



REQUEST FOR PROPOSAL (RFP)

Firm to deliver the Incubation and Acceleration Programme for the EPPIC Project

	DATE: June 8, 2021
	REFERENCE: RFP-060-PHL-2021

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Services of a Firm to Provide Support in Implementing the Project: Ending Plastic Pollution Innovation Challenge (EPPIC)**.

A **Pre-proposal conference** is scheduled at **11:00 AM (Manila time) Monday, 21 June 2021**.

The Zoom link will be provided to those who will confirm attendance on or before **18 June 2021 by 5 pm**. Please submit the following via email to procurement.ph@undp.org, **Email Subject Line “ Pre-proposal RFP 060 EPPIC”**.

1. Company name
2. Representative’s name
3. Email address and Contact number

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

Proposals may be submitted on or before **Monday, June 28, 2021 5 pm Manila (5AM EST)** via eTender. Interested bidders are requested to register on the UNDP eTendering website.

eTender Website of UNDP: <https://etendering.partneragencies.org>

Bidders may search for the tender documents with the following information:

BU Code: PHL10
Event ID number: 0000009460

The step-by-step guide for the e-tendering website, including how to register as a vendor, is attached.

Please prepare your Proposal in accordance with the requirements and procedure as set out in the RFP and submit it by the deadline indicated in the etendering system.

Any and all amendments to the RFP documents, responses to bidders' clarifications, and possible extensions of the deadline will be posted on the etendering website.

Please make sure you register on the website and click on the 'Accept Invitation' button for this event so you can receive notifications on posted updates.

For any clarifications on the bid documents and concerns on the etendering site, please write to procurement.ph@undp.org and in the Subject line, write: **"RFP-060 EPPIC"**.

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/duct_english.pdf](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
6/8/2021

Description of Requirements

Context of the Requirement	Ending Plastic Pollution Innovation Challenge (EPPIC) Project
Brief Description of the Required Services	Firm to deliver the Incubation and Acceleration Programme for the EPPIC Project
Pre-Proposal Meeting	<p>11:00 AM (Manila time) Monday, 21 June 2021.</p> <p>A Zoom link will be provided to those who will confirm attendance on or before 18 June 2021 by 5 pm. Please submit the following via email to procurement.ph@undp.org Subject Line "Pre-proposal RFP 060 EPPIC".</p> <ul style="list-style-type: none"> • Company name • Representative's name • Email address and Contact number
List and Description of Expected Outputs to be Delivered	Please refer to the Terms of Reference (ToR)
Person to Supervise the Work/Performance of the Service Provider	UNDP Philippines Climate Action Programme Analyst
Frequency of Reporting	Please refer to the Terms of Reference (ToR)
Progress Reporting Requirements	Please refer to the Terms of Reference (ToR)
Location of work	<input checked="" type="checkbox"/> Field visits to Samal City (please see ToR) <input checked="" type="checkbox"/> Manila, Philippines
Expected duration of work	Twelve (12) months
Target start date	July 2021
Latest completion date	July 2022 (may move depending on the date of contract signing)
Travels Expected	Please refer to the Terms of Reference (ToR)
Special Security Requirements	<input checked="" type="checkbox"/> Comprehensive Travel and Health Insurance for the contract duration (12 months) <input checked="" type="checkbox"/> Others : Clause 18 of UNDP General Terms and Conditions: The Contractor shall (i) put in place an appropriate security plan and maintain the security

	<i>plan, taking into account the security situation in the country where the Services are being provided; and(ii) assume all risks and liabilities related to the Contractor’s security, and the full implementation of the security plan.</i>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> none
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 (please use Annex 3 CV Form)
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (for Firms based outside the Philippines) <input checked="" type="checkbox"/> Local Currency (for Firms based in the Philippines)
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable direct taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days <i>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.</i>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	Please refer to the Terms of Reference (ToR) for tranche set-up
Person(s) to review/inspect/ approve outputs/complete d services and authorize the	UNDP Philippines Climate Action Programme Analyst

