



**REQUEST FOR PROPOSAL (RFP) – Re-advertisement  
CONSULTING FIRM FOR THE DEVELOPMENT OF THE  
MEASUREMENT, REPORTING AND VERIFICATION PLAN FOR THE PHILIPPINE NATIONALLY  
DETERMINED CONTRIBUTION (NDC)**

	DATE: January 10, 2019
	REFERENCE: <b>RFP-008-PHL-2019</b>

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Consulting Firm for the Development of the Measurement, Reporting and Verification Plan for the Philippine Nationally Determined Contribution (NDC)**.

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

Proposals may be submitted on or before **Thursday, January 24, 2019** and via email, courier mail to the address below:

**United Nations Development Programme**  
15th Floor North Tower, Rockwell Business Center Sheridan  
Sheridan Street corner United Street  
Highway Hills, 1550 Mandaluyong City  
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 attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

## Description of Requirements

Context of the Requirement	<b>Consulting Firm for the Development of the Measurement, Reporting and Verification Plan for the Philippine Nationally Determined Contribution (NDC)</b>
Implementing Partner of UNDP	Climate Change Commission (CCC)
Brief Description of the Required Services	<p>Building upon the MRV System Framework developed by the LECB PHL Project, the main objective is to set up a detailed, clear, robust national MRV system for mitigation actions, supported by guidance and reporting templates. This is to maintain oversight of the quality and comparability of information provided on the results achieved by the mitigation actions. The specific objectives are to:</p> <ul style="list-style-type: none"> <li>▪ Develop the National and Sectoral NDC MRV Plan for the Philippines;</li> <li>▪ Develop/Institutionalize the governance structure/arrangement for MRV implementation;</li> <li>▪ Mainstream gender in the MRV System;</li> <li>▪ Develop a Capacity Building Program/Toolkit for the implementation of the MRV; and</li> <li>▪ Create information and knowledge management products of the NDC MRV Plan.</li> </ul>
List and Description of Expected Outputs to be Delivered	<p>The NSPP requires the services of a Consulting Firm referred herein as “Contractor” to assist the CCC in its development of the country’s NDC MRV Plan in four out of the six priority sectors of AWIT-FE. The contractor is expected to undertake, at the very least, the following major tasks:</p> <ol style="list-style-type: none"> <li>1.) Scoping Study</li> <li>2.) Perform preparatory activities for the development of the NDC MRV Plan</li> <li>3.) Establish/Finalize institutional arrangements for the oversight and coordination of MRV activities</li> <li>4.) Assess data gaps and needs</li> <li>5.) Identify how existing MRV systems can be extended to address data gaps</li> <li>6.) Develop the MRV Plan/System for mitigation, adaptation and finance</li> <li>7.) Establish data management processes</li> <li>8.) MRV System Improvement Plan</li> <li>9.) Pilot test the MRV plan/systems</li> <li>10.) Build MRV capacity</li> <li>11.) Create or develop information and knowledge management products</li> </ol> <p>(Please see below TOR for full details)</p>

Person to Supervise the Work/Performance of the Service Provider	NSPP Project Manager
Frequency of Reporting	The Contractor is not expected to report on a daily basis, but shall be available on an on-call basis
Progress Reporting Requirements	As indicated
Location of work	The activity will be conducted in Manila
Expected duration of work	The Contractor shall be engaged for one hundred and seventy (170) working days up to a period of nine (9) months
Target start date	01 February 2019
Latest completion date	31 October 2019
Travels Expected	n/a
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 type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> <b>Required</b> <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> <b>Required</b> <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> <b>Local Currency (Philippine Peso)</b>
Value Added Tax on Price Proposal <sup>1</sup>	<input checked="" type="checkbox"/> <b>must be inclusive of VAT and other applicable indirect taxes</b> <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals ( <i>Counting for the last day of submission of quotes</i> )	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> <b>120 days</b>

	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"/> <b>Not permitted</b> <input type="checkbox"/> Permitted
Payment Terms	<p>The contract price should be all-inclusive, fixed and output-based regardless of extension of the herein specific duration. The Contractor shall receive payments based on the following schedule:</p> <ul style="list-style-type: none"> <li>▪ 15% upon submission and acceptance of the Inception Report with detailed approach/strategies and the corresponding work plan;</li> <li>▪ 15% upon submission and acceptance of the First Interim Report;</li> <li>▪ 15% upon submission and acceptance of the Second Interim Report;</li> <li>▪ 25% upon submission and acceptance of the Draft Final Report; and</li> <li>▪ 30% upon submission and acceptance of the Final Report.</li> </ul>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	NSPP Project Manager
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> <b>Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</b> <input 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	<p><b><u>Technical Proposal (70%)</u></b>  <i>See attached TOR for details</i></p> <p><b><u>Financial Proposal (30%)</u></b>          To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> <b>One and only one Service Provider</b> <input type="checkbox"/> One or more Service Providers, depending on the following factors :

Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> <b>Institutional Contract</b> <input type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
Contract General Terms and Conditions	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)  <input checked="" type="checkbox"/> <b>General Terms and Conditions for contracts (services only, less than \$50,000)</b>  Applicable Terms and Conditions are available at:  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP	<input checked="" type="checkbox"/> <b>Form for Submission of Proposal (Annex 2)</b> <input checked="" type="checkbox"/> <b>Detailed TOR</b> <input type="checkbox"/> Others
Contact Person for Inquiries (Written inquiries only) <sup>2</sup>	<p><b>Loubelle Fajardo</b>  <i>Procurement Assistant</i>  <i><a href="mailto:loubelle.fajardo@undp.org">loubelle.fajardo@undp.org</a></i></p> <p>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.</p>
Other Information [pls. specify]	<ul style="list-style-type: none"> <li>• Proposals submitted by email must be limited to a maximum of 4MB, virus-free;</li> <li>• Financial Proposal should be inclusive of all taxes</li> <li>• Other documents to be submitted to establish eligibility of the Firm           <ul style="list-style-type: none"> <li>- Company Profile</li> <li>- Business Permits</li> <li>- 2017 Audited Financial Statement</li> <li>- Track Record</li> <li>- Certificates and Accreditation</li> <li>- Written Self Declaration</li> </ul> </li> </ul>

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

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

[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.*

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\***

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

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

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

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
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				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

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

# TERMS OF REFERENCE

## CONSULTING FIRM FOR THE DEVELOPMENT OF THE MEASUREMENT, REPORTING AND VERIFICATION PLAN FOR THE PHILIPPINE NATIONALLY DETERMINED CONTRIBUTION (NDC)

### A. BACKGROUND INFORMATION AND RATIONALE, PROJECT DESCRIPTION

The United Nations Development Programme (UNDP) is the UN's Global Development Network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. UNDP's core vision is to help countries achieve simultaneous eradication of poverty and significant reduction of inequalities and exclusion through three main areas of work which are: (1) sustainable development (2) inclusive and effective democratic governance, and (3) climate and disaster resilience.

At the UN climate change conference in Paris in December 2015, countries adopted the Paris Agreement that sets out a global action plan for limiting global warming to "well below 2 degrees C" starting from 2020. The Agreement, which entered into force on 4 November 2016, built upon the foundation of climate pledges from 187 countries, known as Nationally Determined Contributions (NDCs). In solidarity with the international community, the Philippine Government submitted its INDC on October 1, 2015. The Climate Change Commission (CCC) led the preparation of this submission.

The President signed the Instrument of Accession for the Paris Agreement on 28 February 2017. The Senate of the Philippines unanimously adopted a resolution concurring to the accession on 14 March 2017. The Instrument of Accession was accepted/approved by the UNFCCC on 23 March 2017 and it officially entered into force on 22 April 2017. The Government is currently finalizing its NDC for submission to the UNFCCC.

The Philippine Government through CCC was granted support funds by the European Community for the development of its I/NDC Action Plan under the UNDP Low Emission Capacity Building Philippine (LECB PHL) Project. The main output of this technical assistance is the development of the country's NDC Roadmap/Framework which included: (a) proposed institutional structure/organization and arrangements for designing, formulating and implementing the NDCs; and (b) documentation/institutionalization of NDC preparation, planning, formulation and implementation processes. The CCC, also through the UNDP LECB PHL Project, has developed the MRV System Framework for the AWIT-FE<sup>3</sup> sectors.

The Government is faced with the important challenge of transforming its I/NDC into tangible actions that would lead to long term, zero-carbon and climate-resilient development. Like other countries it

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<sup>3</sup> Agriculture, Waste, Industry, Transport, Forestry and Energy

needs sustained financial, capacity building and technical support to regularly prepare, implement, and report on national actions under the PA and more specifically against NDC targets for reducing GHGs. The UNDP NDC Support Programme supports Governments to achieve transformational change by using NDC implementation as a mechanism to scale up investment in climate change and deliver sustainable development. The Programme is implemented in the country as “NDC Support Project for the Philippines (NSPP)”.

