



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

	DATE: November 19, 2020
	REFERENCE: RFP-135-PHL-2020

Dear Sir / Madam:

We kindly request that you submit your Proposal for the **Services of a Firm for Rapid Ethnography Research Firm for Beneficiary Consumption Patterns to Build Digital Financial Ecosystem.**

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 Thursday, November 26, 2020** and **via email** with the subject: **RFP-135-PHL-2020**:

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 6.

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 Specialist
11/16/2020

Description of Requirements

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 Firm shall be directly supervised by the UNDP Philippines Accelerator Lab (ALab) Head of Exploration, with the guidance of the Head of Experimentation (for experiment design and implementation) and/or Head of Solutions Mapping (for ethnography). All outputs shall be submitted to, and all communications shall be coursed through, the UNDP ALab Heads, copy furnished the Programme Associate and Programme Assistant of the Impact Advisory Team (IAT).
Frequency of Reporting	(See Terms of Reference)
Progress Reporting Requirements	(See Terms of Reference)
Location of work	Manila, Philippines
Expected duration of work	Three (3) months
Target start date	December 2020
Latest completion date	31 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	As per Terms of Reference
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	The Firm shall be directly supervised by the UNDP Philippines Accelerator Lab (ALab) Head of Exploration, with the guidance of the Head of Experimentation (for experiment design and implementation) and/or Head of Solutions Mapping (for ethnography). All outputs shall be submitted to, and all communications shall be coursed through, the UNDP ALab Heads, copy furnished the Programme Associate and Programme Assistant of the Impact Advisory Team (IAT).
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>- See Terms of Reference for allocation of points per criterion</p> <input checked="" type="checkbox"/> Firm Experience Specific to the Requirement – 300 pts. <input checked="" type="checkbox"/> Proposed methodology, approach and implementation plan – 300 pts. <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)

<p>Contact Person for Inquiries (Written inquiries only)</p>	<p><i>UNDP Philippines Procurement</i></p> <p>procurement.ph@undp.org</p> <p>Email subject should be <u>RFP-135-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>
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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 – at least 3 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. Background and Description

As the direct and indirect effects of the COVID-19 unfold in Philippines, there is imminent risk that the pandemic will heighten existing inequalities across income classes. To this end the August 2020 paper of the Philippine Institute of Development Studies on *Poverty, the Middle Class, and Income Distribution amid COVID-19* notes that swift government policy to provide cash transfers to the most vulnerable has reduced the impact³. Emergency financial subsidies (i.e., the social amelioration program and the small business wage subsidy in place) that targeted 18 million beneficiaries (or 90 percent of poor households) led to 4 million less than the expected number of Filipinos falling into poverty. While the simulations show that well targeted cash transfers/subsidies have major role in addressing poverty and inequality, the real effect lies in how effectively these social protection programmes are implemented on the ground given the high-level restriction in mobility.

To this end UNDP Philippines, in partnership with the City Government of Pasig, recently piloted the digitalized cash transfer initiative, Adaptable Digitally Enabled Post-Crisis Transformation (ADEPT). It sought to implement digital cash transfers of Pasig City's supplemental social amelioration payment through digital wallet enrollment and conduct of financial and mobile money literacy (FMML) training as steps toward long-term financial empowerment. This includes the city government's volunteers, whose monthly allowance they hope to disburse digitally moving forward – a move especially appreciated by those who have been displaced in off-city housing sites, who would have to travel two hours and spend a significant portion of their stipend on transport in order to avail of these.

The project has surfaced the key lessons as well as the need to further understand how digital financial services can provide accessible and viable options for vulnerable groups, in order to support sustained impact for financial inclusion. In a country where majority of its adult population is unbanked, digital wallets can provide an alternative option in securing one's savings to build financial resilience, especially among vulnerable groups. Digital transactions provide the potential to build financial footprint that can enable access to formal credit in lieu of loan sharks, which perpetuate cycles of poverty, highlighting the need for an effective digital payment ecosystem that can facilitate these.

B. Scope of Work and Outputs

UNDP seeks the services of a Firm who can conduct a rapid ethnographic research to understand beneficiary behavior and consumption patterns to inform a robust digital finance ecosystem. The research aims to understand target beneficiaries, consumption patterns, and motivations. The Firm shall also support UNDP in the design of a portfolio of experiments that aim to strengthen the digital financial ecosystem in an inclusive way; and to implement at least one of these experiments.

