



REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

	DATE: October 19, 2018
	REFERENCE: PHL-RFP-2018-083

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Technical Review, Editing and Packaging of 78 Provincial Governance Reform Roadmaps (PGRRs)**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Friday, November 02, 2018** and ☐ e-mail, ☐ courier-mail, ☒ **e-tendering**:

BUSINESS UNIT: PHL10

EVENT ID: 0000002976

Your Proposal must be expressed in the **English**, and valid for a minimum period of **90 Days**

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.


UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,


(Sgd.) Karlyll Angeles
Procurement Associate
[date]/

Description of Requirements

Context of the Requirement	Efficient, resilient, and well-planned road networks ensure that no one is left behind in the drive for inclusive growth. This is why roads are considered as an important foundation for the Sustainable Development Goals (SDGs), and a prerequisite for bringing communities together. At present, only 24.6% of all provincial roads in the Philippines are of acceptable quality. Of the 12,726km of provincial core roads, 57.2% are unpaved and in need of upgrading, while 20.2% are in poor condition and in need of rehabilitation. The situation is similarly dire for the 19,098 km of non-core roads, with 67% needing upgrading and 7% in need of rehabilitation. To address this situation, the Department for the Interior and Local Government (DILG) has launched the Conditional Matching Grant to Provinces (CMGP) initiative to implement road construction, repairs and rehabilitation, and to improve the quality of the local road network across the country.		
Implementing Partner of UNDP	Department of Interior and Local Government (DILG)		
Brief Description of the Required Services ¹	Kindly see attached Terms of Reference for detailed description of services.		
List and Description of Expected Outputs to be Delivered	Deliverables and Output	Key required services	Frequency of Requirements
	1. Inception Plan; Activity Design for Learning Event to support CMGP-Roads2SDGs advocacies	Coordination with Roads2SDGs PMO	One time
	2. Learning Event in support of the advocacies of CMGP-Roads2SDGs; Branding standards for CMGP-Roads2SDGs PGRRs.	Professional services for actual staging, facilitation, and completion of the Learning Event in support of CMGP-Roads2SDGs advocacies; Expert services for the establishment of the branding standards for	Learning event – one time; Branding Standards – one time

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.



		CMGP-Roads2SDGs PGRRs	
	3. 21 PGRRs technically reviewed and edited	Expert services for the technical review and editing of the 21 PGRRs from pilot provinces	Protracted until finalization
	4. 57 PGRRs technically reviewed and edited.	Expert services for the technical review and editing of the 57 PGRRs from non-pilot provinces	Protracted until finalization
	5. Executive summary of all PGRRs that includes the overall framework, plus PPT presentation; 78 PGRRs finally Layed-out and packaged as print-ready, based on established branding standards	Professional services for the laying-out, packaging in print-ready format of all 78 PGRRs	Protracted until completion of print-ready electronic formats
	6. Five (5) printed copies for each of the 78 PGRRs.	Services for the printing, binding of all PGRRs.	Protracted until completion and delivery.
	7. Technical Advisory services	Expert advisory services providing regional/urban planning lens to CMGP-Roads2SDGs.	As needed
Person to Supervise the Work/Performance of the Service Provider	<i>Roads2SDGs Project Manager</i>		
Frequency of Reporting	<i>As needed</i>		
Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At Contractor's Location		
Expected duration of work	6 Months		



Target start date	November 8, 2018
Latest completion date	April 15, 2019
Travels Expected	Inasmuch as the engagement is output-based, the duty station of the Institutional Contractor shall be its Office, as officially known and/or registered with the concerned oversight/regulatory agencies. Occasionally, the Individual Contractor may be asked to attend meetings/workshops which shall be appropriately communicated by the Roads2SDGs Project Management Office.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms ³	

