



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

	DATE: November 17, 2020
	REFERENCE: RFP-126-PHL-2020

Dear Sir / Madam:

We kindly request that you submit your Proposal for the **Services of a Firm for Local Fiscal Research**.

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

Proposals may be submitted on or before **5:00 PM (Manila Time) on Friday, November 27, 2020** and **via email** with the subject: RFP-126-PHL-2020: **Services of a Firm for Local Fiscal Research**.

. Please send your proposal only to the email address below:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Alka Aneja*  
*Procurement Team Leader*  
11/17/2020

## Description of Requirements

Context of the Requirement	The Sustainable Development Goals (SDGs) are being implemented in a global milieu of increased volatility and uncertainty due to climate change, evolving poverty and inequality, and rapid urbanization. At the same time, new tools and opportunities have arisen with the advent of the fourth industrial revolution through big data and autonomous intelligent systems that offer new ways of responding to signals of change. Recognizing the power of data to foster sustainable development, the United Nations Development Programme in the Philippines (UNDP PH) has established the Pintig Lab: an initiative that aims to promote an inclusive data policy environment and strengthen the use of data to support the SDGs.
Implementing Partner of UNDP	N/A
Brief Description of the Required Services	The Research Firm shall i) assist in the development of an LGU fiscal database for Pintig Lab using publicly available data and from other sources that may be accessed; ii) conduct initial analyses on the said database in conjunction with other available data to recognize patterns and trends; iii) produce at least two (2) policy papers on aligning local fiscal resources with the SDGs and improving the data ecosystem for such. (See Terms of Reference)
List and Description of Expected Outputs to be Delivered	(See Terms of Reference)
Persons to Supervise the Work/Performance of the Service Provider	The Pintig Lab project is under the Impact Advisory Team (IAT). Thus, all outputs of the Research Firm shall be submitted to the UNDP Senior Policy Adviser as well as the UNDP Philippines Accelerator Lab (ALab) Head of Experimentation (incumbent) and the Pintig Lab Project Manager (undergoing hiring), copy furnished the Programme Associate and Programme Assistant. The Firm may also be tasked to collaborate with other IAT staff and consultants.
Frequency of Reporting	(See Terms of Reference)
Progress Reporting Requirements	(See Terms of Reference)
Location of work	Manila, Philippines
Expected duration of work	Five (5) months
Target start date	December 2020
Latest completion date	30 April 2021
Travels Expected	See Terms of Reference
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who	<input checked="" type="checkbox"/> Required

will be involved in completing the services																		
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars for international firms <input checked="" type="checkbox"/> Local Currency PHP for local firms																	
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes																	
Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<input checked="" type="checkbox"/> 120 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																	
Partial Quotes	<input checked="" type="checkbox"/> Not permitted																	
Payment Terms	<table border="1"> <thead> <tr> <th>Deliverables/ Outputs</th> <th>Payment from Start of Contract</th> <th>Indicative Percentage of Lump-Sum Price</th> </tr> </thead> <tbody> <tr> <td>1. Submission and acceptance of Inception Report &amp; Database Structure</td> <td>2-6 weeks</td> <td>20 percent</td> </tr> <tr> <td>2. Submission and acceptance of Database, EDA &amp; dashboard</td> <td>8-9 weeks</td> <td>20 percent</td> </tr> <tr> <td>3. Submission and acceptance of draft case studies and policy papers</td> <td>10-11 weeks</td> <td>20 percent</td> </tr> <tr> <td>4. Submission and acceptance of Final Case Studies &amp; Policy Papers and Conclusion report</td> <td>12-16 weeks</td> <td>40 percent</td> </tr> </tbody> </table>	Deliverables/ Outputs	Payment from Start of Contract	Indicative Percentage of Lump-Sum Price	1. Submission and acceptance of Inception Report & Database Structure	2-6 weeks	20 percent	2. Submission and acceptance of Database, EDA & dashboard	8-9 weeks	20 percent	3. Submission and acceptance of draft case studies and policy papers	10-11 weeks	20 percent	4. Submission and acceptance of Final Case Studies & Policy Papers and Conclusion report	12-16 weeks	40 percent		
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	The Pintig Lab project is under the Impact Advisory Team (IAT). Thus, all outputs of the Research Firm shall be submitted to the UNDP Senior Policy Adviser as well as the UNDP Philippines Accelerator Lab (ALab) Head of Experimentation (incumbent) and the Pintig Lab Project Manager (undergoing hiring), copy furnished the Programme Associate and Programme Assistant. The Firm may also be tasked to collaborate with other IAT staff and consultants.																	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Goods and/or Services																	
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution). Passing score for technical evaluation is 700 out of 1000 obtainable points. <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	<b>Technical Proposal (70%)</b> - See Terms of Reference for allocation of points per criterion  <input checked="" type="checkbox"/> Bidder's qualification, capacity and experience/ Expertise of the Firm – 200 points																	

