



REQUEST FOR PROPOSAL (RFP)

Advocacy Campaign to Promote the Freedom of Information and Expression in the Philippines: Supplemental Newsletter Project

	DATE: September 22, 2020
	REFERENCE: RFP-102-PHL-2020

Dear Sir / Madam:

We kindly request you to submit your Proposal for the services of a firm for Supplemental Newsletter for the Advocacy Campaign to Promote the Freedom of Information and Freedom of Expression in the Philippines

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

Proposals may be submitted on or before 5:00 PM of **Friday, October 02, 2020** and via email

Email address: bids.ph@undp.org

Your Proposal must be expressed in English, and valid for a minimum period of 90 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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Karyll Angeles
Procurement Associate

Annex 1

Description of Requirements

Context of the Requirement	UNDP is implementing the project, 'Promoting Freedom of Information and Freedom of Expression in the Philippines with the intent of at the impact on the effects of disinformation to Philippine democracy. UNDP is looking for Individual Contractor – Firm who shall effectively & efficiently execute and manage the production and publication of FOI supplemental newsletter & report; satisfactorily delivering the expected outputs of the project based from agreed timelines in the ToR.
Implementing Partner of UNDP	Consortium for Disinformation and Democracy
Brief Description of the Required Services	<p>In line with the project's aim of producing evidence-based analyses and reports to facilitate better understanding of democracy and disinformation in the Philippines especially in the time of COVID-19, the Contractor shall produce and publish in not more than 8 months, 37 weekly newsletters and 4 special reports on disinformation.</p> <p>To achieve the project results, a virtual newsroom will be set-up for the advocacy campaign of FOI/ FOE thru supplemental newsletters. As the public health emergency requires a concerted and continuing effort to serve essential gatekeeping functions over pandemic-related information and related forms of disinformation, a newsletter will be produced and published every week.</p> <p>(See Terms of Reference)</p>
List and Description of Expected Outputs to be Delivered	<p>The Contractor is expected to produce and publish supplemental newsletters/ reports on freedom of information and freedom of expression in the Philippines focused on COVID-19. The following functions and roles are expected:</p> <ol style="list-style-type: none"> 1. Develop necessary frameworks for project work, including position descriptions, editorial guidelines, and human resources regulations. 2. Develop and widen network of potential contributors from professional news organizations. 3. Set-up (virtual) newsroom desk in collaboration with Holy Angel University for the technical support. 4. Produce and publish the 37 weekly newsletters and 4 occasional special reports within 9 months 5. Promote and market the newsletter through email, social media, and online campaigns. 6. Provide logistical, administrative, and other necessary resource assistance to support the implementation and completion of the project. 7. Prepare and submit the regular progress and a financial project reports for FOI include an emerging impact of the counter-disinformation tool to UNDP. <p>(See Terms of Reference)</p>
Person to Supervise the	Programme Analyst, UNDP Institutions and Partnership Programme Team Leader, UNDP Institutions and Partnership Programme

Work/Performance of the Service Provider									
Frequency of Reporting	Bi-monthly and Quarterly (See Terms of Reference)								
Progress Reporting Requirements	Bi-monthly and Quarterly (See Terms of Reference)								
Location of work	Manila, Philippines.								
Expected Duration of Work	8 months								
Target start date	October 2020								
Latest completion date	30 May 2021								
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> None.								
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"/> Local Currency: Philippine Peso								
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"/> 90 days 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	The selected service provider shall be remunerated based on the following schedule of payment: <table border="1" data-bbox="485 1787 1421 1837"> <thead> <tr> <th>Deliverables</th> <th>Timeline</th> <th>Tranche (%)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Deliverables	Timeline	Tranche (%)			
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	Submission of the calendar schedule for the supplemental newsletters to be produced and published	On or before 15 October 2020	1 st (20%)
	Submission to UNDP the following— ▪ Copy of the completed 13 weekly newsletters; and 2 special reports on disinformation produced and published ▪ Bi-Monthly Progress Report and Financial Report	30 November 2020	2 nd (50%)
	Submission to UNDP the following— ▪ Copy of the completed 24 weekly newsletters and 2 special reports on disinformation Final Project Report for FOI to include an emerging impact of the counter-disinformation tool including the financial report	30 May 2021	3 rd (30%)
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	The Programme Analyst, Programme Associate, Team Leader, of the Institutions and Partnerships will review/approve the outputs and authorize the disbursement of payment		
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), 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	Technical Proposal (70%) - (See Terms of Reference for allocation of points per criterion) <input checked="" type="checkbox"/> Expertise of the Contractor or Firm 30% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30% Financial Proposal (30%) 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 Local Firm		
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP		

