



## REQUEST FOR PROPOSAL (RFP)

**Services of a Firm to conduct a study on the implications of SR 1.5°C (Special report on the impact of global warming of 1.5°C) to DENR's (Department of Environment and Natural Resources, Philippines) Plans and Programs**

	DATE: <b>March 11, 2019</b>
	REFERENCE: <b>RFP-051-PHL-2019</b>

Dear Sir / Madam:

We kindly request you to submit your Proposal for the services of a firm on the above-mentioned subject

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

Proposals may be submitted on or before **Wednesday, March 27, 2019** and via email, courier mail or fax to the address below:

**United Nations Development Programme**  
**15<sup>th</sup> Floor North Tower, Rockwell Buisness Center Sheridan,**  
**Sheridan Street corner United Street highway Hills, 1550 Mandaluyong City**  
**The Procurement Unit | Mr. Joseph S. Pangilinan**  
**Mobile : 63.917.7961975;**  
**Email address: [procurement.ph@undp.org](mailto:procurement.ph@undp.org)**

Your Proposal must be expressed in 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.

Sincerely yours,

**Alka Aneja**  
Procurement Team Leader  
3/11/2019

## Annex 1

### Description of Requirements

Context of the Requirement	<b>Conduct a Study on the Implications of SR 1.5°C (Special report on the impact of global warming of 1.5°C) to DENR's (Department of Environment and Natural Resources, Philippines) Plans and Programs</b>
Implementing Partner of UNDP	Not Applicable.
Brief Description of the Required Services <sup>1</sup>	The Integrating Agriculture in National Adaptation Plans programme is a multi-year initiative funded by the Government of Germany. As a country driven process, it supports partner countries to identify and integrate climate adaptation measures for the agricultural sector into relevant national planning and budgeting processes. While the focus of the programme is mainly on the agricultural sectors, the results and process used are highly relevant in providing information to other sectors on how to integrate adaptation needs into national planning and budgeting. The Integrating Agriculture in National Adaptation Plans programme works with ministries of agriculture in Colombia, Gambia, Guatemala, Nepal, Kenya, the Philippines, Thailand, Uganda, Uruguay, Viet Nam and Zambia. The programme builds on prior adaptation work and focuses on national level processes with some regional activities.
List and Description of Expected Outputs to be Delivered	As per the ToRs.
Person to Supervise the Work/Performance of the Service Provider	<p>The contractor directly reports to UNDP's Inclusive and Sustainable Development Unit Programme Manager who will approve/accept the firm's deliverable based on DENR's endorsement.</p> <p>The firm shall liaise/interact/collaborate/meet with the Department of Environment and Natural Resources officials and other national government agencies (NGAs) that can inform the approach/methodology, such as the Department of Agriculture, Climate Change Commission, Department of Science and Technology, etc.</p>
Frequency of Reporting	<b><i>as required, per TOR</i></b>
Progress Reporting Requirements	<b><i>as required, per TOR</i></b>
Location of work	<input checked="" type="checkbox"/> <b>At Contractor's Location</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.

Expected duration of work	<b>3 months</b>
Target start date	<b>01 April 2019</b>
Latest completion date	<b>30 May 2019</b>
Travels Expected	<b>Not Applicable</b>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	UNDP may provide meeting/workshop rooms throughout the engagement. As needed, DENR staff shall provide logistical assistance to the Firm in order for her/him to accomplish enumerated outputs
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> <b>Required</b>
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> <b>Required. Please refer to Annex 5 for the sample form</b>
Currency of Proposal	<input checked="" type="checkbox"/> <b>Local Currency: Philippine Peso</b>
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> <b>must be inclusive of VAT and other applicable indirect taxes</b>
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> <b>120 days</b>  <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	<input checked="" type="checkbox"/> <b>Not permitted</b>
Payment Terms	<b>The selected service provider shall be remunerated based on the following schedule of payment:</b>
Person(s) to review/inspect/ approve	UNDP Programme manager

outputs/completed services and authorize the disbursement of payment	
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution), where 700 points is the minimum passing score for the Technical Proposal. <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion 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	<u>Technical Proposal (1,000 pts. = 70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm 300pts. <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 400pts. <input checked="" type="checkbox"/> Qualification of Key Personnel 300pts.  <u>Financial Proposal (30%)</u>  To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Type of Contract to be Signed	<input checked="" type="checkbox"/> <b>Contract Face Sheet (Goods and-or Services) UNDP</b>
Contract General Terms and Conditions <sup>2</sup>	<input checked="" type="checkbox"/> <b>General Terms and Conditions for de minimi contracts</b>  <b>Applicable Terms and Conditions are available at:</b> <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 <sup>3</sup>	<input checked="" type="checkbox"/> <b>Form for Submission of Proposal (Annex 2)</b> <input checked="" type="checkbox"/> <b>Detailed TOR (Annex 3)</b> <input checked="" type="checkbox"/> <b>Others<sup>4</sup></b> <b>Annex 4 – Previous Relevant Experience/Track record</b> <b>Annex 5 – Format for CV of Proposed Key Resources</b> <b>Annex 6 – Vendor /Person Profile Form</b>

<sup>2</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.

