



## REQUEST FOR PROPOSAL (RFP)

	DATE: October 26, 2020
	REFERENCE: RFP-125-PHL-2020

Dear Sir/ Madam:

We kindly request you to submit your Proposal for **"Firm to Develop the 2020-2030 Updated National Disaster Recovery and Resilience Management Plan (NDDRMP) Monitoring and Evaluation in the Philippines"**

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

Your Proposal must be expressed in the English Language, 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 UNDP **on or before the deadline indicated in the eTendering system:** <https://etendering.partneragencies.org>

Kindly search for the tender documents with the following information:

**BU Code: PHL10**

**Event ID number: 0000007621**

Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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

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

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

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

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link:  
<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

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

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

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Alka Aneja*

*Procurement Specialist*

*26 October 2020*

## Annex 1

Context of the Requirement	<b>Firm to Develop the 2020-2030 Updated National Disaster Recovery and Resilience Management Plan (NDDRMP) Monitoring and Evaluation in the Philippines</b>
Brief Description of the Required Services <sup>1</sup>	<b>Refer to Attached Terms of References (ToR)</b>
List and Description of Expected Outputs to be Delivered	<b>Refer to attached Terms of References (ToR)</b>
Person to Supervise the Work/Performance of the Service Provider	<b>UNDP Project Manager</b>
Frequency of Reporting	<b>Refer to attached Terms of References (ToR)</b>
Progress Reporting Requirements	<b>Refer to attached Terms of References (ToR)</b>
Location of work	<b>Refer to attached Terms of References (ToR)</b>
Expected duration of work	<b>5.5 months</b>
Target start date	<b>6 December 2020</b>
Latest completion date	
Travels Expected	<b>Refer to attached Terms of References (ToR)</b>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> <b>Required</b> <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> <b>Required</b> <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> <b>Local Currency – Philippine Peso (Php)</b>
Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<input checked="" type="checkbox"/> <b>90 days</b> In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> <b>Not permitted</b>
Payment Terms	<b>Refer to attached Terms of References (ToR) – Part L (Schedule of Payments)</b>
Person(s) to review/inspect/ approve	<b>UNDP Programme Manager</b>

outputs/completed services and authorize the disbursement of payment	
Type of Contract to be Signed	<input checked="" type="checkbox"/> <b>Purchase Order</b> <input checked="" type="checkbox"/> <b>Contract for Professional Services</b>
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> <b>Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</b> <input checked="" type="checkbox"/> <b>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.</b>
Criteria for the Assessment of Proposal	<b>Technical Proposal (70%)</b> <input checked="" type="checkbox"/> <b>Expertise of the Firm (30%)</b> <input checked="" type="checkbox"/> <b>Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (40%)</b> <input checked="" type="checkbox"/> <b>Management Structure and Qualification of Key Personnel (30%)</b>  <b>Financial Proposal (30%)</b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> <b>One and only one Service Provider</b>
Contract General Terms and Conditions	<input checked="" type="checkbox"/> <b>General Terms and Conditions for contracts (goods and/or services)</b>  Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <input checked="" type="checkbox"/> Others <sup>3</sup> [pls. specify]
Contact Person for Inquiries (Written inquiries only)	<i>Robert Quilala</i> <i>Procurement Associate</i> <i><a href="mailto:Procurement.ph@undp.org">Procurement.ph@undp.org</a></i> 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.
Other Information [pls. specify]	

<sup>3</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

## Annex 2

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

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>6</sup>)*

[insert: Location].

[insert: Date]

To: Mr. Enrico Gaveglia

Dear Sir:

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 (please use Annex – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) *Bidders may also attach their own Project Data*
- f) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- g) *Certificates of Satisfactory Performance – at least 3.*
- h) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

#### B. Proposed Methodology for the Completion of Services

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

<sup>5</sup> This serves as a guide to the Service Provider in preparing the Proposal.