	<input checked="" type="checkbox"/> Methodology - 400 points <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel – 400 points  <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"/> One and only one Service Provider
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts  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>  <u><i>Non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process</i></u>
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input checked="" type="checkbox"/> Previous Relevant Experience/Track Record (Annex 4) <input checked="" type="checkbox"/> Format for CV of Proposed Key Personnel (Annex 5)
Contact Person for Inquiries (Written inquiries only)	<i>Joseph Pangilinan</i> Procurement Assistant <a href="mailto:procurement.ph@undp.org">procurement.ph@undp.org</a> Email subject should be <b><u>RFP-126-PHL-2020: Services of a Firm for Local Fiscal Research</u></b>  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.

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

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>2</sup>)*

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

**A. Qualifications of the Service Provider**

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record **(use Annex 4 as template)** – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

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

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

<sup>1</sup> This serves as a guide to the Service Provider in preparing the Proposal.

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

C. **Qualifications of Key Personnel**

*The Service Provider must provide :*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP (**Use Annex 5 as template**); and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

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

	<b>Deliverables</b> <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]*



## Terms of Reference

### A. Background and Description

The Sustainable Development Goals (SDGs) are being implemented in a global milieu of increased volatility and uncertainty due to climate change, evolving poverty and inequality, and rapid urbanization. At the same time, new tools and opportunities have arisen with the advent of the fourth industrial revolution through big data and autonomous intelligent systems that offer new ways of responding to signals of change. Recognizing the power of data to foster sustainable development, the United Nations Development Programme in the Philippines (UNDP PH) has established the **Pintig Lab**: an initiative that aims to promote an inclusive data policy environment and strengthen the use of data to support the SDGs.

While Pintig Lab was initially conceived as part of UNDP PH's COVID19 response, it intends to undertake work on other socioeconomic issues that nevertheless define the “new normal” after the pandemic. One of these key research areas is on financing the localization of the SDGs, looking beyond recovery. A landmark Supreme Court decision ([Mandanas vs. Ochoa, 2018](#)) has tilted the balance of fiscal powers and resources from the national government to local government units (LGUs). By 2022, the internal revenue allotment (IRA) of LGUs—their mandatory slice from national internal revenue collections—is expected to increase dramatically. The Department of Budget and Management (DBM, [as cited by PIDS](#)) estimates that the total IRA in 2022 will increase from about PHP 850 billion (about US\$17 billion) under the previous formula for computation to nearly PHP 1.1 trillion (about US\$ 22 billion) after the *Mandanas* ruling. The increase in mandatory shares, however, may not be even across all LGUs.

On one hand, the ruling is a boon to LGUs who have for years decried the unfair division of fiscal resources between national and local governments, which made the latter unable to deliver basic services and dependent on the former. On the other hand, many scholars and observers are still wary of the LGUs' ability to handle the influx of additional resources properly and with optimal impact. For instance, the fact that many LGUs were overwhelmed when national government passed many of the COVID19 pandemic control, contact tracing, relief and recovery responsibilities to them. It is now evident that COVID-19 severely affecting health, food security, employment, education, trade, and tourism – there is hardly any aspect of the country's social and economic system that has not been shackled or halted by the present crisis. It also will affect fiscal space and choices.

