



**REQUEST FOR QUOTATION (RFQ-104-PHL-2021)**  
**Services of a Firm to develop a Monitoring and Evaluation Platform**  
**(Biodiversity Finance Initiative)**

	DATE: November 12, 2021
	REFERENCE: RFP-104-PHL-2021

Dear Sir / Madam:

We kindly request you to submit your Proposal for Services of a Firm to develop a Monitoring and Evaluation Platform.

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

Proposals may be submitted on or before Thursday, November 25, 2021 , 8PM Manila (8AM EST) via email at [bids.ph@undp.org](mailto:bids.ph@undp.org) . **Subject Line: RFQ-104 BIOFIN M&E Platform**

Your Proposal must be expressed in the English, and valid for a minimum period of 90 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/unscc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Samantha Gunasekera*  
*Operations Team Lead*  
11/15/2021

### Description of Requirements

Context of the Requirement	<i>BIODIVERSITY FINANCE INITIATIVE – PHILIPPINES</i>
Partner of UNDP	Department of Natural Resources-Biodiversity Management Bureau
Brief Description of the Required Services	<i>Firm to develop and execute a functional biodiversity monitoring and evaluation platform for the Philippine Biodiversity Strategy and Action Plan and its Biodiversity Finance Plan</i>
List and Description of Expected Outputs to be Delivered	Please refer to the Terms of Reference (Annex 3)
Person to Supervise the Work/Performance of the Service Provider	<i>Please refer to the Terms of Reference</i>
Frequency of Reporting	<i>Please refer to the Terms of Reference</i>
Progress Reporting Requirements	Please refer to the Terms of Reference (ToR)
Location of work	<input checked="" type="checkbox"/> Exact Address/es Please refer to the ToR <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	Nine months
Target start date	January 2022 – August 2022
Latest completion date	August 2022
Travels Expected	Please refer to the Terms of Reference
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input checked="" type="checkbox"/> Comprehensive Travel Insurance (if needed) <input type="checkbox"/> Others <i>[pls. specify]</i>
Facilities to be Provided by UNDP (i.e., must be	None

excluded from Price Proposal)	
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 (see Annex 4) <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <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 type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	Please refer to the ToR
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Please refer to the ToR
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract

	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> <b>Lowest Price Quote among technically responsive offers</b> <input type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> <b>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.</b>
Criteria for the Assessment of Proposal	<b>Technical Proposal (70%)</b> <input checked="" type="checkbox"/> Expertise of the Firm 35% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 25%  <b>Financial Proposal (30%)</b> 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 contracts (goods and/or services)  Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input checked="" type="checkbox"/> Annex 4 Financial Form
Contact Person for Inquiries (Written inquiries only)	<p><i>UNDP Procurement Unit</i>  <i>Subject line: RFP-104 M&amp;E Platform Inquiry</i>  <i><a href="mailto:Procurement.ph@undp.org">Procurement.ph@undp.org</a></i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

<p>Other Information <i>[pls. specify]</i></p>	<p><b>e-mail Submission:</b>  <b>a) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</b>  <b>b) The Financial Proposal (Section D) file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive.</b></p>
<p>Eligibility and Qualification</p>	<p><b>Submission of all requirements stated in Annex 2:</b></p> <ul style="list-style-type: none"> <li>• <b>Section A</b></li> <li>• <b>Section B</b></li> <li>• <b>Section C</b></li> </ul>

## 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 :*

***Please provide official translations in English***

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers, Tax Payment Certification, Certificate of Registration, Trade name registration (if any), business permit
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation for the last 3 years (Current Ratio and Networking Capital will be evaluated)
- 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) Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country
- h) Power of Attorney
- i) Members of Governing Board
- j) List of Shareholders
- k) Certificate of Satisfactory Performance
- l) Acceptance of UNDP General Terms and Conditions
- m) Confirmation of Bid Validity for 90 days
- n) Qualifications (please see page 11)
- o) Joint Venture (if applicable), please see page 13

