



## REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

|  |                             |
|--|-----------------------------|
|  | DATE: August 27, 2020       |
|  | REFERENCE: RFP-081-PHL-2020 |

Dear Sir / Madam:

We kindly request that you submit your Proposal 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 **2:00 PM (Manila Time) on Wednesday, September 16, 2020** and **via email** with the subject: **RFP-081-PHL-2020 Development of the Nationally Determined Contribution (NDC) Financial Plan**. Please send your proposal only to the email address below:

**United Nations Development Programme**  
**15F North Tower, Rockwell Business Center Sheridan, United corner Sheridan Street**  
**Brgy. Highway Hills, Mandaluyong City**  
[bids.ph@undp.org](mailto:bids.ph@undp.org)

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

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

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 :

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Alka Aneja*  
*Procurement Team Leader*  
8/27/2020

## Description of Requirements

|  |  |
|--|--|
| Context of the Requirement                               | <p>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.</p> <p>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.</p> <p>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 Global NDC Support Programme is supporting 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 Low Emission Capacity Building (LECB) Programme and is being implemented in the country as the “NDC Support Project for the Philippines (NSPP)”.</p> |
| Implementing Partner of UNDP                             | Climate Change Commission  |
| Brief Description of the Required Services               | <p>The main objective of hiring the services of a Consulting Firm is to develop the National and Sectoral NDC Financial Plan (NDCFP) for the Philippines and, accordingly:</p> <ol style="list-style-type: none"> <li>1. Develop a Country NDCFP and the corresponding Measurement, Reporting and Verification (MRV) System thereof;</li> <li>2. Develop the institutional or governance structure/arrangement for the NDCFP vis-à-vis the whole NDC process;</li> <li>3. Mainstream gender in the Financial Plan;</li> <li>4. Develop a Capacity Building Program (CBP) and the appropriate Toolkit for the implementation of the NDCFP; and</li> <li>5. Create or develop information and knowledge management products of the NDCFP.</li> </ol> <p>(See Terms of Reference)</p>   |
| List and Description of Expected Outputs to be Delivered | <p>The Contractor, based on the Scope of work shall prepare and submit:</p> <ol style="list-style-type: none"> <li>1. An Inception Report (IR) or a preliminary document detailing the methodology</li> </ol>  |

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|   | <p>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.</p> <ol style="list-style-type: none"> <li>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.</li> <li>3. A Second Draft of the NDC Financial Plan (Second Interim Report, SIR) which should include outputs from Activity Nos. 7 to 12 in the SOW.</li> <li>4. A Draft Final Report (DFR) of the NDC integrating all the above-mentioned deliverables and the CBP and the reports on all the capacity building activities undertaken (Activity 13) as well as the knowledge product (KP) for dissemination to stakeholders (Activity 14). The DFR will be presented to the CCC, UNDP, NSPP PMU, NSC and other stakeholders for review/approval.</li> <li>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.</li> </ol> <p>(See Terms of Reference)</p> |
| Persons to Supervise the Work/Performance of the Service Provider                         | Programme Analyst, UNDP and Chief Technical Adviser, NDC Support Project for the Philippines (NSPP)  |
| Frequency of Reporting  | <i>As needed, per Terms of Reference</i>   |
| Progress Reporting Requirements   | <i>As needed, per Terms of Reference</i>   |
| Location of work  | Manila, Philippines  |
| Expected duration of work   | 7 months   |
| Target start date   | September 2020   |
| Latest completion date  | April 2021   |
| Travels Expected  | See Terms of Reference   |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities      | <input checked="" type="checkbox"/> Required   |
| Names and curriculum vitae of individuals who will be involved in completing the services | <input checked="" type="checkbox"/> Required   |

