



REQUEST FOR PROPOSAL (RFP)
Services of a Firm for Greening the Philippine's Recovery & Resilience Strategies

	DATE: November 18, 2020
	REFERENCE: RFP-133-PHL-2020

Dear Sir / Madam:

We kindly request that you submit your Proposal for the **Services of a Firm for Greening of the Philippines' Recovery and Resilience Strategies**.

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 Saturday, November 28, 2020** and **via email** with the subject: RFP-133-PHL-2020: **Services of a Firm for Greening of the Philippines' Recovery and Resilience Strategies**

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

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/unsc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Alka Aneja
Procurement Team Leader
11/16/2020

Description of Requirements

Context of the Requirement	The United Nations Development Programme, with support from the Government of United Kingdom, is providing technical assistance aimed at taking advantage of the opportunity brought about by the pandemic to reframe and rewrite the development trajectory. Recognizing the linkage of the pandemic with environmental degradation and economic shocks, the technical assistance will employ a mix of assessments to map entry points and formulate policy briefs and actionable recommendations. This will highlight the socioeconomic advantage, including green jobs and investment opportunities, of pursuing a “green recovery track” and how it can support strengthening resilience. The work will be enabled by a multi-stakeholder base to ensure a well-rounded, scientific, and evidence-based push for policy, institutional, and behavioural change in driving a more sustainable and resilient recovery.
Implementing Partner of UNDP	N/A
Brief Description of the Required Services	(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 Contractor will be supervised by the UNDP Climate Action Programme Team Leader and Programme Analyst with overall guidance from the Senior Policy Advisor and technical backstopping from UNDP regional bureau.
Frequency of Reporting	(See Terms of Reference)
Progress Reporting Requirements	(See Terms of Reference)
Location of work	Manila, Philippines
Expected duration of work	Four (4) months
Target start date	December 2020
Latest completion date	05 March 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 will be involved in completing the services	<input checked="" type="checkbox"/> Required

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	Please see Terms of Reference
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	The Contractor will be supervised by the UNDP Climate Action Programme Team Leader and Programme Analyst with overall guidance from the Senior Policy Advisor and technical backstopping from BRH.
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	<p><u>Technical Proposal (70%)</u>- <i>See Terms of Reference for allocation of points per criterion</i></p> <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 <p><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.</p>
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:

	http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html <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)	<p><i>UNDP Philippines Procurement</i></p> <p>procurement.ph@undp.org Email subject should be <u>RFP-133-PHL-2020</u></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)

[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) Certificate of Satisfactory Performance from previous clients – at least 3 from previous clients*
- g) 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.

¹ This serves as a guide to the Service Provider in preparing the Proposal.

² 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***

	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]

Terms of Reference

A. Project Title

Recovery and Resilience-building in the Philippines

B. Overview

The COVID-19 pandemic has shown that human health and the environment are closely interlinked as environmental hazards influence majority of the diseases (about 60 per cent of human infections are estimated to have an animal origin), and where COVID-19 and other zoonotic diseases stem from environmental degradation, mainly resulting from unsustainable economic activities, such as the rise in intense and unsustainable farming and the increased use and/or exploitation of wildlife. Climate change is also a major factor in disease emergence.ⁱ High exposure to pollution has increased people's vulnerability to the disease. These drivers are thus mutually reinforcing and need to be tackled in an integrated fashion.

The Philippines is, in fact, among the most vulnerable to disasters and impacts of climate change. Amidst and beyond COVID, building back through 'business as usual' approaches would mean that the country would not enhance its resilience to face significant climate and disaster risks which could materialize with, potentially far worse and massive impacts. including undermining of the socio-economic recovery. Whereas, pursuing a greener, sustainable and resilient pathway potentially offers massive economic, social and environmental benefits through the creation of inclusive more (green) businesses and jobs, and the strengthening of resilience – encompassing health, social, environmental and economic resilience – of the population and the sectors. This would contribute to both more resilient value chains and economic recovery, while strengthening climate and disaster resilience, which could address the root causes that made the country and the people vulnerable to impacts of the pandemic in the first place. *The question is not if green, but what types of green investments, i.e., based on an analysis of the direct and indirect impacts of the various options to maximize social, economic and environmental benefits.*

COVID-19 Impact on the Philippines and Government Response

As of 13 October 2020, the Philippines has recorded a total 342,816 COVID-19 cases, more than half of these are concentrated in Metro Manila, while the rest are spread across the country. Due to continuing increase in cases, the Government has imposed varying levels of community quarantine as part of containment measures.