Contract General Terms and Conditions ¹	<p>☒ General Terms and Conditions for de minimi contracts</p> <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p> <p><i>Non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process</i></p>
Annexes to this RFP	<p>☒ Form for Submission of Proposal (Annex 2)</p> <p>☒ Detailed TOR (Annex 3)</p> <p>☒ Others Annex 4 – Previous Relevant Experience/Track record Annex 5 – Format for CV of Proposed Key Resources Annex 6 – Financial Proposal Template</p>
Contact Person for Inquiries (Written inquiries only)	<p>[Name] : Joseph Pangilinan [Designation] : Procurement Assistant + Mobile : +639177961975 [Email] : procurement.ph@undp.org Email subject should be <u>RFP-102-PHL-2020 Promoting Freedom of Information and Freedom of Expression in the Philippines: Supplemental Newsletter/ Reports Advocacy Campaign materials</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>
Documents to be Submitted as part of preliminary review	<p>As part of preliminary review, kindly upload the following documents in the e-tendering site:</p> <ul style="list-style-type: none"> • Company Profile • Valid Business Licenses – Registration Papers, Tax Payment Certification, etc • Latest Audited Financial Statements from 2019 – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. • Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references • Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc, if any • 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

¹ 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.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL²

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery³)

[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 for the year 2018 and 2019 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, contract 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.*
- g) Letter of Satisfactory Completion from at least three (3) client of projects mentioned in Annex 4*

B. Proposed Methodology for the Completion of Services

The Contractor is expected to integrate gender, human rights, and sustainable development goals principles in its approaches and methodologies.

The approaches and methodologies that will be employed within the partnership structure will be highly participatory and democratic in nature considering the voluntary nature of the

² This serves as a guide to the Service Provider in preparing the Proposal.

³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

partnership structure. The identification of members will be coming from the nominations from existing members as well as the identification of roster of on-call experts.

The mobilization of on-call experts and coaches will be based on an agreed upon schedule. They will act on support roles and always in coordination with the DILG-hired Regional Coordinator and UNDP-hired staff and consultants. The Roads2SDGs project will roll out capacity building activities for the experts from Academe and CSO and citizen monitors to capacitate them in the fulfilment of their tasks.

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; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. Cost Breakdown per Deliverable* - Please use Annex 6 template

TERMS OF REFERENCE

I. Project Background, Rationale and Project Description

After the 1986 People's Power Revolution and the restoration of democracy, there was hope that a culture of democracy would take root in the Philippines. The enshrinement of the right to freedom of expression in the 1987 Constitution, and the resurgence of a free press, indicated that steps were being taken in this direction.

There are, however, significant challenges to these freedoms. At the international level, the emerging phenomenon of 'fake news' – intentionally falsified stories disseminated across social media platforms and some mainstream news outlets – has undermined the integrity of information available to the public. Furthermore, efforts to suppress media freedom have contributed to the shrinking of democratic space. Organised disinformation does not only attenuate the news that journalists produce; it pollutes the environment for ordinary citizens, for their exercise of the freedom of expression. A society overwhelmed by manufactured false news or overly anxious about the credibility of its news media loses the capacity to tell fact from falsehood, right from wrong. As a result, the public are rendered unformed and uninformed, undermining the very principles of democracy. The Philippines has also experienced this phenomenon, with the country's ranking in the World Press Freedom Index and other global indicators having fallen sharply in recent years.

Given this, and amidst concerning proliferation of deliberate disinformation and misinformation during the coronavirus pandemic, UNDP has updated its workplan on Promoting Freedom of Information and Expression in the Philippines. As a response to COVID-19, the project shall: (1) document and track the "infodemic" and other forms of disinformation as they spread in the Philippines; and (2) report the 'infodemic' through the production and publication of a regular newsletter.

