



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

	DATE: March 30, 2021
	REFERENCE: RFP-036-PHL-2021 (Re-Tender)

Dear Sir / Madam:

We kindly request you to submit your Proposal for Services of a Firm to build capacity of Filipino youth on leadership, innovation and entrepreneurship .

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

Proposals may be submitted on or before **Friday, July 16, 2021** and via email, to the address below:

United Nations Development Programme
bids.ph@undp.org

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

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

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

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

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

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

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

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

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

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

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

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

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscclconduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Samantha Gunasekera
Operations Team Leader
7/2/2021

Description of Requirements

Context of the Requirement	Consultancy Services to build capacity of Filipino youth on leadership, innovation and entrepreneurship under the Youth Co:Lab Project
Implementing Partner of UNDP	N/A
Brief Description of the Required Services ¹	<p>UNDP requires consultancy services of a Firm with expertise and experience in workshop facilitation, design thinking, social innovation and entrepreneurship for the following specific objectives:</p> <ol style="list-style-type: none"> 1. Engage at least 100 young people to participate in nationwide capacity-building activities to foster youth leadership, innovation, and entrepreneurship by creating solutions with business models relevant to matters affecting their lives especially those who are marginalized; 2. Establish a platform to support young innovators and entrepreneurs to receive resources to improve their solutions especially in the context of business operations; and 3. Engage multiple stakeholders through the implementation of a communications and partnerships strategy.
List and Description of Expected Outputs to be Delivered	(See Terms of Reference)
Person to Supervise the Work/Performance of the Service Provider	The UNDP Youth Engagement Officer, under the organization's Institutions and Partnerships Team, shall exercise supervision over the Firm. The Firm shall submit all outputs and course and/or copy all communications to the aforementioned, unless otherwise instructed.
Frequency of Reporting	(See Terms of Reference)
Progress Reporting Requirements	(See Terms of Reference)
Location of work	(See Terms of Reference)
Expected duration of work	The engagement is expected to last for five (5) months upon contract signing.
Target start date	August 2021

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.

Latest completion date	October 2021
Travels Expected	N/A
Special Security Requirements	(See Terms of Reference)
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	(See Terms of Reference)
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not 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"/> United States Dollars <input checked="" type="checkbox"/> Local Currency PHP for local firms
Value Added Tax on Price Proposal ²	<input type="checkbox"/> <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
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 <input type="checkbox"/> Permitted

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

Payment Terms ³	Deliverable or output	Target due date	Percentage of contract price
	Design and methodology of the call for applications including the application form Activity design of all the capacity-building sessions including methodology, roster of mentors, proposed partners, draft agreement between the Firm and selected winners, M&E Plan, and a Gantt chart to reflect the timeline	1 week after awarding of contract	20%
	Communications Plan with success indicators and an editorial calendar following UNDP and Youth Co: Lab branding guidelines	2 weeks after awarding of contract	15%
	Activity Report detailing capacity-building sessions, profiles of winners and their solutions, and participants' feedback. Signed copies of the agreements between the firm and winners.	1 week after activity	45%
	Termination Report summarizing all outputs and detailing disbursement of prizes for winners, the use of the prizes, feedback from winners, results of communications efforts, and disaggregated profile of participants Five (5) videos showcasing winning teams	6 weeks after activity	20%
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	<i>[pls. indicate designations, not names]</i>		
Type of Contract to be Signed	<input checked="" type="checkbox"/> UNDP Standard 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.		

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm 30%</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40%</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30%</p> <p><u>Financial Proposal (30%)</u></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 ⁴	<p><input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <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 ⁵	<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"/> Previous Relevant Experience/Track Record (Annex 4)</p> <p><input checked="" type="checkbox"/> Format for CV (Annex 5)</p>
Contact Person for Inquiries (Written inquiries only) ⁶	<p><i>Joseph Pangilinan</i> <i>Procurement Assistant</i> procurement.ph@undp.org</p> <p>Email subject should be: RFP-036-PHL-2021: Services of a Firm to build capacity of Filipino youth on leadership, innovation and entrepreneurship</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>

⁴ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[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) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

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

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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; 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

Consultancy Services to build capacity of Filipino youth on leadership, innovation and entrepreneurship under the Youth Co:Lab Project