The pandemic and the associated actions to contain it have resulted in almost an economic standstill. The Philippine economy contracted by 16.5 percent in the second quarter of 2020, bringing first semester contraction to 9 percent. Household consumption and private sector investment, which drove growth in the past, have significantly declined given the closure of businesses and the loss of income during the expanded community.

A survey conducted by the Asian Development Bank (ADB) showed that quarantine restrictions, which began on 16 March to contain the spread of the virus, had a significant impact on business activity. Two-thirds of businesses closed temporarily, with most others (29%) reducing operations. Of those remaining open, most (78%) operated at half capacity or less. Only 4% of the enterprises maintained full operations. Recent survey for Metro Manila area by UNDP further shows that in July, majority of the respondents'

businesses were still operating at a decreased capacity (49%) or were temporarily closed (38%), suggesting the difficulty in resuming business operations. While only a small percentage have shut their businesses for good (4%), the continued slow progress in resumption of business contributes to slow recovery.

The April 2020 results of the Labour Force Survey showed the most severe unemployment rate recorded in Philippine history at 17.7 per cent or equivalent to about 7.3 million individuals unemployed – more than a threefold increase from 2.3 million in April 2019. Meanwhile, the estimated level of visible underemployment in April 2020 exceeds the number recorded in the same month of the previous year by about 2 million workers. The numbers are expected to increase as more businesses close or contract their operations given the impact of the pandemic.

Considering the impact of the pandemic, economic recovery is the Government's priority, while addressing immediate health challenges. Recovery strategies, including sector-specific, are being developed by the Government. Legislative bills are also being discussed to support recovery of economic sectors.

The Inter-Agency Task Force for the Management of Emerging Infectious Diseases – Technical Working Group for the Management of Emerging Infectious Diseases – Technical Working Group for Anticipatory and Forward Planning (IATF – TWG for AFP) led by the National Economic and Development Authority (NEDA) issued the [We Recover as One Report](#). It contains recommendations to rebuild confidence and adjust to the “new normal” that will arise from the country's response to COVID-19. It recommends programs and strategies to mitigate the economic impact of the crisis on consumers and business; and recommend policies and programs to enable the country and the people to adapt to the “new normal” state of economic activities.

The We Recover as One report recognizes that the COVID-19 pandemic is a manifestation of the chronic effects of human activity on wildlife resources and habitats at an unprecedented rate, resurfacing in more damaging impacts on environmental and public health. In the new normal state, managing pollution and sustainable use of natural resources vis-a-vis addressing the threat of future pandemics under a changing climate become even more challenging. Under the Environment and Natural Resources section, the report has recommended policies and programmes to: 1) streamline the management of health care and infectious wastes, especially at the community and household levels; 2) prioritize the protection and conservation of natural resources, especially in degradation hotspots and critical ecosystems; 3) ensure water security, especially in COVID-19 pandemic affected areas.

In addition, the Cabinet Cluster on Climate Change Adaptation, Mitigation, and Disaster Risk Reduction (CCAM-DRR) in their 16th Meeting last 20 May 2020, agreed to develop a Green Recovery Plan.ⁱⁱ The CCAM-DRR Cluster is chaired by the Department of Environment and Natural Resources (DENR) and with the Climate Change Commission acting as Secretariat. Members include the NEDA, Department of Finance, among others.

