



REQUEST FOR PROPOSAL (RFP)
Designing a Toolkit for Urban Development Practitioners
(Re-Advertisement)

	DATE: November 6, 2020
	REFERENCE: PHL-RFP-117-2020

Dear Sir/ Madam:

We kindly request you to submit your Proposal for **"Providing Services for Designing a Toolkit for Urban Development Practitioners"**

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal. Proposals may be submitted on or before Monday, 16 November 2020 and via email at

bids.ph@undp.org

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

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

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

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

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

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Karyll Angeles
Procurement Associate
05 November 2020

Annex 1

Context of the Requirement	Providing Toolkit for Urban Development Practitioners
Brief Description of the Required Services ¹	Refer to Attached Terms of References (ToR)
List and Description of Expected Outputs to be Delivered	Refer to attached Terms of References (ToR)
Person to Supervise the Work/Performance of the Service Provider	UNDP Project Manager
Frequency of Reporting	Refer to attached Terms of References (ToR)
Progress Reporting Requirements	Refer to attached Terms of References (ToR)
Location of work	Refer to attached Terms of References (ToR)
Expected duration of work	2.5 months
Target start date	30 November 2020
Latest completion date	
Travels Expected	Refer to attached Terms of References (ToR)
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency – Philippine Peso (PhP)
Validity Period of Proposals (Counting for the last day of submission of quotes)	<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	Refer to attached Terms of References (ToR) – Part L (Schedule of Payments)
Person(s) to review/inspect/ approve outputs/completed services and authorize the	UNDP Programme Manager

disbursement of payment	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the 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%) <u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
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 ³ [pls. specify]
Contact Person for Inquiries (Written inquiries only)	<i>Robert Quilala</i> <i>Procurement Associate</i> <i>Procurement.ph@undp.org</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]	

³ 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 PROPOSAL⁵

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁶)

[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, contact 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

⁵ This serves as a guide to the Service Provider in preparing the Proposal.

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

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.

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*

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

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

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
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				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

Annex 3

Terms of Reference Designing a Toolkit for Urban Development Practitioners

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

B. Project Background

In the global South, it is estimated that 880 million people live in informal settlements in towns and cities.⁷ This number continues to increase, making urban informal settlements a key development challenge. Residents in these settlements experience insecurity in land tenure; dangerous situations living in houses with poor structure; lack of access to proper sanitation and clean water; over-densification; and vulnerability to different hazards. In the Philippines, about 138,542 households in the capital region Metro Manila live in informal settlements.⁸ When the COVID19 pandemic was declared the overall vulnerability of families living in informal settlements increased. However, many of the risks in living in informal settlements exist outside the health sector.

One of the short-term solutions by majority of governments globally to stop the pandemic was to

⁷ https://www.un.org/development/desa/dspd/wp-content/uploads/sites/22/2017/04/Paper_Mitlin-and-Satterthwaite-April-2017.pdf, Accessed 17th of September 2020

⁸ Family Income and Expenditure Survey 2018

impose lockdowns or ‘stay at home’ policies. These lockdowns effectively halted the majority of economic and daily functions of people and forced them to stay home.

The negative impacts of the pandemic to urban informal dwellers who are already vulnerable even before the pandemic started need to be immediately addressed through short, medium, and long-term interventions developed through evidence-based assessments and concerted efforts by cross-sectoral development professionals. Those needing specifically targeted interventions include persons with disabilities, women and children, informal settlers in the urban areas, small farmers and fishermen, migrants and displaced persons.

Urban planners play a key role in post-pandemic recovery. Historically, pandemics such as the Spanish Flu, Cholera, and SARS resulted in changes on how cities, communities, and neighborhoods are planned and managed. The gaps and failures in sanitation and healthcare systems are scrutinized and prioritized. A new paradigm highlighting the intersection of urban planning and biological disasters would be emphasized as countries slowly recover from the pandemic. The COVID 19 pandemic has emphasized the need for a more integrated approach that considers the resilience of the country’s health systems to minimize overall impacts on the economy and the welfare of the marginalized.