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage,



	Tranches	Percentage	Target Outputs/ Deliverables	Schedule of Deliverables
	1st	20%	Signing of Contract; Inception Plan; Activity Design for Learning Event to support CMGP-Roads2SDGs advocacies	Not later than 1st week of November 2018
	2nd	20%	Learning Event in support of the advocacies of CMGP-Roads2SDGs; Branding standards for CMGP-Roads2SDGs PGRRs	Not later than 3 rd week of November 2018
	3rd	25%	78 PGRRs technically reviewed and edited	Not later than 15 February 2019
	4th	15%	Executive Summary of all PGRRs, plus PPT Presentation; 78 PGRRs finally Layed-out and packaged as print-ready, based on established branding standards; and provision of technical advisory services	Not later than 15 March 2019
	5th	20%	Five (5) printed copies for each of the 78 PGRRs	Not later than 15 April 2019
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Roads2SDGs Project Manager			
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)			

or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.



	<input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	Technical Proposal (70%) <input checked="" type="checkbox"/> Bidder's qualification, capacity and experience 400 pts. <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 200 pts. <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 400 pts. Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors : <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement ⁴ and if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Other Type/s of Contract
Contract General Terms and Conditions ⁵	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimi contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁶	<input type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others ⁷ <i>[p/s. specify]</i>

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

Contact Person for Inquiries (Written inquiries only) ⁸	Jack Paul Agonia Procurement Assistant <i>Procurement.ph@undp.org</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	

⁸ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

TERMS OF REFERENCE (TOR)
SERVICES OF AN INSTITUTIONAL CONTRACTOR
for the TECHNICAL REVIEW, EDITING, PACKAGING of
78 PROVINCIAL GOVERNANCE REFORM ROADMAPS (PGRRs)
“Pursuing Local Road Management and Public Financial Management Reforms”

A. Project Title: Paving the Roads to the SDGs Through Good Local Governance (Roads2SDGs)

B. Project Description and Objectives

Efficient, resilient, and well-planned road networks ensure that no one is left behind in the drive for inclusive growth. This is why roads are considered as an important foundation for the Sustainable Development Goals (SDGs), and a prerequisite for bringing communities together.

At present, only 24.6% of all provincial roads in the Philippines are of acceptable quality. Of the 12,726km of provincial core roads, 57.2% are unpaved and in need of upgrading, while 20.2% are in poor condition and in need of rehabilitation. The situation is similarly dire for the 19,098 km of non-core roads, with 67% needing upgrading and 7% in need of rehabilitation. To address this situation, the Department for the Interior and Local Government (DILG) has launched the Conditional Matching Grant to Provinces (CMGP) initiative to implement road construction, repairs and rehabilitation, and to improve the quality of the local road network across the country.

By providing the provinces with financial investment for capital outlay, the Program addresses the under-investment in local roads, and the improvement of national-local roads connectivity to increase economic activity, and improve public access to facilities and services in the provinces. Moreover, as governance reforms are necessary to sustain local roads management, the Program also supports governance reforms, quality assurance and the strengthening of governance processes, specifically in the aspects of local roads management (LRM) and public financial management (PFM), among others.

In partnership with DILG, UNDP has launched a project ***“Paving the Road to SDGs through Good Governance” (Roads2SDGs)*** which aims to provide support to quality assurance and the governance reform components of CMGP through the ‘Road to SDGs’ framework. This framework will anchor the prioritization, planning, design, implementation, and maintenance of infrastructure projects to the achievement of the SDGs, incorporating the elements of partnership building, climate change and disaster risk reduction, gender mainstreaming, and citizen participation for transparency and accountability.

The Governance Reform aspect to be covered by the Roads2SDGs aims to further enhance and strengthen the existing capacities, skills, processes and systems of PLGUs in LRM and PFM, among others, so that PLGUs themselves are able to more effectively plan, design, implement, and maintain their local roads network.

