



REQUEST FOR PROPOSAL (RFP)

	DATE: September 17, 2021
	Reference No. RFP-088-PHL-2021

Dear Sir / Madam:

We kindly request you to submit your Proposal for *Services of a Firm for Citizen Science to Monitor and Assess Plastic Waste*.

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

Proposals may be submitted **on or before Thursday, September 30, 2021; 5:00 PM, Manila time 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. Each email should not exceed 10MB per transmission.

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/unscs/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Samantha Gunasekera
Operations Manager
9/17/2021

Description of Requirements

Context of the Requirement	<i>Services of a Firm for Citizen Science to Monitor and Assess Plastic Waste</i>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services	<p>The Philippines stands as the third biggest contributor of marine litter in Asia throwing 2.7 million tons of plastic every year. The amount of mismanaged plastic waste generated by 83.4 million coastal residents in the Philippines was 1.88 million metric tonnes in 2010, with a high level of plastic bag consumption. As 60% of the Philippine population lives within the 832 coastal municipalities and 25 coastal cities, urban centers stand as a major contributor to marine litter and plastic pollution in the country.</p> <p>Pasig River in Metro Manila alone accounts for 21% of the organic waste flow to Manila Bay, 70% of which come from households. It is a major waterway that flows from Laguna Lake in the east to Manila Bay in the west, via five independent city administrations in the central part of Metro Manila (Pasig, Mandaluyong, Taguig, Makati, Manila). Apart from its upstream location of the river, Pasig City also connects to Marikina River, a major tributary from the Sierra Madre mountains in the northeast of Metro Manila, cutting across Pasig, Marikina, and Quezon City in Metro Manila, as well as four more municipalities in the province of Rizal. The Manila Bay Task Force has identified four key waterways in Pasig City characterized by i) industrial, ii) highly dense and iii) informal communities along its banks, which cut across 10 barangays in Pasig. With sixteen city administrations in Metro Manila, robust data is needed to better understand waste flow through cross-boundary tributaries that ultimately lead to Manila Bay. These can inform better regulation, policy harmonization, and align implementation allowing for a more coordinated interventions among Metro Manila cities to capture plastics in the river system and other water bodies.</p> <p>With sixteen city administrations in Metro Manila, robust data is needed to better monitor and understand plastic waste leakage in cross-boundary rivers that ultimately lead to Manila Bay. These can inform better inter-city regulation, policy harmonization, and align implementation towards scaled impact.</p> <p>To achieve this need, UNDP Philippines is pursuing the following learning questions:</p> <p>1. Which part of the Metro Manila River system is critically polluted by marine plastics?</p>

	<p>2. How can citizen-volunteers be tapped to collect and analyze data on marine plastics, especially in esteros and canals in Metro Manila?</p> <p>3. How can citizen science be used to bridge the technical knowledge gap between researchers or scientists and the general public?</p> <p>In pursuing this, the UNDP PH Accelerator Lab (ALabPH) requires the services of a Firm who shall design and develop a citizen science project that combines collective action and scientific research that shall focus on collecting and analyzing data on marine plastics found on the rivers, esteros, and canals of Metro Manila.</p>
List and Description of Expected Outputs to be Delivered	(See Terms of Reference)
Person to Supervise the Work/Performance of the Service Provider	Head of Solutions Mapping and Head of Experimentation of the ALAB Team
Frequency of Reporting	(See Terms of Reference)
Progress Reporting Requirements	(See Terms of Reference)
Location of work	This work shall primarily be performed remotely and online due to the community quarantine restrictions. The Firm is expected to have its own working premises, ICT equipment, internet connectivity, cloud hosting, among others
Expected duration of work	The Firm will be hired for six (6) months. The target start of work date is October 2021 and the end date shall not be later than 31 March 2022. Duration of the contract shall include lead time for UNDP or Project Implementing Partners to review outputs, give comments, approve/accept outputs, etc.
Target start date	October 2021
Latest completion date	31 March 2022
Travels Expected	(See Terms of Reference)
Special Security Requirements	n/a
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	n/a

Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required																				
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required																				
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency PHP for local firms <input checked="" type="checkbox"/> USD for International Firms																				
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable direct taxes																				
Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																				
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted																				
Payment Terms	<table border="1"> <thead> <tr> <th>Deliverables/ Outputs</th> <th>Payment from Start of Contract</th> <th>Indicative Percentage of Lump-Sum Price</th> </tr> </thead> <tbody> <tr> <td>1. Inception Report</td> <td>2 weeks</td> <td>10%</td> </tr> <tr> <td>2. First Month Report</td> <td>End of the First Month</td> <td>20%</td> </tr> <tr> <td>3. Mid-term Report</td> <td>Before December 31, 2021</td> <td>30%</td> </tr> <tr> <td>4. Final Report</td> <td>Before 31 March 2022</td> <td>40%</td> </tr> <tr> <td>Total</td> <td></td> <td>100%</td> </tr> </tbody> </table>	Deliverables/ Outputs	Payment from Start of Contract	Indicative Percentage of Lump-Sum Price	1. Inception Report	2 weeks	10%	2. First Month Report	End of the First Month	20%	3. Mid-term Report	Before December 31, 2021	30%	4. Final Report	Before 31 March 2022	40%	Total		100%		
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Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Head of Solutions Mapping and Head of Experimentation of the ALAB Team																				
	<input checked="" type="checkbox"/> UNDP Standard Contract for goods and/or services																				

Type of Contract to be Signed	
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). Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	Technical Proposal (70%) <input checked="" type="checkbox"/> Expertise of the Firm 30 points <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 35 points <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 35 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:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) 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"/> Detailed TOR (<i>Annex 3</i>) <input checked="" type="checkbox"/> Previous Relevant Experience/Track Record (Annex 4) <input checked="" type="checkbox"/> Format for CV (Annex 5)
Contact Person for Inquiries (Written inquiries only)	<i>Joseph Pangilinan</i> <i>Procurement Assistant</i> procurement.ph@undp.org Email subject should be: RFP-088-PHL-2021: Services for a Firm for Citizen Science to Monitor and Assess Plastic Waste 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 PROPOSAL¹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – 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.*
- 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.

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***

	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

Services of a Firm for Citizen Science to Monitor and Assess Plastic Waste

A. Background and Description

The Philippines stands as the third biggest contributor of marine litter in Asia throwing 2.7 million tons of plastic every year. The amount of mismanaged plastic waste generated by 83.4 million coastal residents in the Philippines was 1.88 million metric tonnes in 2010, with a high level of plastic bag consumption.³ As 60% of the Philippine population lives within the 832 coastal municipalities and 25 coastal cities⁴, urban centers stand as a major contributor to marine litter and plastic pollution in the country.

Pasig River in Metro Manila alone accounts for 21% of the organic waste flow to Manila Bay, 70% of which come from households. It is a major waterway that flows from Laguna Lake in the east to Manila Bay in the west, via five independent city administrations in the central part of Metro Manila (Pasig, Mandaluyong, Taguig, Makati, Manila). Apart from its upstream location of the river, Pasig City also connects to Marikina River, a major tributary from the Sierra Madre mountains in the northeast of Metro Manila, cutting across Pasig, Marikina, and Quezon City in Metro Manila, as well as four more municipalities in the province of Rizal. The Manila Bay Task Force has identified four key waterways in Pasig City characterized by i) industrial, ii) highly dense and iii) informal communities along its banks, which cut across 10 barangays in Pasig.⁵ With sixteen city administrations in Metro Manila, robust data is needed to better understand waste flow through cross-boundary tributaries that ultimately lead to Manila Bay. These can inform better regulation, policy harmonization, and align implementation allowing for a more coordinated interventions among Metro Manila cities to capture plastics in the river system and other water bodies.

With sixteen city administrations in Metro Manila, robust data is needed to better monitor and understand plastic waste leakage in cross-boundary rivers that ultimately lead to Manila Bay. These can inform better inter-city regulation, policy harmonization, and align implementation towards scaled impact.

To achieve this need, UNDP Philippines is pursuing the following learning questions:

1. Which part of the Metro Manila River system is critically polluted by marine plastics?
2. How can citizen-volunteers be tapped to collect and analyze data on marine plastics, especially in esteros and canals in Metro Manila?
3. How can citizen science be used to bridge the technical knowledge gap between researchers or scientists and the general public?

