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Terms of Reference (TOR)

Engaging the Services of an Individual Consultant as Documenter for the Workshop for Business Model/Sustainability Mechanism of GHUBS

A. Project Title: Paving the Roads to SDGs through Good Local Governance

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 improve the quality of the local road network across the country, by providing both financial investment for capital outlay, as well as strengthening the governance processes so that provincial governments are themselves able to effectively plan, design, implement and maintain their road networks. The Program addresses the underinvestment in local roads, and improvement of national-local roads connectivity to increase economic activity, and improve public access to facilities and services in the provinces.

For FY 2017 General Appropriations Act (GAA), the Program has a total budget of P18.03 Billion under the Local Government Support Fund (LGSF). Aside from this, the DILG budget also has an allocation of P564.256 Million for FY 2017 intended to support the governance reform, quality assurance, and monitoring of road projects of the PLGUs.

The Program, however, is not only a road engineering intervention, it is also a governance reform program in local roads management (LRM) and public financial management (PFM). Thus, in partnership with DILG, UNDP has launched the project ***“Paving the Roads to SDGs through Good Governance (Roads2SDGs)”*** which aims to provide support to the governance reform and quality assurance components of CMGP through the ‘Roads 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. In this manner, the SDGs provide a framework to strengthen the governance of road projects, which in turn, will positively impact on the achievement of the SDGs.

Presently, the G-HUBs are partners of UNDP and DILG as the delivery mechanism to develop an integrated safe water, sanitation, and health programme together with UNDP, UNICEF, WHO, DILG, and DOH, extending needed capability building packages to LGUs and CSOs on iWaSH Governance. Some HEIs are also engaged by Social Watch Philippines (SWP) and UNDP as People's Public Finance Institutes, providing continuing capacity development for citizens and CSOs interventions on Participatory Public Finance.

Of late, the UNDP has been tapping several HEIs as strategic partners in implementing projects on the ground – to help establish and strengthen citizens' monitoring in the procurement of goods and services, as key providers of services in programme and project design and implementation of projects in selected LGUs, as partners in developing digitally aided tools, mechanisms and smart applications for anti-corruption and transparency in achieving the SDGs, and to promote volunteerism and immersion among citizens in several volunteerism opportunities, facilitating their participation in co-creating innovative and locally appropriate development solutions.

The G-HUBS may be involved in the following areas of work: knowledge transfer, service delivery, policy reform, and community development. They may take on the functions of development adviser, capacity builder, public dialogues convener/host, researcher, networker, policy advocate, data and information provider, governance monitor analyst, and knowledge manager, among others.

Due to the crucial role of the GHUBS in different aspects of community development and assurance of quality service delivery, it is important to ensure their sustainability after the implementation of the Roads2SDGs project thus, providing a viable business model.

Objectives

The Workshop for Business Model/Sustainability mechanism for GHUBS specifically seeks to:

1. Provide information to GHUBS of the available business models that will ensure their sustainability after the end of the Roads2SDGs project implementation;
2. Build capacities of the GHUBS in identification, financing and marketing of potential project partnerships in the future;
3. Promote a sustainable business model for consortiums undertaking collective steps towards improved citizens participation and monitoring.

C. Scope of Work

The Roads2SDGs Project Manager shall have direct supervision of the Vendor. He may assign a focal person who shall coordinate with the Vendor.

The Vendor shall undertake the following in relation to the SDG Localization Training:

1. Documentation of the entire duration of the workshop covering all proceedings especially the highlights like agreements and outputs, if any;
2. Work in close collaboration with the facilitator to ensure coverage of all the activities and immediate provision of summary of outputs that may be needed by the facilitator to provide synthesis;
3. Hardbound documentation report of the workshop complete with all the annexes like tables,

presentations used, and other outputs of the event.

4. Equipment, transportation, communications cost and rental fees required for carrying out the assignment shall be borne by the Vendor. Taxes will not be withheld by UNDP and shall likewise be borne by the Vendor.

D. Expected Outputs and Deliverables

The Vendor shall deliver the following outputs for the SDG localization, with the corresponding timeline:

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
Documentation report for the workshop on business model/sustainability mechanism for GHUBS	1 week to 2 weeks	2 weeks after the conduct of workshop (target conduct is 3rd week January 2019)	Project Manager Project Associate	cleto.gales.undp.org Joan.lyn.quizon@undp.org

E. Institutional Arrangements

The Roads2SDGs Project Manager shall directly supervise the Vendor. He may assign a focal person to coordinate with the Vendor in relation to the project. UNDP, through the Roads2SDGs Project, shall be responsible for the following:

- Review, provide comments and recommendations, and approve all submissions of the Vendor on a timely basis;
- Arrange meeting/s with the Vendor particularly concerning the review of deliverables.