A. Background Information, Rationale, and Project Description

Youth Co:Lab, a regional initiative implemented in countries in Asia-Pacific and co-created by the UN Development Programme (UNDP) and Citi Foundation, aims to invest in and empower youth to accelerate implementation of the Sustainable Development Goals (SDGs) through leadership, social innovation and entrepreneurship. By developing 21st century skills, catalyzing and sustaining youth-led startups and social enterprises in the Philippines, Youth Co:Lab is positioning young people front and center in order to solve the country's most pressing challenges. In addition to supporting youth entrepreneurship, Youth Co:Lab also works closely with multiple stakeholders including governments, civil society and the private sector, to strengthen the entrepreneurship ecosystem and policy support to better enable young people to take the lead on new solutions that will help meet the SDGs. Since 2017, Youth Co:Lab's major activity, Youth Social Innovation Lab (YSIL), has been participated by 266 young people, 51% of which were from underrepresented sectors.

In its fifth year in the Philippines, Youth Co:Lab aims to continue targeting youth in underrepresented sectors and encourage them to create entrepreneurial solutions aligned to UNDP Philippine's goals including its evolving response to the COVID-19 crisis. More than ever, these solutions must be relevant, disruptive, and impact-driven.

An open call for applicants will be published following the criteria below, at the minimum:

1. A team or at least two young people, 18-30 years old, with at least 50% of the members from the underrepresented sectors mentioned;
2. An initial project idea;
3. Documentation on social, economic, or environmental challenges that the team is trying to tackle or solve; and
4. Accomplished online application form.

Applications will be assessed based on the extent to which they:

1. Address at least one of the social, economic, or environmental challenges;
2. Specifically target underrepresented sectors either as a market, partner, beneficiary, or all of those mentioned;
3. Involve people from the target community in the proposal development;
4. Include pictures or videos to document the objective and process of the project development;
5. Are innovative; and
6. Demonstrate the potential for the proposal's viability and long-term sustainability.

To support the intended results, this specific tender requires consultancy services of a Civil Society Organization (CSO) or Firm. The Firm will be required to conduct capacity building activities to engage Filipino youth on leadership, innovation, and entrepreneurship. A significant focus is given on engaging young people from underrepresented sectors namely out-of-school, differently-abled, LGBT+, young women and girls, religious/ethnic minority, and affected by crises including conflict and disasters.

B. Specific Objectives

UNDP requires consultancy services of a Firm with expertise and experience in workshop facilitation, design thinking, social innovation and entrepreneurship for the following specific objectives:

1. Engage at least 100 young people to participate in nationwide capacity-building activities to foster youth leadership, innovation, and entrepreneurship by creating solutions with business models relevant to matters affecting their lives especially those who are marginalized;
2. Establish a platform to support young innovators and entrepreneurs to receive resources to improve their solutions especially in the context of business operations; and
3. Engage multiple stakeholders through the implementation of a communications and partnerships strategy.

C. Scope of Work

1. Facilitate open call for applications
 - a. The Firm, in coordination with UNDP, shall facilitate a call for applications from targeted participants for at least three (3) weeks.
 - b. Applying the principle of Leaving No One Behind, 50% of participants to be engaged should be members of the following sectors: out-of-school, differently-abled, LGBT+, young women and girls, religious/ethnic minority, and affected by crises including conflict and disasters. Target participants should also be geographically spread across the Philippines.
 - c. The Firm shall also develop the criteria for and facilitate shortlisting of applications and participants, subject for approval by UNDP. At least 100 young people shall be selected to participate.
2. Partnerships
 - a. With the intention of expanding UNDP's reach and further supporting innovative solutions led by young people, the selected service provider shall nominate and bring in various partners who can add value to the program.
 - b. Partnership packages shall be included in technical proposal
 - c. The proposed package will be approved by UNDP after the award of contract.
3. Capacity building
 - a. The Firm will run capacity building sessions for the selected participants to further develop the proposals.
 - b. Shortlisted applicants shall undergo online capacity-building sessions to be facilitated by the Firm. The number of sessions and the agenda for each shall be proposed by the Firm and should not exceed four weeks.
 - c. The number of sessions and the agenda for each session shall be proposed by the service provider and should not exceed more than two weeks. All sessions must be held in August. Great consideration to online fatigue, connectivity, and other needs of participants must be taken.
 - d. The capacity-building activities shall be aligned with the human-centered design approach in solutions-development. The contents should also include, but not be limited to, refinement of problem and solution/prototype, forming for impact, business modeling, costing (financial proposal), investing for impact, and pitching.
 - e. UNDP shall lead a session on the SDGs as a preliminary orientation.
 - f. The capacity-building activities shall include mentoring sessions. A roster of experts and mentors should be proposed to and endorsed by UNDP to support solutions-development of participants and encourage network partners to be involved. Approved mentors shall be invited jointly by the service provider and UNDP.
 - g. The Firm shall develop the criteria for judging the solutions and facilitate the pitching sessions which UNDP will approve.
 - h. The Firm shall nominate the panel of judges, which UNDP will approve, who will select the best solutions based on the given criteria and support the scouting and invitation of the panel.

