



## REQUEST FOR PROPOSAL (RFP)

### Stocktaking of Gender Responsive Recovery and Resilience Approaches in the Philippines (Re-Advertisement)

	DATE: November 11, 2020
	REFERENCE: RFP-130-PHL-2020

Dear Sir/ Madam:

We kindly request you to submit your Proposal for **"Providing Services for Stocktaking of Gender Responsive Recovery and Resilience Approaches 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: 0000007772**

Proposals that are received by UNDP after the deadline, for whatever reason, shall not be considered for evaluation. Kindly ensure that your bidding forms 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,

*Samantha Gunasekera*  
Samantha Gunasekera

Operations Manager

11 November 2020

**Annex 1**

Context of the Requirement	<b>Providing Stocktaking of Gender Responsive Recovery and Resilience Approaches 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>months</b>
Target start date	<b>07 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 outputs/completed services and authorize the	<b>UNDP Programme Manager</b>

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><u>Technical Proposal (70%)</u></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><u>Financial Proposal (30%)</u></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> <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only)	<i>Robert Quilala</i> <i>Procurement Associate</i> <a href="mailto:Procurement.ph@undp.org">Procurement.ph@undp.org</a> 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 <i>[pls. specify]</i>	

<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)*
- e) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- f) Bidders may also attach their own Project Data*
- g) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- h) Certificates of Satisfactory Performance – at least 3.*
- i) 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.*

<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

<b>Financial information</b> (in US\$ equivalent)	<b>Historic information for the last 3 years</b>		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

<b>Project name &amp; Country of Assignment</b>	<b>Client &amp; Reference Contact Details</b>	<b>Contract Value</b>	<b>Period of activity and status</b>	<b>Types of activities undertaken</b>

**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.*

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

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

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

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

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

<b>Description of Activity</b>	<b>Remunerati on per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personn el</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 (TOR)**  
**Stocktaking of Gender Responsive Recovery and Resilience Approaches**  
**in the Philippines**

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

The Philippines is one of the most disaster-prone countries in the world, prone to earthquakes, volcanic eruptions, tsunamis and typhoons. Climate change has increased the scale and frequency of disasters in the Philippines with an average of 20 typhoons affecting the country each year. The current 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. The interface of disasters, conflict, and pandemic in areas such as the newly established Bangsamoro Autonomous Region for Muslim Mindanao (BARMM) also offers an opportunity to develop custom built approaches for this conflict sensitive region.

Disaster response and recovery in the Philippines has been largely focused on infrastructure reconstruction while socio-economic recovery has been more challenging. Risk reduction and humanitarian and recovery measures have not been systematically integrated, which has eroded resilience building efforts each time a new crisis occurred. As a result, the country's poverty reduction efforts have often been compromised. Among those hardly hit are the most vulnerable on account of high exposure, inability to adapt, and weak socio-economic capacities. Those needing specifically targeted interventions include persons with disabilities, women and children, informal settlers in the urban areas, upland dwellers and indigenous communities, small farmers and fishermen.

Given the recurring multiple natural disaster events and the recent COVID 19 pandemic that the Philippines has recently experienced, the Country Office (CO) has requested corporate-wide integrated and sustained support to position UNDP as a key player in the context of a climate change induced "new normal" through the development of high-quality recovery and resilience strategies and interventions. This is motivated by the fact that despite the wealth of experience in recovery efforts, the results so far revealed the limitations of current approaches which has not drawn in the expertise of other units that will enable a UNDP wide corporate approach to this issue.

Moving beyond a crisis-to-crisis approach, UNDP Philippines intends to provide the Government with a long-term evidence-based programmatic support that systematically links up Government policy and funding to address both the impact of disasters and their root causes. In order to fully initiate the objectives of the Project Initiation Plan (PIP) that has been developed this assignment will bring about a comprehensive list of DRR, Recovery and Resilience efforts from government, Civil Society and other multilateral agencies and provide initial assessment and review of impact of these initiatives on recovery and resilience over the past few years.