Recognizing the importance of a cohesive approach to financing the SDGs and managing the impacts of COVID19 in the Philippines, UNDP, the United Nations Population Fund (UNFP) and the United Nations Children's Fund (UNICEF) are implementing a Joint Programme that aims to apply an [Integrated National Financing Framework \(INFF\)](#). Through this Joint Programme, the UN agencies aim to assist in strengthening the government's national planning and budgeting mechanisms to ensure sufficient, integrated, and diversified financing for the SDGs.

Recognizing how crucial it is for the fiscal resources of LGUs to be leveraged for the SDGs, UNDP, as part of the Joint Programme and as lead agency for SDG localization, aims to design and build a repository of data and knowledge on local fiscal affairs covering the public financial management (PFM) cycle and consistent with the INFF. UNDP thus requires the services of a Research Firm for this work.

### B. Scope of Work and Outputs

The Research Firm shall i) assist in the development of an LGU fiscal database for Pintig Lab using publicly available data and from other sources that may be accessed; ii) conduct initial analyses on the said database in conjunction with other available data to recognize patterns and trends; iii) produce at least two (2) policy papers on aligning local fiscal resources with the SDGs and improving the data ecosystem for such.

The work shall delve into the following indicative research questions or topics:

1. Resource Mobilization: How much will each individual LGU receive in 2022 and future years as IRA and other shares in national revenues as a result of the *Mandanas* decision? How does this change the resources that are available to LGUs in terms of size and composition (e.g., IRA dependency)? In what ways has COVID-19 impacts resource allocation compared to what was envisaged before the pandemic?
2. Budget Preparation & Legislation:
  - a. How aligned are local recovery plans and budgets on attaining the SDGs and the PDP?
  - b. What is the intended impact of the plans in terms of progress against the SDGs?
  - c. What are the estimated investment gaps to reach the LGUs targets?
  - d. Does the outbreak of Covid-19 have a potential to alter historic trends in budget allocations?
  - e. What data is available publicly which allows for the analysis of the distribution of local budgets across sectors and programs?
3. Budget Execution & Procurement: How efficient and effective do LGUs implement their budgets? How effective do LGUs undertake procurement in terms of success, timeliness, value-for-money, and other parameters? Can publicly available data be used to assess budget execution by LGUs?
4. Budget Accountability: How transparent and accountable are LGUs in collecting resources and in preparing and implementing their budgets? Are there trends and patterns which can be seen from LGUs' compliance with transparency and accountability requirements?
5. Coordination Mechanisms: How efficient and effective are the current vertical and horizontal coordination mechanisms in ensuring budget implementation and accountability? How does capacity challenges affect rapid recovery of the economy?

The Research Firm shall perform the following in particular:

1. Database Design and Development – the Research Firm shall collaborate with Pintig Lab and other UNDP personnel in building a repository of local fiscal data that is sourced from publicly available data sets, those sourced by requesting, and/or indicators computed or extrapolated from such data. These include the following at the minimums:
  - a. Local finance data sets from the Department of Finance (DoF) Bureau of Local Government Finance (BLGF) and other bureaus as well as Department of Budget and Management (DBM);
  - b. Data on LGU procurements extracted from the data sets of the Government Procurement Policy Board (GPPB) and Philippine Government Electronic Procurement System (PhilGEPS);

- c. Data on compliance by LGUs to reportorial and publication requirements under the Seal of Good Local Governance of the Department of the Interior and Local Government (DILG), the budget and financial documents and reports themselves as submitted, and others;
- d. Data sets that are required for the computation and/or extrapolation of indicators required to answer the research questions above, including but not limited to land area, population and other demographics, socioeconomic outcomes, business activity, among others.

Other data sets that can be proposed for exploration, wrangling, and ingestion in the database include but are not limited to data on appropriations ordinances and other local legislation that have budgetary implications; data on the audited financial statements and the audit reports on LGUs' financial positions; data on programs by national government agencies (including DILG and the Departments of Education, Health, Social Welfare and Development, Agriculture, Public Works, etc.) that are implemented at the local level and/or whose budgets are transferred to LGUs; etc.

The database shall be stored in UNDP's cloud servers and as such shall be from among the applications within its Microsoft ecosystem (options include a spreadsheet database via Microsoft Excel; PowerBI data models; Sharepoint lists; Azure SQL Database, among others).