<sup>3</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>4</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

Contact Person for Inquiries (Written inquiries only)	<p>[Name] : <b>Joseph Pangilinan</b>  [Designation] : <b>Procurement Assistant</b>  + <b>Mobile : +639177961975</b>  [Email] : <a href="mailto:procurement.ph@undp.org">procurement.ph@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>
Eligibility	<p>As part of eligibility review, kindly upload the following documents in the e-tendering site:</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 (2018) – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing etc.</li> <li>• Track Record – list of clients 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>
Submission of Proposal	<p>For proposals that are to be submitted via e-mail, we request that your financial proposal should be password protected. We will notify you to provide us the password if your technical proposal will pass the minimum score of 70%.</p>

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>5</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>6</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>5</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>6</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. **Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide:*

- a) *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) *CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) *Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. **Cost Breakdown per Deliverable\***

	<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	....		
	Total	100%	

*\*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]*  
*[Designation]*



## Terms of Reference

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### *Study on the Implications of SR 1.5 Report to DENR's Plans and Programs*

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#### **Background Information and Rationale, Project Description**

The Integrating Agriculture in National Adaptation Plans programme is a multi-year initiative funded by the Government of Germany. As a country driven process, it supports partner countries to identify and integrate climate adaptation measures for the agricultural sector into relevant national planning and budgeting processes. While the focus of the programme is mainly on the agricultural sectors, the results and process used are highly relevant in providing information to other sectors on how to integrate adaptation needs into national planning and budgeting. The Integrating Agriculture in National Adaptation Plans programme works with ministries of agriculture in Colombia, Gambia, Guatemala, Nepal, Kenya, the Philippines, Thailand, Uganda, Uruguay, Viet Nam and Zambia. The programme builds on prior adaptation work and focuses on national level processes with some regional activities.

#### **Overview**

Constituting 32 percent of the labour force and 11.3 percent of GDP, the agricultural sector plays an important role in the Philippines' economy. Farming and fisheries are the most important subsectors with livestock and forestry making smaller contributions. All are being affected by floods, typhoons, landslides, and droughts that are induced and intensified by climate change.

Approximately 60 percent of the country's 1,500 municipalities and 120 cities are coastal, exacerbating the impacts of the already significant threats of rainfall variability, storm surges, and sea level rise. Due to its high vulnerability to the impacts of climate change, the Philippines is at the forefront of climate change adaptation and is seeking to generate more public and private investment in agricultural infrastructure.

#### **Adaptation policies**

Prior to the inception of the NAP-Ag Programme in the Philippines, a number of national initiatives to increase resilience to climate change were already underway. The Climate Change Commission (CCC) formulated a [National Climate Change Action Plan](#) (NCCAP), which is now informing the NAP activities, and serves as the NAP itself. The NCCAP is being updated and the revised version should be available in 2019.

The Philippines is also welcoming the NAP-Ag to fill in the gaps in its national programme on [Adaptation and Mitigation in Agriculture](#) (AMIA), specifically in increasing access to external climate finance. The AMIA is already making progress towards mainstreaming climate change adaptation and disaster risk reduction into national plans.

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### **NAP-Ag activities**

Since 2016, NAP-Ag support in the Philippines has been aimed at deepening a number of priority areas: greater integration of CCA and DRR into agriculture sector plans and operations; enhanced understanding on landscape-based adaptation planning; better integration of national and local adaptation planning for the agriculture sectors; improved forecasting for crops and fisheries; and improved capacity for prioritizing, monitoring and evaluating gender-sensitive adaptation options for the agriculture sectors.

The global programme objective is to integrate climate change risks and opportunities as they relate to the agriculture sector-related livelihood options within national planning and budgeting processes. There are four outcomes: 1) technical capacity and institutions on NAPs strengthened; 2) integrated roadmaps for NAPs developed; 3) evidence-based results for NAPs improved; and 4) advocacy and knowledge-sharing on NAPs promoted. UNDP is working on the third outcome (Outcome 3: Evidence-based result for NAPs improved). It has contracted a study to mainstream climate change adaptation and disaster risk reduction to the Agriculture and Fisheries Modernization Plan for 2018-2023.