**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.*

*Bidder must submit an Implementation table – GANTT Chart detailing activities inclusive of review timeline and payments to be made*

**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 (use format below. Page 10)*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*
- d) Provide Level of Effort per key personnel (quantified by # of days) – do not include daily rate here only the # of days and description/narrative of accountabilities.*

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

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

**Table 1: Summary of Overall Prices**

	Amount(s)
<b>Professional Fees</b> (from Table 2)	
<b>Other Costs</b> (from Table 4)	
<b>Total Amount of Financial Proposal (EXCLUSIVE OF VAT)</b>	

**Table 2: Cost Breakdown for Staff**

<b>Deliverable/ Activity description</b>	<b># of pax</b>	<b># of days</b>	<b>Professional Fee Per day</b>	<b>Total Price</b>
Key Personnel 1				
Key Personnel 2				
Key Personnel 3				

Other Personnel A				
Other Personnel B				
TOTAL				

**Table 3: Cost Breakdown by Cost Component** *[This is only an Example]:*

<b>Deliverable/ Activity description</b>	<b>Unit of Time</b>	<b>Total Period of Engagement</b>	<b>Unit Price</b>	<b>Total Price</b>
<b>I. Out of Pocket Expenses</b>				
1. Travel				
2. Communications				
3. Software (if any)				
4. Printing/Reproduction				
<b>II. Other Related Costs</b>				

**Table 4: Cost Breakdown per Deliverable** *(This shall be the basis of the payment tranches as seen in the ToR)*

<b>Deliverable/ Activity description</b>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Time (person days)</b>	<b>Professional Fees</b>	<b>Other Costs</b>	<b>Total Price (Lump Sum, All Inclusive)</b>
Deliverable 1					
Deliverable 2					
Deliverable 3					
.....	100%				

*[Name and Signature of the Service Provider's  
Authorized Person]  
[Designation]  
[Date]*

## Format for CV of Proposed Key Personnel

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/Qualifications</b>	<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>
<b>Professional certifications</b>	<p><i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i></p> <ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/Experience</b>	<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 experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i></p> <p>[Insert]</p>
<b>References</b>	<p><i>[Provide names, addresses, phone and email contact information for two (2) references]</i></p> <p>Reference 1: [Insert]</p> <p>Reference 2: [Insert]</p>

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

Signature of Personnel

Date (Day/Month/Year)

## Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

### Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
<b>Previous relevant experience: 3 contracts</b>				
<b>Name of previous contracts</b>	<b>Client &amp; Reference Contact Details including e-mail</b>	<b>Contract Value</b>	<b>Period of activity</b>	<b>Types of activities undertaken</b>

#### Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: \_\_\_\_\_

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

## Joint Venture/Consortium/Association Information Form *(if applicable)*

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

<b>Name of leading partner</b> (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**TERMS OF REFERENCE**

Firm to develop and execute a functional biodiversity monitoring and evaluation platform for the Philippine Biodiversity Strategy and Action Plan and its Biodiversity Finance Plan

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**A. PROJECT TITLE: BIODIVERSITY FINANCE INITIATIVE – PHILIPPINES**

General Information	
Job Title	Development of a Biodiversity Monitoring and Evaluation Platform
Organization	UNDP Philippines
Duty Station	Manila, Philippines
Contract Duration	180 days spread over 9 months
Type of Contract	Firm
Languages Required	English, Filipino

***B. Project Description and Objective***

Since 2014, The United Nations Development Program through its Biodiversity Finance Initiative (BIOFIN) Project, has been supporting the Philippine Government in articulating the financial resources it needs to maintain a healthy biodiversity portfolio in-country. In particular, BIOFIN in collaboration with Department of Natural Resources-Biodiversity Management Bureau has conducted 1) Policy and Institutional Review (PIR); 2) Public and Private Biodiversity Expenditure Review (PPBER); 3) Assessment of financial needs (cost and gap analysis of implementing Philippine Biodiversity Strategy and Action Plan (PBSAP)); and 4) Biodiversity Finance to bridge the funding gap in implementing the PBSAP.

