

ANNEX F

To: Alawite Islamic Charity Association (AICA)

Subject: Technical Evaluation Sheet – Access Basic &/or Access Advanced &/or Python class under Python Module Training ITB

Reference: ITB/AICA/2025/1/001

CRITERIA	MAXIMUM SCORE	SCORE ASSIGNED	COMMENTS
1. Experience and Expertise	30 points		
Relevant experience in providing similar technical training	15 points		Number of similar training projects completed in the last 2 years
Experience working with NGOs or humanitarian organizations	10 points		Demonstrated familiarity with the humanitarian context and working with vulnerable communities
Trainer qualifications and certifications in digital skills (strictly ICDL)	5 points		Valid certifications in the requested fields
2. Training Methodology	25 points		
Detailed training methodology and approach tailored to the target beneficiaries	15 points		Clear and comprehensive plan for delivering training modules
Proposed schedule and timeline for the training sessions	5 points		Feasibility and alignment with project timelines
Inclusion of digital and interactive training tools	5 points		Use of relevant tools to enhance learning outcomes
3. Technical Capacity	20 points		
Availability of training materials and resources	10 points		Training materials provided in English
Ability to customize content to meet the specific needs of beneficiaries	10 points		Flexibility in tailoring content for different skill levels
4. Delivery and Reporting	15 points		

CRITERIA	MAXIMUM SCORE	SCORE ASSIGNED	COMMENTS
Capacity to deliver training in the specified locations (North Lebanon)	10 points		Familiarity with local context and ability to deliver in-person training
Reporting and follow-up mechanism to track trainees' progress	5 points		Clear reporting tools and methods
5. Added Value	10 points		
Value-added services proposed (e.g., post-training support, follow-up sessions)	10 points		Any additional services offered by the bidder

Total Score: 100 Points

Instructions for Bidders:

- Bidders must **complete and submit** this Technical Evaluation Sheet as part of their **technical offer by filling the empty cells with available or not available**
- Bidders should provide **detailed supporting documents** for each criterion (e.g., project references, trainer resumes, certifications, training materials).