However, there is recognition that stronger evidence base and economic case are needed to ensure that green and sustainable interventions are prioritized in the context of COVID-19 recovery across key sectors

The United Nations Development Programme, with support from the Government of United Kingdom, is providing technical assistance aimed at taking advantage of the opportunity brought about by the pandemic to reframe and rewrite the development trajectory. Recognizing the linkage of the pandemic with environmental degradation and economic shocks, the technical assistance will employ a mix of assessments to map entry points and formulate policy briefs and actionable recommendations. This will highlight the socioeconomic advantage, including green jobs and investment opportunities, of pursuing a “green recovery

track” and how it can support strengthening resilience. The work will be enabled by a multi-stakeholder base to ensure a well-rounded, scientific, and evidence-based push for policy, institutional, and behavioural change in driving a more sustainable and resilient recovery.

This will build on and complement existing UNDP initiatives related to green recovery, including the following:

- Technical assistance on the preparation of DENR programs for the immediate response to COVID 19 and the long-term strategies and programs to build the resilience of ENR sector against COVID and future pandemics
- Support to the recovery and resilience of low carbon transport sector through conduct of socioeconomic impact assessment, support to crafting of national and local policy and economic stimulus measures, recovery planning and access to financing access to private sector (*Promotion of Low Carbon Urban Transport Systems Project with Department of Transportation*)
- Conduct of assessment and development of knowledge products to better understand of the impact of COVID-19 on the agriculture sector and its linkage to underlying vulnerabilities (including climate risks) and offer entry points that would support strengthening resilience of the sector and promote green recovery at national and local level (*Integrating Agriculture in National Adaptation Plans Programme*)
- Integrating the COVID-19 recovery lens in the development and implementation of the Philippines’ Nationally Determined Contribution (NDC) (*NDC Support for the Philippines Project and Climate Promise with Climate Change Commission*)

C. Specific Objectives

UNDP is engaging a firm to support the provision of technical assistance in greening the Philippines’ COVID-19 recovery and resilience strategies of the national and local government and the private sector.

More specifically, it aims to:

1. Deepen understanding on the linkage between the pandemic/health risks, environment, and economy within the Philippine context and the value of integrating environmental sustainability in the country’s COVID-19 recovery and resilience efforts at national and subnational level
2. Identify green growth and employment opportunities by sector to help line Departments and Local Governments incorporate these in their plans. From the 2020/21 budget and other relevant documents establish the level and share of green investment that are essential to ensure sustainability and to help create millions of jobs.
3. Establish the gains made in terms of environmental quality (e.g. decreased air pollution) due to COVID-19 related mobility restrictions and the possible trajectory in post-COVID era with the view to assess if Philippines will be able to meet its national climate targets.
4. Establish the evidence base and offer actionable recommendations by which multiple outcomes—including sustained economic growth, inclusive and equitable growth, social, economic and environmental resilience, healthy and productive ecosystems, and greenhouse gas emission reduction—may be pursued simultaneously and in a balanced and integrated manner.
5. Assess the possibility of blended financing for financing green growth and employment opportunities for sustainable and green recovery. Among others, the contractor to identify national funds and instruments available and may be established to support the implementation of green growth recovery opportunities.

D. Scope of Work and Methodology

Under the direct supervision of UNDP Climate Action Programme Team Leader and Programme Analyst, the Firm/Contractor shall:

- i. Conduct of an inception session with UNDP and stakeholders (composed of national and local government representatives, private sector, civil society, development partners) to further define scope of the engagement and methodology

Through a combination of desk research (including national and international literature and data), multi-stakeholder consultations, focus group discussions, key informant interviews, modelling, and/or surveys (as relevant):