For this project, UNDP is engaged in a range of strategic partnerships through the NDC Support Programme, with the IKI NDC Support Cluster, the NDC Partnership, the LEDS Global Partnership, and the Partnership on Transparency in the Paris Agreement. Among the areas of support to advance NDC implementation is to strengthen measurement, reporting, and verification (MRV) capacity and national data-sharing mechanisms to better analyze and communicate progress against NDC targets and mitigation actions.

### MRV Framework for Mitigation Actions

The enhanced transparency framework under the Paris Agreement (Table 1) provides the rationale and broad guidance for developing MRV systems for the NDC, including the scope, methods, information to be provided, and flexibility and capacity building support for developing countries.

**Table 1 – Enhanced Transparency Framework under the Paris Agreement<sup>4</sup>**

Topics	Key Provisions
<i>Objectives, flexibility/ differentiation (between developed/ developing Parties)</i>	13.1 - In order <b>to build mutual trust and confidence and to promote effective implementation</b> , an enhanced transparency framework for action and support, with <b>built-in flexibility, which takes into account Parties’ different capacities and builds upon collective experience</b> is hereby established.
	13.2. The transparency framework shall provide <b>flexibility in the implementation</b> of the provisions of this Article <b>to those developing country Parties that need it in the light of their capacities</b> .
<i>Purpose and Scope - Transparency of action and Transparency of support; Mitigation and adaptation</i>	13.5. The purpose of the framework for <b>transparency of action</b> is to provide <b>a clear understanding of climate change action in the light of the objective of the Convention as set out in its Article 2</b> , including <b>clarity and tracking of progress towards achieving Parties’ individual nationally determined contributions</b> under Article 4, and Parties’ <b>adaptation actions</b> under Article 7, including good practices, priorities, needs and gaps
	13. 6. The purpose of the framework for <b>transparency of support</b> is to provide clarity on <b>support provided and received</b> by relevant individual Parties in the context of climate change actions under Articles 4, 7, 9, 10, 11

<sup>4</sup> Developing the Philippine Nationally Determined Contributions (NDC) Framework/Roadmap, UNDP LECB PHL Project Report, May 2018.

**Table 1 continued**

<i>Methods/ reference to existing arrangements</i>	13.13 The CMA shall, <b>adopt common modalities, procedures and guidelines</b> , as appropriate, for the transparency of action and support <b>building on experience from the arrangements related to transparency under the Convention</b>
	13.3. The transparency framework shall <b>build on and enhance the transparency arrangements under the Convention</b> , recognizing the special circumstances of the least developed countries and small island developing States, and <b>be implemented in a facilitative, non-intrusive, non-punitive manner</b> , respectful of national sovereignty, and avoid placing undue burden on Parties.
	13.4. The <b>transparency arrangements</b> under the Convention, including <b>national communications, biennial reports and biennial update reports, international assessment and review and international consultation and analysis</b> , shall form part of the experience drawn upon for the development of the modalities, procedures and guidelines under paragraph 13 of this Article.
<i>Information required – Transparency of action and support</i>	13.7. Each Party <b>shall regularly provide</b> the following information: (a) A <b>national inventory report</b> of anthropogenic emissions by sources and removals by sinks of greenhouse gases, prepared using good practice methodologies accepted by the Intergovernmental Panel on Climate Change; and (b) <b>Information necessary to track progress made in implementing and achieving its nationally determined contribution</b> under Article 4.
	13.8. Each Party <b>should also provide information related to climate change impacts and adaptation</b> under Article 7, as appropriate.
	13.9. <b>Developed country Parties shall</b> , and other Parties that provide support should, <b>provide information on financial, technology transfer and capacity-building support provided to developing country Parties</b> under Articles 9, 10 and 11.
	13.10. Developing country Parties <b>should provide information on financial, technology transfer and capacity-building support needed and received</b>
<i>Support to developing countries/ capacity building</i>	11. Information submitted by <b>each Party</b> under paragraphs 7 and 9 of this Article <b>shall undergo a technical expert review. For those developing country Parties that need it</b> in the light of their capacities, the <b>review process shall include assistance in identifying capacity-building needs.</b>
	14. <b>Support shall be provided to developing countries</b> for the implementation of this Article.
	15. <b>Support shall also be provided for the building of transparency-related capacity of developing country Parties</b> on a continuous basis.