In planning for the post-pandemic era, urban informal settlements should take top priority as the vulnerability of dwellers rapidly increases if recovery interventions remain unimplemented. In planning for recovery, a ‘one size fits all’ strategy would not be effective.

Urban informal settlements have differing spatial and socio-economic characteristics influenced by history, location, demographics, predominant economic-base, and institutions and governance. This results in different sets of experiences during disaster events. During this period of COVID-19 pandemic, what almost every urban informal settlement has faced as a major challenge is implementing prescribed health guidelines to contain and stop community transmissions.

Due to the unprecedented scale of impacts of COVID-19, individuals, families, and communities devised innovative ways to cope and adapt. These individual and community-led coping and adaptation mechanisms present urban planners opportunities to study the existing systems and functions in urban informal settlements. The challenges of living in urban informal settlements are highlighted but at the same time, it also presented an opportunity to apply bottom-up approaches.

A deeper understanding can be gained through close assessment and examination of cross-sectoral impacts of the pandemic to urban informal dwellers. It is an opportune time to understand the limitations of the health system and the challenges of implementing health guidelines in highly dense communities. There is an immediate need for a bottom-up approach in

formulating post pandemic recovery measures and interventions on how to improve health systems; strengthen government functions; and build community resilience.

C. Objectives of the Assignment

1. To take stock and assess different factors contributing to gendered vulnerabilities of urban informal settlement dwellers to different shocks. These vulnerability factors include geographical location of settlements, potential natural hazards within the area, access to water sanitation and health facilities, types of livelihood activities, distance of settlement areas to job locations, among others;
2. To identify and assess support mechanisms, including social protection programs, and health infrastructure and services provided to urban informal dwellers during the pandemic period. Where these are absent or under-developed, understand community coping mechanisms and/or innovative means by which informal dwellers are able to prevent the spread of communicable diseases and provide healthcare and other support to those in need;
3. To design a toolkit for decision-makers, planners, and practitioners that will serve as a practical guide to design and implement socio-economic and health solutions to support urban informal settlements recover from the pandemic. The toolkit will provide insights on new and innovative practices developed by residents to cope with and adapt to the current pandemic and its socio-economic and health impact. It will also discuss cross-sectoral and gendered challenges and hardships experienced by urban informal dwellers.
4. The toolkit will introduce a process incorporating concepts and strategies for analyzing and addressing different factors contributing to vulnerabilities; improving support mechanisms of the government; and identifying and recommending national and local actions that will help communities recover from the pandemic and strengthen their resilience overtime. The toolkit is not intended to replace existing policy guidelines or tools but to present more specific methodologies and strategies based on evidences and experiences of dwellers in urban informal settlements.

D. Project Scope

1. 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
 - Initial scan of relevant initiatives and list of stakeholders

- Type, context, and schedule of consultations with stakeholders
- Output quality assurance mechanisms

2. Design an appropriate household survey instrument (qualitative/ quantitative or both) and data-gathering methodology to capture relevant information that will form part of assessments and content of the toolkit. Conduct a pandemic cross-sectoral household vulnerability and impact assessment in urban informal settlements located in three different cities of Metro Manila. The survey will identify and assess the following:

- Factors that contribute to vulnerability of dwellers especially PWDs, women and children, small fishermen, migrants, LGBTQI and displaced persons;
- Gendered challenges faced by urban informal settlement dwellers in adhering to the health guidelines for abating community transmission implemented by the government;
- Access to health facilities, free medicines, and health services. Use mapping technologies to analyze and illustrate access to different health services;
- Adaptive and coping mechanisms of families and communities in urban informal settlements; and
- Different kinds of support mechanisms of the government to urban informal settlement dwellers.
- Site visits and on-site facilitation of surveys are subject to the extent that community quarantine rules and exemptions allows

Output: Findings and Analysis Report

3. Create a toolkit that will serve as a practical guide for planners and decision makers in developing recovery interventions to address needs for better sanitation and health services; adequate quarantine areas; improved social protection; and other support from the government.