| Currency of Proposal  | <input checked="" type="checkbox"/> United States Dollars for international firms<br><input checked="" type="checkbox"/> Local Currency PHP for local firms  |  |         |                               |   |  |   |  |   |  |
|---|--|--|---------|-------------------------------|---|--|---|--|---|--|
| Value Added Tax on Price Proposal   | <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes   |  |         |                               |   |  |   |  |   |  |
| Validity Period of Proposals ( <i>Counting for the last day of submission of quotes</i> )                                     | <input checked="" type="checkbox"/> 120 days<br><br>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.  |  |         |                               |   |  |   |  |   |  |
| Partial Quotes  | <input checked="" type="checkbox"/> Not permitted  |  |         |                               |   |  |   |  |   |  |
| Payment Terms   | <table><tr><th>Outputs</th><th>Condition for Payment Release</th></tr><tr><td>15% upon submission and acceptance of the Inception Report with detailed approach/strategies and the corresponding work plan;</td><td rowspan="5">Within thirty (30) days from the date of meeting the following conditions:<br/>a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and<br/>b) Receipt of invoice from the Service Provider.</td></tr><tr><td>15% upon submission and acceptance of the First Interim Report;</td></tr><tr><td>15% upon submission and acceptance of the Second Interim Report;</td></tr><tr><td>30% upon submission and acceptance of the Draft Final Report; and</td></tr><tr><td>25% upon submission and acceptance of the Final Report</td></tr></table> |  | Outputs | Condition for Payment Release | 15% upon submission and acceptance of the Inception Report with detailed approach/strategies and the corresponding work plan; | Within thirty (30) days from the date of meeting the following conditions:<br>a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and<br>b) Receipt of invoice from the Service Provider. | 15% upon submission and acceptance of the First Interim Report; | 15% upon submission and acceptance of the Second Interim Report; | 30% upon submission and acceptance of the Draft Final Report; and | 25% upon submission and acceptance of the Final Report |
| Outputs   | Condition for Payment Release  |  |         |                               |   |  |   |  |   |  |
| 15% upon submission and acceptance of the Inception Report with detailed approach/strategies and the corresponding work plan; | Within thirty (30) days from the date of meeting the following conditions:<br>a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and<br>b) Receipt of invoice from the Service Provider.   |  |         |                               |   |  |   |  |   |  |
| 15% upon submission and acceptance of the First Interim Report;   |  |  |         |                               |   |  |   |  |   |  |
| 15% upon submission and acceptance of the Second Interim Report;  |  |  |         |                               |   |  |   |  |   |  |
| 30% upon submission and acceptance of the Draft Final Report; and   |  |  |         |                               |   |  |   |  |   |  |
| 25% upon submission and acceptance of the Final Report  |  |  |         |                               |   |  |   |  |   |  |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment                     | Programme Analyst, UNDP and Chief Technical Adviser, NDC Support Project for the Philippines (NSPP)  |  |         |                               |   |  |   |  |   |  |
| Type of Contract to be Signed   | <input checked="" type="checkbox"/> Contract for Goods and/or Services   |  |         |                               |   |  |   |  |   |  |
| Criteria for Contract Award   | <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution). Passing score for technical evaluation is 700 out of 1000 obtainable points.<br><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.   |  |         |                               |   |  |   |  |   |  |

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| Criteria for the Assessment of Proposal               | <p><b><u>Technical Proposal (70%)</u></b>- See Terms of Reference for allocation of points per criterion</p> <p><input checked="" type="checkbox"/> Expertise of the Firm 30%</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40%</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30%</p> <p><b><u>Financial Proposal (30%)</u></b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> |
| UNDP will award the contract to:                      | <input checked="" type="checkbox"/> One and only one Service Provider  |
| Contract General Terms and Conditions                 | <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions are available at:<br/> <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></p> <p><i><u>Non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process</u></i></p>  |
| Annexes to this RFP                                   | <p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> Detailed TOR (Annex 3)</p> <p><input checked="" type="checkbox"/> Previous Relevant Experience/Track Record (Annex 4)</p> <p><input checked="" type="checkbox"/> Format for CV of Proposed Key Personnel (Annex 5)</p>   |
| Contact Person for Inquiries (Written inquiries only) | <p><i>Kristel Aberilla</i><br/> Procurement Associate<br/> <a href="mailto:procurement.ph@undp.org">procurement.ph@undp.org</a><br/> Email subject should be <u>RFP-081-PHL-2020 Development of the Nationally Determined Contribution (NDC) Financial Plan.</u></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>   |

