REQUEST FOR PROPOSAL (RFP)

DATE: March 8, 2022
Reference No. RFP-027-PHL-2022

Dear Sir / Madam:

We kindly request you to submit your Proposal for Services of a Firm for Knowledge Product on Social Entrepreneurship 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 Tuesday, March 22, 2022; 5:00 PM, Manila Time at 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 Provider’s 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
3/8/2022
## Description of Requirements

<table>
<thead>
<tr>
<th>Context of the Requirement</th>
<th>Services of a Firm for Knowledge Product on Social Entrepreneurship 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>
<tr>
<td>Brief Description of the Required Services</td>
<td>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 start-ups 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.</td>
</tr>
</tbody>
</table>

In 2021, the Human Mobility team at the Bangkok Regional Hub partnered 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. Human mobility here is understood to encompass voluntary migration and forced displacement, both within countries and across borders. The initiative, through an innovation challenge, invited 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 supported them in developing these into sustainable social enterprises. The Philippine Country office was selected to lead this initiative.

Beyond this, UNDP is also looking to produce a knowledge product that helps young social entrepreneurs identify and act upon opportunities presented by human mobility in urban contexts in Asia-Pacific, with an emphasis on the thematic areas of jobs and services, social cohesion, climate change and disaster risks. Pakistan, Philippines, and Viet Nam are environments of particular interest to this initiative. 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.

<p>| List and Description of Expected Outputs to be Delivered | (See Terms of Reference) |</p>
<table>
<thead>
<tr>
<th>Person to Supervise the Work/Performance of the Service Provider</th>
<th><strong>UNDP Youth Engagement Analyst, 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.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency of Reporting</td>
<td><strong>(See Terms of Reference)</strong></td>
</tr>
<tr>
<td>Progress Reporting Requirements</td>
<td><strong>(See Terms of Reference)</strong></td>
</tr>
<tr>
<td>Location of work</td>
<td>The Firm is expected to implement majority of the activities remotely. However, the Firm may need to conduct shoots and interviews onsite at the discretion of the Firm and following Inter-Agency Task Force on Emerging Infectious Diseases (IATF) guidelines for personnel in the Philippines.</td>
</tr>
<tr>
<td>Expected duration of work</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>Target start date</td>
<td>April 2022</td>
</tr>
<tr>
<td>Latest completion date</td>
<td>June 2022</td>
</tr>
<tr>
<td>Travels Expected</td>
<td><strong>(See Terms of Reference)</strong></td>
</tr>
<tr>
<td>Special Security Requirements</td>
<td>n/a</td>
</tr>
<tr>
<td>Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)</td>
<td>n/a</td>
</tr>
<tr>
<td>Implementation Schedule indicating breakdown and timing of activities/sub-activities</td>
<td>☒ Required</td>
</tr>
<tr>
<td>Names and curriculum vitae of individuals who will be involved in completing the services</td>
<td>☒ Required for key personnel (use Annex 5: Format for CV of Proposed Key Personnel)</td>
</tr>
</tbody>
</table>
Eligibility

A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.

It is the Bidder’s responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.

Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.

Bidders must meet the following minimum qualifications:

- Must be a duly registered juridical entity, such as a sole proprietorship, partnership, corporation, or non-profit organization, whether Philippine-based or international;
- Minimum five (5) years’ experience in undertaking research, writing reports, designing publications, and running communications campaigns;
- Minimum of three (3) years’ experience in social entrepreneurship, human mobility, urbanization/urban contexts, and/or youth
- At least three (3) similar projects with any government agency, UN agency, or international development or multilateral organization.

Bidders must include the following documents in their proposal:

- Annex 2: Form for Submitting Service Provider’s Proposal
- Company Profile
- Business Registration certificate
- Tax Payment Certification
- Audited Financial Statement for 2020– income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc
- Track Record- list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references

