

THE NEDA-UNDP STRATEGIC M&E PROJECT

Using Strategic Monitoring & Evaluation to Accelerate
Implementation of the Philippine Development Plan 2017-2022



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Resilient nations.

Manila, Philippines
24 July 2018

REQUEST FOR EXPRESSION OF INTEREST (EOI)

Prequalification towards the Establishment of a Roster of Consultants (Firms) for the Conduct of Independent Evaluations Covering Various Thematic Areas of the Philippine Development Plan (PDP) And for Other Related Purposes

(PHL-EOI-2018-003)

The United Nations Development Programme (UNDP) Philippine country office and the National Economic and Development Authority (NEDA) would like to invite you to submit an Expression of Interest (EOI) to be part of a prequalified roster of firms who may later be invited to submit proposals for the conduct of independent evaluations on various themes and priority programs under the Philippine Development Plan (PDP). The policies and programs to be evaluated include those on social development; economic development and infrastructure; environmental management, resiliency, and peace-building; and democratic governance.

EOIs from eligible firms must be submitted no later than close of business (i.e., 6:00 PM Philippine time) of **13 August 2018** to the following address:

United Nations Development Programme
15th Floor, Tower 1, Rockwell Business Center Sheridan
Sheridan, Ortigas Center, 1554 Mandaluyong, Philippines
Email: procurement.ph@undp.org, registry.ph@undp.org

You are also invited to participate in a briefing and consultation with prospective applicants on **03 August 2018** at 1:00pm at Rooms 14A & B of the UNDP Philippines office. Please send us an email to register for the briefing or to indicate interest in participating via Skype (@undpph).

Disclaimer: This call for EOIs is for market research and for establishing a roster of prequalified consultants who may be called later to submit a proposal under a Request for Proposal (RFP) or other relevant procurement process under UNDP rules. Successful candidates will be included in a Roster of Evaluators that will be co-managed by UNDP Philippines and NEDA. The inclusion of a candidate in the Roster does not guarantee a contract with either UNDP or NEDA. Furthermore, UNDP and NEDA reserve the right, under their respective procurement policies, to solicit proposals from and enter into contracts with potential suppliers who are qualified for the post but are not part of this roster. The EOI process aims to hasten the contracting of consultants by UNDP for NEDA through improved market information.

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1. Background

The National Economic and Development Authority (NEDA) and the United Nations Development Programme (UNDP) Philippine country office recently embarked on a partnership to strengthen the conduct of evaluations of priority government programs under the Philippine Development Plan (PDP). The project—*Using Strategic Monitoring and Evaluation to Accelerate Implementation of the Philippine Development Plan 2017-2022* (henceforth, "Strategic M&E Project")—is financed by NEDA and implemented with full UNDP country support, including procurement support.

The project has the following components: 1) managing the conduct of independent evaluations of key government themes, sectors, and/or programs; 2) supporting the implementation of the National Evaluation Policy Framework (NEPF); 3) providing learning opportunities on evaluations to NEDA and other government agencies; 4) strengthening of a community of practice on evaluations; and 5) developing an online portal of government evaluations.

On the first component, UNDP will commission, on behalf of the NEDA, independent evaluation studies on at least eight (8) themes and programs that are relevant to the PDP. Such evaluation studies will assess the relevance, efficiency, effectiveness, sustainability, and impact (if feasible) of priority social and economic programs that have been implemented or continues to be implemented by the government. The results of the evaluation studies are envisaged to inform how policies, and programs should be designed and implemented to achieve the desired results of the PDP, including the attainment of the Sustainable Development Goals. The studies will also contribute to the development of government's capacity to conduct evaluations by informing the design of M&E and data collection systems and practices.