Based on insights gained from the results of the three BIOFIN assessments, this plan acknowledges the importance of tapping additional financing to support the biodiversity agenda of the Philippines, mainly through its National Biodiversity Strategy and Action Plan (PBSAP), referred to henceforth in this Plan as the Philippine Biodiversity Strategy and Action Plan (PBSAP). This Plan is cognizant of the parallel challenges that could not be addressed by generating financing alone: thus, the Plan transcends the focus on generating additional resources and also identifies a range of “finance solutions” that leverage finance, fiscal and economic tools and strategies to improve the outcome of biodiversity objectives in the country. Financing solutions include a range of transformative actions: generating more financing to fund the PBSAP or associated planning documents; appropriate attribution of biodiversity expenditures in the budget; attaining cost effective budget execution by eradicating overlaps in biodiversity functions; eradicating expenditures that continue to or aggravate dissipation of biodiversity resources; and paving the groundwork for a responsive policy environment through greater awareness on biodiversity and biodiversity financing and enhancing institutional support towards monitoring of PBSAP.

A monitoring and evaluation platform (M&E platform) is an information system that will be developed to monitor PBSAP implementation, to raise funds for its actions and to gather information on current actions on biodiversity conservation. The platform can also be an educational tool for its visitors.

### *C. Scope of Work*

The firm shall develop and execute a functional biodiversity monitoring and evaluation platform for the Philippine Biodiversity Strategy and Action Plan (PBSAP) and its Biodiversity Finance Plan (BFP). The development shall be under the supervision of the BIOFIN team and the Biodiversity Management Bureau of the Department of Environment and Natural Resources. Specifically, the firm should:

1. Gather requirements for the development of a web-based M&E platform for PBSAP and BFP, including an inventory of existing M&E systems of the DENR BMB. The requirements will include the use case diagram, user stories, functional and non functional requirements. These will be placed in the requirements document.
2. Conduct with DENR BMB, DENR KISS and BIOFIN the Technical Needs Assessment (TNA) of users, stakeholders, and organizations regarding their current capacity, mechanisms, and capabilities in implementing the M&E platform as defined in the requirements document. The Firm shall appropriately apply the key technical and institutional recommendations and findings of the TNA report.
3. Develop web interface mockups based on the functional requirements. The mock ups should include the public facing and the internal facing user interface.
4. Conduct consultation on system design, development and testing with the DENR-BMB and BIOFIN
5. Develop an online information and monitoring system that will provide decision makers, prospective funders and the general public accurate and real-time information about the biodiversity status, threats, interventions needed, public and private biodiversity expenditure, funding opportunities for protected areas (PA) and key biodiversity areas (KBA). The system must support the import of existing biodiversity data and provide updated information through statistics, maps, infographics and other possible form of data visualization. Data analysis is expected to get more funding support for biodiversity conservation.
6. For biodiversity finance, Consultant will work together with BIOFIN to develop data fields and related infrastructure to accommodate relevant information including biodiversity expenditure, etc.
7. The platform should have an offline version for data entry.
8. The platform should be able to monitor the progress of the PBSAP implementation and evaluate the impact towards the attainment of the PBSAP and the remaining Aichi Biodiversity Targets, UN Sustainable Development Goals and the Philippine Development Plan (PDP) 2017-2022 and succeeding PDP, including the upcoming targets from the Post 2020 Global Biodiversity Framework. The system will prioritize and must be able to monitor the status of the targets indicated in the PDP which are the status of forest, coastal and marine ecosystems, METT and MEAT scores and generation of biodiversity-friendly jobs. These shall be presented in graphical, infographics and other analytical format.
9. The platform should be able to provide information on biodiversity financing of the Philippine Biodiversity Strategy and Action Plan (current and updated) and other sub-national/regional/local/protected area finance plans. In particular, it should include results of the biodiversity expenditure review, finance needs assessment (including financing gap), grants, loans, private sector (corporate social responsibility and otherwise) and NGO investments and other related information.
10. The platform should be able to provide a menu of projects for financing by both the public and private sectors. It should also have the capability of providing links to sites that feature crowdfunding campaigns and other resource mobilization activities.