<table>
<thead>
<tr>
<th>Currency of Proposal</th>
<th>Local Currency PHP for local firms</th>
<th>USD for International Firms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value Added Tax on Price Proposal</td>
<td>Must be exclusive of VAT and other applicable direct taxes</td>
<td></td>
</tr>
<tr>
<td>120 days</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Validity Period of Proposals  
*Counting for the last day of submission of quotes*) | 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. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Partial Quotes</td>
<td>☒ <strong>Not permitted</strong></td>
</tr>
<tr>
<td>Payment Terms</td>
<td><strong>Percentage</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>30%</td>
<td>Inception report including outline, methodology, detailed work plan, launch and dissemination strategy, communications plan, data-collection instruments</td>
</tr>
</tbody>
</table>
| 30% | Report on data collection activities  
Raw and processed data  
Raw and processed communications collaterals  
Draft knowledge product | Eight weeks after awarding of contract |
| 40% | Final knowledge product; Report on communications campaign  
Video  
Presentation of the findings | Two weeks after approval of draft report |
| Person(s) to review/inspect/approve outputs/complete services and authorize the disbursement of payment | Review: Youth Engagement Analyst CO and Bangkok Regional Hub Human Mobility Team  
Approvals: Team Leaders, Institutions and Partnerships and Climate Action |
| 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.

### Submission of the Technical and Financial Proposal
The Technical Proposal and the Financial Proposal files **MUST BE COMPLETELY SEPARATE.** The financial proposal shall be encrypted with a **PASSWORD** and clearly labelled.

The files must be sent to the dedicated email address specified.

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. Failure to provide correct password may result in the proposal being rejected.

### UNDP will award the contract to:

- ☒ One and only one Service Provider

### Contract General Terms and Conditions
- ☒ 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-027-PHL-2022: *Services of a Firm for Knowledge Product on Social Entrepreneurship 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 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, 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.

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.

The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with a PASSWORD and clearly labelled. The password for opening the Financial Proposal should be provided only upon request of UNDP.

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>1 Deliverable 1</td>
<td></td>
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<tr>
<td>2 Deliverable 2</td>
<td></td>
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<tr>
<td>3 ....</td>
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<tr>
<td>Total</td>
<td>100%</td>
<td></td>
</tr>
</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>
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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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<td>3. Services from Overseas</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>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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<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>
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<td></td>
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</tbody>
</table>

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

Terms of Reference

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 start-ups 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.

In 2021, the Human Mobility team at the Bangkok Regional Hub partnered 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. Human mobility here is understood to encompass voluntary migration and forced displacement, both within countries and across borders. The initiative, through an innovation challenge, invited 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 supported them in developing these into sustainable social enterprises. The Philippine Country office was selected to lead this initiative.

Beyond this, UNDP is also looking to produce a knowledge product that helps young social entrepreneurs identify and act upon opportunities presented by human mobility in urban contexts in Asia-Pacific, with an emphasis on the thematic areas of jobs and services, social cohesion, climate change and disaster risks. Pakistan, Philippines, and Viet Nam are environments of particular interest to this initiative. 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.

B. Specific Objectives

UNDP requires consultancy services with expertise in social entrepreneurship, human mobility, urban contexts and youth in Asia-Pacific. In addition, skills in data collection and analysis, report writing, report design/layout and communications are paramount.

The engagement aims to produce a knowledge product that:

1. Outlines the human mobility landscape in Asia-Pacific as it relates to young people, social entrepreneurship and urban contexts, with a particular emphasis on three countries, i.e. Pakistan, Philippines and Viet Nam;

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3 This covers all young people from 18 up to the age of 30 years.
2. Showcases in detail notable social entrepreneurial initiatives that have improved the lives of migrants, displaced people and marginalized host communities in urban contexts;
3. Provides guidance for those interested in exploring social entrepreneurial opportunities in this context, based on commonalities and particularities of the showcased initiatives;
4. Develops a communications campaign around the findings of the knowledge product, and on how young people can use the presented entrepreneurial opportunities to improve the lives of migrants, displaced people, and marginalized host communities in urban contexts.

Social entrepreneurial solutions that target the following areas are of particular interest:
- a. Generating jobs and income, particularly in ways that protect natural resources and avoid environmental damage, for migrants, displaced people and marginalized host communities;
- b. Improving relations between migrants, displaced people, their host communities and local authorities;
- c. Preventing or lessening the impact of disasters and climate change for migrants, displaced people and marginalized host communities; and
- d. Enhancing health and other essential services for migrants, displaced people and marginalized host communities.