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

**C. Qualifications of Key Personnel**

*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;(Please use CV template – Annex 3)
- Written confirmation from each personnel that they are available for the entire duration of the contract.*

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

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

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

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

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				

<b>III. Other Related Costs</b>				

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

---

## **Annex 3**

### **Terms of Reference**

#### ***Consulting Firm to Develop the 2020-2030 Updated National Disaster Risk Reduction and Management Plan (NDRRMP) Monitoring and Evaluation (M&E) Plan***

#### **A. Project Name: Recovery and Resilience-building in the Philippines**

#### **B. Project Description**

The recent review of the National Disaster Risk Reduction and Management Plan (NDRRMP) emphasized the “importance of institutionalizing feedback and reporting mechanisms to gauge the performance progress and gaps vis-à-vis the various targets identified in the plan”. The updated NDRRMP is a long-term plan that will encompass political terms and administrations at the national and sub-national levels and would need to be “periodically reviewed as regards its relevance and impact on the changing realities locally, nationally and globally”.

One of the findings of the recent review is the absence of a results-based and harmonized Monitoring and Evaluation (M&E) System that links local and national outputs and outcomes. The recommendation is to develop an M&E system that will track not only the progress of implementation of planned outputs, but more importantly, to be able to monitor progress towards the intended outputs and outcomes outlined by the Plan. The review also called for the government to allocate funds for the development, mainstreaming and implementation of an M&E system at all levels.

In coordination with the Office of Civil Defense (OCD), a results-based monitoring and evaluation (M&E) Framework and Plan will be developed and adopted to demonstrate accountability and transparency, ensure that tangible outcomes or outputs are achieved in a timely and efficient manner as well as show results.

While it is crucial that the national government through the OCD is able to produce reliable data for the purposes of reporting completion of outputs and achievement of outcomes of the NDRRMP, the ultimate purpose of M&E is to engage the whole of government, both national and local, to develop a culture of continuous improvement. This means that analysis of monitoring data drives decision-making and planning, and that lessons are learned from the implementation of the Plan. Having systems and capacities across government, national lead agencies, and local government units and their instrumentalities that support accountability and learning through M&E is therefore vital to achieve objectives and intended outcomes of the NDRRMP.

For this purpose, a team of consultants compose of a team leader (M&E expert), data management specialist, and research specialist as core team members will be engaged for the development of the M&E system for the NDRRMP 2020-2030. The Consultants will lead the review, design and establishment of an M&E process and system for the updated NDRRMP 2020-2030, develop metrics and indicators that will track the current activities and their progress, objectively verify the outcomes and impact of the Plan, develop a theory of change (ToC) for the M&E plan, and learn lessons that can be fed into future interventions. Coherence and harmonization with existing DRRM indicators and systems should be considered to reduce burden on authorities, and to adopt lessons learned from any earlier attempts to create an online M&E system.



Once the M&E framework has been developed, a subsequent activity is the development of a web-based online system to assist the OCD as well as relevant national government agencies, the local governments to organize and automate the tracking the progress of the implementation of the various outputs and intended outcomes of the updated NDRRM

### **C. Objectives**

1. To enable the government to regularly, effectively, and efficiently track progress of the NDRRMP implementation across all levels of government and different sectors;
2. To generate data to support the assessment of the effectiveness of NDRRMP in achieving envisioned thematic outcomes;
3. To foster accountability among different government agencies and non-government entities with respective responsibilities in delivering outcomes/outputs identified in the NDRRMP; and
4. To provide timely and evidence-based results that will enable effective and efficient implementation of changes and adjustments on activities to reach target outcomes/outputs of the NDRRMP.