UNDP will work with a coalition of advocates from media, academe, and FOI regional hubs to enhance and build the capacities of current and future media personnel to ensure quality information in the public space, as such would need a Contractor to support the coalition in the realization of the advocacy campaign on FOI/ FOE.

a. Brief context of the required contracting of services

The Contractor shall effectively & efficiently manage and implement the Promoting Freedom of Information and Expression in the Philippines project; satisfactorily delivering the intended results of the project and submitting the required reports based from timelines set in the ToR.

b. Relevance/ Purpose of the Work

In line with the project's aim of producing evidence-based analyses and reports to facilitate better understanding of democracy and disinformation in the Philippines especially in the time of COVID-19, the Contractor shall produce and publish in not more than 8 months, 37 weekly newsletters and 4 special reports on disinformation.

To achieve the project results, a virtual newsroom will be set-up for the advocacy campaign of FOI/ FOE thru supplemental newsletters. As the public health emergency requires a concerted and continuing effort to serve essential gatekeeping functions over pandemic-related information and related forms of disinformation, a newsletter will be produced and published every week.

c. Specific Objectives

The key objectives of the advocacy campaign project are as follows:

1. Document, report on, and analyze pandemic-related and other forms of disinformation;
2. Provide an opportunity for professional journalists from different news organizations to work together on disinformation-related stories;
3. Provide counter-disinformation tools for use by readers; and
4. Monitor and report on the emerging impact of the counter-disinformation tools provided.

II. Scope of Work

The Contractor is expected to produce and publish supplemental newsletters/ reports on freedom of information and freedom of expression in the Philippines focused on COVID-19. The following functions and tasks are expected:

1. Develop necessary frameworks for project work, including position descriptions, editorial guidelines, and human resources regulations.
2. Develop and widen network of potential contributors from professional news organizations.
3. Set-up (virtual) newsroom desk in collaboration and guidance of the Consortium of Disinformation and Democracy for the technical support.
4. Produce and publish the 37 weekly newsletters and 4 occasional special reports within 8 months.
5. Promote and market the newsletter through email, social media, and online campaigns.
6. Provide logistical, administrative, and other necessary resource assistance to support the implementation and completion of the project.
7. Facilitate the selection of newsletter writers, contributors, and other source providers.
8. Prepare and submit bi-monthly progress and Final Project Report to include a Tool on emerging impact of the counter-disinformation plus project financial reports to UNDP

III. Approach and Methodology

- The Contractor shall organize and conduct e-interviews and consultations, literature review, source infodata on FOI/ FOE, TV guestings, chatbots, promotion of outputs in various social media, including analysis, and documentations during the project.
- The Contractor shall demonstrate the ability to plan, integrate and effectively implement sustainability measures in the execution of the contract. Aware and knowledgeable in human rights, Universal Declaration of Human Rights and/or UN Conventions and Philippine Development Plan. .
- Due to the historic and unprecedented nature of the COVID-19 pandemic and human rights situation, candidate Firms are encouraged to include in their Technical and Financial proposals applications of CSR, philanthropic, and/or social impact initiatives that may add value to this project.

IV. Deliverables and Schedules/Expected Outputs

The Contractor is expected to deliver the sequence of the work and corresponding timeline in the matrix below:

Deliverables/ Outputs	Estimated Duration to Complete	Review and Approvals Required
<ul style="list-style-type: none"> ▪ Signing of contract, ToR and the submission of the calendar schedule for the newsletters to be produced 	On or before 15 October 2020	Programme Analyst Team Leader, Institutions and Partnerships
<ul style="list-style-type: none"> ▪ Submission of Bi-Monthly Progress reports and financial report ▪ Copy of the produced and published 13 weekly supplemental newsletters; and 2 special reports on disinformation 	30 November 2020	
<ul style="list-style-type: none"> ▪ Submission of Final Project Report for FOI to include an emerging impact of the counter-disinformation tool including the Financial report ▪ Copy of the remaining 24 weekly newsletters and 2 special reports on disinformation 	30 May 2021	

a. Key Performance Indicators and Service Level

- KPI 1: Responsiveness: The Contractor should respond within 3 working days of UNDP 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. The Contractor has reach or attain at least 13 weekly supplemental newsletter and 2 special reports by 30 November 2020 and 40% of the performance targets in 2020 and the remaining 60% before the due date on 30 May 2021.
- 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.

b. Governance and Accountability

1. The UNDP Team Leader of the UNDP Institutions and Partnerships Programme shall be oversee the over-all progress and outputs of the Contractor;
2. The Contractor represented by the Project Manager, shall report and closely coordinate with the Project Director Consortium for the Disinformation and Democracy (CDD) and, the UNDP Programme Analyst from the UNDP Institutions and Partnerships Programme during the duration of the project;
3. The Contractor (Project Manager) is expected to liaise, collaborate and meet with the relevant project partners and stakeholders to ensure that the outputs are timely delivered;
4. The Contractor (Project Manager) shall closely monitor and evaluate the management and implementation of the project, including the review and consolidation of the quarter and final project report to UNDP.
5. The Contractor should be based in Manila for accessibility and availability should