disbursement of payment	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract
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	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm 30% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 25% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 45% <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 contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> CV Form (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 4)
Contact Person for Inquiries (Written inquiries only)	<p><i>UNDP Procurement Unit</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>Other Information <i>[pls. specify]</i></p>	<p>e-Tendering Submission:</p> <ul style="list-style-type: none">a) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.b) The Financial Proposal file must be encrypted with a <u>password</u> so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive.
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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 (last 3 years) – 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, contact references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Certificates of Satisfactory Performance – top 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.*
- h) *Implementation Schedule or GANTT Chart detailing activities – inclusive of review timeline and payments to be made (Please see Terms of Reference for the tranche set-up)*

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

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

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 demonstrating qualifications must be submitted if required by the RFP; (Please use Annex 3 Form)*
- c) *Level of Effort per key personnel*
- d) *Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. Cost Breakdown per Deliverable* (Please separate the financial proposal from the technical. The financial sheet should be password protected. UNDP will request for the password upon email request)

(Price quotation should be exclusive of VAT and direct taxes)

	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]:

(Price quotation should be exclusive of VAT and direct taxes)

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]

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 goods and/or 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: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

 Signature of Personnel

 Date (Day/Month/Year)

TERMS OF REFERENCE

A. Project Title

Ending Plastic Pollution Innovation Challenge (EPPIC) Project

B. Project Description

If current trends continue, it is estimated that by 2050 there will be more plastic than fish in the ocean. Still, worldwide plastic consumption is expected to triple during this time. Plastic pollution has numerous adverse economic, social, and environmental impacts. In particular, marine plastic pollution costs up to \$2.5 billion per year in lost marine ecosystem services. Tackling plastic pollution will require multi-stakeholder collaboration and engagement.

The project Ending Plastic Pollution Innovation Challenge (EPPIC) seeks to reduce plastic pollution in coastal areas in Viet Nam and Thailand in 2020, followed by Indonesia and the Philippines in 2021, contributing to the achievement of SDG 14 (Life Below Water) and SDG 12 (Responsible Production and Consumption). EPPIC will bring together citizens, local governments, and the private sector to collaborate in establishing effective and innovative solutions. The EPPIC competition is also the opportunity to drive change by raising awareness, collecting lessons learned and trying new approaches to address localized plastic issues. It intends to deliver two outcomes:

OUTCOME 1: circular economy of plastic products in four target areas in ASEAN strengthened.

OUTCOME 2: knowledge, cooperation and networking in ASEAN-countries for prevention and reduction of plastic waste in nature increased.

The EPPIC in Indonesia and the Philippines (Phase II) has officially launched in January 2021. For EPPIC in Philippines, the challenge site chosen is the Island Garden City of Samal in Davao del Norte. Around 7-8 innovative solutions to fight plastic pollution will be selected to join the incubation program, which will last for 3 months. At the end of the incubation stage, these solutions will compete at an EPPIC Pitch Competition around August 2021. The UNDP EPPIC team, along with the jury coming from different sectors, will select two winners from the Philippine Challenge to join the acceleration program, which will last for 9 months. Each winner will also receive a total of USD 18,000 equity-free seed funding to help them implement their solutions, and will have the opportunity to connect with impact investors for potential scaling.

C. Specific Objective

The Firm will support the implementation of the incubation and acceleration stage of the EPPIC project. The incubation program will run for 3 months while the acceleration program will run for 9 months.

D. Scope of Work, Approach and Methodology

1) Implementation of the Incubation Program (July to October 2021)