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>1</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>2</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 (**use Annex 4 as template**) – 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>1</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>2</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. **Qualifications of Key Personnel**

*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 (Use Annex 5 as template); 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><br><i>[list them as referred to in the RFP]</i> | <b>Percentage of Total Price</b><br><i>(Weight for payment)</i> | <b>Price</b><br><i>(Lump Sum, All Inclusive)</i> |
|---|---|---|--|
| 1 | Deliverable 1   |   |  |
| 2 | Deliverable 2   |   |  |
| 3 | ....  |   |  |
|   | <b>Total</b>  | 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]*

*[Date]*



### **Terms of Reference**

#### **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.

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.

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 Global NDC Support Programme is supporting 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 Low Emission Capacity Building (LECB) Programme and is being implemented in the country as the "NDC Support Project for the Philippines (NSPP)".

The NSPP is executed by UNDP and implemented by the CCC. For this project, 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:

- 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, countries are developing their country climate financial and/or 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 (4) 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 (NDCFP) for the Philippines and, accordingly:

1. Develop a Country NDCFP and the corresponding Measurement, Reporting and Verification (MRV) System thereof;
2. Develop the institutional or governance structure/arrangement for the NDCFP vis-à-vis the whole NDC process;
3. Mainstream gender in the Financial Plan;
4. Develop a Capacity Building Program (CBP) and the appropriate Toolkit for the implementation of the NDCFP; and
5. Create or develop information and knowledge management products of the NDCFP.

## **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 NDCFP. The contractor is expected to undertake, at the very least, the following major tasks:

1. Activity 1: Scoping and Preparatory Activities
  - a. Assess/evaluate the applicability or relevance of CCC initiatives, reports/reference materials that are related on the NDCFP such as the following:
    - i. Philippine Development Plan;
    - ii. Official Development Assistance;
    - iii. National Climate Change Action Plan (NCCAP) 2011-2028;
    - iv. National and Local Climate Change Expenditure Tagging (CCET);
    - v. People’s Survival Fund (PSF);
    - vi. Green Climate Fund (GCF),
    - vii. Global Environment Facility (GEF),
    - viii. Joint Crediting Mechanism (JCM);
    - ix. National Framework Strategy on Climate Change (NFSCC) 2010-2022;
    - x. Philippine Nationally Determined Contributions (NDC) Framework/Roadmap;
    - xi. NDC MRV System framework;
    - xii. National Climate Change Mitigation Framework Strategy (NCCMFS) and Mitigation Goal;
    - xiii. Private Sector Low Emission Development Strategy (LEDS) Roadmap;
    - xiv. Philippines Mitigation Cost-Benefit Analysis on the mitigation options conducted by the CCC through the USAID/B-LEADERS Project;
    - xv. Sectoral NDC Briefers developed by the CCC; and
    - xvi. LECB PHL Project Info Kits.
  - b. Review and assess the current status of the NDC process and its integration to the country’s economic and development plans, and other national policies and processes.