As the CMGP Program will be implemented nationwide for six years from 2017 to 2022, it is best to map out plans and strategies for the successful implementation and achievement of the targeted reforms and aligning them with the Sustainable Development Goals (SDGs). These reforms, guided by the SDGs, will be incorporated into a document that shall be called the **Provincial Governance Reform**



Roadmap to the SDGs (PGRR2SDGs) of the PLGUs. The formulation of this document is clearly stated in Section 5.6.1 of the DILG-DBM Joint Memorandum Circular No. 2017-002, dated 26 April 2017, to wit:

“The Provincial Government shall prepare a Governance Reform Roadmap (PGRR) for a term of six (6) years (2017-2022) to achieve the reform targets.”

The PGRR shall cover, among others, the following **seven (7) areas of reform**:

- a. **Local Road Management (LRM)**, with purposive efforts at making the roads as access towards achieving the SDGs:
 - Local Road Information Management
 - Local Road Network Development Plan
 - Local Road Construction and Maintenance
 - Local Road Asset Management
- b. Mainstreaming the SDGs in plans and budgets through **Public Financial Management (PFM)**:
 - Internal Audit
 - Budgeting, Revenue Generation and Expenditure Management
 - Procurement

In June 2018, the Roads2SDGs Project conducted a series of activities leading to the crafting of the **Guidelines for the Formulation of Provincial Governance Reform Roadmap (PGRR)**, together with the **Workshop and Facilitation Guidelines** to help prepare UNDP, DILG-CMGP and Provincial LGUs in the roll-out and conduct of Workshops for the Provincial Governance Road Reform Roadmaps to SDGs (PGRR2SDGs).

Subsequently, the Roads2SDGs engaged the services of **Governance and Institutional Development Specialist (GIDS)** deployed in all the 16 regions outside the National Capital Region (NCR) to assist 78 provincial local government units in the crafting, finalization, and eventual adoption of their respective PGRR2SDGs -- to facilitate provincial assessment sessions, facilitate the PLGU workshops pertaining to PGRR2SDGs, and to coach and help the LRMTs in the entire process of formulating/finalizing/adopting the PGRR2SDGs. The Governance and Institutional Development Specialist also worked closely with the **Governance Mentors-On-Call** from the **G-HUBS** (Holistic Undertakings Bridging Solutions for Governance) in the region of assignment who may be tapped to also assist in mentoring the provinces for the formulation of the PGRR2SDGs.

The entire process (from the conduct of Provincial Assessment Workshops, to the PGRR Formulation Workshops, the subsequent mentoring for the refinement and eventual approval of the PGRRs) has been initially piloted and rolled out to twenty-one (21) provinces from July-October 2018. As the PGRR Formulation processes are progressing in the pilot provinces, the full roll-out to all the other 57 provinces followed.



A total of nine (9) intensive clustered technical workshops for the PGRR2SDGs Formulation were/are being conducted, as follows:

Batch	Dates and Venues	Participating Provinces
1 st	24-27 July 2018 – Manila	Kalinga, Ilocos Norte, Pangasinan, Nueva Vizcaya, Quirino, Bataan, Mindoro Occidental
2 nd	06-09 August 2018 – Cebu City	Quezon, Rizal, Albay, Catanduanes, Leyte, Aklan, Iloilo
3 rd	07-10 August 2018 – Cebu City	Cebu, Bohol, Davao del Norte, Bukidnon, South Cotabato, Agusan del Sur, Dinagat Island
4 th - A	07-11 October 2018 – Cebu City	Camarines Norte, Camarines Sur, Masbate, Sorsogon, Northern Samar, Eastern Samar, Samar, Southern Leyte, Biliran
4 th - B	08-12 October 2018 – Cebu City	Romblon, Marinduque, Palawan, Oriental Mindoro, Guimaras, Capiz, Antique, Negros Oriental, Negros Occidental, Siquijor
5 th - A	09-13 October 2018 – Davao City	Davao Oriental, Davao del Sur, Davao Occidental, Compostela Valley, Cotabato, Sarangan, Sultan Kudarat, Surigao del Sur, Surigao del Norte, Agusan del Norte
5 th - B	14-18 October 2018 – Clark	Abra, Ifugao, Mountain Province, Apayao, Benguet, Ilocos Sur, La Union, Batangas, Laguna, Cavite
6 th - A	15-19 October 2018 – Clark	Batanes, Isabela, Cagayan, Zambales, Aurora, Nueva Ecija, Tarlac, Bulacan, Pampanga
6 th - B	16-20 October 2018 – Cagayan de Oro	Zamboanga Sibugay, Zamboanga del Norte, Zamboanga del Sur, Misamis Oriental, Misamis Occidental, Camiguin, Lanao del Norte, Lanao del Sur, Maguindanao