11. The platform should have a dashboard that will show the key indicators as identified in the requirements document.
12. Data submitted to the platform should have a validation mechanism (i.e. before data is shown in the landing page, this data should first be validated by the data manager).
13. Select an appropriate web development framework that fully meets the specifications stated in the requirements document and the stakeholders' required language and frameworks. The selected platform must be customizable, fully in compliance with the requirements document, and can be scaled into a full-fledged and functional integrated web-based M&E dashboard of the DENR/BMB/BIOFIN.
14. The DENR, BMB and UNDP Biofin will be assigning a responsible office who will directly coordinate with the firm for the development of the system.
15. Utilize an agile methodology in developing the system, with clear deliverables at the end of each sprint cycle. The firm should also include the responsible office during the regular stand up meetings and ensure that the the responsible office would be fully aware of the updates during the development period.
16. Provide warranty for at least 6 months after turn over. The firm should submit incidence report (when necessary) and weekly usage report. The warranty period shall include the following
  - 16.1 Fixing of bugs encountered within the 6 month period
  - 16.2 Support requests for technical assistance, limited to system administration and maintenance of the system.

The warranty period will not include any request for additional functionalities.
17. During the turnover period, the firm shall conduct regular technology transfer workshops with the responsible office
18. Prepare and submit a draft and final User and Technical Manual upon review and approval of the DENR-BMB and UNDP-BIOFIN.
  - 18.1 The Technical Manual will include the following
    - 18.1.1 Instructions for deployment
    - 18.1.2 Database Schema
    - 18.1.3 Guidelines on maintaining the system
    - 18.1.4 Source Code documentation
    - 18.1.5 Process flowchart
    - 18.1.6 Data flow diagram
    - 18.1.7 Detailed system architecture diagram
19. Submit the final version of the system, source code, and the technical and users manuals upon completion and approval of BMB.
20. The final and approved version of the system will be hosted in DENR Central Office / BMB and will be managed by the DENR and/or BMB.
21. Attend relevant project meetings and workshops/exercises; and
22. Submit report/s as may be required by UNDP and BMB.

### Front-end Development

1. Design the user-facing interface of the web-based M&E dashboard. The interface shall include, but is not limited to, the following minimum subpages:
  - Front-end/Landing Page
    - Philippine Biodiversity Strategy and Action Plans / Local BSAP
    - List of National/Regional/Provincial Biodiversity related Programs and Actions
    - List of National/Regional/Provincial Accomplishments

- Interactive Map of Philippines displaying progress of PBSAP on each regions and provinces e.g., flagship species distribution (provincial scope)
    - Interactive Map of Philippines displaying location of programs and projects with information about project description, and accomplishments.
    - Statistics on status of biodiversity
    - Biodiversity financing and project pipeline
    - Other reports that may be required from time to time
  - Content Management System that will enable the [responsible office] to revise the contents of the landing page.
  - Login
  - Registration
  - Forgot Password
  - My Account
    - Change Password
    - My Account
  - User Management
    - Group Management
    - Users Management
  - Forms Management, that will allow user to view/add/edit/delete the following:
    - Biodiversity baseline data
    - Statistics on biodiversity
    - Programs/ Actions
    - Projects (Current and proposed)
    - PBSAP Target Report Checklist
    - PBSAP Accomplishment Report Checklist
    - PBSAP Progress Reporting
    - PBSAP Scoring
    - Biodiversity finance
  - Dashboard
    - PBSAP Targets
    - PBSAP Accomplishments
    - Statistics, analysis and trends
    - Philippine MAP - Showing Contributors/Contributions per Target
    - Philippine MAP - Showing NBSAP Progress
    - Philippine MAP - Showing Projects
    - Project Details Page
    - Biodiversity finance
    - Philippine MAP - PAs/KBAs/Other conservation areas
- 2. The landing and any public facing page should follow the government template for websites.
- 3. Design and develop additional modalities for the front-end interface for general public viewing and feedback as defined in the requirements document.
- 4. The platform must provide access to information and should have access controls based on the following user types:
  - General Public (including prospective funder) – they will not be required to login but will have read-only access to all information displayed at the front-end of the online system to be

developed.