- i. Five (5) teams or solutions shall be selected as winners based on the final proposals (including financials) submitted by participants after the capacity building sessions.
 - j. The activities must be well-documented and reported with clear success indicators.
 - k. A monitoring and evaluation plan to follow the progress of participants before, during, and after YSIL must be included in the proposal, to be rolled out by the Firm.
 - l. To ensure the inclusivity of the activities, sign language interpreter/s must be available when needed.
4. Facility for team winners' prizes
- a. The selected Firm shall establish a facility to support young innovators and entrepreneurs to receive resources to develop, improve and/or pilot their solutions.
 - b. Cash prize total of USD 3,100.00 for all five (5) team winners will be disbursed by the selected service provider. This cost must be included in the financial proposal. The cash prize is to be transferred to selected winners within two weeks after the selection process.
 - c. The Firm shall exercise due diligence in the provision of the prizes to winners and include in its proposal a mechanism for ensuring legitimacy and accountability. A signed agreement between the Firm and selected winners shall be facilitated by the Firm and submitted to UNDP as evidence of agreement between the two parties.
 - d. To ensure that teams have a sound budget proposal for developing further their prototypes and scaling their solutions, the Firm shall provide technical support to the teams in drafting the budget.
 - e. The use of the prizes shall be monitored by the Firm for at least six weeks upon disbursement and reported to UNDP in the Termination Report.
5. Communications
- a. The Firm shall include in the proposal a Communications Plan providing for collaterals and press releases which they will implement. Content and design of the collaterals will be led by the Firm and approved by UNDP.
 - b. Collaterals shall include, but not limited to, photos, videos, soundbites, social media cards, blogs, press release, and infographics.
 - c. Dissemination of the communication materials including press releases will be led by UNDP and co-published online by the Firm.
 - d. The Firm shall create and maintain an online and accessible networking platform for YSIL participants to build an organic community and safe space for them to share their ideas and experiences.
 - e. The Firm shall produce five (5) videos not shorter than one (1) minute each to showcase the five (5) winning teams of YSIL.
 - f. All promotional materials used for this engagement must abide by UNDP and Youth Co:Lab's branding guidelines, which will be shared to the Firm.
 - g. All publication materials and knowledge products related to the engagement shall first go through the UNDP Youth Engagement Officer and UNDP Communications Team (regional and country offices) for clearance prior to release.
 - h. The Firm shall coordinate with an Analytics Consultant that UNDP will bring in to measure engagements and participation.

Component	Scope of Work	
	Firm	UNDP
Facilitate open call for applications	Facilitate a call for applications from targeted participants for at least three (3) weeks. Develop the criteria for and facilitate shortlisting of applications and participants	Review and approve criteria for shortlisting and selecting participants
Partnerships	Nominate and bring in various partners Propose partnership packages	Review and approve partnership packages and partners

