



REQUEST FOR PROPOSAL (RFP)
Services of a Non-Government Organization (NGO) to Implement Green Recovery Strategies through the Establishment of Green Enterprises in BARMM

	DATE: November 27, 2020
	REFERENCE: RFP-148-PHL-2020

Dear Sir / Madam:

We kindly request that you submit your Proposal for **Services of a Non-Government Organization (NGO) to Implement Green Recovery Strategies through the Establishment of Green Enterprises in BARMM**.

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

Proposals may be submitted **by 6PM (Manila time) on Wednesday, December 09, 2020** via email at bids.ph@undp.org

United Nations Development Programme
15F North Tower, Rockwell Business Center Sheridan, Mandaluyong City, Philippines
Procurement Team
bids.ph@undp.org

Your Proposal must be expressed in 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
11/27/2020

Description of Requirements

Context of the Requirement	<p>The Philippines is highly vulnerable to the impacts of climate change and disasters. Mindanao in particular, is most sensitive to El Nino phenomenon, which has suffered from severe drought events, the most recent of which was in 2016. As the subject of protracted conflicts between revolutionary groups and state forces as well as those of intra-Moro groups/clans, the region has also experienced multitude of internal displacements, outward migration, and land conflicts. These interrelated issues have placed significant challenges in enabling the region to recover better, faster and in a more inclusive manner from disasters caused by extreme climate events; violence; and pockets of armed conflict.</p> <p>At present, there is great potential though to ride on the gains from the peace process between the Government of the Philippines and the MILF. Parallel to the political track of ratifying the Bangsamoro Organic Law and formally establishing the new Bangsamoro government, the normalization process also made significant strides with the second phase decommissioning of MILF combatants.</p> <p>One key strategy in green economic recovery is supporting micro, small, and medium enterprises (MSMEs). These enterprises play an important role in the development of the Philippine economy. They help reduce poverty by through jobs generation for the country's growing labor force and stimulate economic development in rural and far-flung areas. In addition, according to an OECD study in 2017, MSMEs promote inclusive development by creating opportunities across a wide array of geographic areas and sectors; they employ different labor force segments, including low-skilled workers, and provide skill development opportunities. In pushing forward green recovery, support for MSMEs will be prioritized in different camps in BARMM. The support will give priority to 'green MSMEs,' the type of activities that these enterprises do contribute to the protection of the climate, environment, and biodiversity through their products, services, and business practices. One of the sectors wherein green MSMEs investments can focus on is the agriculture sector. Bangsamoro has generally favorable natural conditions for agriculture with high temperature, rainfalls distributed throughout a year, and dominant soil characteristics having high nutrient holding capacity. The Region is relatively free from serious effects of typhoons, although the situations maybe changing due to global climatic changes. Taking advantage of these favorable conditions, Bangsamoro produces a wide range of crops, including various commercial crops such as coconut, rubber, coffee, cacao, sugarcane, cassava and fruits as well as paddy and corn. Productivity, however, is not necessarily high for most crops except cassava and abaca. There are opportunities for women-led groups, youth organizations, and former combatant groups to be involved in the agriculture supply chain in BARMM.</p>
----------------------------	--

