



## REQUEST FOR PROPOSAL (RFP)

	<b>DATE: March 18, 2019</b>
	<b>REFERENCE: PHL-SC-2019-025</b>

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Consulting Firm for The Development of the Nationally Determined Contribution (NDC) Financial Plan**.

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

Proposals may be submitted on or before **5:00 PM of Monday, April 01, 2019 Manila Time** and via **email**, to the email address below:

[Procurement.ph@undp.org](mailto: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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

**Alka Aneja**  
**Procurement Specialist**  
**3/18/2019**

### Description of Requirements

<b>Context of the Requirement</b>	<b>CONSULTING FIRM FOR THE DEVELOPMENT OF THE NATIONALLY DETERMINED CONTRIBUTION (NDC) FINANCIAL PLAN</b>
<b>Implementing Partner of UNDP</b>	<b>Climate Change Commission (CCC)</b>
<b>Brief Description of the Required Services<sup>1</sup></b>	<b>Please see attached TOR</b>
<b>List and Description of Expected Outputs to be Delivered</b>	<b>Please see attached TOR</b>
<b>Person to Supervise the Work/Performance of the Service Provider</b>	<b>Chief Technical Adviser, NSPP and Programme Analyst, UNDP</b>
<b>Frequency of Reporting</b>	<b>As needed</b>
<b>Progress Reporting Requirements</b>	<b>As needed</b>
<b>Location of work</b>	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> <b>At Contractor's Location</b>
<b>Expected duration of work</b>	<b>6 Months</b>
<b>Target start date</b>	<b>April 2019</b>
<b>Latest completion date</b>	<b>September 2019</b>
<b>Travels Expected</b>	<b>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.</b>
<b>Implementation Schedule</b>	<input checked="" type="checkbox"/> <b>Required</b>

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

<b>indicating breakdown and timing of activities/sub-activities</b>	<input type="checkbox"/> Not Required																
<b>Names and curriculum vitae of individuals who will be involved in completing the services</b>	<input checked="" type="checkbox"/> <b>Required</b> <input type="checkbox"/> Not Required																
<b>Currency of Proposal</b>	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> <b>Local Currency (Philippine Peso)</b>																
<b>Value Added Tax on Price Proposal<sup>2</sup></b>	<input 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																
<b>Validity Period of Proposals</b> <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.																
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> <b>Not permitted</b> <input type="checkbox"/> Permitted																
<b>Payment Terms<sup>3</sup></b>	<table border="1"> <thead> <tr> <th></th> <th><b>DELIVERABLE</b></th> <th><b>Percent of Fee</b></th> </tr> </thead> <tbody> <tr> <td>1.</td> <td><b>Upon submission and acceptance of the Inception Report with detailed approach/strategies and the corresponding work plan;</b></td> <td><b>15%</b></td> </tr> <tr> <td>2.</td> <td><b>Upon submission and acceptance of the First Interim Report;</b></td> <td><b>15%</b></td> </tr> <tr> <td>3.</td> <td><b>Upon submission and acceptance of the Second Interim Report;</b></td> <td><b>15%</b></td> </tr> <tr> <td>4.</td> <td><b>Upon submission and acceptance of the Draft Final Report; and</b></td> <td><b>25%</b></td> </tr> </tbody> </table>			<b>DELIVERABLE</b>	<b>Percent of Fee</b>	1.	<b>Upon submission and acceptance of the Inception Report with detailed approach/strategies and the corresponding work plan;</b>	<b>15%</b>	2.	<b>Upon submission and acceptance of the First Interim Report;</b>	<b>15%</b>	3.	<b>Upon submission and acceptance of the Second Interim Report;</b>	<b>15%</b>	4.	<b>Upon submission and acceptance of the Draft Final Report; and</b>	<b>25%</b>
	<b>DELIVERABLE</b>	<b>Percent of Fee</b>															
1.	<b>Upon submission and acceptance of the Inception Report with detailed approach/strategies and the corresponding work plan;</b>	<b>15%</b>															
2.	<b>Upon submission and acceptance of the First Interim Report;</b>	<b>15%</b>															
3.	<b>Upon submission and acceptance of the Second Interim Report;</b>	<b>15%</b>															
4.	<b>Upon submission and acceptance of the Draft Final Report; and</b>	<b>25%</b>															

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

<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	5.	<b>Upon submission and acceptance of the Final Report.</b>	<b>30%</b>
<b>Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment</b>	<b>Chief Technical Adviser, NSPP and Programme Analyst, UNDP</b>		
<b>Criteria for Contract Award</b>	<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 checked="" type="checkbox"/> <b>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.</b>		
<b>Criteria for the Assessment of Proposal</b>	<p><b>Technical Proposal (70%)</b></p> <input checked="" type="checkbox"/> <b>Expertise of the Firm (Bidder's qualification, capacity and experience) 300 pts.</b> <input checked="" type="checkbox"/> <b>Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 400 pts.</b> <input checked="" type="checkbox"/> <b>Management Structure and Qualification of Key Personnel 300 pts.</b> <p><b>Financial Proposal (30%)</b>  To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>		
<b>UNDP will award the contract to:</b>	<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		
<b>Type of Contract to be Signed</b>	<input checked="" type="checkbox"/> <b>Purchase Order</b> <input checked="" type="checkbox"/> <b>Contract Face Sheet (Goods and-or Services) UNDP</b> <input type="checkbox"/> Other Type/s of Contract		
<b>Contract General Terms and Conditions<sup>4</sup></b>	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> <b>General Terms and Conditions for de minimis 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>		