- c. Define, among others, the scope, methodology or approach and process both at the national and sectoral levels, in the development of the NDCFP that would balance the priorities and ambitions to be set therein with administrative efficiency and inclusion in the overall NDC Implementation Plan/Process.
  - d. Define the implementation schedule or timeframe of the NDCFP and ensure that it would be aligned or in harmony with the NDC Implementation Plan (NDCIP) and NDC MRV Plan (NDCMRVP) being developed by CCC. It should also take into consideration the 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 or implementation of the NDC.
  - e. Review existing coordination mechanisms and structures in the government and recommend appropriate governance structure and/or institutional arrangements for the implementation of the NDCFP.
  - f. Coordinate and work closely with CCC's Office of the Deputy Executive Director which is establishing its CIN/CFSS unit, to ensure that all climate finance-related documents and initiatives, i.e., plans, programs, and or projects, are reviewed and considered in the development of the NDCFP.
2. Activity 2: Ensure that the NDCFP is gender-sensitive/responsive.
- a. Assess, gender concerns and entry points for gender mainstreaming in the Philippine climate finance landscape, drawing upon the best practices from multilateral funds and financing mechanisms, as well as the experiences under the GEF, GCF, and PSF;; and
  - b. Identify and recommend indicators to monitor whether these gender concerns have been integrated into the NDCFP. Consequently, establish modes of verifications to evaluate the gender-responsiveness of the Plan.
3. Activity 3: Review current climate finance landscape.
- a. Review the development of the NDC. Identify any international support requirements that may have been specified in the NDC, including financial, capacity-building, technology transfer and other means of implementation.
  - b. Review the current status of climate finance strategies, which could include:
    - i. Existing national, subnational, and sectoral climate investment plans or policies that may be in place;
    - ii. Work programmes established with any specific bilateral or multilateral funders;
    - iii. Clean Development Mechanism (CDM) project pipelines; and
    - iv. Nationally Appropriate Mitigation Action (NAMA) project pipelines or work programmes; and
    - v. Other funding mechanisms as cited in Activity 1.a.
  - c. Assess public expenditure on climate action.
    - i. CCET system in terms of generating timely statistics on the allocation of resources and providing a baseline to evaluate the CC impact of public expenditures.

- ii. Assess the status of other public funding allocations for climate action including non-GAA public expenditures of other government instrumentalities or institutions, e.g. corporate climate funds of GOCCs.
    - iii. Review public expenditures of the government instrumentalities not covered by the General Appropriations Act (GAA), i.e., corporate fund climate actions/initiatives of Government-owned and Controlled Corporations (GOCCs).
  - d. Review and map climate finance flows in the country to identify and/or approximate fiscal and technological support that can be applied to or availed for the NDCFP.
- 4. Activity 4: Identify funding gaps and needs.
  - a. Sequencing of NDC adaptation priorities and mitigation actions in coordination with other Project activities/contractors
    - i. Identify which NDC measures per 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. Prioritize these actions, in close consultation with sectoral NGAs, CCC, Project contractors/ consultants and key country stakeholders.
    - iii. Identify barriers and or gaps and assess appropriate enabling environment for each NDC measure (e.g., domestic policy support frameworks, technical and or technological support, institutional mechanisms, etc.) and understand the mix of financial and non-financial measures required to successfully implement each action.
  - b. Assess the funding status and needs of the NDC measures, (i.e., of both adaptation and mitigation measures)
    - i. Identify existing and projected domestic budgetary support for the NDC measure, 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 and international budgetary support, as well as other appropriate mix or blend of financing support, i.e., bilateral and/or multilateral support, private sector finance, and government.
    - iii. Disaggregate the financing mechanisms depending on the nature of support/fund to be accessed, e.g., loans, grants, public finance, etc.
    - iv. Disaggregate the domestic and international financing mechanisms and other financing blend for the adaptation priorities and mitigation actions of the Philippine NDC.
    - v. Identify which actions and sub-actions have yet to be fully funded.
    - vi. Identify the level and type of support needed to address each funding gap
    - vii. 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).
- 5. Activity 5: Compile, evaluate, and prepare an overall costing of the NDC measures
  - a. Based on the scoping activities, funding needs and gaps analysis, and considering risk mapping, prepare an overall cost estimate for the NDC implementation.

- b. 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.
  - iii. Verify the results of the desk-based review with relevant experts/stakeholders 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 academes.

6. Activity 6: Assess public and private financing options.

- a. Assess the potential for further domestic fiscal support for each action
- 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/recommend a country climate financial plan with investments plans that will indicate, among others, how the NDC target can be delivered.
  - a. Establish institutional arrangements for the oversight and coordination of climate finance activities.
    - i. Develop or establish the governance<sup>1</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.
    - ii. The governance aspect should be harmonized with the “National NDC Coordinating Office<sup>2</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:
        - 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.
  - b. 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.
  - c. Based on the activities conducted such as NDC costing, gaps and needs analysis, risk mapping among others, recommend an appropriate blend of financing strategies to support the implementation of the country’s NDC.
    - i. Mainstream climate action 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.
  - d. 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

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<sup>1</sup> Includes creating an enabling environment for action; driving progress; coordinating activities, processes and structures for decision-making and stakeholder engagement.