These workshops are being attended by the members of the Provincial Local Road Management Team (LRMT), the DILG Provincial Director and the DILG Provincial Directors of the pilot provinces, the PDMU Heads, the CMGP Regional Coordinators, DILG-CMGP and UNDP representatives, among others.

The 21 pilot provinces are expected to have submitted, by end of October 2018, to the DILG-CMGP Programme Management Office their respective PGRRs duly approved by the Governor, endorsed by the Provincial Development Council, and adopted by the Sangguiang Panlalawigan. By the end of December 2018, it is expected that all the other remaining 57 non-pilot provinces shall have submitted to the DILG-CMGP Programme Management Office their respective PGRRs duly approved by the Governor, endorsed by the Provincial Development Council, and adopted by the Sangguiang Panlalawigan.

Although a standard outline has already been provided to all the provinces as guide in the preparation of their PGRRs, there is an imperative for ensuring consistency in style and to observance of standardized branding that shall be commonly applied in all the PGRRs. The Roads2SDGs Project has to engage the professional services of an Institutional Contractor to sift through and subject all the PGRRs to a technical review and editing -- to ensure uniformity in the use of technical terminologies and nomenclature, to guarantee that the CMGP-Roads2SDGs branding and style are observed consistently and appropriately applied in all the PGRRs before eventual final packaging/publishing.



C. Scope

The Institutional Contractor is expected to perform the following:

1. **Technical review** of 78 Provincial Governance Reforms Roadmaps (PGRRs) – to ensure that all the essential contents of the PGRR are enshrined in the main document, have conformed to the standards set by the DILG, and are substantially supported by other appropriate documents compiled in the annexes;
2. **Technical editing** of all the PGRRs -- to ensure that officially-agreed terminologies and related nomenclature are consistently used across all the PGRRs, and to guarantee that the construction of the narratives are compliant to the globally-accepted standards. Yet, the Institutional Contractor shall exercise extra prudence throughout the course of technical editing, to ensure that the essence of and the local color conveyed in the narratives are kept intact and respected. If needed, the Institutional Contractor may need to confer with the concerned PLGUs for proper clarification/appreciation of the intent of specific narratives in their PGRR;
3. Develop a minimum **CMGP-Roads2SDGs visual branding** that shall be consistently applied in the packaging of all the PGRRs;
4. **Package** all the PGRRs and **publish** at least five (5) copies each, with complete electronic files of the print-ready documents;
5. Stage a **learning event** as support advocacy to the Roads2SDGs; and,
6. Provide **Technical Advisory services** to the Roads2SDGs, especially in imparting urban and regional planning lens to Provincial Road Network Development Plans (PRNDPs) and other related documents.

D. Approach and Methodology

The PLGUs shall be advised by DILG-CMGP Project Management Office to also include in their submissions the editable versions of the electronic files of their approved PGRR.

UNDP Roads2SDGs shall obtain from the DILG-CMGP PMO copies of the editable electronic files for eventual endorsement to the Institutional Contractor for technical review, editing, and packaging.

As deemed necessary, the Institutional Contractor may initiate and/or facilitate the conduct of round-table discussions with concerned stakeholders. In any case, all needed communications addressed to the PLGUs shall be coursed through and/or coordinated with the DILG-CMGP PMO.