Include in the toolkit a process on how to effectively develop evidence-based pandemic recovery interventions and strategies to holistically strengthen long-term resilience of residents. Include in the process methods to properly engage the most vulnerable particularly women, children, PWDs, and the elderly. Create an annex of innovative approaches, tools and technologies that may be deployed in support of this work.

Output: Toolkit for Urban Planners

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. Deliverables and Schedules/Expected Outputs

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Inception Report (Proposed design and work plan- not more than 10 pages)	Five (5) working days	December 04, 2020	UNDP CO CAPT Team Leader And RR Project Manager
Findings and Analysis Report	Twenty (20) working days	January 4, 2020	
Toolkit	Twenty (20) working days	February 1, 2021	

G. Expected duration of the contract/assignment

- It is estimated that the work shall involve a total of 45 working days of combined effort spread over approximately 2.5 months including period for output reviews and approvals.
- The contractor may propose alternate working days provided it would not exceed the 2.5 months duration of the contract. The proposed working days should be properly explained in relation to the execution of the Technical Proposal.
- The UNDP CO and TWG members will review and give comments on outputs minimum of two (2) working days after presentation.

H. Governance and Accountability

- The activities of the contractors will be coordinated, monitored and assessed by the UNDP CO CAPT Team Leader and the Recovery and Resilience-building Project Manager (RR PM) from UNDP CO.
- The Resilience-building Project Manager (RR PM) from UNDP CO will supervise the contractors.
- The CO will organize a TWG to review the Outputs/Reports
- All outputs in this TOR will be submitted to the RR PM and discussions/ presentations to the TWG will be scheduled.
- 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.
- The contractors are required to submit progress reports meetings with the RR PM (through an online application)

- g) 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.

I. Facilities to be provided by UNDP

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

J. Location of Work

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

The Contractors will not be required to report to office regularly but status report on the outputs shall be expected weekly.

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

Minimum Organization Requirements

The Consulting Firm is expected to meet the following minimum requirements:

Has experience in creating guidelines and toolkits to guide development or

- Minimum four (4) years of experience working on urban planning, community development, recovery and resilience projects
- Has experience in designing vulnerability and impact assessment methodologies and tools, and doing household surveys in at least two (2) projects
- Has experience in creating guidelines and toolkits to guide development or recovery actions. Minimum of one (1) project.
- Experience of working in urban informal settlements;
- Proof of successful accomplishment of contracts with similar nature, minimum of three reference letters; and
- Minimum three (3) completed projects to establish track record and robust knowledge of urban planning, recovery planning, community development, and public health.

The key team members are listed below; the Consulting Firm is not limited to three members and may propose more as deemed necessary to delivery activities and outputs required in this TOR.

Team Members	Qualifications
1. Team Leader	Experience: Must have at least five (5) years of experience working in the field of urban planning, urban development, and community resilience. Handled two (2) completed projects as team lead in creating urban development frameworks, guidelines, plans, and toolkits. Has engaged with a wide array of stakeholders.
	Education: Master's degree in Urban Planning, Local Development Planning, or Urban Development is desirable.