<sup>2</sup> As proposed in the NDC Roadmap/Framework developed by the LECB PHL Project.

- e. 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.
  - f. Review experiences of and lessons learned by peer countries in the delivery and financing of similar projects.
  - g. 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: Improve mechanisms to facilitate 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.
  - c. Based on assessment of international funds, recommend policy advocacy points and capacity building requirements that can help facilitate direct access to such funds.
9. Activity 9: Identify or recommend project pipeline and financing propositions that can be put forward to different financing sources.
- a. Recommend a capacity building program for technical and relational capacities, within government ministries to develop/identify project pipelines.
  - b. Identify or recommend funding proposals that can be shared with bilateral and multilateral funders.
  - c. Identify/recommend funding proposals that can be shared with potential private sector financing sources.
10. Activity 10: Increase/enhance private sector engagement in the NDC process.
- a. Assess the domestic investment environment
    - i. Identify barriers to private sector investment across NDC measures. 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 in the NDCs.
    - iii. Identify appropriate public–private financing structures and 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. NDC investor risks identified and inclusive financial and policy instruments assessed and applied to reduce risks and incentivize participation of private sector in NDC implementation; and
- c. Strengthen the capacity of relevant departments/agencies to identify and develop financially viable opportunities for the private sector.

11. Activity 11: Develop/identify an MRV system for the NDCFP, i.e., NDCfinancing

- 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 NDCIP and NDCMRVP being developed by the NSPP. 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/Recommend a Capacity Building Program (CBP) and Toolkit for the end-users/stakeholders of the NDCFP.

14. Activity 14: Create or develop information and knowledge management products on the NDCFP 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 include outputs from Activity Nos. 7 to 12 in the SOW.
4. A Draft Final Report (DFR) of the NDC integrating all the above-mentioned deliverables and the CBP and the reports on all the capacity building activities undertaken (Activity 13) as well as the knowledge product (KP) 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 Contractor:

Table 1. Schedule of Outputs/Deliverables

| <b>Deliverables/<br/>Outputs</b>                                    | <b>Estimated<br/>Duration to<br/>Complete</b> | <b>Target Due Dates<br/>(From signing of<br/>the contract)</b> | <b>Review and<br/>Approvals<br/>Required</b> | <b>Name and Email<br/>address of<br/>designated person<br/>who will review and<br/>accept<br/>the output</b> |
|---|---|--|--|--|
| Notice of<br>Awards/<br>Contract<br>Signing                         | One (1) day                                   |  | CCC and<br>UNDP                              | Chief Technical<br>Adviser, NSPP<br><br>Programme Analyst,<br>UNDP   |
| Kick-off<br>Meeting   | One (1) day                                   | Five (5) working<br>days                                       | CCC  |  |
| Inception<br>Workshop   | One (1)                                       | Fourteen (14)<br>days  | CCC- NSPP-<br>PMU                            |  |
| Inception<br>Report (IR)  | Ten (10) days                                 | Twenty-four (24)<br>working days                               | CCC-NSPP<br>PMU                              |  |
| Approval and<br>acceptance of<br>IR<br>( <i>First<br/>Payment</i> ) | Ten (10) days                                 | Thirty-four (34)<br>working days                               | CCC-NSPP<br>PMU                              |  |
| First (1 <sup>st</sup> )<br>Interim Report<br>(FIR)                 | Thirty (30)<br>days                           | Sixty-four (64)<br>working days                                | CCC-NSPP<br>PMU                              |  |
| Approval and<br>acceptance of<br>FIR ( <i>Second<br/>Payment</i> )  | Ten (10) days                                 | Seventy-four (74)<br>working days                              | CCC-NSPP<br>PMU                              |  |
| Second (2 <sup>nd</sup> )<br>Interim Report<br>(SIR)                | Thirty (30)<br>days                           | One hundred<br>four (104)<br>working days                      | CCC-NSPP<br>PMU                              |  |
| Approval and<br>Acceptance of<br>SIR ( <i>Third<br/>Payment</i> )   | Ten (10) days                                 | One hundred<br>fourteen (114)<br>working days                  | CCC-NSPP<br>PMU                              |  |
| Draft Final<br>Report (DFR)/  | Fifteen (15)<br>days                          | One hundred<br>twenty-nine (129)<br>working days               | NSPP PMU                                     |  |
| Presentation<br>of DFR  | One (1) day                                   | One hundred<br>thirty (130)<br>working days                    | CCC  |  |