- discussions/reporting on progress of project is required by either the CDD or UNDP;
6. The Contractor will be responsible in providing its personnel own working stations; hire the needed support service staff during the implementation and delivery of the outputs; and cost of communications and internet cost 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); UNDP will not provide any facilities or equipment; and
 7. The UNDP Programme Analyst shall review all submitted outputs and the UNDP Team Leader for the Institutions and Partnerships Programme shall certify and approve the Contractor's final and completed deliverables.

c. Expected duration of the contract/assignment

The Contractor shall be engaged for a period of **over eight (8) months**. The expected start of work is **October 2020** and expected completion date will be on **30 May 2021**. The period of engagement includes estimated lead time for UNDP to review outputs, give comments, certify the approval/acceptance of outputs, etc., as shown in table of schedule of outputs.

e. Duty Station

The duty station is Manila, Philippines. Considering the COVID-19 pandemic and declaration of State of Public Health Emergency in the Philippines, all work of the Contractor shall be done within the guidelines and protocols set by the local government. During the quarantine period, the Contractor shall NOT ENGAGE in any meetings or activities OUTSIDE THEIR HOMES. Coordination/meetings shall be done through phone or online communication until such time that the quarantine is lifted. This is STRICTLY an OUTPUT/ HOME-BASED assignment; NO TRAVEL IS REQUIRED for the Contractor to complete their abovementioned tasks. Related costs such as internet connectivity, communications, etc. for the engagement shall be borne by the Contractor and should be included in the Contractor's Offer Letter.

f. Professional Qualifications of the Successful Contractor and its key personnel

The Contractor shall have the following qualification:

- Registered media company/ organization with at least 5 years' experience in producing and publishing evidence-based intensive reports, special stories, newsletters, case study researches and journals;
- Has written and discussed freedom of information and freedom of expression, human rights, and social issues in various platforms (old and new media formats);
- Have at least one (1) similar engagement within 5 years with capacity of planning, project and financial managements and implemented a good finance and auditing systems;
- Participated in local and international dialogues, consultations and conference on freedom of information, press freedom, and human rights discourse;
- Good network and leadership qualities; and
- Proficient in the use of various multi-media applications

g. Key Personnel in the Project

Position	Education	Experience (Set minimum; number of completed projects to show expertise)	Language
Project Manager (1)	Bachelor's Degree in any related areas: Psychology, Communication, Public Relation and Public Administration or Business Management Business Administration, Project Management, Accountancy, Finance, Economics	<ul style="list-style-type: none"> Minimum 5 years' experience in Project Management or Administration At least 3 years' experience in the areas of Facilitation, Training, Coordination, Organizing, Monitoring, Financial reporting and Project report writing Strong communication skills, including demonstrated written and presentation skills and the capacity to relate to both internal and external constituencies of the project. Proficient in Excel, Powerpoint, Data Analytics, PDF and Publisher Proficient in both English and Tagalog	Proficient in both English and Tagalog (written and oral)
Senior Journalist and Editor (1)	Bachelor of Journalism, Communications Arts or any related Social Sciences	<ul style="list-style-type: none"> At least 5 years' experience in writing, editing, research, data analysis and capacity building; Has served as a Journalist and Editor for at least five (5) years-experience; Written and published at least 5 numerous reports and publications; At least 3 years' experience in designing, planning, research and data analysis. Proficient in both English and Tagalog	Proficient in both English and Tagalog (written and oral)
Junior Writer and Assistant (1)	Bachelor's degree in Journalism, Communication, Creative media, research, business, finance, accountancy Business Administration or any related social sciences	<ul style="list-style-type: none"> Bachelor's degree in Journalism, Communication, Creative media, research, business, finance, accountancy, economics, agriculture, environmental science/ planning/ management, gender or related field Minimum Two (2) years in writing news/ feature articles and providing technical assistance on administration, project and finance management At least 1 years' experience in the areas of Journalism, Creative 	English and Tagalog (written and oral)