### **Points from the Summary for Policymakers of IPCC Special Report on Global Warming of 1.5°C approved by governments (SR 1.5)**

As world leaders converge on Katowice from 2-14 December 2018, the importance of arriving at decisive climate change actions has been graphically underlined by the fact that, based on the IPCC special report, “Global Warming of 1.5°C Above Pre-Industrial Levels and Related Global Greenhouse Gas Emissions Pathways” also known as the SR1.5, human-induced warming has already reached about 1°C above pre-industrial levels. By the decade 2006-2015, human activity had warmed the world by ( $\pm 0.12^\circ\text{C}$ ) compared pre-industrial times (1850–1900). If the current warming rate continues, the world would reach human-induced global warming of 1.5°C around 2040.

The SR1.5 not only highlights what the world will look like at 1.5°C, but it was also specially tasked to identify the different pathways that could be taken to limit global temperature rise to 1.5°C. It is critical to act on these pathways as it also points to the fact that warming of 1.5°C and 2°C lessens our adaptive capacity. This is especially true for vulnerable areas such as developing and island countries.

Two pathways have been identified in SR1.5, and these 2 pathways spell out different implications for climate change impacts and in achieving sustainable development. The first pathway involves global temperature stabilizing at or below 1.5°C above pre-industrial levels. The second pathway sees global temperature exceeding 1.5°C around mid-century, remain above 1.5°C for a maximum of a few decades, and return to below 1.5°C before 2100. The second pathway is also known as the “overshoot pathway”.

Longer and larger overshoot means greater dependency on technologies that remove carbon dioxide from the atmosphere on top of carbon mitigation actions. These technologies have not been proven to work at a large scale, hence, also imply greater risk for irreversible climate impacts to take place.

Extreme climate risks have been concretely felt in the past years. In a statement made by World Meteorological Organization Secretary-General Petteri Taalas, 2018 has picked up from the extreme climate risks that took place in 2017, “The start of 2018 has continued where 2017 left off – with extreme weather claiming lives and destroying livelihoods. The Arctic experienced unusually high temperatures, whilst densely populated areas in the northern hemisphere were gripped by bitter cold and damaging winter storms. Australia and Argentina suffered extreme heatwaves, whilst drought continued in Kenya and Somalia, and the South African city of Cape Town struggled with acute water shortages.”

UNDP would like to hire a firm to conduct a study on the implications of the SR 1.5 on the Department of Environment and Natural Resources (DENR)'s banner programs. It will be funded under the UNDP National Adaptation Plan on Agriculture (NAP-Ag) Project.

UNDP's projects fall under Outcome 3: Evidence-based result for NAPs improved. To strengthen the programs and plans of DENR, UNDP is looking at analyzing the SR 1.5 in relation to the long-term plans and programs of DENR. The study shall look at landscape and ecosystem-based implications to ecosystems and agriculture.

The work will require liaising between the Department of Environment and Natural Resources and UNDP. As the work requires an ecosystem-based/landscape analysis, it might also require work with other agencies such as the Department of Agriculture and Climate Change Commission.

#### **a. Specific Objectives**

The initiative involves the understanding of the SR 1.5 report and a good understanding of the mandate of DENR. The goal is to identify how the findings in SR 1.5 can potentially impact DENR banner programs and plans through a landscape and ecosystem-based approach, taking into equal account the climate change impacts to agriculture. The main objective is to recommend short and long term policy agenda for DENR senior officials and to the climate change adaptation and mitigation cabinet cluster.

#### **b. Scope**

Under the direct supervision of the ISD Programme Manager and ISD Programme Analyst, the firm shall:

1. Summarize the findings under the SR 1.5 and:
  - a. assess its potential impacts on the country's environment and natural resources, the communities and economies dependent on these;
  - b. determine ways to better manage the country's ENR to improve adaptation and better contribute to mitigation;
2. Assess the current policies and programmes in the ENR sector, in terms of their adequacy and appropriateness given the challenges outlined in the SR 1.5 Report;
3. Recommend strategic policy and programme adjustments based on the expected scenario depicted in the SR 1.5 Report; more specifically:
  - a. proposed changes in existing policies and programmes;
  - b. new policies and programmes that need to be in place;
  - c. policies and programmes that should be discontinued
4. Recommend short- and long-term policy and programme agenda for the ENR sector (classified as urgent, priority and long term) to meet the challenges defined in the SR 1.5 Report;
5. Identify links with programmes in the agriculture and other sectors; and
6. Review the draft Guidelines for Mainstreaming CC concerns in the ENR sector and make recommendations.
7. Make presentations to the DENR senior policy makers and the Cabinet Cluster on CC Adaptation and Mitigation and DRR to support advocacy for policy changes.
  - a) Briefly describe the required activities (scope, location, subjects, etc.) and other information that will help prospective Bidders understand the nature of the work

- b) If possible and if necessary, it is always best to list down per activity the literature/data/information/policy framework already on hand and may be made available by to the contractor as reference/input to the activity.