E. Deliverables and Schedules/Expected Outputs

The following are the outputs and deliverables expected from the Institutional Contractor:



Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required	Name and Email address of designated person who will review and accept the output
Inception Plan; Activity Design for Learning Event to support CMGP- Roads2SDGs advocacies	1 week	Not later than 1 st week of November	Project Manager; Project Associate	Project Manager (cleto.gales@undp.org); Project Associate (joan.lyn.quizon@undp.org)
Learning Event in support of the advocacies of CMGP-Roads2SDGs; Branding standards for CMGP- Roads2SDGs PGRRs established	1 week	Not later than 3 rd week of November	Project Manager; Project Associate	Project Manager (cleto.gales@undp.org); Project Associate (joan.lyn.quizon@undp.org)
21 PGRRs technically reviewed and edited	3 weeks month	Not later than 15 December 2018	Project Manager; Project Associate	Project Manager (cleto.gales@undp.org); Project Associate (joan.lyn.quizon@undp.org)
57 PGRRs technically reviewed and edited	2 months	Not later than 15 February 2019	Project Manager; Project Associate	Project Manager (cleto.gales@undp.org); Project Associate (joan.lyn.quizon@undp.org)
Executive summary of all PGRRs that includes the overall framework, plus PPT presentation; 78 PGRRs finally Layed-out and packaged as print- ready, based on established branding standards	1 month	Not later than 15 March 2019	Project Manager; Project Associate	Project Manager (cleto.gales@undp.org); Project Associate (joan.lyn.quizon@undp.org)
Five (5) printed copies for each of the 78 PGRRs	1 month	Not later than 15 April 2019	Project Manager; Project Associate	Project Manager (cleto.gales@undp.org); Project Associate (joan.lyn.quizon@undp.org)
Technical Advisory services	Contingent to the technical advise	As needed	Project Manager; Project Associate	Project Manager (cleto.gales@undp.org); Project Associate (joan.lyn.quizon@undp.org)

F. Key Performance Indicators and Service Level

Deliverables/ Outputs	Key Services Required	Frequency of Requirement	Minimum Standard of Services Acceptable	Course of actions to be taken if required service level is not met by the contractor
1. Inception Plan; Activity Design for Learning Event to support CMGP- Roads2SDGs advocacies	Coordination with Roads2SDGs PMO	One time	Meetings and regular coordination with Roads2SDGs PMO	Re-adjustment of workplan but not contract duration
2. Learning Event in support of the advocacies of CMGP- Roads2SDGs; Branding standards for CMGP- Roads2SDGs PGRRs	Professional services for actual staging, facilitation, and completion of the Learning Event in support of CMGP- Roads2SDGs advocacies; Expert services for the establishment of the branding standards for CMGP- Roads2SDGs PGRRs	Learning event – one time; Branding Standards – one time	Completion of Learning Event, with Executive summary and photo/video documentations; Brainstorming sessions until finalization of Branding Standards	Re-adjustment of workplan but not contract duration
3. 21 PGRRs technically reviewed and edited	Expert services for the technical review and editing of the 21 PGRRs from pilot provinces	Protracted until finalization	Brainstorming sessions and writeshops with/among expert team; ensuring quality/substance of contents of the PGRRs	Re-adjustment of workplan but not contract duration
4. 57 PGRRs technically reviewed and edited	Expert services for the technical review and editing of the 57 PGRRs from non-pilot provinces	Protracted until finalization	Brainstorming sessions and writeshops with/among expert team; ensuring quality/substance of contents of the PGRRs	Re-adjustment of workplan but not contract duration