<sup>4</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<p><b>Annexes to this RFP<sup>5</sup></b></p>	<p><input checked="" type="checkbox"/> <b>Form for Submission of Proposal (Annex 2)</b>  <input checked="" type="checkbox"/> <b>Detailed TOR (Annex 3)</b>  <input type="checkbox"/> Others<sup>6</sup> [pls. specify]</p>
<p><b>Contact Person for Inquiries (Written inquiries only)<sup>7</sup></b></p>	<p><b>Jack Paul Agonia</b>  <b>Procurement Assistant</b>  <a href="mailto:jack.paul.agonia@undp.org">jack.paul.agonia@undp.org</a></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>
<p><b>Eligibility</b></p>	<p>As part of eligibility review, kindly submit the following documents:</p> <ul style="list-style-type: none"> <li>• Company Profile</li> <li>• Valid Business Licenses – Registration Papers, Tax Payment Certification, etc</li> <li>• Latest Audited Financial Statement (2017) – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.</li> <li>• Track Record – list of clients in the last 5 years for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references</li> <li>• Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc, if any</li> <li>• 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</li> <li>• Vendor Profile Form (Kindly submit Copy of any of the following as proof of bank account ownership - bank statement / bank certification /bank book / online screenshot of account showing the following details only: Bank Name, Account Name and Account number. Please do not send your transaction details.</li> </ul>

<sup>5</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>6</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>7</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>8</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>9</sup>)*

[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.*

<sup>8</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>9</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. **Qualifications of Key Personnel**

- 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
<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]  
[Designation]  
[Date]*



## TERMS OF REFERENCE

### CONSULTING FIRM FOR THE DEVELOPMENT OF THE NATIONALLY DETERMINED CONTRIBUTION (NDC) FINANCIAL PLAN

#### 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 last October 1, 2015. The Climate Change Commission (CCC) led the preparation of this submission. The Philippine INDC was premised on pursuing climate change mitigation as a function of adaptation. In consideration of the country's climate change-related laws and policies as well as vulnerability to climate change impacts, the mitigation measures presented in the INDC will be pursued in accordance with national strategies for sustainable development, low emission development, and inclusive growth.

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 the 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. It provided technical assistance, among others, for 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; (b) documentation/ institutionalization of NDC preparation, planning, formulation and implementation processes; and (c) sectoral measurement, reporting and verification (MRV) system framework to monitor NDC implementation. The LECB PHL Project ended on August 31, 2018.

Countries are expected to submit updated and more ambitious NDCs every five years which will become the main vehicle for illustrating a country's strategic vision on climate change in the context of sustainable development.

The important challenge is transforming these NDCs into tangible actions that lead to long term, zero-carbon and climate-resilient development. Countries will need 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 UNDP NDC Support Programme is part of a rebranding of the Global LECB Programme and is being implemented in the country as “NDC Support Project for the Philippines (NSPP)”.

For the NSPP, UNDP is engaged in a range of strategic partnerships through the NDC Support Programme, including the IKI NDC Support Cluster, the NDC Partnership, the LEDS Global Partnership, and the Partnership on Transparency in the Paris Agreement. Following are the areas of support to advance the submission of the Philippine NDC and integrate gender-responsiveness throughout the NDC process and implementation:

- 1) Mainstreaming gender in the NDC development processes;
- 2) Develop/finalize NDC implementation plans and institutional structures to facilitate effective implementation both horizontally and vertically (national to sub-national);
- 3) Strengthen measurement, reporting, and verification (MRV) capacity and national data-sharing mechanisms to better analyze and communicate progress against NDC targets and mitigation actions;
- 4) Align mitigation actions to NDCs in order to transform NDC targets into concrete actions and to increase ambition, as feasible; and
- 5) Develop finance structures and enhance private sector engagement in NDCs.

Addressing gender equality and women’s empowerment is a key aspect of UNDP’s approach to achieving its core vision. Gender Equality and Women’s Empowerment are seen as goals in their own right and are also central to the achievement of UNDP’s development mandate. In this regard, UNDP, through the NSPP is assisting the Government in mainstreaming gender equality into the Nationally Determined Contributions (NDCs) planning and implementation process.

### **Finance and the Paris Agreement**

Due to the expectations set by the Paris Agreement, many countries are considering the development of a country climate investment plan. The said plan sets out the programme of investments required to implement long-term goals and targets embedded in their NDC, and include a strategy for meeting those financing needs. In order to access finance, countries need clear project concepts as a minimum, and financing propositions need to be developed. However, in a wider perspective, the following must be harnessed and or accomplished in order for a country to be eligible of funding and or support from public or private, and domestic or international sources: (1) financing propositions, (2) institutional capacities, (3) implementing policies and legislation (enabling environment), and (5) multi-sectoral engagement.

“Developed country Parties shall provide financial resources to assist developing country Parties with respect to both mitigation and adaptation in continuation of their existing obligations under the Convention.” – Article 9.1

Finance is primarily covered by Article 9 of the Paris Agreement, which re-establishes the precedent that developed countries should take the lead for mobilizing finance (Article 9.3). Details on the finance pledged and provided will be biennially communicated by developed countries (Articles 9.5 and 9.7). Developing countries can also contribute to finance but this obligation is voluntary (Article 9.2). The provision of financial resources should aim to achieve a balance between adaptation and mitigation (Article 9.4). Note that Article 6 of the Paris Agreement covers the use of market mechanisms, which may also provide a source of finance for mitigation and adaptation actions.