- a. The Firm, together with UNDP, shall design the 3-month incubation program. The incubation program must be informed by the findings from the initial screening of proposals and must capture and deliver the needs of these proposals for them to be successful, but at the minimum should result to the proponents being able to refine their ideas and build a business plan. Specific details shall be discussed during the designing of the program. The Firm should be able to provide a logical approach to the incubation program design process, fill in the rationale and details of activities, come up with a framework to assess progress of proponents (e.g. indicators or targets/milestones to be achieved, etc.), map the timeline and resources needed, and submit the final workplan.
- b. The Firm shall be responsible for delivering and implementing the 3-month incubation program. Depending on the set of activities to be designed and agreed upon with UNDP, the expected responsibilities include, but are not limited to, coordinating online training and coaching sessions, monitoring the progress of proponents in refining their proposals and prototype solutions, facilitating learning sessions with Samal LGU, etc.
- c. The Firm is also expected to arrange and facilitate a field trip to Samal, which aims to immerse proponents better in the context of the problem they are trying to address. The Firm shall coordinate the schedule of the proponents and manage all preparations and arrangements related to travel, accommodation, meals, incidentals, and other requirements in compliance with pandemic regulations (e.g. testing). Two (2) members from the Firm are expected to join the field trip and accompany the proponents. Additional participants from the Firm who wish to join the trip may do so, but at their own expense. The duration of the field trip is tentatively set to 4 days but may change depending on travel and mobility conditions given the pandemic. Alternatively, the Firm may propose a virtual version of this activity that will still meet the intended objectives.
- d. The Firm, together with UNDP, shall design and deliver the final boot camp and pitching competition from where 2 finalists will be chosen to proceed to the acceleration program. The final boot camp is expected to be a training/networking event, which will be joined by key figures and groups in the social innovation space that may further add value to the proponents even if they do not make it to the acceleration phase. The final pitching competition is where all the proponents are expected to use all they have learned during the incubation in presenting their prototype solution and at this stage, the EPPIC Jury shall be deciding the two (2) final winners for the Philippines, who will move on to the Acceleration program. The prototype should resemble a minimum viable product (MVP), a workable version that is used for testing the core hypotheses identified in the ideation stage. The final details of the design are expected to change, given the uncertainty of the pandemic, however for this deliverable the Firm is expected to take charge of the implementation and management of the event and the invitation of speakers.

- e. Throughout the whole incubation period, the Firm is expected to regularly coordinate with UNDP on reporting implementation progress and flagging any other potential issues/concerns.

2) Implementation of the Acceleration Program (October 2021 to July 2022)

- a. The Firm is expected to deliver similar results as mentioned above, but this time the main objective is to support the scaling of the winning solutions.
- b. Where applicable, Firm shall support the winners in further improving their solutions. The Firm shall map potential partners for the solutions and connect the proponents with them. The details of the activities to be done at this phase shall be formalized into an acceleration program complete with a detailed work plan.
- c. The winners are expected to deliver: (1) a detailed workplan of their solution to be implemented, with timeframe and milestones and the complete design of the solution, and (2) the full implementation of the solution and the achievement of results indicated during their application as well as an interim report.
- d. The items above correspond to the deliverables that will trigger the disbursement of total of USD36,000 equity-free seed funding for the two winners targeting the Philippine site (maximum of USD18,000 per winner), which will be provided by UNDP and shall be disbursed through the Firm. **The disbursement of the seed funding shall be included in the Firm's financial proposal.** The winners will be selected using a pre-defined set of criteria by a jury composed of UNDP, donor, and sector representatives. The firm will only be responsible for organizing the final pitching competition and administering the seed funding and will not be taking part in selecting the winners.
- e. At the end of the acceleration program, the Firm is expected to deliver a demo day. The Firm shall be responsible for the design and implementation of the demo day, including the invitation, communication, and networking with potential investors and media who will be attending.

The design of the incubation and acceleration program will build upon the work done by UNDP Vietnam, which has completed rollout of EPPIC Phase I. This will combine structured and customized programs to meet diverse needs and capacities. Aspects of the programme will be developed bespoke for teams during inception. An iterative approach will also be undertaken, tailoring the programme based on feedback and developments.

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.

