



Terms of Reference (TOR) Engaging a Procurement Review Specialist

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

B. Background/Context

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 a 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 ‘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.

There are two governance reform areas of DILG-CMGP namely, Local Road Management and Public Financial Management. An integral component of the latter concerns Procurement. There are issues and concerns surrounding the compliance of provincial local governments with Republic Act 9184 (Government Procurement Reform Act).

In this light, Roads2SDGs is tasked to capacitate the provincial local governments towards compliance with RA 9184, and help deliver an integrated system for procurement tracking with an overall goal of upholding good governance. Towards this end, the Roads2SDGs project proposes the hiring of a Procurement Specialist, who will be in-charge of identifying gaps, and planning and implementing interventions along knowledge and skills in relation to procurement policies, processes, systems and practices. It will be a short-term engagement with possibility for extension depending on the results of the interventions.

Outcome

It is desired that at the end of six (6) months, provincial local governments shall have increased capacities in public financial management, specifically through knowledge and tools to improve their procurement processes, systems and practices towards compliance with RA 9184 and good local governance.

Objectives

To achieve the foregoing, the engagement of a UNDP Procurement Specialist seeks to achieve the following:

1. Identify the capacity gaps of provincial local governments in line with compliance to RA 9184 and mainstreaming the use of the LGU Procurement Manual;
2. Address knowledge and skill gaps of provincial local governments related to procurement, including in the preparation and implementation of Project Management Procurement Plan through training, coaching and other capacity development interventions;
3. Harmonize, through a framework, the capacity development and other interventions in coordination with the Government Procurement Policy Board - TSO; and,
4. Provide assistance to the provincial local governments in making their procurement system more effective and efficient through the development of the Procurement Guide (cum manual) and Monitoring/Tracking System based on the updated IRR of the RA 9184.

Expected Outputs

1. Capacity Needs Assessment of provincial local governments on procurement-related processes, systems and practices, guided by an Assessment Framework to identify knowledge and skill gaps in Procurement Planning (Preparation of PPMP, Specification and TOR writing, Bid/Quotation/Proposal preparation), actual procurement and post-procurement or Contract Management; complying with RA 9184 and mainstreaming the use of the LGU Procurement Manual
2. Capacity Development Plan, which detail training, coaching and other interventions to address the gaps identified from the needs assessment.
3. Procurement Guide and Monitoring/Tracking System for provincial local governments

4. Written report on the accomplishment and results of the capacity development interventions

C. Scope of Work

The Roads2SDGs Project Manager through the Roads Sector Manager shall have direct supervision of the Procurement Review Specialist. They may assign a focal person who shall coordinate with the Vendor. The Vendor shall undertake the following:

1. Conduct technical meetings and focus group discussions among UNDP, DILG-CMGP Project Management Office and other relevant government institutions such as the Government Procurement Policy Board
2. Review policies, programs, system and other documents related to Procurement such as references from the Government Procurement Policy Board - TSO, among others and cull out those relevant to provincial local governments
3. Develop a framework for assessing the capacity needs of provincial local governments related to procurement
4. Conduct needs assessment among provincial local governments using the framework
5. Develop and lead the implementation of the capacity development plan/design which includes coaching and training activities
6. Development of the Procurement Guide(cum Manual) and Monitoring/Tracking System
7. Pilot test the Procurement Guide and Monitoring/Tracking System to select provincial local governments;
8. Submit written reports on the activities conducted and other necessary documentation
9. When necessary, engage in fieldwork to identify capacity development needs of provincial local governments related to procurement

D. Expected Outputs and Deliverables

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

Activity	Deliverable/Output	Approving Party	Proposed Timeframe/ Submission Date
Inception report; Review procurement-related policies, programs, documents relevant to	Inception report, Capacity Needs Assessment Framework	Project Manager, Roads Manager	December 2018
Conduct needs assessment among provincial local governments using the Framework; conduct consultation workshop as may be applicable	Capacity Needs Assessment (Written Report)	Project Manager, Roads Manager	January – February 2019
Identify gaps from the Needs Assessment and proposed interventions	Capacity Development Plan and design	Project Manager, Roads Manager	
Develop Procurement Guide and system for monitoring/tracking procurement processes and contracts	Procurement Monitoring/Tracking System for provincial local governments	Project Manager, Roads Manager	February – March 2019