As baseline activity that will inform the development of a recovery and resilience framework and other more outputs under the Recovery and Resilience-building project, a consultancy firm/NGO will be engaged to conduct the following:



1. Stocktaking and assessment of gender-responsive recovery programmes from natural, biological, and man-made disasters, as well as resilience building efforts targeting the most vulnerable;
2. Draw lessons learnt, cross-practice expertise and innovative solutions collected from the stocktaking activity, identifying the essential elements that enable rapid, stronger and inclusive recovery and build long term resilience;

### **C. Objectives of the Assignment**

This assignment is intended to establish the evidence base for the development of recovery and resilience framework for the Philippines. It shall assess cross-sector and gender disaggregated information on the current state of disaster recovery and resilience in the Philippines. Through the use of relevant tools and data analysis, key elements of vulnerabilities of women, young boys and girls, LGBTI, and People with Disabilities (PWDs), migrants, and displaced people will be identified. The Policy Paper that will be produced through this assignment will identify areas for improving recovery efforts as well as strengths and elements of resilient communities. These shall guide the discussions in the subsequent development of the disaster recovery and resilience framework including the resilience index. Within the ambit of the work of the Humanitarian Country Team (HCT), this work will also provide inputs in shaping the UNDP's programmatic approach to recovery and resilience in the Philippines.

### **D. Project Scope**

The contractor will perform the following tasks:

#### **Develop 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

#### **Conduct a comprehensive collection and review of Disaster Risk Reduction, Recovery and Resilience Initiatives, Project and Programmes, from various lenses and sectors**

- Review and collect data from relevant documents on recovery and resilience:
  - International frameworks and agreements;
  - Statistics, tools, legislations, policies, plans, strategies, programmes and projects related to recovery and resilience from different levels of government down to the communities;
  - Post-recovery reports, bulletins, and information released by agencies working on disaster recovery;
  - Projects and programmes funded by development partners, UN agencies and other NGOs including UNDP CO and Bangkok Regional Hub (BRH) in the Philippines;
  - Studies and publications of organizations working in the field of climate change and disasters;
  - Publications and conference proceedings from the academe and university-affiliated groups; and
  - Archived newspaper articles, online community forums, and think pieces from online platforms

- Take stock of the following:
  - Mandates and roles of different government agencies from national to local units in recovery efforts and resilience-building;
  - Different tools, trainings, and methods used in recovery activities primarily by the OCD-NDRRMC, DILG, and other lead disaster agencies;
  - Indices, metrics, and tools used for analyzing recovery efforts and measuring resilience by various organizations and governments in other countries;
  - Identify monitoring mechanisms for recovery efforts in the Philippines. Cite examples of sources and reports;
  - Identify best practices in recovery efforts of national agencies and LGUs/ communities for the past ten years. Highlight efforts which addressed the vulnerabilities of women, children, LGBTI, and People with Disabilities (PWDs), migrants, and displaced people; and
  - Look for innovative coping and adaptive mechanisms that communities used to resist shocks and preserve their socio economic capital.
- Submit a Baseline Data Report, include in the Annex a comprehensive list of all resources (primary and secondary sources) including brief descriptions/ focal groups and person interviewed.

**Draw lessons learnt, cross-practice expertise, and innovative solutions, identify essential elements of rapid, stronger and inclusive recovery and build long-term resilience**

- Identify gaps and weak linkages or incoherence in the implementation of disaster recovery strategies, plans, financing mechanisms, and activities of government agencies in the Philippines;
- Conduct a comparative analysis on best practices and innovations in recovery and building community resilience in the Philippines. Make reference on information from different community efforts or cumulative efforts observed from a number of disaster events;
- Analysis of cumulative evidence of case where communities and local governments, affected by multiple and simultaneous disaster events, have resisted shocks and preserved their socio economic capital
- Provide analyses that will enable a deep understanding of the root causes of vulnerability and contextual issues as well as a cross-practice study of the socio-economic factors impacting various segments of at-risk communities post-disaster events;
- Identify resulting structural barriers to gender equality and inclusion in communities impacted by recurring cycles of compounded disasters like natural disasters, pandemic, and domestic violence and terrorism;
- Identify strengths and characteristics of resilient communities;
- Analyse lessons learned from previous disasters and epidemics and recommend approaches applicable for building long-term resilience to serve as inputs to the recovery and resilience framework to be developed by UNDP.
- Submit a Findings and Analysis Report

**Recommend metrics for measuring success in recovery and building resilience**

- Propose a list of metrics as measurement basis in monitoring progress in different components (physical, socio-economic, etc.) of recovery activities for each disaster event (natural, biological, and technological/man-made)
- Study the existing digital tools and platforms (iPDNA, DevLive+, Pintig Lab, Accelerator Lab, EMPATHY) that the CO developed. Analyze how data and analytic capabilities of these platforms can be improved and integrate digital modeling capabilities focused on assessing and monitoring pre-and post-disaster recovery activities.
- Design data modeling techniques using digital applications to aid in the analysis of recovery data and predict impacts and needs of communities in the future.

