



REQUEST FOR PROPOSAL (RFP)

Services to Conduct Training on Monitoring and Evaluation to Improve Service Delivery and Project Implementation

	DATE: November 21, 2018
	REFERENCE: PHL- RFP-2018-094

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Services to Conduct Training on Monitoring and Evaluation to Improve Service Delivery and Project Implementation**

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

Proposals may be submitted on or before **Wednesday, December 05, 2018, COB 4 PM** and via email, courier mail or fax to the address below:

United Nations Development Programme
United Nations Development Programme Philippines
Rockwell Business Center Sheridan, North Tower,
15th Floor Sheridan St. corner, United St.,
Brgy. Highway Hills, Mandaluyong, 1554, Metro Manila
The Procurement Unit
Procurement.ph@undp.org

Your Proposal must be expressed in the **English**, and valid for a minimum period of **120 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,


Alka K. Aneja
Procurement Specialist
11/21/2018

Description of Requirements

Context of the Requirement	Services to Conduct Training on Monitoring and Evaluation to Improve Service Delivery and Project Implementation of the project															
Implementing Partner of UNDP	Department of Education															
Brief Description of the Required Services	A detailed Terms of Reference (TOR) is attached for reference.															
List and Description of Expected Outputs to be Delivered	A detailed Terms of Reference (TOR) is attached for reference.															
Person to Supervise the Work/Performance of the Service Provider	UNDP-DepEd Project Officer															
Frequency of Reporting	<i>As needed, which will be established post-award</i>															
Progress Reporting Requirements	A detailed Terms of Reference (TOR) is attached for reference.															
Location of work	<input checked="" type="checkbox"/> Exact Address: Rockwell Business Center Sheridan, North Tower, 15th Floor Sheridan St. corner, United St., Brgy. Highway Hills, Mandaluyong, 1554 <input type="checkbox"/> At Contractor's Location															
Expected duration of work	Two (2) months initial unless later on revised in a mutually agreed upon timetable by the UNDP-DepEd Programme Management Team and awarded Contractor.															
Target start date	10 December 2018															
Latest completion date	11 February 2019															
Travels Expected	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 25%;">Destination/s</th><th style="width: 15%;">Estimated Duration</th><th style="width: 35%;">Brief Description of Purpose of the Travel</th><th style="width: 25%;">Target Date/s</th></tr> </thead> <tbody> <tr> <td>Clark, Pampanga</td><td>3 days</td><td>Conduct training</td><td>11-13 Dec. 2018</td></tr> <tr> <td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s	Clark, Pampanga	3 days	Conduct training	11-13 Dec. 2018				
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Clark, Pampanga	3 days	Conduct training	11-13 Dec. 2018													
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input checked="" type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>															

Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>
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 PhP (Philippine Peso)
Value Added Tax on Price Proposal ¹	<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

¹ VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Payment Terms	Outputs	Percentage	Timing	Condition for Payment Release
	Indicative Program Design	20%		Within thirty (30) days from the date of meeting the following conditions: a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	Conduct of the 3-day M&E Workshop	20%		
	Submission of the Documentation Report of the Workshop	30%		
	Submission of a finalized M&E Plan for the Department of Education	30%		
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP-DepEd Project Officer			
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) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). <i>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.</i>			
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm 40% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30% <u>Financial Proposal (30%)</u> 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			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP			

Contract General Terms and Conditions	<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	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input type="checkbox"/> Others
Contact Person for Inquiries (Written inquiries only)	Trisha Mendoza Procurement Assistant <i>Trisha.mendoza@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 <i>[pls. specify]</i>	

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)

[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) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact 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.

² 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]*

TERMS OF REFERENCE

A. Project Title: Training on Monitoring and Evaluation to Improve Service Delivery and Project Implementation.

B. Project Description:

The project intends to provide development support services to the Department of Education (DepEd), in the course of its implementation of their 2016 K to 12 Basic Education Program, in accordance with UNDP regulations, rules, policies and procedures as required by the Approved Procurement Plan and Budget agreed between UNDP and DepEd. It is funded from the Philippine Government budget, based on the allocations of the General Appropriations Act (GAA) of 2016.

A Rapid Assessment has been pursued on the last quarter of 2017 to help inform the process of strengthening institutions for service delivery as well as project implementation, highlighting more on the procurement process. Its results will, for one, help define the UNDP's strategy for engaging the broader PFM reform agenda of the government through its upcoming Country Programme Document. The conducted assessment diagnosed government's various system used in their implementation of programs through engaging and facilitating key stakeholders in a dialogue on the key integrity risks and issues identified in procurement, PFM, and service delivery towards fostering a collective platform for reform to address these issues; as well as conduct a rapid assessment of the public procurement and the public financial system to identify integrity risks for service delivery, from the procurement planning phase throughout the bidding phase until the contract management and payment; and develop a capacity development action plan with concrete recommendations, milestones, and resource requirements.