Drawing insights from various sources, including suggested formats for reporting mitigation actions, e.g. in the Biennial Update Reports (BURs), the LECB Project has developed guidance and templates for the MRV of mitigation actions.

## **B. OBJECTIVES**

Building upon the MRV System Framework developed by the LECB PHL Project, the main objective is to set up a detailed, clear, robust national MRV system for mitigation actions, supported by guidance and reporting templates. This is to maintain oversight of the quality and comparability of information provided on the results achieved by the mitigation actions. The specific objectives are to:

- Develop the National and Sectoral NDC MRV Plan for the Philippines;
- Develop/Institutionalize the governance structure/arrangement for MRV implementation;
- Mainstream gender in the MRV System;
- Develop a Capacity Building Program/Toolkit for the implementation of the MRV; and
- Create information and knowledge management products of the NDC MRV Plan.

## **C. SCOPE OF WORK (SOW)**

<https://www.cdkn.org/ndc-guide/book/planning-for-ndc-implementation-a-quick-start-guide/measuring-reporting-and-verification/>

The NSPP requires the services of a Consulting Firm referred herein as “Contractor” to assist the CCC in its development of the country’s NDC MRV Plan in four out of the six priority sectors of AWIT-FE. The contractor is expected to undertake, at the very least, the following major tasks:

1. Scoping Study
  - a. Review and assess the current status of the NDC and MRV systems for integration to the country’s development plans and other existing national policies and processes.
  - b. Assess/evaluate the following outputs from the CCC and LECB PHL Project to develop or finalize the NDC MRV Plan:
    - i. Philippine Nationally Determined Contributions (NDC) Framework/Roadmap;
    - ii. MRV System Framework;
    - iii. National Climate Change Mitigation Framework Strategy (NCCMFS) and Mitigation Goal;
    - iv. Private Sector Low Emission Development Strategy (LEDS) Roadmap;
    - v. National Climate Change Adaptation Plan developed by the CCC;
    - vi. Philippines Mitigation Cost-Benefit Analysis on the mitigation options conducted by the CCC through the USAID/B-LEADERS Project;
    - vii. National Integrated Climate Change Database Information and Exchange System (NICCDIES)
    - viii. Sectoral NDC Briefers developed by the CCC;
    - ix. National Recognition and Rating Program for Best Practices on Mitigation; and
    - x. LECB PHL Project Info Kits.
2. Perform preparatory activities for the development of the NDC MRV Plan

- a. Review the NDC to identify the areas for which MRV is required: mitigation, adaptation, climate finance, SDGs or any important co-benefits of climate actions (e.g. energy access, job creation).
  - b. Review the MRV system framework that was developed by the Project under Outcome No.3 of Project Component 1: Design of MRV System.
  - c. Gather and review gender mainstreaming-related documents or analyses for consideration into the MRV Plan which will then be used to track the gendered impact of climate actions and the effectiveness of gender mainstreaming initiatives.
  - d. Review of the National Integrated Climate Change Database Information and Exchange System (NICCDIES) that provides the structural architecture to consolidate climate change mitigation data and information and to support the three central elements of the Philippines MRV system namely: (1) national GHG Inventory; (2) mitigation actions and LEDS; and (3) MRV of support. The NICCDIES shall also be a national “one-stop-shop” information portal for climate change mitigation actions/activities.
3. **Establish/Finalize institutional arrangements for the oversight and coordination of MRV activities.** This would include the:
- a. Setting up of an MRV steering group to oversee the stepwise design and implementation of the national MRV plan/system. Consider the NDC Coordinating Office (NDC-CO) being recommended to be established under the NDC Implementation Plan being developed by the project;
  - b. Institutionalization/establishment of national and sub-national MRV system and coordination bodies (based on the MRV System Framework developed under LECB PHL Project) to ensure transparent MRV of multiple impacts, including contribution to SDG targets;
  - c. Ensure that MRV activities are aligned with the five-year NDC cycle so that data can be collected to track progress towards NDC goals and inform future policy decisions (e.g. the introduction of new policies and changes to existing policies);
  - d. Put in place appropriate rules on data sharing, stating which data will be shared, by whom and how often between government ministries, departments and agencies. This could be set out in legislation or as a memorandum of understanding between data-sharing parties. This should apply to all parties that hold relevant data, including non-government actors (e.g. academia).
  - e. Develop, for publication, MRV-related technical guidance as necessary for policy teams, within government and any other stakeholders likely to be involved in the MRV system. As a minimum, this guidance will need to follow any rules and procedures agreed at the international level.
  - f. Develop a plan for reporting, considering the intended audience, what data are needed, and the format, frequency and responsibilities. As a minimum, this will need to meet current UNFCCC reporting requirements, and any other reporting arrangements that are agreed for the new transparency regime under the Paris Agreement. It should also consider other audiences and their needs, particularly domestic audiences (e.g. public reports, reports to parliament).

