

UNITED NATIONS DEVELOPMENT PROGRAMME



*Empowered lives.
Resilient nations.*

A. Project Title: Development of Five-Year Public Financial Procurement Programme Document

B. Project Description

Successive Philippine Administrations in the Philippines have consistently pursued programs to reduce poverty and inequality. The amount of government spending has increased significantly over the period 2011-2015 largely because of improved revenue collection and fiscal reforms. The administration of President Rodrigo Duterte has accelerated this spending program, particularly through the mantra “build, build, build”. However, absorptive capacity of government agencies has been affected by bottlenecks in the planning, design, pre-execution, procurement, and execution phases of projects with problems in coordination within and between national government agencies and issues also with local government capacity. A critical issue, therefore, is the effective management of public procurement that underpins the Administration’s Development Agenda.

The legal framework for public procurement in the Philippines is notably strong: the passage of the Government Procurement Reform Act (GPRA) or RA 9184 in 2003 ended the era of fragmented procurement regulation which had enabled leakages. Still, public procurement continues to suffer from frequent delays (e.g., bid failures) as well as corruption scandals (e.g., bid riggings), both of which hamper the timely and effective delivery of public services. Systemic reform and capacity building are needed to support government plans to boost public spending to meet its development goals.

A Rapid Assessment has been pursued on the last quarter of 2017 to help inform the process of strengthening institutions for public procurement. The Rapid Assessment conducted diagnosed the integrity risks in public procurement and the management of public finances in order to develop a collective agenda for improving public service delivery. It provided relevant information emanating from the series of dialogues conducted among key stakeholders on these integrity risks and broader Public Financial Management (PFM) and service delivery issues; and likewise provided recommendations for a capacity development action plan for improving service delivery.

As a follow up action point, the engagement of a Consultant is needed to define UNDP strategy linking the Country Procurement Document (CPD) to the results and current reform procurement initiatives as well as the broader Public Financial Management reform agenda of the GPH.

C. Scope of Work

Under the overall guidance and supervision of the Democratic Governance Team Leader, the Consultant will:

1. With consultation and inputs from key stakeholders, develop the Public Financial Management five-year programme document and map out possible partners and donors; and
2. Draft policy guidelines and tool kit for institutionalizing and propose funding requirements for active CSO & citizen participation in procurement, contract implementation monitoring. The same tool kit and policy guidelines shall be presented to the Office of the President – Cabinet Secretary for government-wide adoption.

D. Expected Output and Deliverables

The Individual Contractor is expected to accomplish the following activities with corresponding deliverables:

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Inception Plan	5 days	2 nd week of October	Democratic Governance Team Leader Country Director
Public Financial Management five- year programme document	15 days	Last week of October	
Institutional Guidelines for Citizen Participating in Governance Toolkit for the Office of the President	20 days	2 nd week December	
Total man-days	40 man-days spread over 3 months		

E. Institutional Arrangements

1. The Contract will be coordinated by the Democratic Governance (DG) Team Leader of UNDP, including the selection of the Individual Contractor in the country office and the coordination of the inputs of the Individual Contractor
2. The DG Team Leader will provide overall guidance on the production of the report that the Individual Contractor will produced.
3. UNDP shall provide for operational cost that the Individual Consultant will incurred, subject to the approval of the Country.
4. Support staff in UNDP Philippines CO will organize meetings with the all relevant stakeholders and provide logistical support, as needed.
5. UNDP Philippines shall be entitled to all intellectual property and other proprietary rights to all materials that have direct relation to the project.

F. Duration Of Work

The Contractor will be engaged from October to December 2018 unless revised in a mutually agreed upon timetable by Country Director and the Contractor with approval from the Management.

G. Duty Station

The Contractor can work remotely during the contract, but is required to attend online meetings, if needed and as scheduled.

H. Qualifications Of The Successful Individual Contractor

Qualification	Points Obtainable (100 points)
<u>Education</u> <ul style="list-style-type: none">• Bachelor's degree in Public Administration, Communications, Social Sciences and related courses	40
<u>Experience</u>	50
<ul style="list-style-type: none">• Minimum of fifteen (15) years relevant experience to project management, financial administration, and other related work experience	25
<ul style="list-style-type: none">• Minimum of 5 years public financial management; national and local budget reform experience,	10
<ul style="list-style-type: none">• Minimum of 5 years social accountability and third-party monitoring experience.	10
<ul style="list-style-type: none">• Previous engagement with any UN agencies	5
<u>Language</u> <ul style="list-style-type: none">• Fluency in spoken and written English, Filipino.	10
TOTAL	100

I. Scope Of Price Proposal And Schedule Of Payments

The financial proposals from possible candidates should be expressed in lump sum amount inclusive of all financial costs related to this engagement (i.e., such as transportation/travel to and from residence for meetings within Metro Manila, supplies and materials, equipment, reproduction, communications including internet, etc).

Payments will be made when specific outputs have been submitted.

J. Recommended Presentation of Offer

The following documents may be requested:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate
- c) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment.
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.

K. Criteria for Selection of the Best Offer

The Combined Scoring Method shall serve as basis for evaluating offers. The technical qualifications will be weighted a max. of 70% (*Personal CV: 40%; and Brief Description: 60%*), and combined with the price offer which will be weighted a max of 30%.

Application requirements should be emailed to procurement.ph@undp.org and registry.ph@undp.org on or before 17 October 2018.