Position	Education	Experience (Set minimum; number of completed projects to show expertise)	Language
		writing, Facilitation, Training, Coordination, Organizing, Monitoring, Financial reporting and Project report ▪ Proficient in both English and Tagalog	

V. Price and Schedule of Payments

The contract price is a fixed output-based price regardless of the extension of the herein specified duration. The key outputs or milestone activities for which payments will be made are as follows:

Deliverables	Timeline	Tranche (%)
Upon submission and approval of the calendar schedule for the supplemental newsletters to be produced and published by UNDP	On or before 15 October 2020	1 st (20%)
Upon submission and approval of UNDP of the following— ▪ Copy of the completed 13 weekly newsletters; and 2 special reports on disinformation produced and published ▪ Bi-Monthly Progress Report and Financial Report	30 November 2020	2 nd (50%)
Upon submission and approval of UNDP the following— ▪ Copy of the completed 24 weekly newsletters and 2 special reports on disinformation ▪ Final Project Report for FOI to include an emerging impact of the counter-disinformation tool including the financial report	30 May 2021	3 rd (30%)

VI. 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% (700 out of 1,000 obtainable points).**

Summary of Technical Evaluation		Points Obtainable
1.	Bidder's qualification, capacity and experience / Expertise of the Firm	300
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	400
Total		1,000

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.

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

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Has similar engagements and scope of work done in the region/ country in the last 5 years	100
1.2	Relevance of specialized knowledge and experience on similar engagements done in the region/country	100
1.3	Quality assurance procedures and risk mitigation measures	100
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	70
2.2	At least 2 years knowledge and understands the subject on access and freedom of information and freedom of expression, human rights, and universal declaration of human rights in times of COVID-19	70
2.3	Due to the unprecedented nature and effect of the COVID-19 pandemic to human rights situation, Firms are encouraged to include in their Technical and Financial proposals applications of economic, social impact respond/ initiative on that may add value to this project.	60
2.4	Performance and progress monitoring, quality assurance, risk management and accountability mechanisms are put in place	45
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	55
Total Section 2		300

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Qualifications of key personnel proposed		400
3.1 a	1 Project Manager qualifications and relevant experience		170
	Bachelor's degree in Communication, Social Science, Psychology, Public Relation, Public Administration, Business Administration, Project Management, Accountancy, Finance, Economics or any related fields (minimum 49 points for bachelor's degree, additional points for additional degree, maximum 70 points)	70	
	At least 5 years' experience in the areas of project and financial management, facilitation, coordination, organizing, monitoring, and project reporting (46 points for 5 years; additional points per additional year, maximum of 60 points)	65	

Section 3. Management Structure and Key Personnel			Points obtainable
	Three (3) years in developing and implementing action plans, programs and projects related to newsletter/ advocacy campaign (28 points for 3 years' experience; and additional points per additional year, maximum of 40 points)	40	
3.1 b	1 Senior Journalist and Editor qualifications and relevant experience		150
	Bachelor's degree in Journalism, Communications, Marketing Management and Social Sciences or any related fields (minimum 38 points for bachelor's degree, additional points for additional degree, maximum 55 points)	55	
	At least five (5) years-experience as a Journalist and Editor and skilled in writing, editing, research, data analysis and capacity building (32 points for 5 years' experience; and additional points per additional year, maximum of 45 points)	45	
	Written and published at least 5 numerous reports and publications (21 points for 5 report/publications; additional points per additional publication, maximum of 30 points)	30	
	At least 3 years' experience in project design, planning, analyse data, make trends and do research (14 points for 3 years' experience; and Additional points per additional year, maximum of 20points)	20	
3.1.c	1 Junior Writer and Assistant qualifications and relevant experience		80
	Bachelor's degree in Journalism, Communication, Creative media, research, business, finance, accountancy, economics, agriculture, environmental science/ planning/ management, gender or related field (minimum 28 points for bachelor's degree, additional points for additional degree, maximum 40 points)	40	
	Minimum Two (2) years in writing news/ feature articles and providing technical assistance on administration, project and finance management (18 points for 2 years' experience; and additional points per additional year, maximum of 25 points)	25	
	At least 1 years' experience in the areas of Journalism, Creative writing, Facilitation, Training, Coordination, Organizing, Monitoring, Financial reporting and Project report writing (11 points for 1 year experience; and additional points per additional year, maximum of 15 points)	15	
Total Section 3			300