- g. Establish how actions at the subnational level will be captured and reported at the national level.
4. **Assess data gaps and needs.**
    - a. Identify the scope of data required across mitigation, adaptation, finance and other areas to track NDC implementation. As part of this process, it may be useful to reflect on the overall international MRV requirements for climate change, in order to set out what data are needed and by when;
    - b. Consider MRV requirements for SDG reporting, for example the incorporation of gender-specific benchmarks and indicators to track gender equity within climate change actions;
    - c. Consider existing national processes, potential data gaps, for example, data which are not yet collected, not available, not in the right format or frequency, or not of the required quality; and
    - d. Prioritise addressing the data gaps, based on their relative importance for domestic and international reporting.
  5. **Identify how existing MRV systems can be extended to address data gaps.**
    - a. Consider how existing data flows, responsibilities and processes might be adjusted and extended to build a system which can collect the required data for tracking NDC implementation.
    - b. Explore complementary MRV systems for both NDC and SDG implementation, and considering options for integrating gender considerations into the MRV system (see preparatory activity under Section 2c above).
    - c. Consider how any existing MRV systems can be complemented and refined over time.
  6. **Develop the MRV Plan/System for mitigation, adaptation and finance.** This should build upon the MRV system framework and NDC Framework/Roadmap developed by the LECB Phase 1 Project.
    - a. Set out the activities needed to develop the MRV plan/system of mitigation, adaptation and finance, in coordination with other project contractors/consultants working on the NDC; and
    - b. Activities could be developed by linking individual MRV systems, or creating a single integrated MRV system.
  7. **Establish data management processes.** These processes should take into consideration to:
    - a. Develop systems to improve data quality. This can include a number of approaches, from the robust independent verification of data, to internal data audits and quality checks, and consultation with stakeholders;
    - b. Develop data management systems. There should be clear and transparent archiving of data. Consider the NICCDIES database system developed by the LECB PHL Project as the online data systems accessible to all or to certain stakeholders/individuals through password-controlled access;
    - c. Address data gaps (see section 4 above). These could, at least in the short term, be filled by using generic factors or international benchmarks, until the data can be improved; and
    - d. Develop data improvement plans. Develop plans for improving data sets as necessary, with suggested responsibilities, timings and resource requirements. This could be part of the wider NDC implementation plan or a stand-alone plan.

8. **MRV System Improvement Plan.**
  - a. Ensure MRV reports are relevant. Recommend a mechanism to ensure that the outputs from the MRV systems can inform regular updates of the mitigation, adaptation and climate finance planning processes, and lessons learned can be integrated into subsequent actions within the implementation of the NDC; and
  - b. Recommend options for continuous improvement. Evaluate the effectiveness of the MRV system in collating and reporting relevant data, and adjust the implementation plan and the systems according to any lessons learned.
9. **Pilot test the MRV plan/systems** for GHG emissions, mitigation actions and means of implementation in four priority sectors;
10. **Build MRV capacity.** To assess capacity-building needs for the design and implementation of the MRV Plan/System. Capacities of subnational and local governments should be enhanced to coordinate cohesive tracking of development plans linked to the NDC as well as the SDGs.
  - a. Conduct capacity building or training needed to enable MRV Plan implementation. The following areas might require capacity-building support, at the national level NDC-CO and across stakeholders involved in the implementation of the MRV system:
    - i. Compiling and improving the national greenhouse inventory, and understanding IPCC guidelines;
    - ii. M&E of the impacts of mitigation and adaptation actions, and their developmental co-benefits;
    - iii. MRV of climate finance;
    - iv. Data management issues, including robust quality assurance and archiving;
    - v. Reporting to the UNFCCC, in particular keeping abreast of guidance being developed by the Ad Hoc Working Group on the Paris Agreement;
    - vi. Development of legal documents, e.g. ability to draft memoranda of understanding, legal requirements and other mechanisms that ensure the provision of relevant, long-term data; and
    - vii. Translation of technical data into messages for policy-makers.
  - b. Develop a capacity building plan/toolkit to provide guidance on MRV Plan implementation. The toolkit should describe how capacity building plans should be developed alongside the development of short-term annual action plans and longer-term strategic plans, so that they are fully aligned.
  - c. It should also provide guidance on how gender aspects can be incorporated into capacity building plans.
11. **Create or develop information and knowledge management products** on the outputs/deliverables for dissemination to stakeholders.