## **B. SPECIFIC OBJECTIVES**

The main objective of hiring the services of a Consulting Firm is to develop the National and Sectoral NDC Financial Plan for the Philippines and, accordingly:

1. Develop/Institutionalize the governance structure/arrangement for the NDC Financial Plan and the whole NDC process;
2. Mainstream gender in the Financial Plan;
3. Develop a Country Climate Financial/Investment Plan and design a corresponding Climate Finance MRV System;
4. Develop a Capacity Building Program/Toolkit for the implementation of the NDC Financial Plan; and
5. Create or develop information and knowledge management products of the NDC Financial Plan.

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

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 Financial Plan. The contractor is expected to undertake, at the very least, the following major tasks:

1. Activity 1: Conduct of Scoping Study.
  - a. Review and assess the current status of the NDC and its integration to the country’s development plans and other existing national policies and processes.
  - b. Assess/evaluate the applicability or relevance of CCC and LECB PHL Project reports/reference materials on the NDC Financial Plan such as the following:
    - i. Updated National Climate Change Action Plan
    - ii. Philippine Nationally Determined Contributions (NDC) Framework/ Roadmap;
    - iii. NDC MRV System framework;
    - iv. National Climate Change Mitigation Framework Strategy (NCCMFS) and Mitigation Goal;
    - v. Private Sector Low Emission Development Strategy (LEDS) Roadmap;
    - vi. National Climate Change Adaptation Plan developed by the CCC;
    - vii. Philippines Mitigation Cost-Benefit Analysis on the mitigation options conducted by the CCC through the USAID/B-LEADERS Project;
    - viii. Sectoral NDC Briefers developed by the CCC; and
    - ix. LECB PHL Project Info Kits.
2. Activity 2: Perform preparatory activities for the development of the NDC Financial Plan.
  - a. Define the scope of the NDC Financial Plan that will be developed to balance the priorities and ambitions with administrative efficiency. The approach to be adopted and the specific inclusion of the Financial Plan in the overall NDC Implementation Plan/Process should also be identified.
  - b. Define the timeframe of the NDC Financial Plan to align this with the NDC Implementation Plan and, accordingly, updating cycle set out in the Paris Agreement and with the country’s development plans and processes. The timeframe should include regular opportunities to review progress and adjust objectives, activities and priorities as

required, based on lessons learned and new external factors which may affect delivery of the NDC.

- c. Propose a process to ensure that the NDC Financial Plan will be developed and integrated in relation with the Country's existing policies and processes.
  - d. Ensure that the NDC Financial Plan is gender-sensitive/responsive.
    - i. Drawing upon the results of the Gender Analysis being developed by the Project, best practices from multilateral funds and financing mechanisms, as well as the experience under the People's Survival Fund, assess how to better integrate gender concerns into existing and future climate finance mechanisms for two (2) priority sectors;
    - ii. Social and gender impact analyses of financing for adaptation and mitigation projects conducted to identify policy recommendations for gender-responsive finance mechanisms;
    - iii. The two priority sectors shall be considered/selected from the four sectors to be prioritized under the Gender Action Plan and NDC Implementation Plan; and
    - iv. Develop criteria and corresponding weights in consultation with relevant stakeholders to make the prioritization process more robust and transparent.
3. Activity 3: Review current climate finance landscape.
- a. Review the NDC. Identify any international support requirements that may have been specified in the NDC, including financial, capacity-building, technology transfer or other types of international support.
  - b. Review the current status of climate finance strategies, which could include:
    - i. Any existing climate investment plans or policies that may be in place, whether at the national, subnational or sectoral level;
    - ii. Work programmes established with any specific bilateral or multilateral funders;
    - iii. Clean Development Mechanism project pipelines; and
    - iv. Nationally Appropriate Mitigation Action (NAMA) project pipelines or work programmes.
  - c. Establish institutional arrangements for the oversight and coordination of climate finance activities.
    - i. Develop or establish the governance<sup>10</sup> structure/arrangement for NDC Financial Plan including a legal instrument or document (e.g., Executive Order) and step-by-step process for the institutionalization of the same.
      - The governance aspect should be harmonized with the "National NDC Coordinating Office<sup>11</sup>" framework being developed by other Project consultants as the overall coordinating body for NDCs.
      - The body should ideally be gender-balanced and have the mandate to, among others:

---

<sup>10</sup> Includes creating an enabling environment for action; driving progress; coordinating activities, processes and structures for decision-making and stakeholder engagement.

<sup>11</sup> As proposed in the NDC Roadmap/Framework developed by the LECB PHL Project.