Implementing Partner of UNDP	n/a
Brief Description of the Required Services ¹	<p>The NGO shall be tasked to perform the following:</p> <p><u>Support in the development or strengthening of the MSMEs in different camps in BARMM.</u> The support will give priority to ‘green MSMEs,’ the type of activities that these enterprises do contribute to the protection of the climate, environment, and biodiversity through their products, services, and business practices.</p> <p><u>Contribute to the development of a sustainable green enterprise livelihood plan.</u> The NGO shall participate in meetings and contribute to the development / refinement of a sustainable livelihood plan ensures that the optimal use of resources within the area and is considering local experiences and best practices.</p> <p>There are opportunities for women-led groups, youth organizations, and former combatant groups to be involved in the agriculture supply chain in BARMM. Possible green enterprises include:</p> <ul style="list-style-type: none"> • Processing of banana to produce different products (banana chips, jam, etc.) • Planting of abaca and processing to different products (abaca fiber and handicrafts) • Planting of mangosteen trees, a high value fruit • Production of extra virgin coconut oil, a high-value product currently undergoing testing for its medicinal properties to combat COVID19 • Value-adding of coconut by-product, i.e., coco coir for econets • Establishment of agro-forestry farms using sloping agricultural land technology [SALT] integrated with goat livestock • Establishment of nurseries [for high-value fruit trees, forest tree species] as income generating enterprises for the communities/camps and as seedlings source for reforestation activities in the camps’ watershed areas <p><u>Provide appropriate initial training for identified green initiatives including provision of start-up kits for these including but not limited to seedlings, farm tools, raw materials and the like, as needed.</u></p> <p>Upon identification of appropriate green initiatives, the NGO must ensure that proper training be conducted to capacitate BCs and individuals.</p>

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

List and Description of Expected Outputs to be Delivered	Deliverables/ Outputs	Estimated Duration to Complete
	Inception Report (Proposed design and work plan)	Five (5) working days
	List of Green Initiatives and Sustainable Livelihood Plan	Twenty-five (25) working days
	Trainings Conducted	Fifteen (15) working days
	Total Working Days	Forty-five (45)
Person to Supervise the Work/Performance of the Service Provider	UNDP Climate Action Programme (CAPT) Team Leader and Recovery and Resilience Project Manager (RR- PM)	
Frequency of Reporting	As needed per Terms of Reference	
Progress Reporting Requirements	As needed per Terms of Reference	
Location of work	<input checked="" type="checkbox"/> At Contractor's Location	
Expected duration of work	45 working days of work spread over approximately 3 months including period for output reviews and approvals	
Target start date	21 December 2020	
Latest completion date	20 March 2021	
Travels Expected	None, The NGO is expected to be based in BARMM.	
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 <input type="checkbox"/> Not Required	
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency PHP	
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes	

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Validity Period of Proposals (Counting for the last day of submission of quotes)	<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><tr><th>Deliverable</th><th>%of Payment</th><th>Condition for Payment Release</th></tr><tr><td>Upon submission and Approval of inception report by UNDP</td><td>10%</td><td rowspan="4">Within thirty (30) days from the date of meeting the following conditions: a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider</td></tr><tr><td>Upon submission and Approval of proposed list of green initiatives</td><td>30%</td></tr><tr><td>Upon submission of a sustainable livelihood plan for the BCs</td><td>20%</td></tr><tr><td>Upon submission and Approval of the training report and documentation</td><td>40%</td></tr></table>			Deliverable	%of Payment	Condition for Payment Release	Upon submission and Approval of inception report by UNDP	10%	Within thirty (30) days from the date of meeting the following conditions: a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider	Upon submission and Approval of proposed list of green initiatives	30%	Upon submission of a sustainable livelihood plan for the BCs	20%	Upon submission and Approval of the training report and documentation	40%
Deliverable	%of Payment	Condition for Payment Release													
Upon submission and Approval of inception report by UNDP	10%	Within thirty (30) days from the date of meeting the following conditions: a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider													
Upon submission and Approval of proposed list of green initiatives	30%														
Upon submission of a sustainable livelihood plan for the BCs	20%														
Upon submission and Approval of the training report and documentation	40%														
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	UNDP Climate Action Programme (CAPT) Team Leader and Recovery and Resilience Project Manager (RR- PM)														
Type of Contract to be Signed	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) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.														
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> (Please note that only proposals obtaining a minimum score of 700 out of 1,000 points will be considered technically responsive. See detailed allocation of points in attached Terms of Reference) Firm’s qualification, capacity, and experience (300 points) Proposed implementation plan, methodology, and approach (400 points) Expertise and experience of the NGO’s project management personnel (300 points)														