- ii. Conduct a systemic analysis on the linkage between the pandemic/health risks, environment, and the economy, including the root causes of the population and economy's vulnerability to pandemic and the systemic impact of COVID-19.
- iii. Review and evaluate existing governmental policies and programmes and their effectiveness in reaching strategic objectives affecting the country's priority economic sectors and identify entry points for green recovery strategies at national, sectoral and local levels to identify gaps and opportunities. This could include key sectors, including energy and transportation, waste management and circular economy – focusing on food and beverage and health, green buildings/infrastructure, tourism
- iv. Conduct quantitative and qualitative analysis to establish an evidence base and economic case for green recovery strategies, highlighting the socioeconomic advantage, including green jobs and investment opportunities, and contribution to strengthening health and overall resilience of the population and the sectors. Outline scenarios based on business-as-usual and selected proposed alternative investments and co-benefits by way of green/climate responsive/nature-based jobs, SME and value chain opportunities
- v. Identify actionable recommendations and develop policy briefs based on findings, including, but not limited to the following thematic/sectoral focus:
 - o Determine the level of investments needed to foster green recovery.
 - o Fiscal and non-fiscal measures to advance green recovery
 - o Greening local recovery strategies
 - o Sectoral focus, based on priority sectors identified, which could include energy and transportation, waste management and circular economy – with focus on food and beverage and health, green buildings/infrastructure, tourism
- vi. Craft a communication and advocacy strategy and develop thematic and strategic communication and advocacy materials, including infographics, mini-documentaries, social media posting
- vii. Support design and conduct of thematic virtual dialogues and webinars on green recovery
- viii. Serve as resource person on green recovery in various fora as requested

The work entails a combination of quantitative and qualitative methods of analysis from secondary and primary sources. UNDP will provide relevant documents/literature upon commencement of the engagement.

Interested firm is expected to include proposed methodology and approach in the proposal. The proposal will also include indicative work plan, including activities, timelines, stakeholders, and data requirements and sources.

E. Deliverables and Schedules/Expected Outputs

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required (Indicate)
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			<i>designation of person who will review output and confirm acceptance)</i>
Approved inception report, work plan and methodology, following conduct of the inception session with UNDP and stakeholders	5 days	within 2 weeks from issuance of the contract	Outcome Lead of Climate Action Team
Analytics: to include 1) systemic analysis on the linkage between the pandemic/health risks, environment, and the economy, including the root causes of the population and economy's vulnerability to pandemic and the systemic impact of COVID-19 2) entry points for green recovery strategies; 3) evidence base and economic case for green recovery strategies, highlighting the socioeconomic advantage, including green jobs and investment opportunities, and contribution to strengthening health and overall resilience of the population and the sectors; 4) recommendations on immediate, medium and long-term green recovery and resilience strategies at national, sectoral and local level	25 days	December 2020 to January 2021	Programme Analyst of Climate Action Team
3) Identified actionable recommendations and produced thematic policy briefs to inform recovery and resilience strategies at national, local and sectoral level	20 days	January to February 2021	
4) Developed and disseminated strategic communication and advocacy products using various platforms	20 days	January to February 2021	
5) Final report to include analysis and recommendations, and compendium of policy briefs and communication products developed	5 days	28 February 2021	

F. Key Performance Indicators and Service Level

- a) The Contractor will be evaluated according to the following:
 - b) Technical soundness of methodologies employed, and quality of analysis, reports, policy briefs, and knowledge products submitted, incorporating feedback from UNDP and key partners
 - c) Timeliness of delivery of outputs; considering the tight timeframe of the work, the Contractor is expected to take proactive measures to ensure that work is on completed on time
 - d) Inclusiveness of engagement with stakeholders as agreed during the inception phase
- b) The Contractor is expected to provide weekly updates on the progress of the work via email and/or virtual meetings

G. Governance and Accountability

- a) The Contractor will be supervised by the UNDP Climate Action Programme Team Leader and Programme Analyst with overall guidance from the Senior Policy Advisor and technical backstopping from BRH.
- b) To ensure an inclusive process, a multi-stakeholder platform will be established, composed of national and local government representatives, private sector, civil society, academe, and sectoral representatives
- c) The Contractor is required to provide weekly updates on the progress of the work and provide inputs to progress reporting to the donor
- d) At least one team member should be based in Manila for accessibility and availability should face-to-face meetings be required by UNDP
- e) The Contractor will be given access to relevant information necessary for execution of the tasks
- f) The Contractor will be responsible for providing its personnel their own working stations

H. Facilities to be provided by UNDP

UNDP may provide the virtual platform for the conduct of meetings, dialogues and webinars throughout the engagement. If so required, UNDP may provide meeting rooms at the UNDP office based in Mandaluyong. As needed, UNDP may provide coordination/logistical assistance to the Firm to accomplish enumerated outputs.