- Academe, CSO, LGU, DENR, selected national government agencies, private sector –will be provided with login credentials, as determined by the system administrator, for entering information in the designated section of the system (back end) where they are responsible for data population.
  - Data Manager – Responsible for reviewing and validation (clearing house) of the information entered/uploaded by users with data-entry privilege in the system.
  - System Administrators – responsible for administration and maintaining the availability and operation of the system. They should also be responsible for training of the users with data entry privilege in the system.
5. The platform shall be hosted by the firm during the development and testing phase to be transferred to DENR or BMB upon final acceptance and turn-over.
  6. The platform shall have mobile-friendly or a responsive web design.
  7. The platform must function equally well with all the major browsers from their current versions to their last two versions.
    - Internet Explorer
    - Microsoft Edge
    - Mozilla Firefox
    - Google Chrome
    - Safari

### **Back-end Development**

1. Develop an information system that will consolidate BMB Reports and ensures interoperability with BMB's Protected Area Database (PA Database) and other information systems and Databases.
2. Implement an integration mechanism (i.e. APIs) to enable database connection with existing BMB information systems and databases

The platform should:

- 1.1 Provide a landing page and management dashboard for data management and administration;
- 1.2 Accept, manage and export baseline data, either via CSV upload or direct data input;
- 1.3 Accept, manage and export inputs on targets, sub-activity of each targets and accomplishments from users at local, regional and national level either via CSV upload or direct data input;
- 1.4 Allow uploading and downloading of documents/evidences;
- 1.5 Provide data analysis, targets and accomplishments progress reporting either via CSV or direct data input and
- 1.6 Generate data visualizations such as data trends and contain an interactive map in the landing page
- 1.7 Follow government mandated data security and privacy guidelines

The system should pass the VAPT tests that will be done.

- Present MVP results at the end of every sprint cycle. The MVP must be deployed in as staging server to be set up by firm.
  - The following shall be scoped in the Inception Report (Business Requirement Document);
3. Develop the M&E platform based on the approved design and shall be created using an open-source set of tools and frameworks or development stacks.
  4. Develop a sprint plan that contains the prioritization of user stories to be implemented and update the prioritization at the end of every sprint.

5. The following should be logged and should be auditable:
  - User actions and application events
  - Data changes
  - System should be able to generate audit reports.
  - The logs should contain the date, time, user account and IP address that performed the said change.
6. The system should have an offline mechanism that allows user to enter data even if the user is offline, and the data will be synch to the databases once the user becomes online.
7. Access to the different functionalities of the system should be based on the permissions of the groups assigned to users.
8. Access to the management modules of the system will require user login. Public pages will be available to anonymous users.
9. Administrators will have full control of permission management.
10. The system should be developed using best practices in software engineering.
11. Ensure robust database security features for data submitted, reported, and uploaded into the dashboard.
12. Streamline the process of accessing data sets from the database so that the website loads as fast as possible, and its functionality is carried out as quickly as possible.

#### ***D. Expected Outputs and Deliverables***

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b>
Upon submission and acceptance of inception report containing the requirements document, TNA and interface mock ups	15 days	January 30, 2022	Project Manager, BIOFIN Phils  BMB Director  Team Leader, CAPT
Upon Completion of Sprint 1 Minimum Viable Product	30 days	March 30, 2022	
Upon completion of Sprint 2 Minimum Viable Product	30 days	May 15, 2022	
Upon completion of Sprint 3 Minimum Viable Product	30 days	June 30, 2022	
Upon completion of Sprint 4 Minimum Viable Product	30 days	August 15, 2022	
Upon completion of Sprint 5 Minimum Viable Product	30 days	October 30, 2022	
Upon submission of final deliverables and acceptance of final Minimum Viable Product	15 days	November 30, 2022	

## **E. Institutional Arrangement**

The UNDP Project Manager (BIOFIN) shall directly coordinate with the firm in the development of the platform. All outputs shall be approved and accepted by the Biodiversity Management Bureau (BMB) of the Department of Environment and Natural Resources (DENR) in particular, the Biodiversity Planning and Knowledge Management Division (BPKMD).