	<p>Financial Proposal (30%)</p> <p>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	<p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html </p>
Annexes to this RFP	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> Detailed TOR (Annex 3)</p> <p><input checked="" type="checkbox"/> Format for CV of Proposed Key Personnel (Annex 4)</p>
Contact Person for Inquiries (Written inquiries only)	<p><i>Kristel Aberilla</i> <i>Procurement Associate</i> procurement.ph@undp.org</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> <p>Please note that clarifications are to be sent to procurement.ph@undp.org while bids are to be submitted to bids.ph@undp.org</p> <p>For both clarifications and bid submission, please put in subject of email: "RFP-148-PHL-2020 Greening Enterprises in BARMM"</p>

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL³

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)

[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 – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;**
- e) List of all previous experience in working with local community groups in developing livelihood enterprises and training or capacitating community members.**
- f) List of all previously conducted trainings in livelihood development**
- g) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- h) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.**

³ This serves as a guide to the Service Provider in preparing the Proposal.

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

B. Proposed Methodology for the Completion of Services

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

C. Qualifications of Key Personnel

If required by the RFP, 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 of Team Leader , Livelihood Development Specialist, and Project Coordinator, reflecting at least minimum qualifications in the Terms of Reference*
- 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]: Please also indicate number of working days for each personnel and daily fees.

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
Request for Proposal for Implementing Green Recovery Strategies through the
Establishment of Green Enterprises in BARMM

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

B. Background

The Philippines is highly vulnerable to the impacts of climate change and disasters. Mindanao in particular, is most sensitive to El Nino phenomenon, which has suffered from severe drought events, the most recent of which was in 2016. Local flooding events are also rampant, on account of deforestation and uncontrolled land use change in major watersheds and river basins. The presence of Lanao Fault system and Cotabato trench, makes the region exposed to earthquakes. The devastating earthquake in Cotabato in 2019 resulted in major damages and displacement of the population. As of June 2020, some 14,758 families have not returned to their homes and/or not able to have access to permanent shelters.

As the subject of protracted conflicts between revolutionary groups and state forces as well as those of intra-Moro groups/clans, the region has also experienced multitude of internal displacements, outward migration, and land conflicts. These interrelated issues have placed significant challenges in enabling the region to recover better, faster and in a more inclusive manner from disasters caused by extreme climate events; violence; and pockets of armed conflict.

At present, there is great potential though to ride on the gains from the peace process between the Government of the Philippines and the MILF. Parallel to the political track of ratifying the Bangsamoro Organic Law and formally establishing the new Bangsamoro government, the normalization process also made significant strides with the second phase decommissioning of MILF combatants. The Joint Normalization Committee has also taken the initiative to expand the transformation process of six previously acknowledged MILF camps into peaceful and productive communities to now include the other BCs outside these camps. This period is therefore an opportune time to push forward inclusive development and peace building objectives through investments in green economic recovery.

One key strategy in green economic recovery is supporting micro, small, and medium enterprises (MSMEs). These enterprises play an important role in the development of the Philippine economy. They help reduce poverty by through jobs generation for the country's growing labor force and stimulate economic development in rural and far-flung areas.⁵ In addition, according to an OECD study in 2017, MSMEs promote inclusive development by creating opportunities across a wide array of geographic areas and sectors; they employ different labor force segments, including low-skilled workers, and provide skill development opportunities.⁶

In pushing forward green recovery, support for MSMEs will be prioritized in different camps in BARMM. The support will give priority to 'green MSMEs,' the type of activities that these enterprises do contribute to the protection of the climate, environment, and biodiversity through their products, services, and business practices.