More information on EPPIC can be found here: <http://plasticchallenge.undp.org.vn/>

E. Expected Output and Deliverables

Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Submission and acceptance of the workplan and incubation program design.	5 days	July 2021	Programme Analyst, Climate Action Programme Team, UNDP Team Leader, Climate Action Programme Team, UNDP
First half of incubation program implementation and submission and acceptance of interim report (progress of implementation and development of teams/solutions).	24 days	August 2021	
Second half of incubation program implementation and submission and acceptance of final report (incubation program, bootcamp, and final pitching results).	24 days	October 2021	
Finalization and acceptance of the complete acceleration program design, including design of demo day.	5 days	September 2021	
Midpoint implementation of the acceleration program and submission and acceptance of interim report (progress of implementation with recommendations on adjustments, if any)	50 days	February 2022	
Second half of Implementation of the acceleration program and submission and acceptance of final report (acceleration program and demo day results).	50 days	June 2022	
TOTAL	158 days		

F. Key Performance Indicators

1. The Firm will be evaluated according to the following:
 - a. Quality and timeliness of the delivered workplan and the reports (conducted activities and submitted outputs must satisfy the requirements from the design to be jointly discussed with UNDP; any anticipated deviations from the timeline must be communicated to UNDP, together with proposed catch-up solution/updated timeline);
 - b. Stay constantly in touch with UNDP's focal point and share updates of the process (a weekly/bi-weekly meeting shall be set up with UNDP as a monitoring and coordination venue for concerns, wherein the contractor must be able to communicate updates, issues, etc.)
 - c. Inclusiveness of engagement with stakeholders during the incubation program design and implementation of the acceleration program (contractor must be able

to secure a broad audience/participation from stakeholders in all activities, where appropriate; design and intended participants must be communicated to UNDP prior to execution)

- d. Agility/responsiveness of contractor in resolving issues (flagged concerns, depending on complexity, must be resolved in a minimum of 7 days upon report of concern)
2. The Firm should be proactive in letting UNDP know whether extensions are needed **a month before end of contract.**

G. Governance and Accountability

The selected firm will work under the immediate supervision of the UNDP Philippines Climate Action Programme Analyst, in close coordination with the UNDP Philippines Accelerator Lab. The Firm will also work with the Local Government of the Island Garden City of Samal and the Department of Environment and Natural Resources and other stakeholders under the guidance and support of UNDP Philippines.

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. Duration of Work

The expected duration of work is estimated to be from July 2021 and until July 2022 (approximately 158 days spread over 12 months). Ten (10) days lead time should be allotted for UNDP and partners to review of output, provide comments and approve outputs. The selected firm is expected to deliver the specified services (including design, delivery, and reporting) for the incubation program in 3 months (July to October 2021) and for the acceleration program in 9 months (October 2021 to July 2022).

Under the assumption that travel may be possible during the duration of the contract, this will be limited to field trips to Samal as part of the incubation and acceleration programme. For further details, please refer to section D. 1. C. of this TOR.

The contractor may propose alternate working days provided it would not exceed the 1 year duration of the contract. The proposed working days should be properly explained in relation to the execution of the Technical Proposal.

J. Location of Work

The selected firm must be based in the Philippines or an internationally based firm with counterpart based in the Philippines.

Travels outside Metro Manila are limited to the field visits to Samal City (approximately 4 days and 3 nights) as part of the incubation and acceleration programme for selected solutions as necessary, subject to approval from UNDP Resident Representative and shall be endorsed to necessary government authorities when needed. Any costs associated with the travel of the firm or any of its agents delivering services to the project shall be borne by it. Given uncertainties due to the pandemic, prevailing national regulations concerning travel shall be observed by default.

K. 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:

- Firm has at least 5 years of experience in incubation and acceleration, with track record of supporting solutions geared towards addressing environmental and development issues
- Firm has successfully supported at least 5 start-ups generating revenue, raising capital from venture capital (VC), and delivering social impact
- Firm has implemented at least 5 projects in the Philippines and the ASEAN region, with demonstrated partnership with domestic and regional innovation and entrepreneurship ecosystem

The Firm should have the following minimum personnel with corresponding qualifications. Interested bidders are allowed to propose other personnel.

Team Leader

Education:

- University degree in Business, Management, Development, Humanities, Social Sciences, or any relevant field.