Towards the completion of the contract, the Firm shall prepare a strategy to ensure the institutionalization and full utilization of the database, including backlog of further features to be included which are outside the scope of this contract.

2. Data Exploration and Analyses – using the data assembled and informed by reviews of past related research, the Research Firm shall conduct Exploratory Data Analyses (EDAs) that will inform the refinement of the research questions above as well as the recognition of initial trends and patterns with regard to the availability of resources for implementing the SDGs. The EDA shall be composed of the following at the minimum:
  - a. Univariate analysis of key variables as well as multivariate analysis (cross-tabulations, correlation analyses, simple regression analyses, others) that would explore the feasibility of answering the research questions using the data;
  - b. A visualization dashboard built using either the PowerBI or Tableau license of UNDP, the ESRI ArcGIS license of UNDP for geospatial data visualization, and/or open-source languages (e.g. Python, R, HTML). A set of data stories on key insights from the EDA may also be designed as part of the dashboard or separate from it.
3. Case Studies on Local SDG Budgeting – the Firm shall conduct case study research on select LGUs' existing practices in budgeting for the SDGs as a whole and particularly on SDGs 1 (No Poverty), 3 (Good Health and Well-Being), 4 (Quality Education), 8 (Decent Work and Economic Growth), 12 (Responsible Consumption and Production) and 13 (Climate Action). The case studies shall follow a template or structure to be designed by the Firm and approved by UNDP and shall be developed through desk research, data analysis, interviews and discussions with key UNDP partners, among other appropriate methodologies. UNDP will provide the required endorsements for the Firms to the target LGUs.

The Firm shall prepare case studies on a minimum of four (4) provincial or city LGUs, as may be agreed upon with UNDP at inception, but tentatively in: a) Vigan City or other Northern Luzon province; b) Eastern Samar or other UNDP Philippines [RAPID areas](#); c) Lanao del Sur or another province in the Bangsamoro Autonomous Region for Muslim Mindanao; d) LGU in another region as may be recommended by the Firm and agreed to by UNDP. All the case studies shall collectively cover all the specific SDGs identified in the previous paragraph.

4. Policy Papers – the minimum two (2) policy papers, of about 15-25 pages each (excluding references, figures, and data annexes), shall generally be about the research questions or topics stated above. UNDP and the Consultant shall finalize the topics depending on the results of the EDAs, consultations with stakeholders, and other inputs. The policy papers shall be accompanied by key public communication messages and data stories or infographics summarizing the findings.

In performing the above, the Firm shall consult with key officers and other relevant personnel within UNDP, key partners, as well as with external stakeholders, as may be recommended.

### C. Deliverables and Schedule of Outputs

The Firm shall perform its responsibilities and deliver its outputs following the schedule below.

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Date from Start of Contract	Review and Approvals Required
<b>Inception Report</b> including work plan and other details agreed during prep meetings with UNDP	2 weeks	within 2 weeks	<p><i>Main:</i> Senior Policy Adviser, Impact and Advisory Team</p> <p><i>Alternates:</i> Head of Experimentation, Accelerator Lab-Philippines</p> <p>Pintig Lab Project Manager</p> <p>After conferring with UNDP key officials &amp; stakeholders (<i>see list in part E.4. below</i>)</p>
<b>Database Design and Development:</b> - database structure and list of data - database iteration 1 - database iteration 2	2 weeks 4 weeks 4 weeks	within 4 weeks within 6 weeks within 10 weeks	
<b>Exploratory Data Analysis</b> - EDA and dashboard iteration 1 - EDA and dashboard iteration 2	2 weeks 2 weeks	within 8 weeks within 12 weeks	
<b>Case Studies</b> - Finalization of 4 case study LGUs - Draft case study reports - Final case study reports	2 weeks 4 weeks 2 weeks	within 8 weeks within 12 weeks within 16 weeks	
<b>Policy Papers</b> with key policy messages & data stories: - Policy Paper #1 - Policy Paper #2	4 weeks 4 weeks	within 12 weeks within 16 weeks	
<b>Conclusion Report</b> including full turnover of assets, documentation of lessons learned & recommendations, and a strategy for institutionalization and full utilization of the database.	2 weeks	within 16 weeks	