- a) Strategically plan and coordinate the access, mobilization, disbursement and tracking of climate finance across the country;
    - b) Establish and maintain communication with government focal points and with bilateral and multilateral funders;
    - c) Ensure coordinated engagement with funders via these government focal points; and
    - d) Disseminate information to country stakeholders regarding funding criteria and the operational requirements and procedures of major funders.
  - ii. Identify and delineate key roles on climate finance within the country
    - Consider internal government focal points with important bilateral and multilateral funders for adaptation and mitigation projects.
    - Consider establishing a cross-ministerial working group to enhance coordination on climate finance issues between these parties.
  - iii. Mainstream climate change into national budgeting processes
    - Ensure NDC implementation priorities are reflected in budgets, helping existing policies, programmes and project pipelines to be 'green'. This can potentially increase domestic, as well as international, fiscal support for climate change initiatives.
    - Assess the Climate Change Expenditure Tagging (CCET) system in generating timely statistics on the allocation of resources, and providing a baseline to evaluate the CC impact of public expenditures.
- 4. Activity 4: Compile and evaluate an overall costing for the NDC.
  - a. Undertake a desk review to identify and cost the main sub-actions within each mitigation and adaptation action which may include the following:
    - i. Costing each action which may involve identifying the cost for sub-actions, including upfront capital costs (e.g., infrastructure), ongoing maintenance costs, capacity-building or training, and the human resources needed to implement the action.
    - ii. An assessment of similar actions previously completed within the country, at national and/or subnational levels, as well as reviewing how similar countries may have costed such actions. Inasmuch as costs for some actions may change over time; it may be necessary to reconsider cost estimates as new information comes to light.
  - b. Check the above desk-based estimates with relevant national experts and stakeholders
    - i. Check the results of the desk-based review with relevant experts in order to provide additional confidence that the costings are roughly correct and that no important elements have been overlooked.
      - Relevant national experts could include government ministries, departments and agencies that are expected to lead the implementation of the actions, have been involved in implementing similar actions, or

have experience in costing similar actions (e.g., planning or finance departments). They could also be private sector investors or academics.

5. Activity 5: Identify funding gaps and needs.
  - a. Sequencing of Activities in coordination with other Project activities/contractors
    - i. Identify which mitigation actions per priority sector should be started immediately and which can be started in the future. Consider if any activities are sequential, or are contingent on others.
    - ii. Conduct “house-to-house’ consultations/validations to understand the priorities in different sectors and across national and subnational levels of government.
    - iii. Develop criteria and corresponding weights with stakeholders to make the sequencing process more robust and transparent.
  - b. Scope and prioritize the actions to be undertaken during NDC implementation:
    - i. Identify the range of actions that would be undertaken to implement the mitigation and adaptation components of the NDC.
    - ii. Prioritize these actions, in close consultation with CCC, Project contractors/consultants and, if necessary, key country stakeholders.
    - iii. Undertake a broad barriers analysis, and other analyses, to assess the enabling environment for each action (e.g., domestic policy support frameworks, institutional barriers) and understand the mix of financial and non-financial measures required to successfully implement each action.
  - c. Assess the funding status of each priority NDC action
    - i. Identify existing and projected domestic budgetary support for each priority NDC action, for example through the CCET system developed by the Department of Budget and Management (DBM) and the CCC as well as other relevant climate public expenditure and institutional reviews or other frameworks.
    - ii. Assess available domestic budgetary support, as well as any expected bilateral and/or multilateral support and private sector finance.
    - iii. Identify which actions and sub-actions have yet to be fully funded.
  - d. Identify the level and type of support needed to address each funding gap
    - i. Assess the amount and type of support required to close each funding gap (e.g., capacity-building, technical assistance, finance) and the likely type of funding source (e.g., government, bilateral and multilateral funders and private sector).
6. Activity 6: Assess public and private financing options.
  - a. Assess the potential for further domestic fiscal support for each action
    - i. Review existing development policies, programmes and infrastructure project pipelines to assess the potential for ‘greening’ these activities, for example extending or amending these to include NDC priorities, and screening the climate risks or mitigation potential associated with these projects.
    - ii. Identify opportunities or improve existing systems to mainstream climate change priorities into the national budgetary and infrastructure planning process. This can indirectly increase domestic and international fiscal support for climate change initiatives.

- iii. Engage key departments, including planning, finance and sectors involved with NDC implementation, at both the national and subnational levels.
    - iv. Identify co-benefits of climate action which might be useful to these departments, to obtain buy-in and support.
  - b. Assess the eligibility of each action against bilateral and multilateral funding sources.
    - i. Identify potential funders with whom the country already has a relationship taking into consideration the country's history of accessing funds from bilateral and multilateral sources. These could potentially be approached in the short-to-medium term regarding financing for priority NDC activities.
    - ii. Identify any new sources of multilateral and bilateral finance that could potentially support the actions.
    - iii. Assess the eligibility of each action against the funding criteria for existing and potential new bilateral and multilateral funding sources.
    - iv. Identify the best method for the country to access each funding source, for example direct access (this is relevant for a limited number of funds), indirect access, or NAMA development.
  - c. Assess options for private sector investment for each action.
    - i. Assess the suitability and potential attractiveness of each action to the private sector by determining if the action is likely to generate a predictable future revenue stream. The revenue can cover the costs and generate profit, or if the government may consider directly paying private sector investors.
    - ii. Identify or consider a range of financial and non-financial interventions should the annual net cash flows will be insufficient.
    - iii. Assess whether smaller, more manageable projects can be financed initially (e.g., demonstration or pilot projects) if investors are hesitant to make significant investments in climate-related projects, thereby improving the financial track record for the sector or technology thereby increasing market interest.,
- 7. Activity 7: Develop a country climate financial/investment plan that will indicate, among others, how the NDC target can be delivered.
  - a. Prepare sectoral action plans which will detail the implementation plan for each mitigation actions giving special focus on the two priority sectors identified earlier. This should set out clear and detailed instructions for activities in the sector in which they will be implemented. These are likely to cover all aspects of NDC implementation, detailing what needs to happen to deliver mitigation and adaptation outcomes, and if possible MRV, financing and governance arrangements.
  - b. Set out the programme of investments required to implement each priority action in the NDC, as well as a strategy for meeting those financing needs.
  - c. Consolidate the analysis undertaken across Activity Nos. 4, 5 and 6 above, and decide or recommend which funding options are most appropriate for each action.
  - d. Review experiences of and lessons learned by peer countries in the delivery and financing of similar projects.