Experience:

- At least 10 years of experience in any of the following: business development, particularly on innovation; leading collaborative teams; creating partnerships and networks across a broad range of stakeholders (e.g. public and private); identifying investors and opportunities; creating business proposals/models; defining value propositions; developing business sustainability plans
- At least 5 years of experience in designing and implementing incubation and acceleration programmes, including environment/sustainability-related solutions
- Has coached/mentored at least five (5) startups that have completed incubation/acceleration program with demonstrated capital raised from investors

Mentor A – Business Development

Education:

- University degree in Business, Management, Development, Humanities, Social Sciences, or any relevant field. A Master's degree or PhD degree in the above fields is an advantage.

Experience:

- At least 6 years of experience in business development, particularly on innovation; leading collaborative teams; creating partnerships and networks across a broad range of stakeholders (e.g. public and private); identifying investors and opportunities; creating business proposals/models; defining value propositions; developing business sustainability plans.
- At least 5 years of experience in performing hands-on business coaching/mentoring/advising to businesses, including start-ups
- Has coached/mentored at least 5 start-up companies

Mentor B – Social Impact and Innovation

Education:

- University degree in Business, Management, Development, Humanities, Social Sciences, or any relevant field. A Master's degree or PhD degree in the above fields is an advantage.

Experience:

- University degree in Business, Management, Development, Humanities, Social Sciences, or any relevant field.
- At least 6 years of experience in business development, particularly on innovation; leading collaborative teams; creating partnerships and networks across a broad range of stakeholders (e.g. public and private); identifying investors and opportunities; creating business proposals/models; defining value propositions; developing business sustainability plans.
- At least 3 years of experience supporting development of impact projects, designing impact measurement metrics, and performing hands-on coaching/mentoring/advising on impact investments
- Has supported at least 3 impact projects

L. Scope of Price Proposal and Schedule of Payments

1. The proposal must be made in a lump sum approach, which means that the amount must be "all inclusive" of expenses (professional fees, travel costs, living allowances, communications, consumables, etc.) The total contract price is fixed regardless of changes in cost components. The contractor will be paid upon submission and acceptance of the outputs following the payment tranches.

2. The following components should be included, as a minimum, in the financial proposal:

- a) Professional fees/salaries
- b) Other professional fees and salaries
- c) Travel, lodging, and allowances for field work (use the "Others" field for travel)
- d) Communication, workshops, meetings
- e) Materials, reproduction, subscriptions
- f) Management and operational costs
- g) Seed funding

h) Others as may be relevant to the scope of work

*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. A list of these assets should be included in the financial proposal.

Percentage of total	Deliverables/ Outputs	Payment Tranche Due Date
20%	Upon submission and acceptance of workplan and incubation program design.	July 2021
20%	Upon completing the first half of the incubation program implementation and submission and acceptance of interim report (progress of implementation and development of teams/solutions).	August 2021
20%	Upon completing the second half of the incubation program implementation and submission and acceptance of final report (incubation program, bootcamp, and final pitching results).	October 2021
15%	Finalization and acceptance of the complete acceleration program design, including design of demo day, and disbursement of seed funding to 2 Philippine winners Proof of receipt to be submitted by the Firm.	September 2021
15%	Upon completion of midpoint implementation of the acceleration program and submission and acceptance of interim report (progress of implementation with recommendations on adjustments, if any)	February 2022
10%	Upon completion of second half of Implementation of the acceleration program and submission and acceptance of final report (acceleration program and demo day results).	June 2022

M. Criteria for Evaluation

The award of the contract will be made to the contractor whose offer has been evaluated using a combined scoring method, where the qualifications and methodology will be weighted a maximum of 70% and combined with the price offer which will be weighted a max of 30%.

The technical evaluation will be based on the criteria below. The offeror must reach the minimum technical score of 700 points in the technical qualification criteria to qualify and move on to the financial evaluation.