⁵ <http://legacy.senate.gov.ph/publications/AG%202012-03%20-%20MSME.pdf>, accessed 04/11/2020

⁶ https://www.oecd.org/greengrowth/GGSD_2018_SME%20Issue%20Paper_WEB.pdf, accessed on 04/11/2020

One of the sectors wherein green MSMEs investments can focus on is the agriculture sector. Bangsamoro has generally favorable natural conditions for agriculture with high temperature, rainfalls distributed throughout a year, and dominant soil characteristics having high nutrient holding capacity. The Region is relatively free from serious effects of typhoons, although the situations may be changing due to global climatic changes. Taking advantage of these favorable conditions, Bangsamoro produces a wide range of crops, including various commercial crops such as coconut, rubber, coffee, cacao, sugarcane, cassava and fruits as well as paddy and corn. Productivity, however, is not necessarily high for most crops except cassava and abaca.⁷

There are opportunities for women-led groups, youth organizations, and former combatant groups to be involved in the agriculture supply chain in BARMM.

C. Objectives

The main objective of the NGO to be involved here would be to support the strengthening of the existing MSMEs in BCs, if any, and create new sustainable livelihood opportunities in the community. The NGO is also tasked to promote inclusive and sustainable economic development by giving to women-led groups, farmer cooperatives, and organizations with elderly members.

D. Scope of Work

The NGO shall be tasked to perform the following:

Support in the development or strengthening of the MSMEs in different camps in BARMM. The support will give priority to 'green MSMEs,' the type of activities that these enterprises do contribute to the protection of the climate, environment, and biodiversity through their products, services, and business practices.

Contribute to the development of a sustainable green enterprise livelihood plan.

The NGO shall participate in meetings and contribute to the development / refinement of a sustainable livelihood plan ensures that the optimal use of resources within the area and is considering local experiences and best practices.

There are opportunities for women-led groups, youth organizations, and former combatant groups to be involved in the agriculture supply chain in BARMM. Possible green enterprises include:

- Processing of banana to produce different products (banana chips, jam, etc.)
- Planting of abaca and processing to different products (abaca fiber and handicrafts)
- Planting of mangosteen trees, a high value fruit
- Production of extra virgin coconut oil, a high-value product currently undergoing testing for its medicinal properties to combat COVID19
- Value-adding of coconut by-product, i.e., coco coir for econets
- Establishment of agro-forestry farms using sloping agricultural land technology [SALT] integrated with goat livestock
- Establishment of nurseries [for high-value fruit trees, forest tree species] as income generating enterprises for the communities/camps and as seedlings source for reforestation activities in the camps' watershed areas

⁷ *Comprehensive Capacity Development for the Bangsamoro-Development Plan for the Bangsamoro, Final Report.* April 2016

Provide appropriate initial training for identified green initiatives including provision of start-up kits for these including but not limited to seedlings, farm tools, raw materials and the like, as needed. Upon identification of appropriate green initiatives, the NGO must ensure that proper training be conducted to capacitate BCs and individuals.

E. Approach and Methodology

Due to the need for sustainable livelihood in the BARMM BCs the NGO must be able to urgently deploy its personnel immediately upon contract signing.

The NGO must offer at least one (1) Team Leader/ Training Specialist, one (1) livelihood / agriculture advisor, one (1) coordinator. The NGO must ensure that the aggregate length of employment must be equivalent to at least 45 person -days for the team leader/ training specialist and 20 person-days for the livelihood expert, for the duration of the contract.

Through the submission of an inception report, the selected NGO must describe how it will deliver the activities and outputs outlined in this TOR; providing detailed work plan including timelines, activities, outputs, list of stakeholders, methodology appropriate to the work context, reporting condition, and quality assurance mechanism.

