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

DATE: August 6, 2021
Reference No. RFP-068-PHL-2021

Dear Sir / Madam:

We kindly request you to submit your Proposal for Services for a Firm: Research on Young People and Human Mobility in Urban Settings Under the Youth Co:Lab Project component on Human Mobility.

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

Proposals may be submitted on or before Thursday, August 19, 2021 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:

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:

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Samantha Gunasekera
Operations Manager
8/6/2021
### Description of Requirements

<table>
<thead>
<tr>
<th>Context of the Requirement</th>
<th>Services of a Firm to conduct Research on Young People and Human Mobility in Urban Settings Under the Youth Co:Lab Project component on Human Mobility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementing Partner of UNDP</td>
<td>N/A</td>
</tr>
</tbody>
</table>
| Brief Description of the Required Services | UNDP requires consultancy services with expertise and experience in research, report writing, report design and communications. In addition, experience on human mobility, i.e. migration and displacement, within countries and across borders, is equally needed. The engagement aims to accomplish the following:  
1. Through research, answer inquiries on:  
   a. The state of Human Mobility in Asia-Pacific with a closer look on three countries, namely Philippines, Vietnam, and Pakistan.  
   b. Challenges and pain points on human mobility with emphasis on urban communities and how climate events and change affect these communities;  
   c. How young people are affected by these challenges;  
   d. How young people have responded to these challenges; and  
   e. The key players, their contributions, and their roles in addressing these challenges;  
2. Produce a high-quality report and a policy paper on human mobility, particularly in urban settings and with an emphasis on youth.  
3. Provide programmatic recommendations for the development of systemic approaches to solving human mobility challenges, to be presented and discussed with relevant stakeholders.  
4. Develop and implement a launch and dissemination strategy to inform relevant stakeholders on the results of the research. |

<table>
<thead>
<tr>
<th>List and Description of Expected Outputs to be Delivered</th>
<th>(See Terms of Reference)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Person to Supervise the Work/Performance of the Service Provider</th>
<th>The UNDP Youth Engagement Officer, in close coordination with the Human Mobility Team in UNDP Philippines and the Bangkok Regional Hub, shall provide overall direction, guidance, and input to the implementation and to the outputs to be developed, particularly on the quality and viability of the framework of analysis and methodology, the findings and recommendations in the draft and final draft outputs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency of Reporting</td>
<td>(See Terms of Reference)</td>
</tr>
<tr>
<td>Progress Reporting Requirements</td>
<td>(See Terms of Reference)</td>
</tr>
<tr>
<td><strong>Location of work</strong></td>
<td>All work will be done remotely</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td><strong>Expected duration of work</strong></td>
<td>The engagement is expected to last for three (3) months upon contract signing. The Firm shall allow for a two-week lead time for UNDP or Project Implementing Partners to review, provide comments to, and approve or accept outputs.</td>
</tr>
<tr>
<td><strong>Target start date</strong></td>
<td>August 2021</td>
</tr>
<tr>
<td><strong>Latest completion date</strong></td>
<td>November 2021</td>
</tr>
<tr>
<td><strong>Travels Expected</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Special Security Requirements</strong></td>
<td>n/a</td>
</tr>
<tr>
<td><strong>Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)</strong></td>
<td>n/a</td>
</tr>
</tbody>
</table>
| **Implementation Schedule indicating breakdown and timing of activities/sub-activities** | ☒ Required  
☐ Not Required |
| **Names and curriculum vitae of individuals who will be involved in completing the services** | ☒ Required  
☐ Not Required |
| **Currency of Proposal** | ☒ United States Dollars for international firms  
☑ Local Currency PHP for local firms |
| **Value Added Tax on Price Proposal** | ☐ ☒ must be exclusive of VAT and other applicable direct taxes |
| **Validity Period of Proposals (Counting for the last day of submission of quotes)** | ☒ 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** | ☒ Not permitted  
☐ Permitted |
<table>
<thead>
<tr>
<th>Payment Terms</th>
<th>Deliverable or output</th>
<th>Target due date</th>
<th>Percentage of contract price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inception report including methodology, detailed implementation plan, and launch and dissemination strategy, partnership strategy Data-collection instruments</td>
<td>Two weeks after awarding of contract</td>
<td>30%</td>
<td></td>
</tr>
<tr>
<td>Report on data collection activities Raw and processed data Draft report including key findings and recommendations;</td>
<td>Eight weeks after awarding of contract</td>
<td>30%</td>
<td></td>
</tr>
<tr>
<td>Final report, discussion note, policy paper, and concept note for a new project with the programmatic recommendations Report on communications campaign Informational video Presentation of the findings</td>
<td>Two weeks after approval of draft report</td>
<td>40%</td>
<td></td>
</tr>
</tbody>
</table>