### **D. Scope of Work and Methodology**

#### **Develop a Methodology and Analytical Framework**

- Prepare an inception report including but not limited to:
  - Analytical framework
  - Detailed work plan and schedule of activities
  - Project implementation methodology
  - Data-gathering tools and methods appropriate to the work context
  - List of stakeholders
  - Type, context, and schedule of consultations with stakeholders
  - Output quality assurance mechanisms

*Output: Inception Report*

#### **Identify gaps in the current M&E system and availability of baseline data, resources, capacity, governance, and trainings**

##### **Activities**

1. Review the current system of monitoring and evaluation of NDRRMP implementation, provide information on their methodologies, who are these reporting agencies, reporting cycles, and relevant results in the achievement of outcomes of the NDRRMP.
2. Identify available level of disaggregation of data (sex, age, etc.) per identified responsible data provider in the NDRRMP.
3. Supported by results of the stocktaking activity by the UNDP CO and with support from the NDRRMC; sources and availability of baseline data for each indicator will be assessed.
4. Take stock of the following:
  - Current human resources of government agencies from the national to local levels performing monitoring and evaluation of DRRM activities and outputs;
  - Identify current capacity of staff who will be responsible for monitoring and evaluation activities;
  - Determine current budget allocations for monitoring and evaluation; and
  - Adequacy of existing tools and methods to measure and report on key indicators.

## **Develop a Monitoring and Evaluation Plan**

### **Activities**

1. Reach an agreement on the definition and requirements for monitoring and evaluation. Provide a Theory of Change (ToC) for the M&E Plan. Develop a monitoring and evaluation framework.
2. Identify data/ information sources for each indicator, if possible both primary and secondary sources.
3. The NDRRMP indicators are properly classified based on hierarchy of importance aligning with DRR indicators in the Philippine Development Plan (2017-2022); Sendai Framework; and other relevant frameworks.
4. Identify annual targets for each indicator of the NDRRM plan.
5. Determine the approach to the following:
  - Data collection methodology;
  - Data collection tools, specify alternative tools to be used when information/data are not readily available;
  - Data analysis (qualitative and quantitative);
  - Protocols in how information will be used, and style and format of reporting;
  - Frequency of collecting data and reporting results/ progress per activity/ output at all levels; and
  - Measurements to ensure reliability of data.
6. Identify of proxy indicators for those with unavailable data.
7. Define roles and responsibilities of DRRMCs at all levels and other actors responsible for providing inputs, implementing activities, and tracking progress in achieving the outcomes of the NDRRMP. Clearly define all users of the M&E system. Specify responsibilities and accountabilities in:
  - Data collection, match specific indicators to responsible agencies/ offices from national to the local level;
  - Data entry;
  - Data analysis;
  - Management of all data collected; and
  - Web-based system updating, maintenance, and training
8. Specify the roles and responsibilities of evaluators from national agencies, regional, and local government offices. Give recommendation on who will act as an evaluation manager, commissioner, who will compose the Evaluation Reference Group, and other necessary evaluation roles.
9. Provide the following basis for monitoring of activities and outputs:
  - Mechanisms to monitor quality of outputs;
  - Frequency of monitoring activities/ outputs; and
  - Methods to assess progress and performance in delivering outputs against schedule, budgets, and plan.
10. Provide mechanisms for evaluation of outcomes based on the timeline review specified in the NDRRMP
  - Develop an evaluation agenda which will specify types of evaluations to be conducted and associated costs per evaluation exercise
  - Frequency of evaluation exercises (Short, medium, and long-term based on the implementation review of the enhanced NDRRMP; and
  - Design specific studies required to investigate critical assumptions, hypotheses.
11. Provide a preliminary study on the strategies and processes in digitizing M&E data, procedures, and processes; brief examination of existing M&E web-based systems, and identify operating requirements, technological specifications necessary for the development of

a M&E web-based platform. Inter-operability with other existing national and global data and M&E management should be considered in the study to reduce burden of reporting duplicate data across different systems (e.g. national disaster damage and loss databases, Sendai Framework Monitor, SDGs etc).

*Outputs: Monitoring and Evaluation Framework and Monitoring and Evaluation Plan*

## E. Approach and Methodology

A consultancy firm will be engaged to perform assigned activities and delivery of outputs outlined in this TOR. Through the submission of an inception report, the selected firm must describe how it will deliver the activities and outputs outlined in this TOR; providing detailed work plan including timelines, activities, outputs, list of stakeholders, data collection methodology appropriate to the work context, reporting condition, and quality assurance mechanism.

## F. Expected Outputs and Deliverables

The Contractor is expected to deliver the following outputs with an indicative schedule.