In pursuing this, the UNDP PH Accelerator Lab (ALabPH) requires the services of a Firm who shall design and develop a citizen science project that combines collective action and scientific research that shall focus on collecting and analyzing data on marine plastics found on the rivers, esteros, and canals of Metro Manila.

B. Scope of Work and Outputs

³ Jambeck, J. R., Geyer, R., Wilcox, C., Siegler, T. R., Perryman, M., Andrady, A., ... & Law, K. L. (2015). Plastic waste inputs from land into the ocean. *Science*, 347(6223), 768-771.

⁴ DENR (Department of Environment and Natural Resources). 1995. Philippine forestry statistics. Forest Management Bureau, DENR, Quezon City, Philippines.

⁵ <https://www.officialgazette.gov.ph/downloads/2019/02feb/20190219-AO-16-RRD.pdf>

The project area shall cover the hotspot rivers, esteros, and canals of Metro Manila with the primary objective of identifying, locating, and monitoring plastic waste.

In close coordination with the Accelerator Lab, the following are the scope of work and outputs to be undertaken by the Firm:

1. Design and implement the citizen Science research to document plastic pollution in Metro Manila.
 - 1.1. Prepare and present an inception plan that outlines the research framework, methodology, data collection and analysis, community engagement and advocacy, among others.
 - 1.2. Develop a research framework and process that includes citizen participation as a core to the data collection and analysis.
 - 1.3. Formulate a data collection, quality control, and community engagement protocol to guide the citizen researchers in the conduct of the citizen science research.
2. Conduct capacity building and advocacy activities to support the citizen science research.
 - 2.1. Conduct capacity building activities for citizen science volunteers to train them on the appropriate research and community engagement protocols for them to properly conduct citizen science research.
 - 2.2. Leverage Firm's existing projects (e.g. clean up campaigns, advocacy projects, etc.), network of partners, and volunteers to form a cohesive community of citizen science researchers.
 - 2.3. Implement communications and advocacy initiatives to promote the citizen science research and curb plastic pollution in Metro Manila. In coordination with UNDP, leverage existing social media channels in the UNDP such as, but not limited to, the CleanSeas campaign.
3. Ensure that data collected from the citizen research is properly stored in a secure database.
 - 3.1. In coordination with the Accelerator Lab, develop an online form that will be used by the citizen science volunteers in the data collection and analysis.
 - 3.2. Manage and maintain a database of all collected data from citizen science volunteers and
 - 3.3. Create a progress visualization chart using available open-source applications (e.g. Datastudio, etc.) that will show key information and progress on the project.
 - 3.4. Together with the Accelerator Lab and the Pintig Lab, discuss a strategy for data management to ensure seamless integration to existing UNDP PH data warehouse and dashboard.
4. Formulate a final research report that will summarize the findings and present the same to key stakeholders and development partners.

In performing the above, the Firm shall consult with key officers and other relevant personnel within UNDP, key partners, as well as with external stakeholders, as may be recommended.

C. Timetable of Deliverables

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

Deliverables/ Outputs	Target Due Date from Start of Contract	Review and Approvals Required
Inception Report including work plan and other details agreed during prep meetings with UNDP.	within 4 weeks	<i>Main:</i> Head of Solutions Mapping <i>Alternates:</i> Head of Experimentation
The Firm shall submit the First Month Report that will contain the citizen science research framework and process, initial data management and dashboard design, citizen researchers and community engagement plan, timeline, among others.	End of 1 st Month	
The Firm shall submit to UNDP A-Lab PH, a Monthly Progress Report every end of the month for the months that will summarize the progress of the experiment.	October 2021 November 2021 December 2021 January 2021 February 2022	
Final Report. Upon submission and UNDP's acceptance of a Final Research Report including that will summarize the monthly progress reports and the research output.	March 2022	

D. Governance and Accountability Including Duty Station

1. The contractor will be supervised by the Head of Solutions Mapping, with the Head of Experimentation as an alternate. All outputs of the Research Firm shall be submitted to the UNDP Philippines Accelerator Lab Head of Solutions Mapping and the Head of Experimentation, copy furnished the Senior Policy Advisor and the Programme Associate. The Firm may also be tasked to collaborate with other IAT teams, such as the Pintig Lab, and consultants of the UNDP.
2. In implementing this project, IAT collaborates closely with the Climate Action Programme Team. As such, in the execution of this contract and review of outputs, the Firm may also be tasked to coordinate with the Programme Team Leader, Programme Analysts, and other key UNDP personnel. Nevertheless, final approvals rest with the Accelerator Lab.