Person(s) to review/inspect/approve outputs/complete services and authorize the disbursement of payment

The UNDP Youth Engagement Officer, in close coordination with the Human Mobility Team in UNDP Philippines and the Bangkok Regional Hub, shall provide overall direction, guidance, and input to the implementation and to the outputs to be developed, particularly on the quality and viability of the framework of analysis and methodology, the findings and recommendations in the draft and final draft outputs.

Type of Contract to be Signed

☒ UNDP Standard Contract for goods and/or services

Criteria for Contract Award

☒ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)
☒ Full acceptance of the UNDP Contract General Terms and Conditions (GTC). Non-acceptance of the GTC may be grounds for the rejection of the Proposal.

Criteria for the Assessment of Proposal

Technical Proposal (70%)
☒ Expertise of the Firm 300 points
☒ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 400 points
☒ Management Structure and Qualification of Key Personnel 300 points

Financial Proposal (30%)
To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.

UNDP will award the contract to:

☒ One and only one Service Provider
| **Contract General Terms and Conditions** | ☐ General Terms and Conditions for contracts (goods and/or services)  
☑️ **General Terms and Conditions for de minimis contracts (services only, less than $50,000)**  
   
|---|---|
| **Annexes to this RFP** | ☑️ Form for Submission of Proposal (Annex 2)  
☑️ Detailed TOR (Annex 3)  
☑️ Previous Relevant Experience/Track Record (Annex 4)  
☑️ Format for CV (Annex 5) |
| **Contact Person for Inquiries (Written inquiries only)** | **Joseph Pangilinan**  
*Procurement Assistant*  
*procurement.ph@undp.org*  
   
   **Email subject should be:** RFP-068-PHL-2021 Research on Young People and Human Mobility in Urban Settings Under the Youth Co:Lab Project component on Human Mobility.  
   
   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. |
FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL

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

[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, contact 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.
g) Acceptance of UNDP General Terms and Conditions
h) Confirmation of bid validity for 120 days

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.

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1 This serves as a guide to the Service Provider in preparing the Proposal.
2 Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes
C. **Qualifications of Key Personnel**

The Service Provider must provide:

a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;

b) CVs demonstrating qualifications must be submitted if required by the RFP; and

c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. **Cost Breakdown per Deliverable**

<table>
<thead>
<tr>
<th>Deliverables [list them as referred to in the RFP]</th>
<th>Percentage of Total Price (Weight for payment)</th>
<th>Price (Lump Sum, All Inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliverable 1</td>
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<td></td>
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<tr>
<td>Deliverable 2</td>
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<td>....</td>
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<tr>
<td>Total</td>
<td>100%</td>
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</tbody>
</table>

*This shall be the basis of the payment tranches*

E. **Cost Breakdown by Cost Component**  
*This is only an Example*:

<table>
<thead>
<tr>
<th>Description of Activity</th>
<th>Remuneration per Unit of Time</th>
<th>Total Period of Engagement</th>
<th>No. of Personnel</th>
<th>Total Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Personnel Services</td>
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<tr>
<td>1. Services from Home Office</td>
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<tr>
<td>a. Expertise 1</td>
<td></td>
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<tr>
<td>b. Expertise 2</td>
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<tr>
<td>2. Services from Field Offices</td>
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<tr>
<td>a. Expertise 1</td>
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<tr>
<td>b. Expertise 2</td>
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<tr>
<td>3. Services from Overseas</td>
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<tr>
<td>a. Expertise 1</td>
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<td></td>
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<tr>
<td>b. Expertise 2</td>
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<tr>
<td>II. Out of Pocket Expenses</td>
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<tr>
<td>1. Travel Costs</td>
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<tr>
<td>2. Daily Allowance</td>
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<tr>
<td>3. Communications</td>
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<tr>
<td>4. Reproduction</td>
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<tr>
<td>5. Equipment Lease</td>
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<tr>
<td>6. Others</td>
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<tr>
<td>III. Other Related Costs</td>
<td></td>
<td></td>
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</tbody>
</table>

[Name and Signature of the Service Provider’s Authorized Person]
[Designation]
>Date]
Annex 3

Terms of Reference

Consultancy Services for a Firm:
Research on Young People and Human Mobility in Urban Settings
Under the Youth Co:Lab Project component on Human Mobility

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, Youth Co:Lab is positioning young people front and center in order to solve the region’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.