<b>Deliverables/ Outputs</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b>
Inception Report (not more than ten pages)  With attachments/ annexes	December 7, 2020  Revised within one (1) week from presentation	To be presented to and commented on by the Technical Working Group (TWG)  Approval: UNDP Country Office (CO) Climate Action Programme Team (CAPT) Team Leader
Situational and Gaps Analysis Report	January 18, 2021  Revised within two (2) weeks from presentation	To be presented to and commented on by the Technical Working Group (TWG)  Approval: UNDP CO CAPT Team Leader
Monitoring and Evaluation Framework	February 15, 2020  Revised within one (1) week from presentation	To be presented to and commented on by the Technical Working Group (TWG)  Approval: UNDP CO CAPT Team Leader
Monitoring and Evaluation Plan	April 26, 2020	To be presented to and commented on by the

	Revised within two (2) weeks from presentation	Technical Working Group (TWG)  Approval: UNDP CO CAPT Team Leader
--	--	--

## **G. Institutional Arrangement**

- a) The activities of the contractors will be coordinated, monitored and assessed for completion by the UNDP CO CAPT Team Leader and the Recovery and Resilience-building Project Manager (RR PM) from UNDP CO.
- b) The Resilience-building Project Manager (RR PM) from UNDP CO will supervise the Consultants.
- c) The CO will organize a TWG to review submitted Outputs/Reports.
- d) All outputs in this TOR will be submitted to the UNDP CO CAPT Team Leader RR PM and discussions/ presentations to the TWG may be scheduled.
- e) A final version of the output with implemented revisions from comments and suggestions of the TWG will be submitted and an acceptance letter will be issued to the contractors
- f) The contractors are responsible for liaising and setting up meetings and stakeholder consultations with national agencies, communities, local government units, NGOs, and other identified stakeholders. The CO may provide key persons to contact in selected organizations.

## **H. Facilities to be Provided by UNDP**

- a) Due to the ongoing COVID 19 pandemic and the restrictions in place for meetings and gatherings, meetings will be done using online applications.
- b) The company is expected to use its own computer and communication equipment and other resources that are required and may be needed to conduct activities in this TOR

## **I. Expected Duration of Contract**

- a) It is estimated that the work shall involve a total of 105 working days of combined effort spread over approximately 5.5 months including period for output reviews and approvals.
- b) The contractor may propose alternate working days provided it would not exceed the 5.5 months duration of the contract. The proposed working days should be properly explained in relation to the execution of the Technical Proposal.
- c) The UNDP CO and TWG members will review and give comments on outputs minimum of two (2) working days after presentation.

## **J. Location of Work**

- a) The location of work is in Metro Manila.
- b) The engagement is home-based and for accessibility and availability to allow for discussions and reporting on progress of activities regular online meetings shall be conducted.
- c) Majority of activities will be done in Metro Manila.
- d) Considering the COVID-19 pandemic and declaration of State of Public Health Emergency in the Philippines, all work and travel of the Contractors shall be done within the guidelines and protocols set by the local and national government.

- e) The Contractors will not be required to report to office regularly but status report on the outputs shall be expected every fortnight.

## **K. Professional Qualification of the Successful Firm and Key Personnel**

Proposers shall be duly registered to conduct business in the Philippines. Proposers shall have the following minimum qualifications:

- Minimum eight (8) years of experience in developing M&E systems and plans, and conducting M&E for development and government projects
- Relevance of specialized knowledge and experience on at least ten (10) completed M&E plans and projects done in the Asia-Pacific region
- Experience of working with national agencies, NGO's, and communities
- Proof of successful accomplishment of the contract with the similar nature, minimum of three reference letters;

The Proposer should also establish a core team composed of a Team Leader (M&E Specialist), a Data Management Specialist, and a Research Associate with the following qualifications:

<b>Team Members</b>	<b>Qualifications</b>
1. Team Leader (M&E Specialist)	Education: Must have at least a master's degree in Economics, Statistics, Public Administration, Demographics, Public Policy, or other relevant fields.
	Experience: Must have at least eight (8) years of experience working in developing M&E plans or conducting monitoring and evaluation of development or government projects. Handled minimum of five (5) completed projects as a team leader in of M&E activities, plans, and projects
	Skills and Competencies: Must have strong leadership and project management skills; has a strong background and skills in developing M&E frameworks and plans; keen eye for details; excellent analytic skills especially in understanding complex information. Excellent written and spoken English is required.
2. Data Management Specialist	Education: Must have at least a master's degree in Statistics, Data Science, Economics, Demographics, Development Communications, or other relevant fields
	Experience: Must have at least five (5) years of work or consultancy experience in assessing data sets and systems, developing M&E plans, conducting M&E activities for development or government projects. Completed minimum of five (5) M&E activities, projects, processes. Minimum of two (2) completed M&E projects with a development organization or government
	Skills and Competencies: Strong technical report writing, data acquisition and analysis skills. Excellent written and spoken English is required.
3. Research Specialist	Education: Bachelor's degree in Development Studies, Statistics, Economics, Management, or other relevant fields
	Experience: Must have at least four (4) years of work or consultancy experience in research and data gathering and analysis. Completed minimum of three (3) data gathering,

	stocktaking, and data system assessment projects. Minimum of two (2) completed M&E projects with a development organization or government.
	Skills and Competencies: Must have strong knowledge of different data gathering tools, instruments and methodologies. Must have great interview and stakeholder engagement skills. Must possess strong data analytical skills. Outstanding writing, editing, fact-checking skills are all essential. Attention to details is a must.

The Firm may include additional team members necessary to support the delivery of this project.

#### L. Criteria for Evaluation

- The selection process shall follow a cumulative scoring of 70% technical and 30% financial.
- The minimum passing score of the technical proposal shall be 70%. Technical proposals will be evaluated based on the following criteria and corresponding points. Only firms that obtained minimum technical score of 700 points will be included in the financial evaluation.
- In the combined scoring, the Financial Proposal will be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

#### Technical Proposal

Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience / Expertise of the Firm	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
	<b>Total</b>	<b>1000</b>

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Minimum eight (8) years of experience in developing M&E systems and plans, and conducting M&E for development and government projects (Minimum forty-five (45) points for eight (8) years of experience in developing M&E plans, additional points for each relevant year of working on M&E projects, up to the maximum of sixty (60) points)	60
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	80
1.3	Relevance of specialized knowledge and experience on at least ten (10) completed M&E plans and projects done in the Asia-Pacific region (Minimum of sixty-five (65) points for ten completed M&E plans and projects, additional points for each relevant M&E project completed, up to the maximum of eighty (80) points)	80
1.4	Quality assurance procedures and risk mitigation measures	50

1.5	Organizational Commitment to Sustainability - Organization demonstrates significant commitment to sustainability, women empowerment, and social inclusion	30
<b>Total Section 1</b>		<b>300</b>

<b>Section 2. Proposed Methodology, Approach and Implementation Plan</b>		<b>Points obtainable</b>
2.1	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.2	Proposed methodology and approach to deliver the project is backed by the firm's past experiences having applied the same in relevant previous projects	100
2.3	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	40
2.4	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	100
2.5	Demonstration of ability to plan, integrate GEDSI in the activities and effectively implement sustainability measures in the execution of the contract	60
<b>Total Section 2</b>		<b>400</b>

<b>Section 3. Management Structure and Key Personnel</b>			<b>Points obtainable</b>
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		100
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader (M&E Specialist)		80
	At least a Master's degree in Economics, Statistics, Public Administration, Demographics, Public Policy, or other relevant fields. (Minimum 14 points for Master's degree, additional points for additional degree, maximum of 20 points)	20	
	Must have at least eight (8) years of experience working in developing M&E plans or conducting monitoring and evaluation of development or government projects. (Minimum twenty-one (21) points for eight (8) years' experience, additional points for additional year, maximum of thirty (30) points)	30	
	Handled minimum of five (5) completed projects as a team leader in of M&E activities, plans, and projects (minimum twenty-one (21) points for five (5) completed projects, additional points for additional projects, maximum of thirty (30) points)	30	
3.2 b	Data Management Specialist		60