#### D. Key Performance Indications and Service Level

Performance indicators	Service required	Frequency
Sustained communication with UNDP, NGAs and LGUs,	Regular coordination with UNDP, NGAs, and LGUs	Monthly meetings
Quality and timely submission of outputs and reports	Prepare and submit outputs and reports	Based on the target dates set in section D

If the selected firm fails to meet its responsibilities or above-mentioned service levels, UNDP will communicate through a written notice and if there is no improvement noticed after the notice and agreed timelines, the agreement shall be terminated.

#### E. Governance and Accountability Including Duty Station

1. The contractor will be supervised by the Pintig Lab Project Manager.
2. The Pintig Lab project is under the Impact Advisory Team (IAT). Thus, all outputs of the Research Firm shall be submitted to the UNDP Senior Policy Adviser as well as the UNDP Philippines Accelerator Lab (ALab) Head of Experimentation (incumbent) and the Pintig Lab Project Manager (undergoing hiring), copy furnished the Programme Associate and Programme Assistant. The Firm may also be tasked to collaborate with other IAT staff and consultants.
3. In doing work on SDG Localization, IAT collaborates closely with the Institutions and SDG Partnerships Team. As such, in the execution of this contract and review of outputs, the Firm may also be tasked to coordinate with the Programme Team Leader, Programme Analysts, and other key personnel of Institutions & SDG Partnerships. Nevertheless, final approvals rest with IAT.
4. A Research Reference Group (RRG) shall be assembled by UNDP for the purpose of providing substantive advice and feedback to key outputs of the research project. The reference group shall be co-chaired by UNDP and the DoF-BLGF and may include DBM, DILG, UNFPA, UNICEF, among others to be invited. The RRG shall be convened at the minimum to discuss the inception report, policy papers, and conclusion report; and shall at least be requested to review all other outputs.
5. This work shall be performed remotely. The Firm is expected to have its own working premises, ICT equipment, internet connectivity, cloud hosting, among others; although software and cloud server services mentioned in part C above shall be provided by UNDP. UNDP and the Firm shall assess, once Community Quarantine restrictions are eased, if it is safe and necessary to have in-person meetings and activities.

#### F. Facilities to be Provided by UNDP

- This work shall be performed remotely. The Firm is expected to have its own working premises, ICT equipment, internet connectivity, cloud hosting, among others; although software and cloud server services mentioned in part C above shall be provided by UNDP.
- UNDP and the Firm shall assess, once Community Quarantine restrictions are eased, if it is safe and necessary to have in-person meetings and activities.

#### **G. Expected Duration of the Contract**

1. The Firm will be hired for five (5) months. The target start of work date is 01 December 2020 and the end date shall not be later than 30 April 2021.
2. Estimated lead time for UNDP or Project Implementing Partners to review each output, give comments, approve/accept outputs is 10 working days.

#### **H. Location of Work**

1. When the community quarantine is lifted, the duty station is in the UNDP Philippines Country Office in Mandaluyong, Metro Manila. The Firm is not expected to be present at the UNDP Philippines Country Office and a flexible work schedule will be mutually agreed upon.
2. Considering the COVID-19 pandemic and declaration of State of Public Health Emergency in the Philippines, all work of the Individual consultant shall be done within the guidelines and protocols set by the local and national government.
3. During the entire duration of the community quarantine, this consultancy shall be performed remotely and will be a home-based assignment. The Consultant is expected to have his/her own equipment, office space, internet connectivity and cloud hosting, among others. The Consultant shall not engage in any meetings or activities outside their homes, unless allowed by the community quarantine guidelines. As much as possible, the coordination and/or meetings shall be done through phone or online communication until such time that the quarantine is lifted.