E. Expected Duration of the Contract

1. The Firm will be hired for six (6) months. The target start of work date is October 2021 and the end date shall not be later than 31 March 2022. Duration of the contract shall include lead time for UNDP or Project Implementing Partners to review outputs, give comments, approve/accept outputs, etc.

F. Location of Work

This work shall primarily be performed remotely and online due to the community quarantine restrictions. The Firm is expected to have its own working premises, ICT equipment, internet connectivity, cloud hosting, among others.

G. Professional Qualifications of the Firm and its Key Personnel

1. The successful Firm must have demonstrable capability and track record to undertake a combination of methodologies and tools for the citizen science research. The Firm must meet the following qualifications:
 - a. In operation for at least three (3) years as a CSO, academic institution, or private corporate entity with substantial experience in citizen science research, environmental research, and other related type of researches.
 - b. Submit a portfolio of research projects and initiatives that are relevant to the work at hand, including but not limited to the use of citizen science and other environmental related research that utilizes crowdsourcing, citizen science, and digital platforms for data collection.
 - c. Has conducted research on the environment, plastic pollution, and marine litter using novel approaches such as citizen science, crowdsourcing, and digital platforms.
2. The Firm shall assign its in-house personnel or source these from its partners and rosters for the project. At least one (1) lead researcher & project manager lead and one (1) research project assistant shall be assigned to the project. The Firm may propose to include additional personnel as it sees fit, and these will be evaluated by UNDP based on their relevance and value-addition. The Firm must also demonstrate how its senior leadership, researchers, and advisers can be tapped to provide guidance to the project as may be necessary.
 - a. Lead Researcher & Project Manager – he/she shall be the primary point of contact with UNDP and ensure that the delivery of outputs and advice are done in a timely and high-quality manner. The project lead shall meet the following qualifications:
 - i. At least 3 years experience in conducting and managing research projects; experience in conducting mixed methods, crowdsourcing, and citizen science research is preferred.
 - ii. Has conducted at least 3 researches that utilizes mixed methods research, environmental science, use of digital platforms and data visualization, and related fields.
 - iii. At least a Master's degree in relevant fields, including but not limited to environmental science, ecology, oceanography, marine sciences, and related fields, technology and innovation, among others.
 - iv. Fluency in English is required.
 - b. Research Project Assistant – they shall provide the technical specialization required for sensing, experimentation, and/or communication strategy, who shall meet the following:

- i. At least 1 year experience in assisting, conducting or managing mixed methods research, community engagement, project management, communications and advocacy.
 - ii. At least a bachelor's degree in relevant fields, including but not limited to environmental science, ecology, oceanography, marine sciences, and related fields, technology and innovation, among others.
 - iii. Fluency in English is required.
 - c. Additional personnel proposed will be evaluated based not only on the minimum criteria spelled out for a researcher but also on relevance and value-added contribution to the work as well as to cost efficiency.
 - d. For each of the two key personnel and any additional personnel, the Firm must present the proposed level of effort, in person-days of work rendered, which will be evaluated by UNDP based on sufficiency for the work required.
2. The Firm shall be responsible for ensuring adequate administrative, logistical, and coordination arrangements for its key personnel, including travel and billeting arrangements and coordination. While UNDP staff will collaborate with the Firm with respect to scheduling, logistics, attendance, and other administrative matters related to the works described above, the Firm shall provide for its own logistical and administrative support for its key personnel.

H. Scope of Price Proposal and Schedule of Payment

1. The contract price shall be a **fixed output-based price** regardless of extension of the herein specific duration. Payments shall be made upon submission and acceptance of the outputs as specified in Part D. Acceptance of the outputs shall be based on how these meet evaluation quality standards and address stakeholder requirements.
2. The following components should be included, as a minimum, in the financial proposal:
 - a. Professional fees of the proposed team
 - b. Other professional fees and salaries
 - c. Materials, reproduction, subscriptions
 - d. Management and operational costs
 - e. 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.