I. Expected duration of the contract/assignment

The Firm is expected to work from 1 December 2020 to 5 March 2021. Ten (10) days lead time should be allotted for UNDP and partners to review of output, provide comments and approve outputs.

J. Duty Station

The location of work is in Manila. However, in view of the current quarantine protocols, telecommuting will be the primary mode of working. Should circumstances permit, the Contractor must be available to report at the UNDP Philippines office in Mandaluyong City on an on-call basis, aside from being present at certain government offices as needed.

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

The successful contractor shall be duly registered juridical entity, such as a sole proprietorship, partnership, corporation, or non-profit organization, whether Philippine-based or international and shall have the following minimum qualifications:

- The Firm should have at least 5 years of accumulated experience in any of the following: environmental/climate action, green economy, economic modeling, policy advice and advocacy.
- At least three (3) completed similar projects in the region/Philippines within the last five years

The successful contractor should also assign a team composed of at least the following:

1. Team Leader
Education

- At least Master's Degree or equivalent in environment and natural resource management, climate, economics, social sciences, development studies, or related field

Experience

- At least 10 years in managing and/or implementing projects/programmes on climate change, environment and natural resource management, green economy, climate finance, economic modelling
- At least 5 years in providing policy advice on green economy, climate change mitigation and adaptation, and environment-related issues

Language

- Proficiency in English

2. Environmental Economist

Education

- At least Master's Degree or equivalent in environmental economics, economics, finance, statistics, or related field

Experience

- At least 5 years related to conducting cost-benefit analysis/economic modelling of environmental/climate policies and actions, valuation of natural resources, climate finance

Language

- Proficiency in English

3. Climate Change/Environment Specialist

Education

- At least Bachelor's Degree or equivalent in environment and natural resource management, climate, economics, social sciences, development studies, or related field

Experience

- At least 7 years in managing and/or implementing projects/programmes on climate change mitigation and adaptation, environment and natural resource management, green economy
- At least three (3) years in the conduct of research and studies in the area of environment/climate change, NDC

Language

- Proficiency in English

4. Communication Specialist

Education

- At least Bachelor's degree in the communication, social sciences, development studies, business or management, law, or relevant field

Experience

- At least 7 years in developing and implementing communication plans/strategies, public relations, advertising, multimedia communication, development communication/behavioral science, including in any of the fields: climate change, environment, sustainable development

Language

- Proficiency in English and Filipino

I. Price and Schedule of Payments

- a) The agreed and final contract price is a fixed output-based price regardless of extension of the project or changes in cost components.
- b) 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.
- c) 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.
- d) 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.
- e) All travel-related costs should be shouldered by the contractor and be included in the Financial Proposal for as long as these are contingent to the development of the output/s and/or are indicated in the Terms of Reference (TOR).
- f) Final acceptance and approval of Outputs is required for processing and releasing each payment per table as follows:

Deliverables/ Outputs	Payment Tranche	Target Due Dates
Approved inception report, work plan and methodology, following conduct of the inception session with UNDP and stakeholders	20%	within 2 weeks from issuance of the contract
Analytics: to include 1) systemic analysis on the linkage between the pandemic/health risks, environment, and the economy, including the root causes of the population and economy's vulnerability to pandemic and the systemic impact of COVID-19 2) entry points for green recovery strategies; 3) evidence base and economic case for green recovery strategies, highlighting the socioeconomic advantage, including green jobs and investment opportunities, and contribution to strengthening health and overall resilience of the population and the sectors; 4) recommendations on immediate, medium and long-term green recovery and resilience strategies at national, sectoral and local level	30%	31 January 2021
3) Identified actionable recommendations and produced thematic policy briefs to inform recovery and resilience strategies at national, local and sectoral level; and developed and disseminated strategic communication and advocacy products using various platforms	30%	20 February 2021
5) Final report to include analysis and recommendations, and compendium of policy briefs and communication products developed	20%	28 February 2021