	At least a Master's degree in Statistics, Data Science, Economics, Demographics, Development Communications, or other relevant fields (Minimum seven (7) points for Master's degree, additional points for additional degree, maximum of ten (10) points)	10	
	Must have at least five (5) years of work or consultancy experience in assessing data sets and systems, developing M&E plans, conducting M&E activities for development or government projects (Minimum fourteen (14) points for five (5) years' experience, additional points for additional year, maximum of 20 points)	20	
	Completed minimum of five (5) M&E activities, projects, processes. (Minimum fourteen (14) points for five (5) completed projects, additional points for additional projects, maximum of 20 points)	20	
	Minimum of two (2) completed M&E projects with a development organization or government (minimum 7 points for two (2) completed projects, additional points for every completed relevant project, maximum of 10 points)	10	
3.2 c	Research Specialist		60
	Bachelor's degree in Development Studies, Statistics, Economics, Management, or other relevant fields (Minimum of seven (7) for Bachelor's degree, additional points for additional degree, maximum of ten (10) points)	10	
	Must have at least four (4) years of work or consultancy experience in research and data gathering and analysis (Minimum fourteen (14) points for five (5) years' experience, additional points for additional year, maximum of 20 points)	20	
	Completed minimum of three (3) data gathering, stocktaking, and data system assessment projects (Minimum fourteen (14) points for five (5) completed projects, additional points for additional projects, maximum of 20 points)	20	
	Minimum of two (2) completed M&E projects with a development organization or government (minimum 7 points for two (2) completed projects, additional points for every completed relevant project, maximum of 10 points)	10	
<b>Total Section 3</b>			<b>300</b>



## K. Scope of Price Proposal and Schedule of Payments

- The agreed and final contract price is a fixed output-based price regardless of extension of the project or changes in cost components.
- The financial proposal must include professional fees of all team members for the whole duration of engagement; any related costs in data gathering; communication costs; health insurance; costs of preparing soft copies of outputs. Etc.
- Final acceptance and approval of Outputs is required for processing and releasing each payment

<b>Deliverable</b>	<b>Timeline</b>	<b>Percentage of Payment</b>
Upon submission and approval of inception report by UNDP	Will be processed after submission of revised and approved inception report	10%
Upon submission and approval of Situational and Gaps Analysis Report by UNDP	Will be processed after submission of the revised and approved Situational and Gaps Analysis Report	30%
Upon submission and of the M&E Framework by UNDP	Will be processed after submission of the revised and approved M&E Framework	15%
Upon submission and approval of the M&E Plan by UNDP	Will be processed after submission of revised and approved M&E Plan	45%
	<b>Total</b>	100%


## ANNEX 4

### 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. 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 Personnel

Name of Personnel	[Insert]
Position for this assignment	
Contact Details	<p>▪ PRESENT/HOME ADDRESS: [INSERT]</p> <p>▪ EMAIL ADDRESS: [INSERT]</p> <p>Contact Numbers: [Insert]</p>
Key achievements related to this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	<p>▪ NAME OF INSTITUTION: [INSERT]</p> <p>Date of certification: [Insert]</p>
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> <p>Name of institution: [Insert] Date of Employment: [Insert] Position: [Insert] Details of activities/functions performed: [Insert]</p> <p>Name of institution: [Insert] Date of Employment: [Insert] Position: [Insert] Details of activities/functions performed: [Insert]</p> <p>Name of institution: [Insert] Date of Employment: [Insert] Position: [Insert] Details of activities/functions performed: [Insert]</p>

REFERENCES	[Provide names, addresses, phone and email contact information for two (2) references]
	<p>Reference 1:</p> <p>Name:</p> <p>Phone Number:</p> <p>Email address:</p> <p>Reference 2:</p> <p>Name:</p> <p>Phone Number:</p> <p>Email address:</p>

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

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

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