This year, the Human Mobility team at the Bangkok Regional Hub is partnering with Youth Co:Lab, UN-Habitat, IOM, Migrant Forum Asia and Asia Pacific Refugee Rights Network for a regional Youth Innovation for Human Mobility initiative. The initiative, through an innovation challenge, invites young people in the Asia-Pacific region to identify entrepreneurial solutions to pressing social problems in informal urban environments with high numbers of migrants and displaced persons, and supports them to develop these into sustainable social enterprises. The Philippine Country office was selected to lead this initiative.

Beyond supporting young people in Asia-Pacific in the development of entrepreneurial solutions to challenges related to human mobility (i.e. voluntary migration and forced displacement, both within countries and across border), UNDP is looking to produce a knowledge product to:

1. Showcase notable solutions, both through the innovation challenge and other case studies beyond the innovation challenge, relevant to human mobility in urban contexts;
2. Capture the human mobility landscape relevant to young people, especially in urban contexts;
3. Develop a communications campaign on human mobility and how young people can contribute to responding to relevant challenges such as, but not limited to:
   a. Generating jobs and income for the urban poor, particularly in ways that protect natural resources and avoid environmental damage;
   b. Improving relations between migrants, displaced people, their host communities and local authorities;
   c. Preventing or lessening the impact of disasters and climate change on the urban poor; and
   d. Enhancing health and other essential services for the urban poor.

To support the intended results, this specific tender requires consultancy services of a suitable service provider to produce and effectively disseminate the knowledge product to relevant stakeholders.

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3 This covers all young people from 18 up to the age of 30 years.
B. Specific Objectives

UNDP requires consultancy services with expertise and experience in research, report writing, report design and communications. In addition, experience on human mobility, i.e. migration and displacement, within countries and across borders, is equally needed. The engagement aims to accomplish the following:

1. Through research, answer inquiries on:
   a. The state of Human Mobility in Asia-Pacific with a closer look on three countries, namely Philippines, Vietnam, and Pakistan.
   b. Challenges and pain points on human mobility with emphasis on urban communities and how climate events and change affect these communities;
   c. How young people are affected by these challenges;
   d. How young people have responded to these challenges; and
   e. The key players, their contributions, and their roles in addressing these challenges;
2. Produce a high-quality report and a policy paper on human mobility, particularly in urban settings and with an emphasis on youth.
3. Provide programmatic recommendations for the development of systemic approaches to solving human mobility challenges, to be presented and discussed with relevant stakeholders.
4. Develop and implement a launch and dissemination strategy to inform relevant stakeholders on the results of the research.

C. Scope of Work

1. Preparatory work, including, but not limited to:
   a. Identification of the scope, methodology, target respondents/informants;
   b. Refinement of the research questions; and
   c. Preparation of work plan, data-collection instruments, and dissemination strategy;
2. Conduct of data collection activities, including:
   a. Coordination with key stakeholders from the public, private, and voluntary sectors;
   b. Analytical work, including:
      i. Review and synthesis of relevant literature and documents; and
      ii. Scanning and review of existing interventions (policies, programs, projects, etc.) addressing human mobility challenges across the Asia-Pacific region;
      iii. Review and synthesis of impacts of human mobility challenges on youth and how young people contribute to solving these challenges, featuring these solutions in the knowledge product;
      iv. Introduction and review of the winning projects of the Youth Innovation for Human Mobility initiative;
      v. Review and synthesis of key players and their roles in addressing these challenges;
      vi. Processing of data collected;
      vii. Formulation of programming recommendations in the form of a policy paper;
3. Reporting, presentation, and dissemination of results
   a. Preparation of a draft and final report (with a one-page summary, an executive summary and infographics, and recommendations), and a policy paper, subject to peer review;
   b. Dissemination of results through a communications campaign;
i. Collaterals shall include, but not limited to, photos, videos, soundbites, social media cards, blogs, press release, and infographics.

ii. At least one (1) collateral must be released every week for an entire month during the campaign.

iii. The Firm shall produce one (1) informational video of not more than five (5) minutes on the results of the research.

iv. 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.

c. Presentation of the results in an online forum with relevant stakeholders.

d. The Firm shall regularly report on progress and provide updates to the UNDP Youth Engagement Officer and the Human Mobility Team in the Philippines.