**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**

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b>	
	<b>Start Date</b>	December 7, 2020		
Inception Report (Proposed design and work plan)	Five (5) working days	December 14, 2020	UNDP CO CAPT Team Leader	
			RR Project Manager	
Baseline Data Report (Mapping of initiatives, review and analysis)	Twenty-five (25) working days	January 22, 2021	UNDP CO CAPT Team Leader	
			UNDP RR Project Manager	
Findings and Analysis Report	Fifteen (15) working days	February 15, 2021	UNDP CO CAPT Team Leader	
			UNDP RR Project Manager	
Policy Paper (outlining the strengths and elements of resilient communities focussing on women, LGBTI and PWDs)	Fifteen (15) working days	March 5, 2021	UNDP CO CAPT Team Leader	
			UNDP RR Project Manager	
<b>Total Working Days</b>	<b>Sixty (60)</b>			

\*Working days indicated will follow UNDP's schedule of holidays and non-working days.

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

- a) It is estimated that the work shall involve a total of 60 working days of combined effort spread over approximately 3.5 months including period for output reviews and approvals.

- b) The contractor may propose alternate working days provided it would not exceed the 3.5 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.

#### **H. Governance and Accountability**

- a) 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.
- b) The Resilience-building Project Manager (RR PM) from UNDP CO will supervise the contractors.
- c) The CO will organize a TWG to review the Outputs/Reports
- d) All outputs in this TOR will be submitted to the RR PM and discussions/ presentations to the TWG will 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 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. The CO may provide key persons to contact in these organizations to the contractors.

#### **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 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

#### **J. Duty Station**

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.

In light of 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

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<sup>[L] [SEP]</sup>**

The Consulting Firm is expected to meet the following minimum requirements: <sup>[L]  
[SEP]</sup>

##### **Expertise of the Consulting Firm or Organization submitting the proposal: <sup>[L] [SEP]</sup>**

- Minimum five (5) years of experience working on projects in the DRR, recovery, and resilience sector.
- Minimum five (5) year of experience in data collection from different sources and channels in at least three (3) projects;
- Minimum three (3) years of experience in developing tools for data modeling and analysis for at least three (3) completed projects;
- 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;
- Minimum two (2) completed projects to establish track record and robust knowledge of DRR, recovery, and resilience thematic areas. <sup>[1]</sup><sub>[SEP]</sub>

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	<p>Experience: Must have at least five (5) years of experience working in the field of DRR, recovery, and resilience. Handled minimum one (1) completed projects as team lead in recovery and resilience projects. Has engaged with a wide array of stakeholders.</p>
	<p>Education: Master's degree in Disaster Management, Urban Planning, Environmental Management, and Climate Change is desirable.</p>
	<p>Skills and Competencies: Must have strong leadership and project management skills; has a strong background and understanding of the Philippine DRR, recovery, and resilience policies, programmes, and activities; keen eye for details; excellent analytic skills especially in understanding complex information to produce evidence-based comparisons and conclusions. Excellent written and spoken English is required.</p>
2. Socio-economic Expert	<p>Experience: Must have at least four (4) years of experience in working in community development, doing socio-economic assessment, experience in working on projects in communities recovering from disasters. Completed minimum of two (2) projects on vulnerability assessments and socio-economic impact studies Minimum one (1) years of experience working in disaster stricken area</p>
	<p>Education: Master's degree in Sociology, Environmental Management, Community Development, Natural Resource Management, Economics, or related fields</p>
	<p>Skills and Competencies: Strong technical report writing, data acquisition and analysis skills. Excellent written and spoken English is required.</p>
3. GEDSI Expert	<p>Experience: Must have at least three (3) years of experience integrating gender analysis and empowerment in strategies, activities, plans, programmes, and policies of NGAs and LGUs in the Philippines. Minimum one (1) year of experience working with marginalized communities or communities recovering from disasters. Minimum one (1) years of experience integrating gender inclusion in crafting DRR, recovery and resilience plans is an advantage.</p>

	Education: Minimum Bachelor's degree preferably in Women and Development, Gender Studies, Gender and Development, Sociology.
	Skills and Competencies: Must possess adequate knowledge of gender inequality and social inclusion issues experienced by PWDs, LGBTI, internally displaced people in the Philippines.

