type: none"> Have knowledge, networks (outside human resources), ability to collect information in order to carry out duties effectively and efficiently. 			20
2.6	Management and Backups	Mandatory	Core points	<ul style="list-style-type: none"> Have management and backup systems of human resources to carry out duties smoothly. 	5	5	
3. Staff Members for the Project					45	5	40
3.1	Staff Members' Similar Experience	Mandatory	Additional points	<ul style="list-style-type: none"> Allocate staff members who have similar experience of carrying out similar projects in the past. 	10		10
3.2	Staff Members' Knowledge and Know-How	Mandatory	Core points	<ul style="list-style-type: none"> Allocate staff members who have adequate knowledge, experience 	25	5	

				and skills to carry out the project.			
3.3			Additional points	<ul style="list-style-type: none"> Allocate staff members who have networks (outside human resources) to carry out duties effectively and efficiently. 			20
3.4	Working Experience and Qualifications	Optional	Additional points	<ul style="list-style-type: none"> Allocate staff members who have proficient working experience, qualifications, certifications, awards etc. 	10		10
Sum					200	40	160

< Criteria for the Score Allocation >

Criteria	Scores		
	30 Points Maximum	20 Points Maximum	10 Points Maximum
The proposal far above and beyond standard expectations.	30	20	10
The proposal is optimal, considering standard expectations.	20	13	6
The proposal is mostly in line with standard expectations.	10	6	3
The proposal lacks some content or has no related statements.	0	0	0