	Skills and Competencies: Must have strong leadership and project management skills; has a strong background and understanding of the urban development landscape in the Philippines; must have knowledge on tools and methods for identifying challenges and gaps and developing recovery interventions; keen eye for details; and excellent analytic skills especially in understanding complex information to identify relationships and draw comparisons. Excellent written and spoken English is required.
2. Public Health Specialist	Experience: Must have at least three (3) years of experience in doing community health system assessments, and formulating strategies to reduce spread of communicable diseases in communities. Completed minimum of two (2) projects on community health system assessments.
	Education: Master's degree in Public Health, Biology, Nursing, Community Development, or related fields.
	Skills and Competencies: Strong technical report writing, data acquisition and analysis skills. Excellent written and spoken English is required.
3. Research Associate	Experience: Must have at least three (3) years of experience in designing data gathering tools and methodologies, implementing data-gathering, and doing qualitative and quantitative data analysis for diverse projects. Completed minimum two (2) projects as research associate that included household surveys in communities, and data analysis
	Education: Bachelor's degree in Statistics, Economics, Development Communications, or closely related fields of study
	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.

L. Price and Schedule of Payments

Deliverable	Target Due Dates	Percentage of Payment
Upon submission and approval of inception report	November 6, 2020	15%
Upon submission and approval of findings and analysis report	December 4, 2020	35%
Upon submission and approval of toolkit for urban development practitioners	January 4, 2021	50%
		100%

- The agreed and final contract price is a fixed output-based price regardless of extension of the project or changes in cost components.
- Each payment will be made in Philippine Peso (Php).
- Each payment will be transferred through Electronic Fund Transfer to the account number of the contractor introduced through an official letter indicating full banking information.
- The Contractor shall not do any work, provide any equipment, materials and supplies or perform any other services which may result in any cost in excess of the above mentioned amounts. ^[1]_{SEP}

- 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.
- Final acceptance and approval of Outputs is required for processing and releasing each payment

N. Criteria for Evaluation

To select the best offer for this post, the combined scoring method will be used where the qualifications and methodology will be weighted a maximum of 70%, and combined with the price offer which will be weighted a maximum of 30%.

The minimum passing score of technical proposal is 70%.

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
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Minimum four (4) years of experience working on urban planning, community development, recovery and resilience projects	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 similar engagements done in the Asia-Pacific region	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
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	80

2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.3	Details on how the different service elements shall be organized, controlled and delivered	50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	40
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	70
2.6	Demonstration of ability to plan, integrate GEDSI in the activities and effectively implement sustainability measures in the execution of the contract	60

Total Section 2	400
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Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		100
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader		80
	Minimum Master's degree in Urban Planning, Local Development Planning, and Urban Development is desirable (Minimum 15 points for Master's degree, additional points for additional degree, maximum of 20 points)	20	
	Must have at least five (5) years of experience working in the field of urban planning, urban development, and community resilience (Minimum 21 points for 5 years' experience, additional points for additional year, maximum of 30 points)	30	
	Handled minimum of two (2) completed projects as team lead in creating urban development frameworks, guidelines, plans, and toolkits (minimum 21points for 2 completed projects, additional points for additional projects, maximum of 30 points)	30	
3.2 b	Project Specialist		70
	Bachelor's degree in Public Health, Biology, Nursing, Community Development is desirable (Minimum 14 points for related Bachelor's degree, additional points for additional degree, maximum of 20 points)	20	

	Must have at least three (3) years of experience in doing community health system assessments (Minimum 21 points for 3 years' experience, additional points for additional year, maximum of 30 points)	30	
	Completed minimum of two (2) projects on community health system assessments (minimum 14 points for 2 completed projects, additional points for additional projects, maximum of 20 points)	20	

3.2 c	Research Assistant		50
	Minimum Bachelor's degree in Statistics, Economics, Development Studies, Development Communications is desirable (Minimum 7 points for Bachelor's degree, additional points for additional degree, maximum of 10 points)	10	
	Must have at least three (3) years of experience in designing data gathering tools and methodologies, implementing data-gathering, and doing qualitative and quantitative data analysis for diverse projects (Minimum 18 points for 3 years' experience, additional points for additional year, maximum of 25 points)	25	
	Completed minimum two (2) projects as research associate that included household surveys in communities, and data analysis (minimum 11 points for two (2) completed projects, additional points for additional projects, maximum of 15 points)	15	
Total Section 3			300

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)