#### L. Price and Schedule of Payments

Deliverable	Timeline	Percentage of Payment
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 baseline data report by UNDP	Will be processed after submission of revised and approved baseline data report	30%
Upon submission and Approval findings and analysis report by UNDP	Will be processed after submission of revised and approved findings and analysis report	20%
Upon submission and Approval policy paper by UNDP	Will be processed after submission of revised and approved policy paper	40%
	<b>Total</b>	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. <sup>[1]</sup><sub>SEP</sub>
- 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; and taxes.
- 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
	<b>Total</b>	<b>1000</b>

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Minimum five (5) years of experience working on projects in the DRR, recovery, and resilience sector	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. Minimum of two (2) completed projects to establish track record and robust knowledge of DRR, recovery, and resilience thematic areas, provide one reference letter for the completed project.	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>

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	70

	whether the activities are properly sequenced and if these are logical and realistic	
2.6	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		80
	Minimum Master's degree in Disaster Management, Urban Planning, Environmental Management, and Climate Change is desirable. (Minimum 14 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 DRR, recovery, and resilience. (Minimum 21 points for 5 years' experience, additional points for additional year, maximum of 30 points)	30	
	Handled minimum of one (1) completed project as team lead in recovery and resilience projects (minimum 21 points for 3 completed projects, additional points for additional projects, maximum of 30 points)	30	
3.2 b	Socio-economic Specialist		60
	Master's degree in Sociology, Environmental Management, Community Development, Natural Resource Management, Economics, or related fields (Minimum 7 points for Master's degree, additional points for additional degree, maximum of 10 points)	10	
	Must have at least four (4) years of experience in working in community development, doing socio-economic assessment, experience in working on projects in communities recovering from disasters is an advantage. (Minimum 14 points for 4 years' experience, additional points for additional year, maximum of 20 points)	20	
	Completed minimum of 2 projects on vulnerability assessments and socio-economic impact studies (Minimum 14 points for 2 completed projects, additional points for additional projects, maximum of 20 points)	20	
	Minimum one (1) year of experience working with disaster-stricken communities (minimum 7 points for 1 years' experience, additional points for additional year, maximum of 10 points)	10	
3.2 c	GEDSI Expert		60



Minimum bachelor's degree Women and Development, Gender Studies, Gender and Development, Sociology, and other related fields. (Minimum 7 points for Bachelor's degree, additional points for additional degree, maximum of 10 points)	10	
Minimum three (3) years of experience in integrating gender analysis and empowerment in strategies, activities, plans, programmes, and policies of NGAs and LGUS in the Philippines. (Minimum 14 points for 3, years' experience, additional points for additional projects, maximum of 20 points).	20	
Minimum of one (1) year of experience working with marginalized communities or communities recovering from disasters. (Minimum 14points for 1 years' experience, additional points for additional year, maximum of 20 points)	20	
Minimum one (1) year of experience integrating gender inclusion in crafting DRR, recovery and resilience plans (minimum 7 points for 1 year experience, additional points for additional year, maximum of 10 points)	10	
<b>Total Section 3</b>		<b>300</b>

### Financial Proposal

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

This TOR is approved by:

Signature: \_\_\_\_\_

Name and Designation: Floradema C. Eleazar, EnP/ Team Leader, Climate Action Programme Team, UNDP Philippines

Date of Signing: 30 September 2020

**Annex 4**  
**CV Template**

## Format for CV of Proposed Key Personnel

Name of Personnel	<i>[insert]</i>
Position for this assignment	<i>[insert]</i>
Nationality	<i>[insert]</i>
Language proficiency	<i>[insert]</i>
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> ■ NAME OF INSTITUTION: [INSERT] Date of certification: [Insert]
EMPLOYMENT RECORD/ EXPERIENCE (insert more boxes)	[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 EXPERIENCE IN LAST FIVE YEARS, DETAIL THE TYPE OF ACTIVITIES PERFORMED, DEGREE OF RESPONSIBILITIES, LOCATION OF ASSIGNMENTS AND ANY OTHER INFORMATION OR PROFESSIONAL EXPERIENCE CONSIDERED PERTINENT FOR THIS ASSIGNMENT.]
REFERENCES	PROVIDE 3 REFERENCES <b>[insert]</b>

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.

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Signature of Personnel

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Date (Day/Month/Year)