F. Deliverables and Schedule

Deliverables/ Outputs	Estimated Duration to Complete	Review and Approvals Required
Inception Report (Proposed design and work plan)	Five (5) working days	UNDP Country Office (CO) Climate Action Programme (CAPT) Team Leader & Recovery and Resilience Project Manager (RR- PM)
List of Green Initiatives and Sustainable Livelihood Plan	Twenty-five (25) working days	
Trainings Conducted	Fifteen (15) working days	
Total Working Days	Forty-five (45)	

G. Key Performance Indicators and Service Level

- Achieving the deliverables shall be the sole responsibility of the NGO. Any delay shall be communicated to UNDP along with a plan to remedy the delay
- The NGO will be solely responsible for the deliverables and will be responsible to achieve these milestones. Any delay should be reported prior the time point of the milestones as per the submitted work plan.

H. Governance and Accountability

- The activities of the NGO contracted will be coordinated, monitored and assessed by the UNDP Country Office (CO) CAPT Team Leader and the Recovery and Resilience-building Project Manager (RR PM) from UNDP CO.
- All outputs in this TOR will be submitted to the RR PM and discussions/ presentations will be made accordingly.

- The NGO is required to initiate progress meetings with the RR PM.
- The NGO shall closely coordinate at the site level with the UNDP Cotabato Office and the Climate Action Team Project Officer based in the Cotabato office. The CO may provide key persons to contact in these organizations to the contractors.

I. Facilities to be provided by UNDP

- The NGO is expected to use its own computer and communication equipment and other resources that are required and may be needed to conduct activities in this TOR.
- The NGO is responsible for conducting trainings and making sure that these trainings are in conformance with IATF guidelines and local government guidelines in holding public gatherings/ meetings.

J. Expected duration of the contract/assignment

- It is estimated that the work shall involve a total of 45 working days of work spread over approximately 3 months including period for output reviews and approvals.
- The contractor may propose alternate working days provided it would not exceed the 3 months duration of the contract. The proposed working days should be properly explained in relation to the execution of the Technical Proposal.
- UNDP will provide feedback maximum of three (3) working days after submission or completion of deliverables.

K. Location of Work

- The NGO is expected to be based in BARMM. All training activities are expected to be conducted in BARMM. There is no expectation for meetings in the UNDP office in Manila, but it is possible that some meetings be conducted in UNDP Cotabato office.

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

The NGO is expected to meet the following minimum qualification:

- Minimum three (3) years' of experience in working with local community groups in developing livelihood enterprises and training or capacitating community members
- Completed minimum of three (3) trainings in livelihood development

The key team members are listed below:

Team Leader

Education

- Bachelors' Degree in Social Work, Education, Economics, Agriculture, Community Development and other development related courses

Experience

- Minimum four (4) years total professional experience in designing and facilitating livelihood plans and trainings

- Minimum two (2) years of experience managing teams

Language

- Proficiency in English

Livelihood Development Specialist

Education

- Bachelors' Degree in Business Administration, Entrepreneurship, Agriculture, Social Work, Economics, Community Development and other development related courses

Experience

- At least three (3) years' experience in developing livelihood development plans for communities
- Minimum two (2) agricultural community development projects completed

Language

- Proficiency in English

Project Coordinator

Education

- Associate Degree in Agriculture, Secretarial, Business Administration, Education, Natural Resources, Community Development and other development related courses

Experience

- At least 2 years' experience in working with community organizations
- Minimum 2 years' experience coordinating trainings and overseeing budgets and financial reports

Language

- Proficiency in English

M. Criteria for Selection

Candidate NGOs shall be evaluated in accordance with UNDP's Combined Scoring Method, whereby the Technical Proposal accounts for 70% and the Financial Proposal accounts for 30%.

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

The evaluation of the Technical Proposal will be based on the following three (3) major criteria, as shown in the table below, for a total of 1,000 points. The minimum passing score for the Technical Proposal is 700 points.