5. Executive summary of all PGRRs that includes the overall framework, plus PPT presentation; 78 PGRRs finally Layed-out and packaged as print-ready, based on established branding standards	Professional services for the laying-out, packaging in print-ready format of all 78 PGRRs	Protracted until completion of print-ready electronic formats	Completeness and aesthetic quality of all PGRRs; Consistency to established branding standards, yet keeping the peculiar identities of each province	Re-adjustment of workplan but not contract duration
6. Five (5) printed copies for each of the 78 PGRRs	Services for the printing, binding of all PGRRs	Protracted until completion and delivery	Completeness and neatness of all printed copies	Re-printing/ repackaging of the PGRRs
7. Technical Advisory services	Expert advisory services providing regional/urban planning lens to CMGP-Roads2SDGs	As needed	Technical notes, policy recommendations	Re-adjustment of workplan but not contract duration

G. Governance and Accountability

The Project Manager of the Roads2SDGs, in close guidance by the Democratic Governance Team Leader, shall have direct supervision of the Institutional Contractor who shall undertake the technical review, editing, packaging of the PGRRs, and who shall conduct a learning event and advisory services to Roads2SDGs Project.

UNDP, through the Democratic Governance Team, and specially the Roads2SDGs Project Management Office, shall be responsible for the following:

- Review, provide comments and recommendations, and approve submissions of the Institutional Contractor on a timely basis; and,
- Call for meetings with the Individual Contractor, as necessary, particularly concerning the review of deliverables and/or presentation of progress of work.

The Institutional Contractor shall:

- directly coordinate and work with the Roads2SDGs Project Manager and/or the Project



Associate for institutional and substantive matters pertaining to the technical review, editing, and packaging of the PGRRs, the staging of the learning event, and on technical advisory matters for the CMGP-Roads2SDGs.

- As needed, properly coordinate with and through the DILG-CMGP Regional Coordinators on all matters involving the Local Roads Management Teams (LRMTs) and other provincial stakeholders, like the scheduling of activities, among others. It shall be the DILG-CMGP Regional Coordinators who shall be responsible for directly communicating with the PLGUs.
- refer to and confer with the assigned Roads2SDGs Project Assistant on administrative and other logistical concerns.
- report to the DG Team Leader, through the Roads2SDGs Project Management Office, promptly and in writing, matters that may affect deliverables;
- attend workshops and meetings as may be arranged by UNDP, particularly concerning the deliverables and related concerns.

H. Facilities to be provided by UNDP

Equipment and Facilities to be used to carry out this assignment shall be borne by the Institutional Contractor.

I. Expected duration of the contract/assignment

The institutional Contractor shall be engaged by Roads2SDGs for an initial period of six (6) months which shall commence on the date of signing the contract.

Within the said period, the Institutional Contractor is expected to carry out the technical review, editing and packaging/printing tasks for all the 78 PGRRs. Further, the Institutional Contractor shall conduct the learning event within the said period, and the provision of technical advisory services on regional/urban planning as necessary to enhance the implementation of the CMGP-Roads2SDGs Project.

J. Duty Station

Inasmuch as the engagement is output-based, the duty station of the Institutional Contractor shall be its Office, as officially known and/or registered with the concerned oversight/regulatory agencies. Occasionally, the Individual Contractor may be asked to attend meetings/workshops which shall be appropriately communicated by the Roads2SDGs Project Management Office.



a. Professional Qualifications of the Successful Contractor and its key personnel

The Institutional Contractor must be a registered entity and has juridical status/capacity to enter into contracts. The Contractor should have at least 10 years of cumulative experience working on technical review, editorial works and publication of technical reports, staging of learning events, and technical advisory in regional/urban planning. Having previous partnerships and/or working experience with UNDP is preferred.

The Contractor must be able to compose and provide a team of technical and editorial experts and advisors on urban/regional planning, among others.

Team Leader: The Team Leader of the Institutional Contractor shall meet the following criteria:

Education

- Masteral Degree and/or equivalent in the field of governance, regional/urban planning, infrastructure design and management, public finance, and/or other relevant disciplines.
- Licensed Environmental Planner.

Experience

- Minimum ten (10) years of relevant experience at the local, national and/or international level in governance-related work, organizational development with government entities and/or private sector entities working with the public sector.
- Minimum 3 years of experience in advisory services and support to governments.
- Minimum 3 years of experience in facilitation work, mentoring, coaching and training, technical review and/or editorial work.