The Vendor is also expected to:

- Respect the confidentiality of information as may be deemed necessary by UNDP, partners, and informants
- Report to the Project Manager, promptly and in writing, matters that may affect the conduct of the workshop and the quality and timely submission of the written outputs and reports and/or other deliverables
- Attend meetings as may be arranged by UNDP, particularly concerning the review of deliverables and presentation of findings.
- Submit draft written documentation report subject for review and acceptance of the Project Manager and Project Associate before printing and submitting the hardbound copy of the documentation;
- The project shall provide meals and accommodation arrangements for the vendor for the duration of the training. Other expenses like land transportation and/or air tickets will also be

covered but this must be included in the financial proposal and form part of the total contract package for the vendor.

- The engagement is output-based and will not require physical and daily reporting to UNDP except attendance of the actual conduct of the activity. The Vendor may be requested to attend meetings for activities related to the project.

F. Duration of Work

- The engagement for the **three (3) days** Workshop for Business Model/Sustainability Mechanism for GHUBS is spread within the timeframe of January 14 to February 8, 2019 in consideration of the time needed to submit the deliverables.
- The target start and completion dates, and the venues of the workshops are indicated in the matrix above, but may change depending on what have been finalized and sealed by UNDP Procurement Unit and other logistical considerations.
- Estimated lead time for UNDP to review outputs, give comments, certify approval/acceptance of outputs is one (1) week and another minimum of ten (10) working days (depending on the bulk of work) for payment processing upon the submission and acceptance of deliverable/s.

G. Duty Station - Manila

H. Qualifications of the Successful Individual Contractor

Qualification	Points Obtainable (100 points)
<u>Education</u> University degree in public administration, community development, humanities, governance, development management, and/or related field of study. Advanced study or degree in related field would be an advantage.	20
<u>Experience and relevant training</u>	(70)
<ul style="list-style-type: none"> • Have at least one (1) year experience in developing/writing documents such as project proposals, correspondences, reports and others to show good writing and analysis skills; 	20
<ul style="list-style-type: none"> • Must have served at least once as a documenter for a training/workshop for an activity conducted by the government, I/NGO, and/or academe; 	20
<ul style="list-style-type: none"> • At least three (3) years of engagement in work, program, agenda and initiatives in the areas of governance, public administration, and service delivery 	20
<ul style="list-style-type: none"> • Have prior experience working in local and INGO, local and national government, academe or in a multi-stakeholder engagement 	10
<u>Language</u> English and Filipino	10
	100

I. Scope of Price Proposal and Schedule of Payments

- a. The Vendor shall be paid the total amount, all-inclusive to cover for the actual professional services rendered, inclusive of allowances for land transport, air tickets, meals during travel, post processing, printing, communication and other expenses which are necessary to perform tasks and accomplish the deliverables for this engagement.
- b. The contract price is fixed regardless of changes in the cost components.

Payments shall be processed and paid in tranches upon acceptance by the Roads2SDGs Project Manager of the following deliverables submitted by the Vendor:

TRANCHE	DELIVERABLE
1st Tranche 20%	Upon signing of the contract
2 nd tranche 50%	Upon submission and acceptance of the draft documentation report for the Workshop for Business Model/Sustainability Mechanism for GHUBS
3 rd tranche 30%	Upon submission and acceptance of the final hard bound copy of documentation for the Workshop for Business Model/Sustainability Mechanism for GHUBS

J. Recommended Presentation of Offer

To ensure the use of the same criteria for all the offers, the applicants are requested to present the following documents for uniformity:

- a. Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP as shown in the Annex;
- 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 and at least three (3) professional references;
- c. **Brief description** of why you consider yourself as the most suitable for this assignment;
- d. **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

K. Criteria for Selection of the Best Offer

To select the best offer for this post, the combined scoring method will be used where the qualifications and methodology will be weighted a maximum of 70%, and combined with the price offer which will be weighted a maximum of 30%.

L. Annexes to the TOR

- a. Letter of Confirmation of Interest and Availability
- b. P11