1. Design of Rapid Ethnographic Research – the Firm shall design a rapid ethnographic research to gain a deeper understanding of the perspective and experience of beneficiaries in interacting with digital financial services. Appropriate methodologies may be proposed, including but not limited to empathic interviews, user experience/journey mapping, solutions mapping, and other tools.
2. Conduct of Rapid Ethnographic Research and Recommendations – the Firm shall conduct and produce a rapid ethnographic research report that cover the following points of inquiry:
 - Behavioral insights on beneficiary behavior, including identification of pain points and unmet needs, which could inform targeting and tailoring of services

³ <https://pidswebs.pids.gov.ph/CDN/PUBLICATIONS/pidsdps2022.pdf>

- Landscape analysis of existing commercial and alternative options for digital financial services, accessibility of available infrastructure and channels
 - Mapping of the policy and regulatory environment for digital financial services and how market players (producers and consumers) interact based on or around these rules, and
 - Others which may be agreed upon
3. Design and Implementation of Portfolio of Experiments – the Firm shall support UNDP in identifying opportunities for experimentation to deepen the insights on behavior around digital financial services.
- The portfolio of experiments will be co-designed with the UNDP Accelerator Lab and relevant stakeholders. The portfolio shall include the identification of potential experiments that aim to better understand aspects of the digital financial ecosystem, with hypotheses, broad methodologies, theories of change, and success indicators, among others.
 - The experiments to be identified and co-designed include but are not limited to speculative design of a city-level digital financial ecosystem, prototyping of new digital financial services or features, behavioral “nudge” experiments, among others.
 - At least one (1) rapid experiment will be implemented and results included in the final report.

C. Expected Deliverables & Schedule

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

Deliverables/ Outputs	Estimated Duration to Complete	Estimated Due Date of Output	Review and Approvals Required
Inception Report including work plan and other details as agreed during preparatory meetings with UNDP.	1 week	By 1 st week	<p>Primary: Head of Exploration Accelerator Lab PH</p> <p>Alternate & QA for experiments: Head of Experimentation Accelerator Lab PH</p> <p>Alternate: Head of Solutions Mapping, Accelerator Lab PH</p> <p>After conferring with UNDP key officials & stakeholders (see list in part E. below)</p>
Fieldwork for Rapid Ethnographic Research - Weekly updates on the conduct of the research - Report Submission and Presentation to UNDP	3-5 weeks	By 6 th week	
Preliminary Report, which includes identification of opportunities for experimentation and co-design of portfolio of experiments	2-4 weeks	By 8 th week	

Final Report, which includes: - refinements to rapid ethnographic research report - refined design of experiments and report on minimum 1 experiment implemented	3-4 weeks	By 10 th week	
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D. Governance and Accountability Including Duty Station

1. The Firm shall be directly supervised by the UNDP Philippines Accelerator Lab (ALab) Head of Exploration, with the guidance of the Head of Experimentation (for experiment design and implementation) and/or Head of Solutions Mapping (for ethnography). All outputs shall be submitted to, and all communications shall be coursed through, the UNDP ALab Heads, copy furnished the Programme Associate and Programme Assistant of the Impact Advisory Team (IAT).
2. In undertaking work on Adaptable Digitally-Enabled Post-Crisis Transformation, ALab closely collaborates with the Institutions & SDG Partnerships Programme team (ISP). As such, in the execution of this contract and review of outputs, ALab will seek the advice and input of the Programme Team Leader, Programme Analysts, and other key personnel of ISP. ALab thus expects the firm to also coordinate with ISP regularly. Nevertheless, final approvals rest with ALab.
3. UNDP may assemble a Research Reference Group to review key outputs of the work. It will include representatives of UNDP as described above as well as key stakeholders. The key stakeholders that would form part of the Reference Group may include representatives from the Banko Sentral ng Pilipinas, Pasig City Government, Department of Social Welfare and Development, among others to be identified. The reference group shall convene to review and discuss, at the minimum, the inception report and preliminary report.
4. This work shall be performed in person to the extent permitted by community quarantine restrictions, including the conduct of the empathic interviews for the rapid ethnographic research. Coordination meetings and other activities may be conducted remotely and online. The Firm is expected to have its own working premises, IT equipment, internet connectivity, cloud hosting, among others. UNDP and the Firm shall assess the feasibility and safety of conducting on-the-ground research and undertake measures to ensure safety of research personnel and research subjects. It is understood that the Firm shall provide medical insurance coverage and other safeguards for its personnel.

E. Expected Duration of the Contract

The Firm will be hired for a maximum of three (3) months. The target start of work date is 16 December 2020 and the targeted end date is 31 March 2020. No-cost extensions may be negotiated between UNDP and the Firm when circumstances necessitate such.