One of the identified issues in the rapid assessment study pertains to programme management. Accordingly, the quality and effectiveness of organisation level service delivery planning, its integration with the programme and whole of the mandated purpose of the agencies, and with associated budgetary processes was highlighted as a priority to be addressed. Recently, two batches of Project Management Courses were given to UNDP partners last May and October 2018. Based on the assessment of the conducted project management trainings, a monitoring and evaluation course is necessary to enable the participants to get hold of an intensive knowledge with regard to evaluation tools and techniques.

C. Scope of Work

General Description of Responsibility:

Generally, the contractor shall conduct a Monitoring and Evaluation (M&E) Workshop for the Department of Education. The contractor shall provide UNDP targeted participants the essential knowledge on M&E, and practical tools and techniques, as well as fundamental principles and forefront techniques, and best practices.

The workshop aims to:

1. Define monitoring and evaluation (M&E) and communicate its role in planning and programming
2. Demonstrate how Right Fit M&E principles could be used in assessing data and identifying critical M&E opportunities
3. Develop an M&E plan for the Department of Education's Administrative Service, the Disaster Risk Reduction and Management Service, the Information and Communications Technology Service, the Education Facilities Division/ School Building Program, and the Youth Formation Division.

D. Expected Output

1. Indicative Project Design
2. Documentation of the 3-day Monitoring and Evaluation Workshop
3. Submission of a finalized M&E Plan for the Department of Education
4. Electronic copies of training materials

E. Institutional Arrangement

1. The contractor will directly report the UNDP- DepEd Project Officer;
2. The UNDP - DepEd Project Officer shall review and recommend necessary revisions to the output of the contractor and approve all the outputs prepared by the contractor;
3. UNDP shall provide the training venue together with the necessary equipment for training purpose;
4. The Contractor is responsible to reproduce training presentation slides, project management vignettes, and templates, as well as all materials for the whole duration of the training activities;
5. UNDP shall compensate the contractor for his/ her services on a progressive billing basis subject to the usual accounting and auditing rules and regulations

F. Duration of the Work

The Contractor will be engaged over a continuous period of two month (05 December 2018 to 05 February 2019) unless revised in a mutually agreed upon timetable by DepEd Programme Management Team and the Contractor.

G. Duty Station

The Contractor shall be based on Manila during the contract and will be required to attend meeting relative to the conduct of the M&E workshop.

H. Qualification of the Successful Contractor:

- **Technical Proposal**
 1. Expertise of the Firm
 - A small- to medium-sized registered firm (sole proprietorship, partnership, or corporation) that has at least 10 years of experience in providing training to various industries related to project management, and monitoring and evaluation;
 - Has an expertise in giving lectures on monitoring and evaluation principles, professional ethics, and project implementation,
 - Having previous projects with the UN or other international organizations, with Philippine government agencies, or with corporate social responsibility is required.
 - Prospective contractor should present a portfolio produced through previous partnership described in the second and third point above, which demonstrate the contractor's ability to meet the requirements.
 2. Submitted Methodology
 3. Management Structure and Key Personnel

Education:	<ul style="list-style-type: none">• Bachelor's degree in Public Administration, Business Management, Organizational Development, Political Science, Developmental studies and other related courses
Experience:	<ul style="list-style-type: none">• At least 3 years of relevant experience in senior project management• Previous projects with the UN or other international organizations, with Philippine government agencies, or with corporate social responsibility, an advantage.• Those with previous projects dealing with project management, monitoring and evaluation public financial management, national budget reform, social accountability and third-party monitoring are preferred.
Language Requirements:	<ul style="list-style-type: none">• English, Filipino

I. Scope of Bid Price 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., equipment, transportation/travel to and from residence-duty station, and/or within Metro Manila – expect transportation to and from project sites, communications, including internet).

The Contractor shall be paid based on the following tranche as reviewed, endorsed and approved of the Project Management Team:

	DELIVERABLE	Percent of Fee
1	Indicative Program Design	20%
2	Conduct of the 3-day M&E Workshop	20%
3	Submission of the Documentation Report of the Workshop	30%
4	Submission of a finalized M&E Plan for the Department of Education	30%
		100%

J. Criteria for Evaluation

- Technical Proposal (70%)
 - Expertise of the Firm (40%)
 - Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (30%)
 - Management Structure and Qualification of Key Personnel (30%)
- Financial Proposal (30%)

To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.