The firm is expected to liaise/interact/collaborate/meet with the national and global (as necessary) BIOFIN project team, DENR and its units, and UNDP. As needed, the project staff and BMB staff shall provide administrative assistance to her/him in order for her/him to accomplish all requirements.

The BMB and UNDP including other project consultants, as well as, relevant technical staff shall provide comment on the outputs of the consultant within 2 weeks of the consultant's submission of his/her outputs. Should there be further comments, the revised output shall be submitted within a week. Should there be no comments, the Project Manager shall endorse the consultant's output/s for approval.

Based on the table above, outputs will be submitted to UNDP and BMB through the UNDP Project Manager.

All systems, reports, and materials shall be the sole property of UNDP.

## **F. Facilities to be Provided by UNDP**

This work shall be performed remotely. The Contractor is expected to have their own workspaces, facilities, computers, equipment, and licenses to digital tools. UNDP shall not be responsible in providing these to the Contractor and its personnel.

UNDP and the Firm shall assess, once Community Quarantine restrictions are eased, if it is safe and necessary to have in-person meetings and activities.

## **G. Duration of the Work, Duty Station and Travel**

The Firm will be hired for one year. The target start of work date is December 2021 and the end date shall not be later than December 31, 2022

**Duty station:** BIOFIN Project Management Office, 1/F Admin Bldg. Annex 2, Ninoy Aquino Parks and Wildlife Center, Biodiversity Management Bureau, North Avenue, Diliman, Quezon City 1101. The Contractor is not required to report daily at the duty station but shall have a mutually agreed reporting schedule.

**Travel:** Due to various Community Quarantine (CQ) measures, the Contractor is expected to implement this project 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 Contractor is expected to implement the appropriate working arrangements that complies 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.

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, the UNDP and the Contractor shall exercise flexibility and prioritize the physical and mental well-being of all project personnel and stakeholders with view to attending meetings with government counterparts where necessary., the firm may be required to travel within the Philippines. Travels will be endorsed by the UNDP Outcome Lead for CAPT and approval by the UNDP senior management on a case by case basis.

#### H. Professional Qualifications of the Successful Contractor and its key personnel

The successful Firm must have demonstrable capability and track record to undertake a combination of methodologies and tools for this project.

The Firm shall assign a minimum of 4 key personnel for the project, specifically 1 Team Leader, 1 Senior Developer, 1 UI/UX Developer, 1 content writer and editor. The CVs of the 4 key personnel proposed will be evaluated according to the qualifications indicated in Section K: Criteria for Evaluation.

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 and advisers can be tapped to provide guidance to the project as may be necessary. In the event that any one of the proposed personnel becomes unavailable during the duration of the project, it shall be the responsibility of the firm to assign a substitute personnel of same qualifications.

#### I. Price and Schedule of Payments

1. The contract price is a fixed output-based price regardless of the extension of the duration specified herein. Bids must be expressed as an “all-inclusive” cost which includes the professional fees, travel and living allowances within Manila, management and administrative fees, taxes, and other applicable costs. For the professional fees, the Firm shall separate the costs related to the mandatory personnel and those related to the proposed additional personnel, if any.
2. Level of Effort per key personnel should be indicated in the technical and financial proposal. (To note that the technical proposal should not contain any unit costs).
3. Medical/health insurance must be purchased by the contractor at their own expense

UNDP shall deliver payment to the Contractor in tranches contingent on both delivery and acceptance and certification of the outputs as presented in the Schedule of Payments table below.