#### **I. Professional Qualifications of the Firm and its Key Personnel**

1. The successful Firm must have demonstrable capability and track record to undertake a combination of methodologies and tools for the sensing and experimentation. The Firm must meet the following qualifications:
  - a. In operation for at least three (3) years as a private consulting entity, data science firm, academic or research institution, non-government organization, among other relevant entities.
  - b. Minimum of two (2) completed projects in the past three years. Has an impressive portfolio of projects and initiatives that are relevant to the work at hand, including but not limited to ongoing or completed research or consultancy work on local governance and/or local fiscal affairs, public financial management (PFM), public advocacy and civic action campaigns, data science and data analytics, development research, among others..
2. The Firm shall assign three personnel from the project, one (1) research lead and two (2) researchers. The Firm may propose to include additional personnel as it sees fit, and these will be evaluated by UNDP based on their relevance and value-addition. The Firm must also demonstrate how its senior leadership and advisers can be tapped to provide guidance to the project as may be necessary.

- a. Lead Researcher – he/she shall be the primary point of contact with UNDP and ensure that the delivery of outputs and advice are done in a timely and high-quality manner. The project lead shall meet the following qualifications:
    - i. Minimum of five (5) years' experience in development policy research, data analytics, local governance, and/or Public Finance Management (PFM).
    - ii. At least a master's degree in relevant fields, including but not limited to social science, economics, political science, public administration, data science, technology and innovation, among others. A higher degree is advantageous;
    - iii. Fluency in English and Tagalog required, in other local languages advantageous.
  - b. Two (2) Researchers – they shall provide the technical specialization required for sensing, experimentation, and/or communication strategy, who shall meet the following:
    - i. Minimum of five (5) years' experience in development policy research, data analytics, local governance, and/or PFM.
    - ii. At least bachelor's degree in relevant fields, including but not limited to social science, economics, political science, public administration, data science, technology and innovation, etc.
    - iii. Fluency in English and Tagalog required.
  - c. Additional personnel proposed will be evaluated based not only on the minimum criteria spelled out for a researcher but also on relevance and value-added contribution to the work as well as to cost efficiency.
  - d. For each of the two key personnel and any additional personnel, the Firm must present the proposed level of effort, in person-days of work rendered, which will be evaluated by UNDP on the basis of sufficiency for the work required.
2. The Firm shall be responsible for ensuring adequate administrative, logistical, and coordination arrangements for its key personnel, including travel and billeting arrangements and coordination. While UNDP staff will collaborate with the Firm with respect to scheduling, logistics, attendance, and other administrative matters related to the works described above, the Firm shall provide for its own logistical and administrative support for its key personnel.

#### J. Scope of Price Proposal and Schedule of Payment

1. The contract price shall be a **fixed output-based price** regardless of extension of the herein specific duration. Payments shall be made upon submission and acceptance of the outputs as specified in Part D. Acceptance of the outputs shall be based on how these meet evaluation quality standards and address stakeholder requirements.
2. The following components should be included, as a minimum, in the financial proposal:
  - Professional fees of the proposed team
  - Other professional fees and salaries
  - Travel, lodging, and allowances for field work
  - Communication, workshops, meetings
  - Materials, reproduction, subscriptions
  - Management and operational costs
  - Others as may be relevant to the scope of work – software, tools, etc.

Please note that any assets to be procured for this project by the firm will have to be handed over to UNDP once the project has been completed.

The firm shall be paid upon submission and acceptance of the following outputs:

Deliverables/ Outputs	Payment from Start of Contract	Indicative Percentage of Lump-Sum Price
1. Submission and acceptance of Inception Report & Database Structure	2-6 weeks	20 percent
2. Submission and acceptance of Database, EDA & dashboard	8-9 weeks	20 percent
3. Submission and acceptance of draft case studies and policy papers	10-11 weeks	20 percent
4. Submission and acceptance of Final Case Studies & Policy Papers and Conclusion report	12-16 weeks	40 percent

#### K. Criteria for Selection of the Best Offer

1. The selection process will follow a cumulative scoring of 70% technical and 30% financial
2. 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 70 points will be included in the financial evaluation.
3. All proposers will be evaluated based on the following:

Summary Proposal Evaluation		Points Obtainable
1	Firm experience specific to the requirement	200
2	Proposed methodology, approach, and implementation plan	400
3	Management structure and key personnel	400
<b>Total</b>		<b>1000</b>