|  |               |  |                  |  |
|--|---------------|--|------------------|--|
| Approval and Acceptance of DFR ( <i>Fourth Payment</i> )         | Five (5) days | One hundred thirty-five (135) working days | NSC and NSPP PMU |  |
| Final Report (FR)  | Ten (10) days | One hundred forty-five (145) working days  | CCC-NSPP PMU     |  |
| Approval and Acceptance of FR ( <i>Fifth and final Payment</i> ) | Five (5) days | One hundred fifty (150) working days       | CCC-NSPP PMU     |  |

## F. Key Performance Indicators

- KPI 1: Responsiveness: The Contractor should respond within 2 working days of UNDP/NSPP's notification by email.
- KPI 2: Timeliness of submission of reports to UNDP. The Contractor should submit the outputs on or before the due dates specified in Terms of Reference
- KPI 3: Quality of reports are as per work order submitted. Minimum inclusions per output are indicated in the table below.

UNDP/NSPP will conduct output reviews every month which may include meetings with the Contractor and feedback from other stakeholders. If the contractor fails to meet UNDP's performance requirements detailed above, the Contractor will receive in the first instance a warning to improve their performance. Continued failure— maximum of 3 warnings— to meet performance requirements may result in termination of the contract.

| Outputs                          | Minimum Inclusions per Output<br>(based on Sections C and E)   |
|----------------------------------|--|
| Inception Report (IR)            | Detailed methodology framework, work plan, timeline, list of national government institutions, civil society stakeholders, academia, private sector to be interviewed, and other related activities.   |
| First (1st) Interim Report (FIR) | Results of the following:<br><br>Activity 1: Scoping and Preparatory Activities<br>Activity 2: Ensure that the NDCFP Financial Plan is gender-sensitive/ responsive<br>Activity 3: Review of current climate finance landscape<br>Activity 4: Identify funding gaps and conduct needs analysis |

|                                     |  |
|-------------------------------------|--|
|                                     | <p>Activity 5: Compile, evaluate, and prepare an overall costing of the NDC measures</p> <p>Activity 6: Assess public and private financing options</p> <p>Highlights or Major Findings of the FIR</p>   |
| Second (2nd) Interim Report (SIR)   | <p>Results of the following:</p> <p>Activity 7: Develop a country climate investment plan</p> <p>Activity 8: Improve mechanisms to facilitate direct access to international climate funds</p> <p>Activity 9: Identify or recommend project pipeline and financing propositions.</p> <p>Activity 10: Increase/enhance private sector engagement in the NDC process.</p> <p>Activity 11: Develop/identify an MRV system for the NDCFP.</p> <p>Activity 12: Harmonize the Financial Plan with the NDCIP and NDCMRVP being developed by the NSPP</p> <p>Highlights or Major Findings of the SIR</p> |
| Draft Final Report (DFR)            | <p>Integrated FIR, SIR, and Results of Activity Nos. 13 to14: Develop/Recommend a Capacity Building Program (CBP) and Create or develop information and knowledge management products on the NDCFP</p>   |
| Preparation and Presentation of DFR | Results of the CBP activities, and other major findings/outputs.   |
| Final Report (FR)                   | Revised DFR and NDC Financial Plan incorporating the comments/ suggestions from stakeholders, and assessment of CCC and NSPP- PMU.   |