The firm must be able to study and understand the following:

1. IPCC special report, “Global Warming of 1.5°C Above Pre-Industrial Levels and Related Global Greenhouse Gas Emissions Pathways” also known as the SR1.5;
2. DENR’s long-term plans, banner programs, policies, and key strategies;
3. Guidelines and or Policy Recommendation on Mainstreaming Climate Change into the Environment and Natural Resources Sector

**c. Approach and Methodology**

The firm must be able to sit with DENR initially, to level-off on the general methodology, and later on update DENR and UNDP on the more detailed approach. The study will require several consultations upon progress.

**d. Deliverables and Schedules/Expected Outputs**

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b>
1. Submission and acceptance of the Inception Report, Work Plan and Methodology	2 weeks	Within 2 weeks from contract signing	Review and approval of the Inclusive and Sustainable Development Manager, UNDP CO
2. Submission and acceptance of the draft final report	1.5 months	Within 2 months from contract signing	
3. Submission and acceptance of final report	1 month	Within 3 months from contract signing but not later than June 30, 2019	

**e. Key Performance Indicators and Service Level**

Key services for the contract required include:

1. Meeting with DENR and UNDP for the intended workshops and/or meetings to brainstorm on content and approach;
2. Undertaking the necessary logistical and administrative preparations for necessary workshops and meetings;
3. Providing DENR and UNDP soft and hard copies of each deliverable;
4. Receiving and providing timely feedback to the comments of DENR and UNDP per deliverable;
5. Editing the deliverable as required.

Should the firm be unable to meet requirements on deliverables, UNDP will not issue the due tranche.

**f. Governance and Accountability**

- a) Identify the specific authority who will directly supervise the contractor, and to whom the contractor will be directly responsible to, reporting to, seeking approval/acceptance of output from (e.g., the Project Manager, or National Project Director, etc.)

The contractor directly report to UNDP's Inclusive and Sustainable Development Unit Programme Manager, Ms. Floradema Eleazar. Ms. Eleazar will approve/accept the firm's deliverable based on DENR's endorsement.

The firm shall liaise/interact/collaborate/meet with the Department of Environment and Natural Resources officials and other national government agencies (NGAs) that can inform the approach/methodology, such as the Department of Agriculture, Climate Change Commission, Department of Science and Technology, etc.

**g. Facilities to be provided by UNDP**

UNDP may provide meeting/workshop rooms throughout the engagement. As needed, DENR staff shall provide logistical assistance to the Firm in order for her/him to accomplish enumerated outputs.

**h. Expected duration of the contract/assignment**

The target date of commencement is April 1. The targeted completion date is June 30.

Review of each deliverable shall take up to one week, wherein the firm is also given 1 week to respond and edit the deliverable accordingly.

Each deliverable shall be paid upon the submission and acceptance of Ms. Floradema Eleazar. A Certificate of Completion of Work should be attached to each deliverable.

Should the firm be unable to complete the work in a timely manner, it must submit a formal notice to UNDP and UNDP must be able to decide if an extension is merited.

**i. Duty Station**

The contractor is not required to be present at DENR or UNDP, but a representative of the firm must be able to report to UNDP at least once a month regarding the status of the work.

**j. Professional Qualifications of the Successful Contractor and its key personnel**

All identified team members must have had substantial experience working in the ENR sector, and must demonstrate prior experience and knowledge inputting to recommendations to government policy and plans. Team members must also be able to work with a variety of stakeholder, including civil society organizations, research and academia. Team members must have had more than seven (7) years of experience in similar projects. The firm must be able to demonstrate this by providing a portfolio or similar projects undertaken.

A maximum number of 4 team members can be hired. Each must possess a minimum of five (5) years of experience in their field:

1. Team Leader/Climate Change Specialist

2. Policy Specialist
3. Agriculture, Ecosystem-based/ Landscape Specialist
4. Planning Specialist

**k. Price and Schedule of Payments**

The contract price is a fixed output-based price regardless of the herein specific duration. The cost components in the proposal may include professional fee of team members (consultants and research assistants) and meeting and workshop costs. Travel will be borne by the contractor.