Section 1. Firm experience specific to the requirement		Points Obtainable
1.1	At least five (5) years of operation as a private consulting entity, data science firm, academic or research institution, non-government organization, among other relevant entities.  (minimum 35 points for 5 years of operation, +3 additional points for additional years, maximum of 50 points)	50
1.2	Minimum of two (2) completed projects in the past five years. Has an impressive portfolio of projects and initiatives that are relevant to the work at hand, including but not limited to ongoing or completed research or consultancy work on local governance and/or local fiscal affairs, public financial management (PFM), public advocacy and civic action campaigns, data science and data analytics, development research, among others.  (minimum 100 points for two (2) completed projects, additional points for additional projects, maximum of 150 points)	150
<b>Total Section 1</b>		<b>200</b>

Section 2. Relevance of methodology/ies to be used in establishing the outputs		Points Obtainable
2.1	Overall understanding of the requirement as shown by the alignment of the proposed	100



	work plan with the required quantity and quality of outputs as well as timeliness.	
2.2	Appropriateness and rigor of the proposed approach and methodologies to the research questions and overall objectives.	200
2.3	Innovativeness in the proposed methodologies and tools, and how the use of these methods and tools are appropriate to project objectives.	100
<b>Total Section 2</b>		<b>400</b>

<b>Section 3. Management Structure and Key Personnel</b>			<b>Points obtainable</b>
3.1	Qualifications of key personnel proposed		
3.1 a	Lead Researcher		150
	At least a master's degree in relevant fields, including but not limited to social science, economics, political science, public administration, data science, technology and innovation, among others. (minimum 32 points for master's degree, +3 additional points for additional degree, +13 points for doctorate degree, maximum of 45 points)	45	
	Minimum five (05) years' experience in development policy research, data analytics, local governance, and/or Public Finance Management (PFM)  (minimum 70 points for 5 years' experience, +6 additional points for additional years, maximum of 100 points)	100	
	Language: English and Tagalog (2.5 points per language)	5	
3.1 b	Researchers (x2)		200
	At least bachelor's degree in relevant fields, including but not limited to social science, economics, political science, public administration, data science, technology and innovation, etc. <ul style="list-style-type: none"> <li>Maximum points per researcher is 45 points</li> <li>Minimum 31.5 points for bachelor's degree, +5 for master's degree, +8.5 for doctorate degree, maximum of 50 points</li> </ul>	90	
	Minimum of five (5) years' experience in development policy research, data analytics, and/or PFM <ul style="list-style-type: none"> <li>Maximum points per researcher is 50 points</li> <li>Minimum 35 points for 5 years' experience, +2 additional points for additional years, maximum of 50 points</li> </ul>	100	
	Language: English and Tagalog (2.5 points per language)	10	
3.2	Suitability of management and organizational arrangements including additional personnel		50
<b>Total Section 3</b>			<b>400</b>

4. 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.

**Previous Relevant Experience/Track Record**

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

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value in PhP	Period of activity and status	Types of activities undertaken

## Format for CV of Proposed Key Personnel

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	
<b>Contact Details</b>	<ul style="list-style-type: none"> <li>▪ Present/Home Address: [Insert]</li> <li>▪ Email Address: [Insert]</li> <li>▪ Contact Numbers: [Insert]</li> </ul>
<b>Key achievements related to this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/ Qualifications</b>	<p><i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i></p> <p>[Insert]</p>
<b>Professional certifications</b>	<p><i>[Provide details of professional certifications relevant to the scope of services]</i></p> <ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/ Experience</b>	<p><i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experiences, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i></p> <ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of Employment: [Insert]</li> <li>▪ Position: [Insert]</li> <li>▪ Details of activities/functions performed: [Insert]</li> </ul> <ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of Employment: [Insert]</li> <li>▪ Position: [Insert]</li> <li>▪ Details of activities/functions performed: [Insert]</li> </ul> <ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of Employment: [Insert]</li> <li>▪ Position: [Insert]</li> <li>▪ Details of activities/functions performed: [Insert]</li> </ul>
<b>References</b>	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>

	Reference 1: Name: Phone Number: Email address:
	Reference 2: Name: Phone Number: Email address:

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

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

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