Activity	Deliverable/Output	Approving Party	Proposed Timeframe/ Submission Date
Document accomplishments in capacity development of provincial local governments	Written report on the accomplishment and results of the capacity development interventions	Project Manager, Roads Manager	March 2019
Conduct training workshop to pilot the Guide and tools (at least 2 training – 1 Luzon and 1 for VisMin)		Project Manager, Roads Manager	April 2019
Finalize the Procurement guide and monitoring tools	Final Procurement guide and Monitoring Tool	Project Manager, Roads Manager	May 2019

E. Institutional Arrangements

The Roads2SDGs Project Manager through the Roads Sector Manager shall directly supervise the Vendor. They 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:

- Make available to the Vendor all necessary information concerning the Roads to SDGs project, including background reference materials;
- 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

Further, the Vendor shall be responsible for the following:

- Recommend and Attend technical meetings and focus group discussions on capacity building of provincial local governments on procurement;
- Develop a framework and conduct needs assessment of provincial local governments related to procurement
- May Engage in field work to determine capacity development needs of stakeholders related to procurement, and conduct other necessary field visits;
- Plan and implement capacity development activities such as training and coaching
- Submit written reports from field visits; assessment; activities and interventions; and, other necessary reports
- Develop and pilot test a Procurement Guide and Monitoring/Tracking System for provincial local governments
- Respect the confidentiality of information as may be deemed necessary by UNDP, partners, and informants
- Report to the Project Manager through the Road Sector Manager, promptly and in writing, matters that may affect the conduct of the activities, quality and timely submission of the reports and/or other deliverables
- Attend meetings as may be arranged by UNDP, particularly concerning the review of deliverables and presentation of findings.

F. Duration of Work

- The engagement is for 60 working days spread over 6 months within the timeframe of December 2018 to May 2019.
- The target start and completion dates shall depend on the actual date of hiring of the Procurement Specialist and may change depending on what have been finalized and sealed by UNDP Procurement Unit and other logistical considerations.

G. Duty Station

The duty station is Manila. The engagement is output-based and will not require physical and daily reporting to UNDP. The Consultant may be requested to report at least once a week at the UNDP PMO; attend meetings for activities related to the project.

H. Qualifications of the Successful Individual Contractor

Qualification	Points Obtainable (100 points)
<u>Education and Qualification</u>	20
University or Bachelor's degree in Engineering, Law and other related courses;	(15)
Advance University degree	(5)
<u>Experience and Relevant Training</u>	(80)
<ul style="list-style-type: none">• Minimum of 10 years of experience in procurement-related activities adhering to RA 9184 procedures (preparation of bid documents; conduct pre-procurement; actual and post – procurement, Contract Management);	30
<ul style="list-style-type: none">• Involved in Procurement Policy development particularly RA 9184 and its IRR	5
<ul style="list-style-type: none">• Experience in developing manuals and modules, and conducting training workshops	20
<ul style="list-style-type: none">• Engagement in work, program, agenda and initiatives in the areas of governance, public administration, and service delivery	15
<u>Language</u>	10
Can speak and write English and Filipino fluently	
	100

I. Scope of Price Proposal and Schedule of Payments

The Vendor shall be paid not exceeding the, all-inclusive to cover for the actual professional services rendered, inclusive of allowances for land transport, meals during travel, communication of the Vendor to perform tasks and accomplish the deliverables for this engagement and living allowances when on travel. In case of travels requiring Air Ticket, UNDP through R2SDGs Project Management Office (PMO) will shoulder and facilitate the issuance of ticket. The Consultant shall be required to attend and serve as Resource Person and Provide Technical Assistance in the following

activities:

- a. Conduct of various consultation workshop (indicative number of consultations/FGDs – 4 meetings; preparation and review, updating and finalization of Procurement guide and Monitoring system) within Metro Manila;
- b. Training workshop; one in each island cluster; Luzon, Visayas and Mindanao, each training workshop will be for 4 days. Attend 4 training workshops (4days/workshop) on the following areas: 2 workshops in Clark; 1 in Cebu and 1 in Davao.
- c. Various meetings during the engagement in Manila only

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

TRANCHE	DELIVERABLE
1st Tranche 20%	Upon Contract Signing
2 nd tranche 15%	Upon submission and acceptance of the Inception Report and Framework on the Development of Procurement Guide, Monitoring system/Tool and Capacity Building for LGUs
3 rd tranche 25%	Upon submission of Capacity Assessment report, CapBuild Plan/ Design and draft Procurement Guide and Monitoring System/Tool
4 th tranche 20%	Upon conduct of Training for LGUs
5 th tranche 20%	Upon submission and acceptance of the Final Draft of Procurement Guide and Monitoring System/Tool

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; explaining/highlighting previous experiences related the TOR.
- 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