#### G. GOVERNANCE AND ACCOUNTABILITY

1. For the duration of the contract, the Contractor 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 Contractor 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. All travel-related costs should be shouldered by the contractor and be included in the Financial Proposal for as long as these are contingent to the development of the output/s and/or are indicated in the Terms of Reference (TOR).
  4. The Contractor will be given access to relevant information necessary for execution of the tasks
  5. The Contractor will be responsible for providing its personnel their own working stations

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

The Contractor shall be engaged for a period of **seven (7) 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. 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

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., GCF, PSF, etc.)

## J. PRICE AND SCHEDULE OF PAYMENTS

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. 30% upon submission and acceptance of the Draft Final Report; and
5. 25% upon submission and acceptance of the Final Report.

Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively, where the **minimum passing score of technical proposal is 70% (700 out of 1,000 obtainable points).**

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|    |   |                      |
|----|---|----------------------|
| 3. | <p>Management Structure and Key Personnel</p> <p>Team Leader qualifications and relevant experience</p> <ul style="list-style-type: none"> <li>• Master's degree in Business Administration, Project Management, Accountancy, Finance, Economics or related fields<br/><i>42 points for Master's Degree in relevant field</i><br/><i>60 points for Doctorate</i></li> <li>• Minimum 5 (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.<br/><i>105 points for 5 years experience</i><br/><i>125 points for 6-7 years</i><br/><i>145 points for 8-9 years</i><br/><i>150 points for 10 years and above</i></li> </ul> | <p>60</p> <p>150</p> |
|    | <p>Team Member 1</p> <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 or related field<br/><i>7 points for Bachelor's degree in relevant field</i><br/><i>10 points for Master's degree</i></li> <li>• Minimum Three (3) years in developing and implementing action plans, programs and projects related to climate change and finance<br/><i>14 points for 3 years' experience</i><br/><i>Additional 2 points per additional year</i></li> </ul>   | <p>10</p> <p>20</p>  |
|    | <p>Team Member 2</p> <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 or related field<br/><i>7 points for Bachelor's degree in relevant field</i><br/><i>10 points for Master's</i></li> <li>• Minimum Three (3) years in developing and implementing action plans, programs and projects related to climate change and finance<br/><i>14 points for 3 years' experience</i><br/><i>Additional 2 points per additional year</i></li> </ul>  | <p>10</p> <p>20</p>  |



|  |  |             |
|--|--|-------------|
|  | <b>Team Member 3</b> <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 or related field<br/> <i>7 points for Bachelor's degree in relevant field</i><br/> <i>10 points for Master's</i></li> <li>Three (3) years in developing and implementing action plans, programs and projects related to climate change and finance<br/> <i>14 points for 3 years' experience</i><br/> <i>Additional 2 points per additional year</i></li> </ul> | 10          |
|  |  | 20          |
|  | <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.

#### L. ADDITIONAL REFERENCES OR RESOURCES

Existing literature or documents that will help provide Bidders with a better comprehension of the project situation and the work required should be provided upon request, if such literature or documents are not confidential.

### Previous Relevant Experience/Track Record

Please list only previous similar 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 &<br>Country of<br>Assignment | Client & Reference<br>Contact Details | Contract<br>Value in PhP | Period of<br>activity and<br>status | Types of activities<br>undertaken |
|--|---------------------------------------|--------------------------|-------------------------------------|-----------------------------------|
|  |                                       |                          |                                     |                                   |
|  |                                       |                          |                                     |                                   |
|  |                                       |                          |                                     |                                   |
|  |                                       |                          |                                     |                                   |
|  |                                       |                          |                                     |                                   |

## Format for CV of Proposed Key Personnel

|  |   |
|--|---|
| <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><br><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><br><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>   |

|  |  |
|--|--|
|  | Reference 1:<br>Name:<br>Phone Number:<br>Email address: |
|  | Reference 2:<br>Name:<br>Phone Number:<br>Email address: |

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)