b. 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 700 points

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	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	50
1.2	At least five (5) years of accumulated experience on environmental/climate action, green economy/recovery, economic modeling, policy advice and advocacy (minimum 70 points for 5 years' experience, maximum of 100 points)	100
1.3	At least three (3) completed similar projects in the region/Philippines within the last five years (minimum 70 points for 3 completed projects, maximum of 100 points)	100
1.4	Quality assurance procedures and risk mitigation measures	50
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement and details on how the different service elements shall be organized, controlled and delivered	150
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	150
2.3	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50
2.4	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	50
Total Section 2		400

Section 3. Management Structure and Key Personnel		Points obtainable
3.1	Qualifications of key personnel proposed	
3.1 a	Team Leader	100
	At least Master's Degree or equivalent in environment and natural resource management, climate, economics, social sciences, development studies, or related field Minimum 14 points for Master's degree, additional points for additional degree, maximum of 20 points)	20

	<p>Experience: At least 10 years in managing and/or implementing projects/programmes on climate change, environment and natural resource management, green economy, climate finance, economic modelling</p> <p>(minimum 28 points for 10 years' experience, additional points for additional years, maximum 40 points)</p>	40	
	<p>At least 5 years in providing policy advice on green economy, climate change mitigation and adaptation, and environment-related issues</p> <p>(minimum 28 points for 5 years' experience, additional points for additional years, maximum 40 points)</p>	40	
3.1 b	Environmental Economist		80
	<p>At least Master's Degree or equivalent in environmental economics, economics, finance, statistics, or related field</p> <p>Minimum 14 points for master's degree, additional points for additional degree, maximum of 20 points)</p>	20	
	<p>At least 5 years related to conducting cost-benefit analysis/economic modelling of environmental/climate policies and actions, valuation of natural resources, climate finance</p> <p>(minimum 42 points for 5 years' experience, additional points for additional years, maximum 60 points)</p>	60	
3.1 b	Climate/Environmental Specialist		80
	<p>At least Bachelor's Degree or equivalent in environment and natural resource management, climate, economics, social sciences, development studies, or related field</p> <p>Minimum 14 points for bachelor's degree, additional points for additional degree, maximum of 20 points)</p>	20	
	<p>At least 7 years in managing and/or implementing projects/programmes on climate change mitigation and adaptation, environment and natural resource management, green economy</p> <p>(minimum 21 points for 7 years' experience, additional points for additional years, maximum 30 points)</p>	30	
	<p>At least three (3) years in the conduct of research and studies in the area of environment/climate change, NDC</p> <p>(minimum 21 points for 3 years' experience, additional points for additional years, maximum 30 points)</p>	30	
3.1 b	Communication Specialist		40

	At least Bachelor's degree in the communication, social sciences, development studies, business or management, law, or relevant field	15	
	Minimum 14 points for bachelor's degree, additional points for additional degree, maximum of 20 points)		
	At least 7 years in developing and implementing communication plans/strategies, public relations, advertising, multimedia communication, preferably in the field of climate change, environment, sustainable development	25	
	(minimum 17.5 points for 7 years' experience, additional points for additional years, maximum 25 points)		
Total Section 3			300

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

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

ⁱ See United Nations Environment Programme and International Livestock Research Institute (2020). [Preventing the Next Pandemic: Zoonotic diseases and how to break the chain of transmission](#). Nairobi, Kenya

ⁱⁱ See [Cimatu vows to consistently pursue climate action](#) (Eireene Jairee Gomez, July 25, 2020) [Cabinet Cluster On Climate change Adaptation, Mitigation And Disaster Risk reduction \(CCAM -DRR\) Performance And Projects Roadmap](#) (2018-2022)