#### **D. APPROACH AND METHODOLOGY**

The general approach and methodology should be provided by the Contractor upon application and the more detailed methodology will be presented and discussed during the Inception Workshop and finalized or documented in the Inception Report.

## E. DELIVERABLES AND SCHEDULES/EXPECTED OUTPUTS

The Contractor, based on the SOW above, shall prepare and submit:

1. An Inception Report (IR) or a preliminary document detailing the methodology framework, work plan, timeline, list of national government institutions, civil society stakeholders, academia, private sector to be interviewed, and other related activities.
2. A First Draft of the MRV Plan (First Interim Report, FIR) which should cover outputs/deliverables from items nos. 1-6 of the SOW. It includes the results of the Scoping study, preparatory activities for the development of the NDC MRV Plan, institutional arrangements for the oversight and coordination of MRV activities, assessment and addressing of data gaps and needs, the MRV Plan/System for mitigation, adaptation and finance. All stakeholder consultations, meetings and FGDs should be fully documented in this report.
3. A Second Draft of the MRV Plan (Second Interim Report, SIR) which should cover outputs/deliverables under items nos. 7-11 of the SOW. Overall, the SIR should contain the results of data management processes, capacity building activities/plan, improvement plan, pilot testing of the MRV plan/systems, and IKM products developed. All stakeholder consultations conducted should also be properly documented in this report.
4. A Draft Final Report (DFR) integrating all the above-mentioned deliverables, the capacity building toolkit and the reports on all the capacity building activities undertaken. This should also include the knowledge product for dissemination to stakeholders. The DFR will be presented to CCC, UNDP, NSPP PMU, NSC and other stakeholders.
5. Final Report (FR) to be submitted after the deliberation of the Draft Final Report by the NSPP Project Management Team, and the Climate Change Office of the Climate Change Commission. The Final Report shall comprise of the revised Draft Final Report together with the report on the post implementation review and evaluation. The final version of the NDC Implementation Plan shall be delivered.

All deliverables shall undergo a peer review. The Contractor shall submit its responses on the evaluation to be undertaken and provided by the PMU for each of the abovementioned reports. The Contractor shall present the major findings on the subject deliverables in consultation meetings to be convened by the NSPP PMU for the purpose. The Contractor may be further required to attend additional consultation meetings to answer questions and clarify issues that may arise from the review of its deliverables. Following is the summary table of the expected outputs/deliverables of the Consultant:

**Table 1. Schedule of Outputs/Deliverables**

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates (From signing of the contract)</b>
Notice of Awards/ Contract signing	One (1) day	
Kick-off Meeting or Inception Workshop	One (1) day	Five (5) working days

Inception Report (IR)	Ten (10) days	Fifteen (15) working days
Approval and acceptance of IR ( <i>First Payment</i> )	Five (5) days	Twenty (20) working days
First (1 <sup>st</sup> ) Interim Report (FIR)	Forty five (45) days	Sixty-five (65) working days
Approval and acceptance of FIR ( <i>Second Payment</i> )	Five (5) days	Seventy (70) working days
Second (2 <sup>nd</sup> ) Interim Report (SIR)	Thirty (30) days	One hundred (100) working days
Approval and Acceptance of SIR ( <i>Third Payment</i> )	Five (5) days	One hundred five (105) working days
Draft Final Report (DFR)	Thirty (30) days	One hundred thirty-five (135) working days
Presentation of DFR	One (1) day	One hundred forty-five (145) working days
Approval and Acceptance of DFR ( <i>Fourth Payment</i> )	Five (5) days	One hundred fifty (150) working days
Final Report (FR)	Fifteen (15) days	One hundred sixty-five (165) working days
Approval and Acceptance of FR ( <i>Fifth and final Payment</i> )	Five (5) days	One hundred seventy (170) working days