Team Associate: The Team Associate of the Institutional Contractor shall meet the following criteria:

Education

- University Degree in the field of governance, regional/urban planning, infrastructure design and management, public finance, and/or other relevant disciplines. Masteral degree is an advantage. License in Environmental Planning is preferred.

Experience

- Minimum five (5) years of relevant experience at the local, national and/or international level in governance-related work, organizational development with government entities and/or private sector entities working with the public sector.
- Minimum 2 years of experience in advisory services and support to governments.
- Minimum 2 years of experience in facilitation work, mentoring, coaching and training, technical review and editorial work.



Team Assistant: The Team Assistant of the Institutional Contractor shall meet the following criteria:

Education

- University Degree in the field of governance, regional/urban planning, infrastructure design and management, public finance, and/or other relevant disciplines. Masteral degree is an advantage.

Experience

- Minimum two (2) years of relevant experience at the local, national and/or international level in governance-related work, organizational development with government entities and/or private sector entities working with the public sector.
- Minimum 1 year of experience in advisory services and support to governments.
- Minimum 1 year of experience in facilitation work, mentoring, coaching and training, technical review and editorial work.

I. Price and Schedule of Payments

The Institutional Contractor shall be paid an all-inclusive amount to cover for the actual professional services rendered, allowances for land transport, air tickets if necessary, meals, and accommodation requirements of its Team to perform the tasks and to accomplish the deliverables for this engagement.

Payments shall be processed and paid in tranches, as follows:

Tranches	Percentage	Target Outputs/ Deliverables	Schedule of Deliverables
1st	20%	Signing of Contract; Inception Plan; Activity Design for Learning Event to support CMGP-Roads2SDGs advocacies	Not later than 1st week of November 2018
2nd	20%	Learning Event in support of the advocacies of CMGP-Roads2SDGs; Branding standards for CMGP-Roads2SDGs PGRRs	Not later than 3 rd week of November 2018



3rd	25%	78 PGRRs technically reviewed and edited	Not later than 15 February 2019
4th	15%	Executive Summary of all PGRRs, plus PPT Presentation; 78 PGRRs finally Layed-out and packaged as print-ready, based on established branding standards; and provision of technical advisory services	Not later than 15 March 2019
5th	20%	Five (5) printed copies for each of the 78 PGRRs	Not later than 15 April 2019

b. Criteria for Evaluation

The proposals of the prospective Institutional Contractors shall be evaluated using the following criteria:

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	100
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	80
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	80
1.4	Quality assurance procedures and risk mitigation measures	40
1.5	Organizational Commitment to Sustainability - Organization demonstrates significant commitment to sustainability through some other means- for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	100
Total Section 1		400
Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable



2.1	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	50
2.2	Details on how the different service elements shall be organized, controlled and delivered	50
2.3	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50
2.4	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50
Total Section 2		200

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		160
3.2	Qualifications of key personnel proposed		240
3.2 a	Team Leader		120
	- General Experience	40	
	- Specific Experience relevant to the assignment	40	
	- Regional/International experience	30	
	- Language Qualifications	10	



3.2 b	Team Associate		80
	- General Experience	25	
	- Specific Experience relevant to the assignment	25	
	- Regional/International experience	20	
	- Language Qualifications	10	
3.2 c	Team Assistant		40
	- General Experience	15	
	- Specific Experience relevant to the assignment	15	
	- Regional/International experience	5	
	- Language Qualifications	5	
Total Section 3			400



FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) 2018 Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) 2017 Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;
- d) Track Record for the last 5 years – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. **Qualifications of Key Personnel**

If required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. **Cost Breakdown per Deliverable***

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

**This shall be the basis of the payment tranches*

E. **Cost Breakdown by Cost Component [This is only an Example]:**

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

*[Name and Signature of the Service Provider's
Authorized Person]*

[Designation]

[Date]