- e. Build on and strengthen the country climate investment from existing climate investment plans in place, as well as drawing on Clean Development Mechanism or NAMA project pipelines and country programmes that have been developed for specific bilateral or multilateral funders.
8. Activity 8: Secure direct access to international climate funds for national and subnational institutions.
    - a. Assess international funds that allow direct financing access by national and subnational institutions for relevant projects such as the Green Climate Fund, the Adaptation Fund, the Global Environment Fund and the European Commission Directorate-General for International Cooperation and Development.
    - b. Identify accreditation requirements for institutions seeking direct access, including demonstrating capacities such as financial and administrative management, monitoring and evaluation (M&E), project management, gender mainstreaming and equity, and environmental and social management.
  9. Activity 9: Develop a project pipeline and financing propositions that can be put forward to different financing sources.
    - a. Build technical and relational capacities, within government ministries to develop a project pipeline.
      - i. Capacities that can support the development of a project pipeline include:
        - Ability to undertake financial and technology needs assessments across the country's priority sectors, to assess where efforts need to be focused and ensure projects are robust
        - Technical understanding of available technologies to ensure the most suitable and effective technology is being used
        - Coordination with relevant ministries to develop joint project proposals and navigate ministerial priorities
        - Financial modelling and cost–benefit analysis expertise to determine the financial feasibility of the proposed projects and ensure projects stay within the country's budget
        - Writing skills to develop business cases and project concept notes, to ensure the most effective outcomes for implemented projects the capability to design and select climate change projects and programmes.
      - ii. Any climate change-related capacity-building that may include the integration of SDG principles into project concepts, especially gender equity.
      - iii. Build capacity across all government departments involved in NDC implementation including non-government stakeholders who may have key roles in the design and selection of climate change projects, in order to support the integration of climate-related activities into infrastructure projects and programmes.
    - b. Develop funding proposals that can be shared with bilateral and multilateral funders



- i. Preparation and submission of project concept notes, so that initial feedback can be received on the eligibility and viability of the project, before preparing a full funding proposal.
      - ii. Determine the requirements for full funding proposals including information about financing requirements (e.g., co-financing to be provided by the country), as well as a detailed description of project activities and the anticipated results.
        - When preparing funding proposals, be mindful of any concept note or proposal templates provided by the funder, as well as the eligibility criteria.
        - Some funders may provide support for the development of project concepts and proposals.
      - iii. Endeavor to meet with funders to receive early feedback on project ideas, and how they fit with the funder's selection criteria.
    - c. Develop funding proposals that can be shared with potential private sector financing sources
      - i. Conduct consultation meetings and focus group discussions with private sector investors to receive early feedback on project ideas.
      - ii. The private sector will typically seek funding proposals that address the following concerns:
        - Is the technical solution well thought through?
        - Does the technology have a track record?
        - Are there the skills available within or outside the country to develop the project?
        - What remedies are available if projects are poorly built or operating costs are higher than expected (e.g., enforceable performance bonds from construction companies)?
        - Where will revenues to pay financiers come from (e.g., sales to customers, government support, concessions)?
        - What reassurance can be given that the revenues will be achieved (e.g., additional government support, government-backed guarantees and credit ratings, minimum price agreements and realistic demand forecasts)?
10. Activity 10: Increase private sector engagement and overcome barriers to investment.
- a. Assess and enhance the domestic investment environment
    - i. Identify the barriers to private sector investment across relevant priority actions for NDC implementation. These can include perceived or actual risks (e.g., credit risks, policy or political risks, technology risks), the scale of investment opportunity available (e.g., transaction costs are too high in relation to the size of the opportunity), or returns are too low (e.g., due to interest rates and taxes).