Summary of Technical Proposal Evaluation	Points Obtainable
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1.	Bidder's qualification, capacity and experience / Expertise of the Firm	300
2.	Proposed Methodology, Approach and Implementation Plan	250
3.	Management Structure and Key Personnel	450
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Firm has at least 5 years of experience in incubation and acceleration, with track record of supporting solutions geared towards addressing environmental and development issues Minimum of 70 points for 5 years; Additional years up to a maximum of 100 points	100
1.2	Firm has successfully supported at least 5 start-ups generating revenue, raising capital from venture capital (VC), and delivering social impact <i>*Firm to include profile of supported start-ups</i> Minimum of 84 points for 5 start-ups; Additional points for 6 start-ups above up to a maximum of 120 points	120
1.3	Firm has implemented at least 5 projects in the Philippines and the ASEAN region, with demonstrated partnership with domestic and regional innovation and entrepreneurship ecosystem Minimum of 56 points for 5 projects; Additional projects up to a maximum of 80 points	80
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	90
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	80

2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	40
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	40
Total Section 2		250

Section 3. Management Structure and Key Personnel			Points obtainable
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader		190
	University degree in Business, Management, Development, Humanities, Social Sciences, or any relevant field. (minimum 14 points for Bachelor’s degree, additional points for additional degree maximum of 20 points)	20	
	At least 10 years of experience in any of the following: business development, particularly on innovation; leading collaborative teams; creating partnerships and networks across a broad range of stakeholders (e.g. public and private); identifying investors and opportunities; creating business proposals/models; defining value propositions; developing business sustainability plans (minimum 42 points for 10 years’ experience, additional points for additional years, maximum of 60 points)	60	
	At least 5 years of experience in designing and implementing incubation and acceleration programmes, including environment/sustainability-related solutions (minimum 42 points for 5 years’ experience, additional points for additional years, maximum of 60 points)	60	

	<p>Has coached/mentored at least five (5) startups that have completed incubation/acceleration program with demonstrated capital raised from investors</p> <p>(minimum 35 points for 5 startups, additional points for additional startups and impact, maximum of 50 points)</p>	50	
3.2 b	Mentor A – Business Development		130
	<p>University degree in Business, Management, Development, Humanities, Social Sciences, or any relevant field.</p> <p>(minimum 11 points for Bachelor’s degree, additional points for additional degree maximum of 15 points)</p>	15	
	<p>At least 6 years of experience in business development, particularly on innovation; leading collaborative teams; creating partnerships and networks across a broad range of stakeholders (e.g. public and private); identifying investors and opportunities; creating business proposals/models; defining value propositions; developing business sustainability plans.</p> <p>(minimum 28 points for 6 years’ experience, additional points for additional years, maximum of 40 points)</p>	40	
	<p>At least 5 years of experience in performing hands-on business coaching/mentoring/advising to businesses, including start-ups</p> <p>(minimum 28 points for 5 years’ experience, additional points for additional years, maximum of 40 points)</p>	40	
	<p>Has coached/mentored at least 5 start-up companies</p> <p>(minimum 25 points for 5 start-ups, additional points for additional start-ups, maximum of 35 points)</p>	35	
3.2 c	Mentor B – Social Impact and Innovation		130

University degree in Business, Management, Development, Humanities, Social Sciences, or any relevant field. (minimum 11 points for Bachelor's degree, additional points for additional degree maximum of 15 points)	15	
At least 6 years of experience in business development, particularly on innovation; leading collaborative teams; creating partnerships and networks across a broad range of stakeholders (e.g. public and private); identifying investors and opportunities; creating business proposals/models; defining value propositions; developing business sustainability plans. (minimum 28 points for 6 years' experience, additional points for additional years, maximum of 40 points)	40	
At least 3 years of experience supporting development of impact projects, designing impact measurement metrics, and performing hands-on coaching/mentoring/advising on impact investments (minimum 28 points for 3 years' experience, additional points for additional years, maximum of 40 points)	40	
Has supported at least 3 impact projects (minimum 25 points for 3 projects, additional points for additional projects, maximum of 35 points)	35	
Total Section 3		450

Financial Proposal

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

The financial proposal must include professional fees of all team members for the whole duration of engagement; any related costs in resources that are required and may be needed to conduct activities specified in this Terms of Reference (TOR).

The Firm is expected to build in the cost of seed funding.