Component	Scope of Work	
	Firm	UNDP
Capacity building	<p>Propose methodology and content of capacity building sessions with a timeline</p> <p>Facilitate capacity building sessions including mentoring sessions</p> <p>Propose a roster of mentors</p> <p>Propose criteria for judging proposals, roster of judges</p> <p>Document and report capacity building sessions</p> <p>Establish and roll-out a monitoring and evaluation plan</p>	<p>Facilitate online call for applications</p> <p>Select participants</p> <p>Approve proposal for capacity building sessions</p> <p>Lead a session on the SDGs</p> <p>Review and approve roster of mentors</p> <p>Review and approve criteria for judging and panel of judges</p>
Facility for team winners' prizes	<p>Establish a facility or platform to allow winning teams to receive resources (prizes) to further develop their solutions</p> <p>Include in proposal USD 3,100.00 cash prize for the five (5) winning teams which will be transferred to the teams within two weeks after the selection process</p> <p>Exercise due diligence prior to disbursement of resources</p> <p>Facilitate signing of an agreement instrument between the Firm and winning teams to ensure legitimacy and accountability</p> <p>During capacity building sessions, provide technical support to participants in crafting financial proposals for judging</p> <p>Report on the use of winning teams' prizes after six weeks of disbursement</p>	<p>Review and approve proposed mechanism for establishment of the facility given minimum requirements in the TOR</p>
Communications and Branding	<p>Submit a Communications Plan for the Firm's implementation</p> <p>Cross-post and co-publish communication materials online</p> <p>Produce five (5) videos showcasing winning teams</p> <p>Create and maintain an online and accessible networking platform for YSIL participants</p> <p>Adhere to UNDP and Youth Co:Lab branding guidelines</p> <p>Submit collaterals to the UNDP Youth Engagement Officer and UNDP Communications Teams (regional and country offices) prior to release</p>	<p>Review and approve Communications Plan</p> <p>Disseminate communications materials</p> <p>Share UNDP and Youth Co:Lab branding guidelines with the Firm</p> <p>Review and approve communication materials prior to release</p>

D. Methodology

1. An online call for applications will be led and facilitated by the service provider upon approval by UNDP. The call shall run for no less than two weeks between 1 and 30 July 2021.
2. The Firm shall develop the criteria for and facilitate shortlisting of applications and participants, subject for approval by UNDP.
3. The list of selected participants including their proposed solutions shall be shared between the Firm and UNDP solely for the purpose of this engagement.
4. The Firm shall facilitate capacity-building sessions using a human-centered design approach.
5. The Firm shall establish a facility to support young innovators and entrepreneurs to receive resources to develop, improve and/or pilot their solutions.
6. The Firm shall support UNDP in the promotion of the activities with a communications plan to be implemented through its own channel, distributed among its networks following UNDP and Youth Co:Lab branding guidelines.
7. The Firm shall implement a communications and partnerships plan to engage multi-stakeholders.

E. Deliverables and Schedules

With reference to the abovementioned, the following table reflects the expected deliverables and due dates of the Firm. It must also be ready to provide documentation of varying content and format depending on the need at any time throughout the duration of this project. The form may come in any of, but not limited to, the following: formal reports, technical documentation, slide decks, electronic mail, photographs or screenshots, and video recording of sessions. These may be for any, but not limited to, the following purposes: quality assurance, progress reporting and monitoring, billing, meetings, briefings, and presentations, among others.

Output Schedule			
Deliverable or output		Target due date	Review and approvals required
1	Design and methodology of the call for applications including the application form Activity design of all the capacity-building sessions including methodology, roster of mentors, proposed partners, draft agreement between the Firm and selected winners, M&E Plan, and a Gantt chart to reflect the timeline	1 week after awarding of contract	Youth Engagement Officer and relevant UNDP staff
2	Communications Plan with success indicators and an editorial calendar following UNDP and Youth Co:Lab branding guidelines	2 weeks after awarding of contract	
3	Activity Report detailing capacity-building sessions, profiles of winners and their solutions, and participants' feedback. Signed copies of the agreements between the firm and winners.	1 week after activity	
4	Termination Report summarizing all outputs and detailing disbursement of prizes for winners, the use of the prizes, feedback from winners, results of	6 weeks after activity	

Output Schedule			
Deliverable or output		Target due date	Review and approvals required
	communications efforts, and disaggregated profile of participants Five (5) videos showcasing winning teams		

F. Governance and Accountability

Upon agreement and contract signing, the Firm's designated members shall immediately support the Youth Co: Lab Team in co-designing the activities. The UNDP Youth Engagement Officer, under the organization's Institutions and Partnerships Team, shall exercise supervision over the Firm. The Firm shall submit all outputs and course and/or copy all communications to the aforementioned, unless otherwise instructed.