## F. KEY PERFORMANCE INDICATORS AND SERVICE LEVEL

**Table 2. Key Performance Indicators and Service Level**

<b>Key Services Required</b>	<b>Frequency of Requirement</b>	<b>Minimum Standard of Services Acceptable<sup>5</sup></b>	<b>Course of Action to be taken if Required Service Level is not met</b>
Inception Report (IR)	1	Detailed methodology framework, work plan, timeline, list of national government institutions, civil society stakeholders, academia, private sector to be interviewed, and other related activities.	Possible termination of contract of service.
First (1 <sup>st</sup> ) Interim Report (FIR)	1	It includes the results of the Scoping study, preparatory activities for the development of the NDC MRV Plan, institutional arrangements for the oversight and coordination of MRV activities, assessment and addressing of data gaps and needs, the MRV Plan/System for mitigation, adaptation and finance, as stated in item nos. 1-7 of the SOW with full documentation of all stakeholder consultations, meetings and FGDs conducted.	Possible termination of contract of service.
Second (2 <sup>nd</sup> ) Interim Report (SIR)	1	It covers item nos. 8-11 of the SOW: the results of data management processes, capacity building activities/plan, improvement plan, pilot testing of the MRV plan/systems, and IKM products developed.	Possible termination of contract of service.
Draft Final Report (DFR)	1	Integrated FIR and SIR, capacity building toolkit, reports on all the capacity building activities undertaken, and knowledge product/s developed.	Possible termination of contract of service.
Presentation of DFR	1	Major Findings of the Study.	Possible termination of contract of service.
Final Report (FR)	1	Revised DFR incorporating the comments/recommendations from the presentation and review by PMU.	Possible termination of contract of service.

<sup>5</sup> Based on sections C and E.

## **G. GOVERNANCE AND ACCOUNTABILITY**

1. For the duration of the contract, the Consultant shall report to the Executive Director, CCC-CCO, and the NSPP Project Manager, and shall work in close coordination with the Project Technical Officer, Deputy Technical Officer, Chief Technical Adviser, the PMU and, if necessary, with relevant government agencies and project partners
2. The Consultant should be based in Manila for accessibility and availability should discussions/reporting on progress of activities is required by either the CCC or UNDP.
3. Domestic travel contingent upon the scope of work may be required.
4. The Consultant will be given access to relevant information necessary for execution of the tasks under his or her assignment; and
5. The Consultant will be responsible for providing his or her own working station (i.e., laptops) and must have access to reliable internet connection.

## **H. EXPECTED DURATION OF THE CONTRACT/ASSIGNMENT**

The Contractor shall be engaged for one hundred and seventy (170) working days up to a period of nine (9) months. The period of engagement includes estimated lead time for UNDP and/or Project Implementing Partners to review outputs, give comments, certify approval/acceptance of outputs, etc., as shown in Table 1.

## **I. DUTY STATION**

The Contractor is not expected to report on a daily basis, but shall be available on an on-call basis, to the Project Management Office either in the NSPP Office at West Insula Building, West Avenue, QC and/or CCC Office at First Residences, Jose P. Laurel St., Malacañang Compound, Manila.

## **J. PROFESSIONAL QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR AND ITS KEY PERSONNEL**

The Contractor should have successfully executed at least one similar contract (e.g. monitoring & evaluation/MRV) within the last 5 years and have experience in designing, developing and implementing plans, programs and/or projects, gender mainstreaming, climate change mitigation, GHG inventory, CDM and/or related projects, preferably in any of the AWIT-FE sectors.

It should have member experts in any or all of the following: climate change related planning works, project management/implementation, climate change mitigation and/or adaptation, GHG inventory, CDM and/or related projects, development of action/implementation plans, and gender mainstreaming. It shall also demonstrate that it will have the personnel for the key positions that meet the following requirements:

- The Team Leader should have a Master's Degree in Business/Project Management and at least five years (5) in climate change mitigation/adaptation, GHG inventory, CDM and/or related projects, managing and/or implementing plans, projects and/or programs related to any of the AWIT-FE sectors.