Percentage	Description	Projected Deadline
20%	Upon submission and acceptance of proposed system design as specified in Scope of Development. (Business Requirement Document/Inception Report)	January 30, 2022
10%	Sprint 1 Minimum Viable Product	March 30, 2022
10%	Sprint 2 Minimum Viable Product	May 15, 2022
10%	Sprint 3 Minimum Viable Product	June 30, 2022
10%	Sprint 4 Minimum Viable Product	August 15, 2022
10%	Sprint 5 Minimum Viable Product	October 30, 2022
30%	Final Deliverables	November 30, 2022

#### J. Criteria for Evaluation

The lowest priced among technically compliant offer (point system with a minimum threshold). The financial proposal of only those offerors obtaining the minimum 70% score during technical evaluation should be opened. The remaining financial proposals of offerors whose technical proposals are deemed unqualified and non-responsive shall be remain unopened. The contract will be award to the company meeting the minimum 70% score in the technical evaluation and offering the lowest price.

The Technical Proposal will be assessed based on the criteria as shown in the table below.

Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience / Expertise of the Firm	350
2.	Proposed Methodology, Approach and Implementation Plan including budget	400
3.	Management Structure and Key Personnel	250
	<b>Total</b>	<b>1000</b>

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Has completed at least 3 projects of similar technical scale	150
1.2	Should have a minimum of seven (7) years experience in the design, development and implementation of similar online information systems/database	150
1.3	Has completed at least 5 projects in digital M&E systems, platforms, dashboards, or any similar solutions	50
<b>Total Section 1</b>		<b>350</b>

Section 2. Proposed Methodology, Approach and Implementation Plan			Points Obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?		100
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference		100
2.3	Details on how the different service elements shall be organized, controlled and delivered		50
2.4			150
a	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50	

b	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	50	
c	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50	
<b>Total Section 2</b>			<b>400</b>

<b>Section 3. Management Structure and Key Personnel</b>			<b>Points obtainable</b>
3.1	Qualifications of key personnel proposed		
3.1 a	<b>Team Leader (Project Manager)</b>		100
	Advanced Degree in information technology, computer science, software engineering, web development, or other related degrees  <i>Minimum 20 points for Masters degree, additional points for additional degree, maximum of 25 points</i>	50	
	At least 5 years' experience in project management of development projects.  <i>Minimum 21 points for 5 years' experience, additional points for each additional year, maximum of 30 points</i>	50	
3.1 b	<b>Senior Developer</b>		100
	At least a Bachelor's Degree in information technology, computer science, software engineering, web development, or other related degrees  <i>Minimum (7) points for Bachelor's degree, additional points for additional degree, maximum of 10 points</i>	50	
	At least 4 years' experience in MVC (Model-View-Controller) Framework, server-side and client-side programming;  <i>Minimum (14) points for 4 years experience, additional points for additional years, maximum of 20 points</i>	30	
	At least 4 years' experience in platform development and web mapping  <i>Minimum (14) points for 4 years experience, additional points for additional years, maximum of 20 points</i>	20	
3.1 c	<b>UI UX Developer</b>		25
	At least a Bachelor's Degree in information technology, computer science, software engineering, and web development, or other related degrees  <i>Minimum (14) points for Bachelors degrees additional points for additional degree, maximum of 20 points</i>	10	

	At least 3 years' experience in platform development and UI/UX designing  <i>Minimum 21 points for 3 years experience, additional points for additional years, maximum of 30 points</i>	15	
3.1 d	Content Writer and Editor		25
	At least a Bachelor's degree in Development Communication, Journalism, English, Comparative Literature, or other related courses  Minimum (14) points for Bachelors degrees additional points for additional degree, maximum of 20 points	10	
	At least 3 years' experience in content writing and editing  Minimum 21 points for 3 years experience, additional points for additional years, maximum of 30 points	15	
Total Section 3			250

#### K. Financial Proposal

The financial proposal must include professional fees of all team members for the whole duration of engagement; **any related costs in resources that are required and may be needed to conduct activities specified in this Terms of Reference (TOR)**, including corresponding costs for organizing and hosting on-site training sessions and workshops; any related costs in data gathering; communication costs; costs of preparing soft copies of outputs; and taxes.