The Firm shall report progress, provide updates, or raise issues to the Youth Engagement Officer on a weekly basis and is expected to be accessible through mobile and digital collaboration tools on an agreed schedule and when required.

Upon the direction of the Youth Engagement Officer, the Firm is expected to coordinate with officials, personnel, and consultants of UNDP, government agencies, CSOs, private sector partners, and other stakeholders of the project.

G. Expected Duration of the Contract

The engagement is expected to last for five (5) months upon contract signing.

H. Duty Station

The Firm is expected to implement the activities with a work-from-home (WFH) arrangement for its personnel based in the Philippines in compliance with the rules and guidelines set by the Philippine Government's Inter-Agency Task Force on Emerging Infectious Diseases (IATF). For out of country personnel, the Firm is expected to implement the appropriate working arrangements that comply with the rules and guidelines of the respective jurisdictions where its personnel reside, especially those on physical distancing and home quarantines. Hence, meetings and coordination, whether regular or irregular, shall be conducted through digital collaboration and conferencing tools by default.

The Firm's personnel are expected to have their own workspace, facilities, computers, equipment, and licenses to digital tools from their own homes. UNDP shall not be responsible in providing these to the Firm and its personnel.

Should rules and guidelines on physical distancing and home quarantines be recalled or modified in the respective jurisdictions where personnel involved in this project reside, UNDP and the Firm shall exercise flexibility and prioritize the physical and mental wellbeing of all project personnel and stakeholders.

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

The Firm. The successful contractor must meet all qualifications itemized below.

- a. A duly registered juridical entity, such as a sole proprietorship, partnership, corporation, or non-profit organization, whether Philippine-based or international.
- b. Expertise and experience in facilitating capacity-building activities on entrepreneurship and innovation in the last three (3) years;

- c. Members' professional fluency in English; and
- d. At least three (3) similar projects with any government agency, UN agency, or international development or multilateral organization.

The Firm's Project Personnel. Level of Effort in terms of days and description for each key personnel have to form part of the technical proposal. Please indicate key personnel versus other staff.

- a. The Firm shall assign one (1) Project Lead and at least two (2) support personnel to handle facilitation sessions. The rest of the composition of the Firm's members will be their prerogative.
- b. In addition, one (1) English documenter for written reports and documentation is also required.

Position or role	Minimum qualifications
Project Lead (1 personnel)	<ul style="list-style-type: none"> At least three (3) years total professional experience leading and facilitating capacity-building activities on entrepreneurship, business development, and innovation At least a degree holder of community development, business management/administration, entrepreneurship, or other related courses At least two (2) projects with any government agency, UN agency, or international development or multilateral organization
Support for facilitation (at least 2 personnel)	<ul style="list-style-type: none"> At least one (1) year work experience leading and facilitating capacity-building activities on entrepreneurship, business development, and innovation At least a degree holder of community development, business management/administration, entrepreneurship, or other related courses
Documenter (1 personnel)	<ul style="list-style-type: none"> At least two (2) years total professional experience in documentation and/or communications At least a degree holder of communications, research, entrepreneurship, business management/administration, or other related courses

The Firm may, but is not required to, provide documentation for additional personnel. While this is not a requirement, it will be an advantage if the Firm has at least one (1) English sign language interpreter, and at least one (1) translator (depending on participants' capacities) on standby to cater to hard-hearing and non-English speaking participants, respectively. For the purpose of evaluating proposals, UNDP shall assess the qualifications of project personnel only for roles enumerated above.

J. 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 E. Acceptance of the outputs shall be based on how these meet evaluation quality standards and address stakeholder requirements.
2. The following components should be included, as a minimum, in the financial proposal:
 - a. Professional fees/salaries/honoraria;
 - b. Travel, lodging, and allowances for field work (if any);
 - c. Communication, workshops, meetings;

- d. Materials, reproduction, subscriptions;
- e. Management and operational costs; and
- f. Others as may be relevant to the scope of work.