- ii. Identify the range of financial and non-financial interventions needed to address barriers for private sector investment across relevant priority actions for NDC implementation.
  - Financial interventions include: risk-mitigation instruments (e.g., policy risk insurance, government or donor-backed partial guarantees); concessionary loans (e.g., to improve the financial viability of projects); grants (e.g., to improve financial viability of projects or climate-risk assessments and energy-efficiency audits); aggregation instruments (e.g., to increase the scale of investment opportunity); tax breaks (e.g., for low-carbon or climate-resilient technologies); feed-in tariffs (e.g., to incentivize renewable energy); and public–private partnerships.
  - Non-financial interventions include: strengthening the rule of law (e.g., so that investors can seek compensation if energy companies do not honor off take agreements); developing ‘matchmaking’ services (e.g., between project developers and financiers); capacity building for the financial sector (e.g., to address perceived risks associated with low-carbon or climate-resilient technologies); and knowledge transfer (e.g., writing step-by-step guides for developing projects, preparing legal templates for power purchase agreements, rental agreements and loan agreements).
- iii. Develop public–private financing structures and identify/launch pilot projects to showcase viable business models and attract further climate investment.
- iv. Review the approaches used by peer countries for public–private financing and consider their applicability in the country.
- b. Private climate finance flows mapped to assess climate finance investment trends and leveraging effects of public policies;
- c. NDC investor risks identified or quantified and inclusive financial and policy instruments assessed and applied to reduce risks and incentivize participation of private sector in NDC implementation; and
- d. Strengthen the capacity of relevant departments/agencies to identify and develop financially viable opportunities for the private sector
  - i. Develop/identify capacity building activities that can support government officials to identify and develop financially viable opportunities for the private sector, such as the following:
    - understanding how projects similar to the actions being considered are normally financed in the country and to help build financial models for individual projects
    - knowledge of financial and investment terminology (e.g., payback periods, internal rates of return, equity returns, pre-tax and pre-finance project returns)

- understanding of the constraints and requirements of investors (e.g., banks typically need to see sufficient net cash flows to comfortably pay loans)
  - knowledge of the range of financial and non-financial mechanisms available to increase the financial viability of projects for the private sector, and to reduce risks as well as different ways to call for private sector involvement in projects (e.g., funding competitions, bidding for projects) skills and experience in conducting commercial negotiations with the private sector.
- ii. National actors (public and private) capacitated to access, blend, catalyse and coordinate climate finance, including targets for women’s enterprises.
11. Activity 11: Design and develop a climate finance MRV system for implementation
    - a. Identify climate-related spending across all relevant finance flows
      - i. Building on any finance MRV systems that are in place (e.g., for Biennial Update Reports), develop standard methodologies and key performance indicators for a climate finance MRV system.
      - ii. Identify all the relevant departments and institutions that are likely to receive climate finance, and put in place data-sharing agreements (e.g., memoranda of understanding) between relevant departments and institutions, and the climate finance tracking team.
    - b. Track and report climate-related spending across all relevant finance flows
      - i. Introduce regular reporting on climate activities for government ministries and implementing entities, using standard key performance indicators to ensure data comparability.
      - ii. Develop a central tracking system that allows users to input data using standard templates.
      - iii. Process and analyze data on a regular basis, delivering findings in a report that can be used to guide the strategic thinking of the team leading national climate finance coordination.
    - c. Expand and improve the MRV of climate finance identified in the NDC Roadmap/Framework and MRV System Framework developed under the LECB PHL Project. Refine the MRV system based on the lessons learned, and extend the scope of funding tracked to all donors and all relevant institutions over a number of years.
    - d. Assess financing and MRV system gaps and close/address the same.
  12. Activity 12: Harmonize the Financial Plan with the NDC Implementation and MRV Plans being developed by the NSPP.
    - a. Coordinate with CCC and other Project contractors/consultants on MRV-related activities to harmonize outputs/deliverables on the overall NDC MRV system.
  13. Activity 13: Develop a Capacity Building Program/Toolkit for the implementation of the NDC Financial Plan.
    - a. Develop toolkits for each of the capacity building plans/programs identified and/or recommended in relevant sections/activities of the SOW.

14. Activity 14: 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 for the NDC Financial Plan.
2. A First Draft of the NDC Financial Plan (First Interim Report, FIR) which should cover outputs from Activity Nos. 1 to 6 in the SOW.
3. A Second Draft of the NDC Financial Plan (Second Interim Report, SIR) which should contain outputs from Activity Nos. 7 to 12 in the SOW.
4. A Draft Final Report (DFR) and the NDC Financial Plan integrating all the above-mentioned deliverables and the capacity building toolkit and the reports on all the capacity building activities undertaken (Activity 13) as well as the knowledge product for dissemination to stakeholders (Activity 14). The DFR will be presented to the CCC, UNDP, NSPP PMU, NSC and other stakeholders for review/approval.
5. Final Report (FR) and the NDC Financial Plan shall be submitted after the deliberation and acceptance of the revised Draft Final Report/NDC Financial Plan 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 and the final version of the NDC Financial Plan.

All deliverables shall undergo a peer review. The Contractor shall submit its responses on the evaluation/assessment 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 arranged and 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</b> <i>(From signing of the contract)</i>	<b>Review and Approvals Required</b>	<b>Name and Email address of designated person who will review and accept the output</b>
Notice of Awards/ Contract signing	One (1) day		CCC and UNDP	