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates<sup>7</sup></b>
20% upon Submission and acceptance of the Inception Report, Work Plan and Methodology	2 weeks	April 15, 2019
40% upon Submission and acceptance of the draft final report	1.5 months	May 30, 2019
40% upon Submission and acceptance of final report	1 month	June 30, 2019

**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.

<b>SAMPLE Technical Proposal Evaluation Forms</b>		<b>Points Obtainable</b>
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
	Total	1000

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.

Is important that sub-criteria for each major criteria are set and identified. A table similar to the one below is needed in order to clearly summarize the above details:

<sup>7</sup> May be adjusted based on the date of contract award. New dates will be specified in the contract.

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	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	50
1.2	Relevance of specialized knowledge and experience on similar engagements done in the region/country; Bidders to share a list of similar assignments completed in past 5 years.	200
1.3	Quality assurance procedures and risk mitigation measures, if any	50
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
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?	100
2.2	Proposed approach and methodology for meeting or exceeding the requirements of the Terms of Reference. Details on how the different service elements shall be organized, controlled and delivered. Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	300
Total Section 2		400

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/Climate Change Specialist	120
	- Advanced university degree in Natural Sciences, Natural Resource Management, Climate Science, Engineering, Social Sciences, Economics, and/or related field  Minimum 20 marks for Masters degree, additional 10 marks for each additional degree, maximum up to 30	30

	<ul style="list-style-type: none"> <li>- At least ten (10) years of experience in managing and implementing climate change adaptation and mitigation work, including conducting similar studies and providing policy advice on ENR/CC</li> </ul> <p>Minimum 30 marks for experience of 10 years, additional 10 marks for experience in relevant field, maximum up to 50 points</p>	50	
	<ul style="list-style-type: none"> <li>- Strong familiarity with climate change, environmental and natural resource, and agriculture sector's planning processes, laws and regulations, programmes, and plans at the national, subnational and local levels</li> </ul>	15	
	<ul style="list-style-type: none"> <li>- Strong familiarity with and understanding of the IPCC Special Report and international climate change negotiations</li> </ul>	10	
	<ul style="list-style-type: none"> <li>- Strong communication skills, including demonstrated written and presentation skills and the capacity to relate to both internal and external constituencies of the project</li> </ul>	15	
3.2 b	Team Members specializing on, agriculture, ecosystem-based, policy and planning (maximum of 3 members)		120
	<ul style="list-style-type: none"> <li>- Bachelor's degree in Natural Sciences, Natural Resource Management, Climate Science, Engineering, Social Sciences, Economics, and/or related field</li> </ul>	20	
	<ul style="list-style-type: none"> <li>- At least five (5) years demonstrated experience on climate change adaptation and mitigation, environmental and natural resource management, agriculture, ecosystem-based, and/or policy and planning</li> </ul> <p>Minimum 30 marks for experience of 5 years, additional 10 marks for experience in relevant field, maximum up to 60 points</p>	60	
	<ul style="list-style-type: none"> <li>- Strong familiarity with climate change, environmental and natural resource, and agriculture sector's planning processes, laws and regulations, programmes, and plans at the national, subnational and local levels</li> </ul>	15	
	<ul style="list-style-type: none"> <li>- Strong familiarity with and understanding of the IPCC Special Report and with international climate change negotiations</li> </ul>	10	
	<ul style="list-style-type: none"> <li>- Strong communication skills, including demonstrated written and presentation skills and the capacity to relate to both internal and external constituencies of the project</li> </ul>	15	
Total Section 3			300

#### Financial Proposal

To 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

Pertinent DENR documents, mainstreaming guidelines, SR 1.5 and the Project Document for the National Adaptation Plan for the Agriculture Sector (NAP-Ag Project) will be shared with the firm.



## ANNEX 4

### Previous Relevant Experience/Track Record

Please list only previous similar 5 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>	<p><i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i></p> <p>[Insert]</p>
<b>Professional certifications</b>	<p><i>[Provide details of professional certifications relevant to the scope of services]</i></p> <ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/ Experience</b>	<p><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></p> <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>	<p><i>[Provide names, addresses, phone and email contact information for two (2) references]</i></p> <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.

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Signature of Personnel

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Date (Day/Month/Year)

	<h2 style="margin: 0;">Vendor /Person Profile Update</h2>
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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/County	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/County	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 digit) 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: _____			