4. Partnerships

   a. With the intention of expanding UNDP’s reach and further supporting efforts on human mobility, the selected service provider shall nominate and bring in various partners who can add value to the initiative.

   b. Partnership packages shall be included in technical proposal.

D. Methodology

The Firm shall adopt a mix of qualitative (e.g., key informant interviews, focus group discussions) and quantitative (online) data collection methods drawing upon UNDP’s extensive youth networks across the Asia-Pacific in carrying out the research. A more detailed methodology in line with the prescribed scope and objectives shall be proposed at the inception stage.

E. Deliverables and Schedule

The following table reflects the expected deliverables and due dates of the Firm. The Firm 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.

<table>
<thead>
<tr>
<th>Deliverable or output</th>
<th>Target due date</th>
<th>Review and approvals required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inception report including methodology, detailed implementation plan, launch and dissemination strategy, partnership strategy, data-collection instruments</td>
<td>Two weeks after awarding of contract</td>
<td>Review: Youth Engagement Officer</td>
</tr>
</tbody>
</table>
## Output Schedule

<table>
<thead>
<tr>
<th>Deliverable or output</th>
<th>Target due date</th>
<th>Review and approvals required</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Report on data collection activities</td>
<td>Eight weeks after awarding of contract</td>
<td>CO and Bangkok Regional Hub Human Mobility Team</td>
</tr>
<tr>
<td>Raw and processed data</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Draft report including key findings and recommendations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Final report and policy paper with programmatic recommendations; Report on communications campaign</td>
<td>Two weeks after approval of draft report</td>
<td>Approvals: Team Leaders, Institutions and Partnerships and Climate Action</td>
</tr>
<tr>
<td>Informational video</td>
<td></td>
<td></td>
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<tr>
<td>Presentation of the findings</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### F. Key Performance Indicators and Service Level

1. Timely delivery of quality outputs according to the timetable.
   a. The firm is expected to inform UNDP if the outputs cannot be submitted on the specified dates at least 2 weeks before the due date.

2. Effective communication and collaboration through email correspondence and other collaborative tools, with a diverse set of stakeholders, including but not limited to the programme and project team, private sector stakeholders, government agencies, civil society organizations, youth-led organizations, and UN agencies.
   a. UNDP will set the communication protocols after awarding to the firm.

3. Effective use of appropriate quantitative and qualitative research methodologies, including innovative tools and techniques as well as identification/use of non-traditional sources of data (if applicable).

4. Usefulness and relevance of the findings and recommendations to the needs of stakeholders.

### G. Governance and Accountability

1. The UNDP Youth Engagement Officer, in close coordination with the Human Mobility Team in UNDP Philippines and the Bangkok Regional Hub, shall provide overall direction, guidance, and input to the implementation and to the outputs to be developed, particularly on the quality and viability of the framework of analysis and methodology, the findings and recommendations in the draft and final draft outputs.

2. 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. Facilities to be Provide by UNDP

The Firm is expected to have its own workstations, computers/laptops, and other facilities and equipment. UNDP support that will be provided throughout the engagement includes high level coordination and finance and administrative support related to UNDP policies.

I. Expected Duration of the Contract

The engagement is expected to last for three (3) months upon contract signing. The Firm shall allow for a two-week lead time for UNDP or Project Implementing Partners to review, provide comments to, and approve or accept outputs.

J. Duty Station

All work will be done remotely. In light of the COVID-19 pandemic, all work of the Firm shall be done within the guidelines and protocols set by the local government and in compliance with the rules and guidelines set by the Philippine Government’s Inter-Agency Task Force on Emerging Infectious Diseases (IATF). During the quarantine period, the Firm shall NOT ENGAGE in any meetings or activities OUTSIDE THEIR HOMES.

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.

Coordination and meetings shall be done through phone or online. This is STRICTLY a HOME-BASED engagement; NO TRAVEL IS REQUIRED for the Firm to complete their abovementioned tasks.

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 for providing these to the Firm and its personnel.

K. 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. Minimum five (5) years’ experience in undertaking research and developing high quality research reports and policy briefs on various themes relevant to human mobility, especially on youth and in urban settings;
   c. Geographic considerations: understanding of development issues, particularly related to human mobility, in Asia-Pacific.
   d. Members’ professional fluency in English; and
   e. 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. The minimum person-days for each key personnel shall be 15 days, spread across the three months of engagement.