3. The firm shall make a proposal for payment tranches for four (4) to s five (5) milestones based on its assessment of the share of the value of the outputs and deliverables at each milestone. In no case shall the first tranche payment be higher than 20 percent and the final tranche payment be lower than 20 percent. Following is an illustration:

Deliverables/ Outputs	Payment from Start of Contract	Indicative Percentage of Lump-Sum Price
1. Upon submission and acceptance of Inception Report	2 weeks	10%
2. Upon submission and acceptance of First Month Report	End of the First Month	20%

Deliverables/ Outputs	Payment from Start of Contract	Indicative Percentage of Lump-Sum Price
3. Upon submission and acceptance of Mid-term Report	Before December 31, 2021	30%
4. Upon submission and acceptance of Final Report	Before 31 March 2022	40%
Total		100%

I. Criteria for Selection of the Best Offer

- The selection process will follow a cumulative scoring of 70% technical and 30% financial
- The minimum passing score of the technical proposal shall be 70%. Technical proposals will be evaluated based on the following criteria and corresponding points. Only firms that obtained minimum technical score of 70 points will be included in the financial evaluation.
- All proposers will be evaluated based on the following:

Summary Proposal Evaluation		Points Obtainable
1	Firm experience specific to the requirement	30
2	Proposed methodology, approach, and implementation plan	35
3	Management structure and key personnel	35
Total		100

Section 1. Firm experience specific to the requirement		Points Obtainable
1.1	At least three (3) years of operation as a private corporate entity with substantial experience in citizen science research, environmental research, and other related type of researches. (<i>see G.1.a</i>)	10
1.2	At least three (3) projects and initiatives listed and described in their portfolio that are relevant to the work at hand, including but not limited to the use of citizen science and other environmental related research that utilizes crowdsourcing, citizen science, and digital platforms for data collection. (<i>see G.1.b</i>). (minimum 7 points for 3 projects; additional points for additional projects, maximum of 10 points)	10
1.3	Has conducted at least three (3) researches on the environment, plastic pollution, and marine litter using novel approaches such as citizen science, crowdsourcing, and digital platforms. (minimum 7 points for 3 researches; additional points for additional researches, maximum of 10 points)	10
Total Section 1		30

Section 2. Relevance of methodology/ies to be used in establishing the outputs	Points
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		Obtainable
2.1	Overall understanding of the requirement as shown by the alignment of the proposed work plan with the required quantity and quality of outputs as well as timeliness in their delivery.	10
2.2	Appropriateness and rigor of the proposed approach, technology, and methodologies to the research questions and overall objectives, which demonstrate the Firm's understanding of the issue at hand.	10
2.3	Innovativeness in the proposed methodologies and tools to be implemented for the project, and how the use of these methods and tools are relevant and appropriate for the objectives of the project.	15
Total Section 2		35

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Qualifications of key personnel proposed		
3.1 a	Lead Researcher & Project Manager (<i>see G.2.a</i>)		20
	3 years experience conducting and managing environment-related research projects; additional points for crowdsourcing and citizen science research experience (minimum 7 points for 3 years' experience, additional points for additional experience, maximum of 10 points)	10	
	Conducted at least 3 researches that utilizes mixed methods research, environmental science, use of digital platforms and data visualization, and related fields (minimum 3.5 points for 3 researches; additional points for additional researches, maximum of 5 points)	5	
	Master's degree in relevant fields, including but not limited to environmental science, ecology, oceanography, marine sciences, and related fields, technology and innovation, among others. (minimum 3.5 points for Master's degree; additional points for additional degree, maximum of 5 points)	5	
	Language	Pass/Fail	
3.1 b	Research Project Assistant (<i>see G.2.b</i>)		15
	1 year experience in assisting, conducting or managing mixed methods research, community engagement, project management, communications and advocacy. (minimum 7 points for 1 year experience, additional points for additional experience, maximum of 10 points)	10	
	Bachelor's degree in relevant fields, including but not limited to environmental science, ecology, oceanography, marine sciences, and related fields, technology and innovation, among others. (minimum 3.5 points for Bachelor's degree; additional points for additional degree, maximum of 5 points)	5	
	Language	Pass/Fail	
3.2	Suitability of management arrangements including relevance and value-added contribution of any additional personnel		10
Total Section 3			45

4. In the combined scoring, the Financial Proposal will be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

ANNEX 4

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

ANNEX 5

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)