2. Scope of Work and Responsibilities

The independent ex-post evaluations to be commissioned under the Strategic M&E Project may include outcome evaluations, impact evaluations, process evaluations, and other types of evaluation, or a combination of such types, as appropriate to the government policy or program to be assessed. The evaluators (firms) to be considered for the roster must demonstrate specialization in at least one of the following policy and program areas:

- Social Development – including but not limited to education, healthcare, social protection, anti-poverty programs, rural development, urban development, among others.
- Economic Development – including but not limited to economic and fiscal policy and taxation, transport and non-transport infrastructure development, competitiveness and entrepreneurship, agriculture policy, industrial policy, services and trade, among others.
- Environmental Management – including but not limited to climate change adaptation and disaster risk reduction, delivery of services to disaster-affected areas, among others.
- Democratic Governance and Peace Building – including but not limited to anti-corruption, government efficiency, public finance, results-based management, local governance, peace and development, conflict resolution, among others.
- Cross-Cutting Policy Areas –including but not limited to gender and development, youth, disability, marginalized sectors, indigenous peoples, among others.

The evaluators are expected to be able to make use of quantitative and/or qualitative methods to analyze official statistics and program and project data gathered by government agencies, as well as to generate new data and insights on how government programs should be implemented to maximize positive impact and minimize risks and costs. The methods to be used will be suggested in the terms of reference (TORs) to be released for each evaluation study.

Moreover, the evaluators are expected to demonstrate competencies in the following:

- *Communication and stakeholder engagement* – the evaluators will be expected to support the communication of the study's findings and results by, among others, preparing a one-page brief of the study in addition to an executive summary as part of the requirements, and helping to identify and implement communication and stakeholder relations strategies during the conduct of the study. The TORs to be issued will make reference to this requirement.
- *Capacity development and knowledge management* – especially when required by the TOR for the evaluation study, to identify areas for strengthening monitoring and evaluation and/or program design and implementation capacity; develop and implement capacity building strategies and design learning modules; among others.

Policy, implementation, and capacity development support. The Project will also shortlist and hire individual consultants to support its various work streams, including but not limited to the design of evaluation studies, development of terms of references (TORs), and evaluation management; capacity development, including conducting capacity/learning needs assessments, development of learning modules, and organizing of communities of practice (COPs); policy and systems development and reform; and communication and stakeholder engagement.

3. Qualifications and Requirements for the Roster

Firms that may be considered for prequalification into the roster may either be for-profit or non-profit entities, including, but not limited to: management consulting firms, research firms and think tanks, non-government organizations and foundations, and academic institutions, among others. Such firms will be prequalified based on their financial stability, track record in terms of past projects and performance, and organization and personnel. In particular:

a. Technical Qualification Requirements:

- **Proven Track Record of the Firm** –

- With solid experience in undertaking evaluation studies and similar studies in any of the four (4) policy/program areas in at least the last three (3) years, demonstrated by a portfolio of published or unpublished work (at least five (5) in total, and at least one (1) as an evaluation study;
- Performance through statements of successful performance from clients;
- Does not appear in the UN or Philippine government's list of ineligible vendors or blacklist, and no conflict of interest as may be determined by UNDP or NEDA;
- Compliant with the regulatory and fiduciary requirements (e.g., legally registered and operating within its charter/permit/incorporation documents).

- **Proven Competency of Key Personnel** – for each RFP or other process for each evaluation study to be tendered, the firms in the roster will be required to identify:

- Key officials and/or pool of advisers (e.g., board of directors/trustees) with demonstrable specialization in any of the four (4) program/policy areas;
- Prospective project lead(s) which have a track record in undertaking evaluation studies and similar studies in any of the four (4) program/policy areas, and who have academic and professional credentials of at least a Specialist as identified in Track II: Individuals.
- No conflict of interest as may be determined by UNDP or NEDA

b. Submission Requirements – interested firms must submit the following at procurement.ph@undp.org :

- **Cover Letter** specifying the policy and/or program specialization (per item 2 above) and specialization in research methodology (i.e., specific quantitative and/or qualitative techniques);
- **Company/Firm** profile of not more than five (5) pages which contains summary information on the firm's track record and competency of personnel. In addition to the corporate profile, include:
 - **Organizational Structure** diagram and description;