F. Professional Qualifications of the Successful Contractor and its Key Personnel

1. The successful Firm must have demonstrable capability and track record to undertake a combination of methodologies and tools. The Firm must meet the following qualifications:
 - a. In operation for at least three (3) years as a private consulting entity, a non-profit organization, or an academic or research institution, among other relevant entities.
 - b. Has an impressive portfolio of projects and initiatives that are relevant to the work at hand, including but not limited to digital transformation, financial technology, financial inclusion, social research and ethnography, social innovation and design, among others. This must be evidenced by a portfolio of successfully completed projects (at least three) in the last 3 years. Ongoing projects, especially long-gestating ones, may be presented in the portfolio.
2. The Firm shall assign its in-house personnel or source these from its partners and rosters for the project. At least one (1) project lead and one (1) project officer shall be assigned to the project. 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. **Project Lead** – 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. An incumbent employee of the Firm, the project lead shall meet the following qualifications:
 - Has a strong background in ethnographic and user research, social innovation tools (design thinking / human-centered design, transmedia storytelling, etc.), communication strategy, with at least five (5) years of experience.
 - At least a bachelor's degree in relevant fields, including but not limited to social science, communication, multimedia arts, innovation, business management or public administration, among others. A higher degree is advantageous;
 - Fluency in English required; in other local languages advantageous.
 - b. **Project Specialist** – shall provide the technical specialization required for sensing, experimentation, and/or communication strategy, who shall meet the following:
 - Has a strong background in ethnographic and user research, social innovation tools (design thinking / human-centered design, transmedia storytelling, etc.), communication strategy, with at least five (2) years of experience.
 - At least a bachelor's degree in relevant fields, including but not limited to social science, communication, multimedia arts, innovation, business management or public administration, among others.
 - Fluency in English and Tagalog required; in other local languages advantageous.
- Additional personnel proposed will be evaluated based not only on the minimum criteria spelled out for a project specialist but also on relevance and value-added contribution to the work as well as to cost efficiency.

- 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.
3. 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.

G. Scope of Price Proposal and Schedule of Payments

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 fleshed out, 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.

In addition to the above, the Firm shall include in its financial proposal a minimum of \$10,000 lump sum for the implementation of at least one rapid experiment.

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.

3. Payments shall be made upon the submission by the Firm and the favorable acceptance by UNDP of the following outputs or milestone activities. The Contractor must also submit an invoice or a billing statement.

Deliverables/ Outputs	Target due dates	Percentage of Payment
1. Submission and acceptance of Inception Report	2 weeks after awarding of contract	20 %
2. Submission and acceptance of Preliminary Rapid Ethnographic Research Report	6 weeks after awarding of contract	30%

3. Submission and acceptance of report on Experiment Designs & Implementation	8 weeks after awarding of contract	30% (includes minimum of US\$ 10,000 for nimble experiment)
4. Submission and acceptance Final report	10 weeks after awarding of contract	20%

H. Criteria for Evaluation of the 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 700 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	300
2	Proposed methodology, approach, and implementation plan	300
3	Management structure and key personnel	400
Total		1000

Section 1. Firm experience specific to the requirement		Points Obtainable
1.1	At least three (3) years of operation as a private consulting entity, a non-profit organization, or an academic or research institution, among other relevant entities. (see G.1.a). (70 points for 3 years, +50 per additional year)	100
1.2	At least have three (3) projects and initiatives on digital transformation, financial technology, financial inclusion, social research and ethnography, social innovation and design, among others. (see G.1.b) (140 points for 3 relevant projects; +50 per additional projects)	200
Total Section 1		300

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 compliance of the proposed work plan with the required quantity and quality of outputs as well as timeliness in their delivery.	100

2.2	Innovativeness and rigor in the proposed methodologies and tools to be implemented for the project, and how the use of these methods and tools are relevant and appropriate for the objectives of the project.	200
Total Section 2		300

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Qualifications of key personnel proposed		
3.1 a	Lead Innovation Specialist (<i>see G.2.a</i>)		150
	Has a strong background in ethnographic and user research, social innovation tools (design thinking / human-centered design, transmedia storytelling, etc.), communication strategy, with at least five (5) years of experience. (70 points for 3 years experience, +10 per additional year)	100	
	At least a bachelor's degree in relevant fields, including but not limited to social science, communication, multimedia arts, innovation, business management or public administration, among others. A higher degree is advantageous; (35 points for Bachelor's degree, + 5 for each additional degree)	50	
	Fluency in English required; in other local languages advantageous as indicated in CV	Pass/Fail	
3.1 b	Project Specialist (<i>see G.2.b</i>)		150
	Has a strong background in ethnographic and user research, social innovation tools (design thinking / human-centered design, transmedia storytelling, etc.), communication strategy, with at least five (2) years of experience. (70 points for 2 years experience, +10 per additional year)	100	
	At least a bachelor's degree in relevant fields, including but not limited to social science, communication, multimedia arts, innovation, business management or public administration, among others. (35 points for Bachelor's degree, + 5 for each additional degree)	50	
	Fluency in English and Tagalog required; in other local languages advantageous as indicated in CV	Pass/Fail	
3.2	Suitability of management arrangements including relevance and value-added contribution of any additional personnel		100
Total Section 3			400

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

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)