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

VIII. Additional References or Resources

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

ANNEX 4

Previous Relevant Experience/Track Record

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

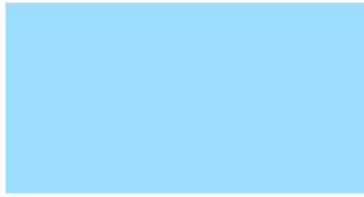
List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience 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 in PhP	Period of activity and status	Types of activities undertaken

ANNEX 5

Format for CV of Proposed Key resources

Name of Personnel	[Insert]
Contact Details	<ul style="list-style-type: none"> ▪ Present/Home Address: [Insert] ▪ Email Address: [Insert] ▪ Contact Numbers: [Insert]
Key achievements related to this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<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>
Professional certifications	<p><i>[Provide details of professional certifications relevant to the scope of services]</i></p> <ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<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"> ▪ Name of institution: [Insert] ▪ Date of Employment: [Insert] ▪ Position: [Insert] ▪ Details of activities/functions performed: [Insert] <ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of Employment: [Insert] ▪ Position: [Insert] ▪ Details of activities/functions performed: [Insert] <ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of Employment: [Insert] ▪ Position: [Insert] ▪ Details of activities/functions performed: [Insert]
References	<p><i>[Provide names, addresses, phone and email contact information for two (2) references]</i></p> <p>Reference 1: Name: Phone Number: Email address:</p>



Reference 2:
Name:
Phone Number:
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)

Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees


Name	Position	Daily Fee Rate	No. of Days	Total Amount
		A	B	C=A+B
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs (if applicable)

Description	UOM	Quantity	Unit Price	Total Amount
Flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity based on ToR

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				
.....				

		<h2>Vendor /Person Profile Update</h2>	
SECTION 1 (For Internal Use only) UN INFORMATION			
Requesting Person:		Date:	Atlas Vendor No:
First Name / Last Name/Extension		UN Index No:	
VENDOR TYPE: <input type="checkbox"/> STAFF MEMBER <input type="checkbox"/> RETIREE <input type="checkbox"/> UNV <input type="checkbox"/> SC <input type="checkbox"/> FAMILY BENEFICIARY <input type="checkbox"/> SSA/IC/RLA <input type="checkbox"/> MEETING PARTICIPANT <input type="checkbox"/> FELLOW <input type="checkbox"/> PARTNER-GOV <input type="checkbox"/> PARTNER-IGO/NGO <input type="checkbox"/> PARTNER-GRANT <input type="checkbox"/> SUPPLIER-IND <input checked="" type="checkbox"/> SUPPLIER-COM <input type="checkbox"/> SUPPLIER-NGO/IGO <input type="checkbox"/> SUPPLIER-UNIV <input type="checkbox"/> UN AG <input type="checkbox"/> DONOR			
ADD VENDOR'S TRAVEL PROFILE IN T&E MODULE: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
EXPORT TO ULTRAMAR <input type="checkbox"/> YES (if ticket will be purchased from H.Q travel Agency) <input checked="" type="checkbox"/> NO			
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 type="checkbox"/> Female <input checked="" type="checkbox"/>	
Address			
City,	State/Province/County	Postal Code (ZIP)	Country
E-mail Address		Telephone Number	Passport/National Identification Number (as applicable):
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
Contact Person (MAIN ADDRESS)		Telephone	Fax
Name:			
Title:			
SECTION 4 BENEFICIARY BANKING INFORMATION			
Bank Name			
Bank ID:	Default account YES <input type="checkbox"/> NO <input type="checkbox"/>	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 checked="" type="checkbox"/> Other (PLEASE INDICATE) PHP	
Bank Account No. :		Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	

IBAN (European Banks)_Boxes for max number of digits		
Transit Code (5 digit) Canadian Banks	Sort Code (6 digits) UK Banks	BSB code (6 digit) Australia Banks
Bank Information for Intermediary/Correspondent Bank (if applicable)		
Name of Bank :	Address of Bank :	
Bank Account No (of beneficiary bank with intermediary bank)	SWIFT Code:	FED WIRE NO. (US BANKS ONLY)

SECTION 6 TRAVEL AND EXPENSES PROFILE UPDATE (as per passport)		
Note - Kindly fill up this section only if the vendor's travel profile needs to be updated in T&E module.		
SetID	Vendor BU	
First Name (As in Passport):	Last Name (As in Passport):	Note: Leave blank if the information is available in passport or ID card copy.
Date of Birth	Place of Birth	

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