- **Members of the Governing Board**, with designations and short descriptions of specialization, and duly certified by the Corporate Secretary or equivalent;
 - **Curriculum Vitae or P11 Form** of the head of entity and/or project lead(s), specifying work experience (indicating months and years); academic qualifications; and professional training and certifications (indicating dates taken/achieved). CVs / P11 forms of other key personnel or consultants may be submitted but are not required at this point.
- List/Portfolio of **Research Outputs**, with Evaluation Studies listed first followed by published and unpublished research outputs. Only a list with working hyperlinks to publicly accessible websites or shared cloud storage is required at this point. Printouts of the research outputs are discouraged. Include a) information on contract cost, duration, and key outputs/performance indicators; b) name of organization served and statements of satisfactory performance from top clients in terms of contract value and these clients' contact information.
- List/Portfolio of **Past Completed Projects** with the public and/or development sector, including but not limited to government, international development organizations, international financing institutions, non-government organizations, and corporate social responsibility outfits. Include a) brief description of the projects and hyperlink to source if available; b) information on contract cost, duration, and key outputs/performance indicators; c) name of organization served and statements of satisfactory performance from top clients in terms of contract value and these clients' contact information.
- **Regulatory and Fiduciary Documents:**
 - List of Shareholders and Other Entities financially interested in the firm owning 5 percent or more of stocks and other interests or equivalent;
 - Latest tax registration / payment certificate issued by the internal revenue authority evidencing that the entity is updated with its tax payment obligations, or certificate of tax exemption if any such privilege is enjoyed;
 - Latest audited financial statement (both income statement and balance sheet) including auditor's report for the past three (3) years.
 - Latest certificate of registration of the business, including articles of incorporation or equivalent document if not a corporation;
 - Trade name registration papers, if applicable;
 - Latest local government permit to locate and operate in the current location;
 - Official letter of appointment as local representative, if entity is submitting on behalf of another entity located outside the country;
 - Quality certificate (e.g., ISO) and other similar certificates, accreditations, awards, and citations received.
 - List of bank references (bank name, location, contact person, & contact details)

- All information regarding any past and current litigation during the last five (5) years in which the entity is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if any.

Desired Qualities for All Consultants

The UNDP gives preference to consultants who demonstrate the following values:

- a) Gender Equality – achieving gender equality and gender mainstreaming are key principles and strategies of UN system agencies, therefore, UNDP encourages the deployment of staff and consultants (male/female) at a balanced ratio based on the requirements. As such, firms with female key personnel, as well as female individual consultants, will have an added advantage.
- b) Integrity –UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. UNDP requires all proposers to conduct themselves in a professional, objective and impartial manner, and they must always hold UNDP’s interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. UNDP reserves the right to reject proposers who have been found to be in conflict of interest or have otherwise been involved in unethical practices.

4. Shortlisting and Contracting

This EOI process is for market research and for establishing a roster of prequalified consultancy firms who may be called later to submit a proposal under a Request for Proposal (RFP) or other relevant procurement process under UNDP rules. Successful firms will be included in a Roster of Evaluators that will be co-managed by UNDP Philippines and NEDA. The inclusion of a firm in the Roster does not guarantee a contract with either UNDP or NEDA. Furthermore, UNDP and NEDA reserve the right, under their respective procurement policies, to solicit proposals from and enter into contracts with suppliers who are qualified but are not part of this roster. The EOI process only aims to hasten the contracting of consultancy firms by UNDP for NEDA.

- a. Establishment of a Roster – candidates will be screened against the qualifications and competencies specified above and will be evaluated as such. Only firms who attain a minimum technical score of 70 will be shortlisted and included in the roster.

Firms

Criterion	Points
Expertise of the Firm , including years of existence, track record through portfolio of work and client satisfaction	40
Management and Key Personnel , including a) specializations of advisory pool and b) academic and professional qualifications of the prospective Project Lead (s), which will be rated according to Track II below.	60
TOTAL	100

- b. Contracting – Inclusion in the roster does not guarantee the award of a contract or other benefit from either UNDP or NEDA other than being shortlisted to provide proposals for upcoming contracts.

When the specific evaluation research studies will be tendered, the UNDP will seek proposals from the top-rated shortlisted firms who are relevant to the subject of evaluation based on the policy/program area and methodological approach of the study, through an RFP or other relevant contracting process under UNDP rules.

The most technically compliant and financially responsive proposal will be offered a contract which will be subject to the UNDP General Terms and Conditions of the Contract.