Kick-off Meeting or Inception Workshop	One (1) day	Five (5) working days	CCC	Chief Technical Adviser, NSPP Programme Analyst, UNDP
Inception Report (IR)	Ten (10) days	Fifteen (15) working days	NSPP PMU	
Approval and acceptance of IR ( <i>First Payment</i> )	Five (5) days	Twenty (20) working days	NSPP PMU	
First (1 <sup>st</sup> ) Interim Report (FIR)	Forty-five (45) days	Sixty-five (65) working days	NSPP PMU	
Approval and acceptance of FIR ( <i>Second Payment</i> )	Five (5) days	Seventy (70) working days	NSPP PMU	
Second (2 <sup>nd</sup> ) Interim Report (SIR)	Forty five (45) days	One hundred fifteen (115) working days	NSPP PMU	
Approval and Acceptance of SIR ( <i>Third Payment</i> )	Five (5) days	One hundred twenty (120) working days	NSPP PMU	
Draft Final Report (DFR)/ NDC Financial Plan	Thirty (30) days	One hundred fifty (150) working days	NSPP PMU	
Preparation for and Presentation of DFR/Financial Plan	Five (5) days	One hundred fifty-five (155) working days	CCC	
Revision/ submission of the DFR/ Financial Plan	Five (5) days	One hundred sixty (160) working days		
Approval and Acceptance of DFR/Financial Plan ( <i>Fourth Payment</i> )	Five (5) days	One hundred sixty-five (165) working days	NSC and NSPP PMU	
Submission of Final Report (FR)/ Financial Plan	Fifteen (15) days	One hundred eighty (180) working days	NSPP PMU	
Approval and Acceptance of FR/ Financial Plan ( <i>Fifth and final Payment</i> )	Ten (10) days	One hundred ninety (190) working days	CCC and NSPP PMU	

## F. KEY PERFORMANCE INDICATORS AND SERVICE LEVEL

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

Key Services Required	Frequency of Requirement	Minimum Standard of Services Acceptable <sup>12</sup>	Course of Action to be taken if Required Service Level is not met
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	Results of the following: Activity 1: Conduct of Scoping Study Activity 2: Preparatory activities for the development of the NDC Financial Plan Activity 3: Review of current climate finance landscape Activity 4: Compile and evaluate an overall costing for the NDC Activity 5: Identify funding gaps and needs Activity 6: Assess public and private financing options  Highlights or Major Findings of the FIR	Possible termination of contract of service.
Second (2 <sup>nd</sup> ) Interim Report (SIR)	1	Results of the following: Activity 7: Develop a country climate investment plan Activity 8: Secure direct access to international climate funds for national and subnational institutions Activity 9: Develop a project pipeline and financing propositions that can be put forward to different financing sources Activity 10: Increase private sector engagement and overcome barriers to investment Activity 11: Design and implement a climate finance MRV system Activity 12: Harmonize the Financial Plan with the NDC Implementation and MRV Plans being developed by the NSPP Highlights or Major Findings of the SIR	Possible termination of contract of service.
Draft Final Report (DFR)/ NDC Financial Plan	1	Integrated FIR and SIR, Result of Activity Nos. 12 to14, harmonization with the NDC Implementation and MRV plans, capacity	Possible termination of contract of service.

<sup>12</sup> Based on sections C and E.

		building toolkit, reports on all the capacity building activities undertaken, and knowledge product/s.	
Preparation and Presentation of DFR/ NDC Financial Plan	1	Revised DFR and Major Findings of the Study.	Possible termination of contract of service.
Final Report (FR)/ NDC Financial Plan	1	Revised DFR and NDC Financial Plan incorporating the comments/ suggestions from the presentation and review of PMU.	Possible termination of contract of service.

**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. All travel related costs shall be borne by the Project.
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 a period of about six (6) months. The period of engagement includes estimated lead time for CCC, UNDP and/or Project Implementing Partners to review outputs, give comments, certify the 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. climate change mitigation, financial/investment plans) within the last 5 years and have experience in designing, developing and implementing financial/investment plans, preferably in any of the AWIT-FE sectors. It should have member experts in any or all of the following: finance, climate change related planning works, project management/ implementation, climate change mitigation and/or adaptation, development of action/ implementation plans, gender mainstreaming. It shall also demonstrate that it will have the personnel for the key positions that meet the following requirements:

1. The Team Leader should have a Master’s Degree in any of the related areas: Business Administration, Project Management, Accountancy, Finance, Economics, and at least five (five) years experience in

managing and/or implementing projects/programs on climate change mitigation, Finance, GHG Inventory, and/or projects related to any of the AWIT-FE sectors.

2. The Team should have at least 3 members and each with experience in developing Financial and Monitoring and Evaluation plans, and Gender mainstreaming, respectively.
3. The Team Members should at least be holders of a Bachelor’s Degree in Business, Finance, Accountancy, Economics, Agriculture, Industrial Engineering, Energy Engineering, Environmental Planning, Environmental Science, Gender and/or related field and have at least three (3) years in developing and implementing action plans, programs and projects related to climate change and finance;
4. The Firm and/or Team Members should demonstrate familiarity with climate change, I/NDC and AWIT-FE sectors, GHG inventory, planning processes and regulations at the national, subnational and local levels;
5. Strong communication skills, including demonstrated written and presentation skills and the capacity to relate to both internal and external constituencies of the project.
6. Strong familiarity with environmental laws and regulations, planning processes and regulations at the national, subnational and local levels;
7. Strong familiarity with international climate change negotiations (i.e., Paris Agreement) and International and Local Public Financing Sources (i.e., Green Climate Fund, People’s Survival Fund).

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 is 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 the Technical Proposal should at minimum cover the three major criteria as shown in the table below.