The Firm shall receive payments based on the following schedule or another relevant schedule as proposed, within the tolerance period indicated in Part E of this TOR.

UNDP shall deliver payment to the Firm in tranches contingent on both delivery and acceptance of the outputs as presented in the table below. Payments shall only be made upon review, acceptance, and rectification of errors and/or improvement of the work or service as necessary.

Schedule of Payments			
Deliverable or output		Target due date	Percentage of contract price
1	Design and methodology of the call for applications including the application form Activity design of all the capacity-building sessions including methodology, roster of mentors, proposed partners, draft agreement between the Firm and selected winners, M&E Plan, and a Gantt chart to reflect the timeline	1 week after awarding of contract	20%
2	Communications Plan with success indicators and an editorial calendar following UNDP and Youth Co:Lab branding guidelines	2 weeks after awarding of contract	15%
3	Activity Report detailing capacity-building sessions, profiles of winners and their solutions, and participants' feedback. Signed copies of the agreements between the firm and winners.	1 week after activity	45%
4	Termination Report summarizing all outputs and detailing disbursement of prizes for winners, the use of the prizes, feedback from winners, results of communications efforts, and disaggregated profile of participants Five (5) videos showcasing winning teams	6 weeks after activity	20%
TOTAL			100%

K. Criteria for Evaluation

Candidate Firms 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 Firm's project management personnel	300
Total		1,000

Criteria # 1: Firm's qualification, capacity, and experience		Points obtainable
1.1.	Organizational capability and relevance of specialized competence and experience in working with youth, social innovators, and entrepreneurs, preferably in the country or region	200
1.2.	Demonstrable evidence of experience in implementing similar projects in any government agency, UN agency, or international development or multilateral organization	100
Total for Criteria # 1		300

Criteria # 2: Proposed implementation plan, methodology, and approach		Points obtainable
2.1.	Understanding of the requirement: Have important aspects of the terms been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	120
2.2.	<p>Description of the approach, methodology, and implementation proposals in meeting or exceeding the requirements. (120 points)</p> <p>Demonstration of ability to plan, integrate and effectively implement the project within the given timelines and overall boundaries of the project. (120 points)</p> <p>Candidate Firms must submit a detailed understanding of this requirement, proposed solutions, ideas, and timelines.</p>	220
2.3.	Offer of unique, creative, and/or innovative ideas in implementing the requirements of the project	60
Total for Criteria # 2		400

Criteria # 3: Expertise and experience of the Firm's project management personnel		Points obtainable
3.1.	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services? Are the key roles all organic staff of the firm?	100
3.2.	Qualifications of the Firm's project management personnel	200
3.2.a.	Project Lead	110
	At least three (3) years total professional experience leading and facilitating capacity-building activities on entrepreneurship, business development, and innovation <i>(30 points minimum and additional 10 points for additional years)</i>	50
	At least a Bachelor's degree holder of community development, business management/administration, entrepreneurship, or other related courses <i>(15 points minimum and additional 5 points for post-graduate degree)</i>	20
	At least two (2) projects with any government agency, UN agency, or international development or multilateral organization <i>(30 points minimum and additional 5 points for other projects)</i>	40
3.2.b.	Support personnel for facilitation (2 personnel) <i>(30 points per personnel)</i>	60
	One (1) year work experience in leading and facilitating capacity-building activities on entrepreneurship, business development, and innovation <i>(15 points each with 10 points minimum and additional 5 points for more years of experience)</i>	30
	At least a Bachelor's degree holder of community development, business management/administration, entrepreneurship, or other related courses <i>(15 points each with 10 points minimum and additional 5 points for post-graduate degree)</i>	30
3.2.c.	Documenter	30
	At least two (2) years total professional experience in documentation and/or communications <i>(10 points minimum and additional 5 points for more years of experience)</i>	15
	A least a Bachelor's degree holder of communications, research, entrepreneurship, business management/administration, or other related courses <i>(10 points minimum and additional 5 points for post-graduate degree)</i>	15
Total for Criteria # 3		300

Previous Relevant Experience/Track Record

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

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

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

Format for CV of Proposed Key Personnel

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

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

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

Signature of Personnel

Date (Day/Month/Year)