Technical Proposal Evaluation Criteria		
Criteria		Points obtainable
1.	Firm's qualification, capacity, and experience	300
2.	Proposed implementation plan, methodology, and approach	400
3.	Expertise and experience of the NGO's project management personnel	300
Total		1,000

Criteria # 1: Firm's qualification, capacity, and experience		Points obtainable
1.1.	General Organizational Capability and relevance of specialized competence community organizing and livelihood planning	100

	<i>(21 points for Bachelor's degree, 26 points for Master's, 30 points for Doctoral)</i>		
	Livelihood Development Specialist Minimum of three (3) years' experience in developing livelihood development plans for communities <i>(28 points for 3 years' experience, additional 4 points for each additional year, maximum of 40)</i> Minimum two (2) agricultural community development projects completed <i>Minimum 21 points for two (2) projects completed, additional 3 points for each additional project, maximum of 30)</i> Bachelors' Degree in Business Administration, Entrepreneurship, Agriculture, Social Work, Economics, Community Development and other development related courses <i>21 points for Bachelor's degree, 26 points for Master's, 30 points for Doctoral)</i>	40 30 30	100
	Project Coordinator Minimum 2 years' experience in working with community organizations <i>(14 points for two (2) years' experience, additional 2 points for each additional year, maximum of 20)</i> Minimum 2 years' experience coordinating trainings and overseeing budgets and financial reports <i>(Minimum 14 points for two (2) years' experience, additional 2 points for each additional year, maximum of 20)</i> Associate Degree in Agriculture, Secretarial, Business Administration, Education, Natural Resources, Community Development and other development related courses <i>(7 points for Associate degree, 10 points for Bachelor's Degree)</i>	20 20 10	50
Total for Criteria # 3			300

N. Price and Schedule of Payments

- The contract price is fixed output-based price regardless of extension of the project.
- The financial proposal must include professional fees of all team members for the whole duration of engagement and all any related costs for the execution of the contract.
- Final acceptance and approval of Outputs is required for processing and releasing each payment

Deliverable	Timeline	Percentage of Payment
Upon submission and Approval of inception report by UNDP	November 26, 2020	10%
Upon submission and Approval of proposed list of green initiatives	December 21, 2020	30%
Upon submission of a sustainable livelihood plan for the BCs	December 30, 2020	20%
Upon submission and Approval of the training report and documentation	January 25, 2021	40%

Format for CV of Proposed Key Personnel

NAME OF PERSONNEL	[INSERT]
POSITION FOR THIS ASSIGNMENT	[INSERT]
NATIONALITY	[INSERT]
LANGUAGE PROFICIENCY	[INSERT]
EDUCATION/ QUALIFICATIONS	<i>[SUMMARIZE COLLEGE/UNIVERSITY AND OTHER SPECIALIZED EDUCATION OF PERSONNEL MEMBER, GIVING NAMES OF SCHOOLS, DATES ATTENDED, AND DEGREES/QUALIFICATIONS OBTAINED.]</i>
	[INSERT]
PROFESSIONAL CERTIFICATIONS	<i>[PROVIDE DETAILS OF PROFESSIONAL CERTIFICATIONS RELEVANT TO THE SCOPE OF SERVICES]</i>
	<ul style="list-style-type: none"> ▪ NAME OF INSTITUTION: [INSERT] ▪ DATE OF CERTIFICATION: [INSERT]
EMPLOYMENT RECORD/ EXPERIENCE	<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 EXPERIENCE IN LAST FIVE YEARS, DETAIL THE TYPE OF ACTIVITIES PERFORMED, DEGREE OF RESPONSIBILITIES, LOCATION OF ASSIGNMENTS AND ANY OTHER INFORMATION OR PROFESSIONAL EXPERIENCE CONSIDERED PERTINENT FOR THIS ASSIGNMENT.]</i>
	[INSERT]
REFERENCES	<i>[PROVIDE NAMES, ADDRESSES, PHONE AND EMAIL CONTACT INFORMATION FOR TWO (2) REFERENCES]</i>
	REFERENCE 1: REFERENCE 2:

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.

Signature of Personnel

Date (Day/Month/Year)