<b>Criteria for the Assessment of Proposal</b>		<b>Points Obtainable</b>
1.	Bidder’s qualification, capacity and experience <ul style="list-style-type: none"> <li>• Relevance of specialized knowledge and experience in similar engagements done in the region/country (Maximum of 200 marks)</li> <li>• At least one (1) successfully completed project of similar scope in the last five (5) years (Maximum of 100 marks)</li> </ul>	300



2.	<b>Proposed Methodology, Approach and Implementation Plan</b> <ul style="list-style-type: none"> <li>• Details on the service elements are clearly presented, illustrating their relevance to achieving the desired engagement outputs (Maximum of 200 marks)</li> <li>• Performance and progress monitoring, quality assurance, risk management and accountability mechanisms are put in place (Maximum of 200 marks)</li> </ul>	400
3.	<b>Management Structure and Key Personnel</b> <ul style="list-style-type: none"> <li>• Team Leader qualifications and relevant experience (Maximum of 200 marks) <ul style="list-style-type: none"> <li>- Master's degree</li> <li>- At least two (2) years of experience in financial or investment plan development/preparation and other related work/experience, preferably in project or corporate finance</li> <li>- Five (5) years of experience in managing and/or implementing programs/projects on climate change mitigation, GHG inventory, climate finance and/or project related to any of the AWIT-FE sectors</li> </ul> </li> <li>• Other key human resources qualifications and relevant experience (Maximum of 100 marks) <ul style="list-style-type: none"> <li>- Bachelor's degree in business, finance, accountancy, economics, agriculture, industrial engineering, energy engineering, environmental science/planning/management, gender and/or any related field</li> <li>- At least three (3) years' experience in developing and implementing financial, M&amp;E and gender plans, respectively, for each member and programs and projects preferably related to climate change.</li> </ul> </li> </ul>	300
	<b>Total</b>	<b>1000</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.

**Previous Relevant Experience/Track Record**

Please list only previous similar 1 assignments successfully completed in the last 5 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

## Format for CV of Proposed Key resources

<b>Name of Personnel</b>	[Insert]
<b>Contact Details</b>	<ul style="list-style-type: none"> <li>▪ Present/Home Address: [Insert]</li> <li>▪ Email Address: [Insert]</li> <li>▪ Contact Numbers: [Insert]</li> </ul>
<b>Key achievements related to this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/ Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	<ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/ Experience</b>	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experiences, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
	<ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of Employment: [Insert]</li> <li>▪ Position: [Insert]</li> <li>▪ Details of activities/functions performed: [Insert]</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of Employment: [Insert]</li> <li>▪ Position: [Insert]</li> <li>▪ Details of activities/functions performed: [Insert]</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of Employment: [Insert]</li> <li>▪ Position: [Insert]</li> <li>▪ Details of activities/functions performed: [Insert]</li> </ul>
<b>References</b>	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	<p>Reference 1: [Insert]</p> <p>Reference 2: [Insert]</p>

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself and that I am available to undertake this project.

\_\_\_\_\_  
Signature of Personnel

\_\_\_\_\_  
Date (Day/Month/Year)

  	<h2>Vendor /Person Profile Update</h2>
---	--

SECTION 1 (For Internal Use only)		UN INFORMATION	
Requesting Person:	Date:	Atlas Vendor No:	
First Name / Last Name/Extension		UN Index No:	
VENDOR TYPE: <input type="checkbox"/> STAFF <input type="checkbox"/> SSA <input type="checkbox"/> SERVICE CONTRACT <input type="checkbox"/> MEETING PARTICIPANT <input type="checkbox"/> NGO <input type="checkbox"/> SUPPLIER <input type="checkbox"/> OTHER			
VENDOR APPROVER SIGNATURE: _____		DATE: _____	

Complete either Section 2 or Section 3 (not both)

SECTION 2 PERSON INFORMATION (For Individuals only)			
Last Name	First Name	Middle Name	
Nationality	Sex: Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>		
Address			
City,	State/Province/Country	Postal Code (ZIP)	Country
E-mail Address	Telephone Number	Fax Number	

SECTION 3 SUPPLIER INFORMATION (For Companies only)			
Company Name:	Parent Company Name (if applicable)	Web Site URL: (if applicable)	
Street Address			
City	State/Province/Country	Postal Code	Country PHILIPPINES
Contact Person (MAIN ADDRESS)		Telephone	Fax
Name:	E-mail Address		
Title:			

SECTION 4 BENEFICIARY BANKING INFORMATION			
Bank Name			
Bank ID:	For US banks only use whether: (9 digits) ACH <input type="checkbox"/> Fed wire <input type="checkbox"/>	SWIFT code 8 or 11 characters (required for overboard payments)	
Branch ID: (for Canadian Banks only) 9 digits routing no.		Branch Name:	
Street Address:			
City	State/Province	Postal Code	Country

SECTION 5 BENEFICIARY BANK ACCOUNT DETAILS			
Account Name: (name as it appears on bank account)		Bank Account Currency <input type="checkbox"/> US\$ <input type="checkbox"/> Other (PLEASE INDICATE)	
Bank Account No.: (ENTER WITH NO PUNCTUATION, NO DOTS, DASHES OR SPACES)		Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
IBAN (European Banks)			
Transit Code (5 digit) Canadian Banks		Sort Code (6 digits) UK Banks	BSB code (6 digit) Australia Banks
Bank Information for Intermediary/Correspondent Bank (if applicable)			
Name of Bank:		Address of Bank:	
Bank Account No (of beneficiary bank with intermediary bank)		SWIFT Code:	FED WIRE No. (US BANKS ONLY)

I, \_\_\_\_\_, in my capacity as \_\_\_\_\_, hereby authorize the agency to direct payments for goods and services to the above account. Signature: \_\_\_\_\_