- The Team should have at least 3 members and each with experience in implementing plans, programs and/or projects on climate change mitigation and/or adaptation, developing Monitoring and Evaluation systems, mainstreaming Gender in plans/projects/programs, and developing Financial/Investment plans, respectively.
- The Team Members should be at least holders of a Bachelor's Degree in Business, agriculture, industrial engineering, energy engineering, environmental planning, environmental science, gender and/or related field and have at least three (3) years' experience in GHG inventory, CDM, developing and implementing action plans, monitoring and evaluation of programs and projects related to climate change/adaptation;
- The Firm and/or Team Members should demonstrate familiarity with climate change and AWIT-FE sectors, GHG inventory, planning processes and regulations at the national, subnational and local levels;
- Strong communication skills, including demonstrated written and presentation skills and the capacity to relate to both internal and external constituencies of the project.
- Strong familiarity with environmental laws and regulations, planning processes and regulations at the national, subnational and local levels;
- Strong familiarity with the 2006 IPCC Guidelines for the National Greenhouse Gas Inventories and with international climate change negotiations.

The CCC-NSPP is an equal opportunity agency. All qualified applicants will receive consideration for employment without regard to age, sex, sexual orientation and gender identity (SOGI), civil status, disability, religion, ethnicity or political affiliations.

#### **K. PRICE AND SCHEDULE OF PAYMENTS**

The contract price should be all-inclusive, fixed and output-based regardless of extension of the herein specific duration. The Contractor shall receive payments based on the following schedule:

1. 15% upon submission and acceptance of the Inception Report with detailed approach/strategies and the corresponding work plan;
2. 15% upon submission and acceptance of the First Interim Report;
3. 15% upon submission and acceptance of the Second Interim Report;
4. 25% upon submission and acceptance of the Draft Final Report; and
5. 30% upon submission and acceptance of the Final Report.

#### **L. CRITERIA FOR EVALUATION**

Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively, where the minimum passing score of technical proposal is 70%.

The evaluation of Technical Proposal should at minimum comprise the 3 major criteria as shown in the table below.

Technical Proposal Evaluation		Points Obtainable
1.	Bidder's qualification, capacity and experience / Expertise of the Firm	300
2.	Proposed Methodology, Approach and Implementation Plan	400

3.	Management Structure and Key Personnel	300
	<b>Total</b>	<b>1000</b>

The total obtainable points for the 3 criteria should be 1000 points that can be distributed based on the need and complexity of the requirement.

The sub-criteria for each major criteria are set and identified as shown in the following tables:

<b>Section 1. Bidder's qualification, capacity and experience</b>		<b>Points obtainable</b>
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	50
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	90
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	100
1.4	Quality assurance procedures and risk mitigation measures	60
<b>Total Section 1</b>		<b>300</b>

<b>Section 2. Proposed Methodology, Approach and Implementation Plan</b>		<b>Points obtainable</b>
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	80
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.3	Details on how the different service elements shall be organized, controlled and delivered	50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	70
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50
<b>Total Section 2</b>		<b>400</b>

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?		60
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader		120
	- Master’s Degree in Business/Project Management  Minimum 30 marks for Masters degree, additional 10 marks for each additional degree, maximum up to 50	50	
	- At least five years (5) in managing and/or implementing projects/programs on climate change mitigation, GHG Inventory, CDM and/or projects related to any of the AWIT-FE sectors.  Minimum 40 marks for experience of 5 years, additional 10 marks for experience in relevant field as per (point J) of the ToRs.	70	
3.2 b	Team Member specializing in M&E		40
	- Bachelor’s Degree in Business, agriculture, industrial engineering, energy engineering, environmental planning, environmental science, gender and/or related field;	5	
	- at least three (3) years’ experience in developing and implementing monitoring and evaluation action plans, programs and projects related to climate change	35	
3.2 c	Team Member specializing in Finance		40
	- Bachelor’s Degree in Business, agriculture, industrial engineering, energy engineering, environmental planning, environmental science, gender and/or related field;	5	
	- at least three (3) years’ experience in developing and implementing financial plans, programs and projects related to climate change  Minimum 15 marks for experience of 3 years, additional 5 marks for experience in relevant field as per (point J) of the ToRs.	35	
3.2 d	Team Member specializing in gender		40

	- Bachelor's Degree in Business, agriculture, industrial engineering, energy engineering, environmental planning, environmental science, gender and/or related field;	5	
	- at least three (3) years' experience in developing and implementing gender action plans, programs and projects related to climate change  Minimum 20 marks for experience of 3 years, additional 5 marks for experience in relevant field as per (point J) of the ToRs.	20	
<b>Total Section 3</b>			<b>300</b>

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

#### **M. ADDITIONAL REFERENCES OR RESOURCES**

Existing literature or documents that will help provide Bidders with a better comprehension of the project situation and the work required should be provided as annex/s to the TOR, especially if such literature or documents are not confidential.