The Firm shall assign a minimum of one (1) Project Lead, one (1) Research Coordinator, one (1) Research Associate, and one (1) Communications and Partnerships Coordinator. This core team shall meet the following minimum qualifications:

<table>
<thead>
<tr>
<th>Position or role</th>
<th>Minimum qualifications</th>
</tr>
</thead>
</table>
| Project Lead (1 personnel)                   | • At least five (5) years total professional experience leading and managing research projects revolving around climate action, human mobility, and/or youth, policy and program administration  
  • At least a degree holder of community development, public management, development communications, economics, or other related courses  
  • At least two (2) projects similar to the requirement published in the ToR  
  • Language: proficient in English                                                        |
| Research Coordinator (1 personnel)           | • At least three (3) years total professional experience conducting research projects revolving around climate action, human mobility, and/or youth, policy and program administration  
  • At least a degree holder of community development, public management, development communications, economics, or other related courses  
  • At least two (2) projects similar to the requirement published in the ToR  
  • Language: proficient in English                                                        |
| Research Associate (1 personnel)             | • At least one (1) year total professional experience conducting research projects  
  • At least a degree holder of community development, public management, development communications, economics, or other related courses  
  • Language: proficient in English                                                        |
| Communications and Partnerships Coordinator (1 personnel) | • At least two (2) years total professional experience implementing communications campaigns and partnerships mobilization  
  • At least a degree holder of development communications, journalism, or other related courses  
  • Language: proficient in English                                                        |

The Firm may, but is not required to, provide documentation for additional personnel. For the purpose of evaluating proposals, UNDP shall assess the qualifications of project personnel only for roles enumerated above.

L. 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 (include daily fees and number of person-days for each personnel)
   b. Communication, workshops, meetings;
   c. Materials, reproduction, subscriptions;
   d. Management and operational costs; and
   e. 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.

<table>
<thead>
<tr>
<th>Schedule of Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliverable or output</td>
</tr>
<tr>
<td>Target due date</td>
</tr>
<tr>
<td>-----------------------</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>Upon submission and acceptance of Inception report &amp; implementation plan, and launch and dissemination strategy, partnership strategy &amp; Data-collection instruments</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>Upon submission and acceptance of Report on data collection activities &amp; Raw and processed data &amp; Draft report including key findings and recommendations</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>Upon submission and acceptance of Final report, discussion note, policy paper, and concept note for a new project with the programmatic recommendations</td>
</tr>
<tr>
<td>Report on communications campaign &amp; Informational video &amp; Presentation of the findings</td>
</tr>
<tr>
<td>TOTAL</td>
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</table>

M. 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.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firm’s qualification, capacity, and experience</td>
<td>300</td>
</tr>
<tr>
<td>Proposed implementation plan, methodology, and approach</td>
<td>400</td>
</tr>
<tr>
<td>Expertise and experience of the Firm’s project management personnel</td>
<td>300</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,000</strong></td>
</tr>
</tbody>
</table>
**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.

<table>
<thead>
<tr>
<th>Project name &amp; Country of Assignment</th>
<th>Client &amp; Reference Contact Details</th>
<th>Contract Value in PhP</th>
<th>Period of activity and status</th>
<th>Types of activities undertaken</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
### Format for CV of Proposed Key Personnel

<table>
<thead>
<tr>
<th>Name of Personnel</th>
<th>[Insert]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position for this assignment</td>
<td></td>
</tr>
</tbody>
</table>
| Contact Details | ▪ Present/Home Address: [Insert]  
▪ Email Address: [Insert]  
▪ Contact Numbers: [Insert] |
| Key achievements related to this assignment | [Insert] |
| Nationality | [Insert] |
| Language proficiency | [Insert] |
| Education/Qualifications | [Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]  
[Insert] |
| Professional certifications | [Provide details of professional certifications relevant to the scope of services]  
▪ Name of institution: [Insert]  
▪ Date of certification: [Insert] |
| Employment Record/Experience | [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.]  
▪ Name of institution: [Insert]  
▪ Date of Employment: [Insert]  
▪ Position: [Insert]  
▪ Details of activities/functions performed: [Insert]  
▪ Name of institution: [Insert]  
▪ Date of Employment: [Insert]  
▪ Position: [Insert]  
▪ Details of activities/functions performed: [Insert]  
▪ Name of institution: [Insert]  
▪ Date of Employment: [Insert]  
▪ Position: [Insert]  
▪ Details of activities/functions performed: [Insert] |
| References | [Provide names, addresses, phone and email contact information for two (2) references] |
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)