C. Scope of Work

1. Preparatory work, including, but not limited to:
   - a. Outline of the knowledge product;
   - b. Communications plan or strategy including a campaign and an editorial calendar, following UNDP and Youth Co:Lab branding guidelines;
   - c. Preparation of work plan, data-collection instruments, timeline, methodology, and dissemination strategy;

2. Conduct of data collection activities, including:
   - a. Coordination with key stakeholders from the public, private, and voluntary sectors, if needed;
   - b. Analytical work, including:
      - i. Review and synthesis of relevant literature and documents;
      - 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 Innovation Challenge for Human Mobility initiative;
      - v. Review and synthesis of key players and their roles in addressing these challenges;
      - vi. Processing of data collected;

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);
   - b. Dissemination of results through a communication 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 less than two (2) minutes and not more than five (5) minutes featuring the knowledge product contents including stories of entrepreneurs;

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 Analyst and the Human Mobility Team in the Philippines.

D. Methodology

The Firm shall conduct extensive secondary/desk research, with some primary data collection especially as it relates to showcasing notable social entrepreneurial initiatives. In addition, different multimedia formats are to be explored for the communications campaign, and adequate monitoring must be performed to identify results of the campaign. A more detailed methodology in line with the prescribed scope and objectives shall be proposed at the inception stage. While majority of the work may be done remotely, the Firm may need to conduct shoots and interviews onsite at the discretion of the Firm and following IATF guidelines.

E. Deliverables and Schedule

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

<table>
<thead>
<tr>
<th>Deliverable or output</th>
<th>Target due date</th>
<th>Review and approvals required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Inception report including outline, methodology, detailed work plan, launch and dissemination strategy, communications plan, data-collection instruments</td>
<td>Two weeks after awarding of contract</td>
<td>Review: Youth Engagement Analyst CO and Bangkok Regional Hub Human Mobility Team</td>
</tr>
<tr>
<td>2. Report on data collection activities</td>
<td>Eight weeks after awarding of contract</td>
<td>Approvals: Team Leaders, Institutions and Partnerships and Climate Action</td>
</tr>
<tr>
<td>Raw and processed data</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Raw and processed communications collaterals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Draft knowledge product</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Final knowledge product; Report on communications campaign</td>
<td>Two weeks after approval of draft report</td>
<td></td>
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<tr>
<td>Video</td>
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</tr>
<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 as needed.

a. UNDP will set the communication protocols after awarding to the firm.

3. Agility and flexibility of the firm on new ways of working.

4. Quality of articulation and usefulness of the findings and recommendations of the report to the needs of stakeholders, and quality of the report’s design/layout.

5. Results of the communications campaign.

G. Governance and Accountability

1. The UNDP Youth Engagement Analyst, 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 Analyst 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

The Firm is expected to implement majority of the activities remotely. However, the Firm may need to conduct shoots and interviews onsite at the discretion of the Firm and following Inter-Agency Task Force on Emerging Infectious Diseases (IATF) guidelines for personnel in the Philippines. 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.

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.

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

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

The Firm. The successful contractor must meet all qualifications itemized below.
e. A duly registered juridical entity, such as a sole proprietorship, partnership, corporation, or non-profit organization, whether Philippine-based or international;

f. Minimum five (5) years’ experience in undertaking research, writing reports, designing publications, and running communications campaigns;

g. Minimum of three (3) years’ experience in social entrepreneurship, human mobility, urbanization/urban contexts, and/or youth; experience reflecting an understanding of development issues in Asia-Pacific, especially Pakistan, Philippines and Viet Nam an advantage

h. Members’ professional fluency in English; and

i. 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 personal shall be 15 days. The Firm shall assign a minimum of one (1) Project Lead, one (1) Project Assistant, and one (1) Communications 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 |
| Project Assistant (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 |
| Communications Coordinator (1 personnel) | • At least three (3) years total professional experience implementing communications campaigns  
                                          • At least a degree holder of development communications, journalism, or other related courses |

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/honoraria;
   b. Travel, lodging, and allowances for field work (if any and when deemed necessary by the firm);
   c. Communication, workshops, meetings;
   d. Materials, reproduction, subscriptions;
e. Management and operational costs; and  
f. Others as may be relevant to the scope of work.

The option for offline (face-to-face or physical) video production can be an add-on in the financial proposal.

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>
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<tbody>
<tr>
<td>Deliverable or output</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
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<tr>
<td>3</td>
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<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.
### Technical Proposal Evaluation Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points obtainable</th>
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</thead>
<tbody>
<tr>
<td>1. Firm’s qualification, capacity, and experience</td>
<td>300</td>
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<tr>
<td>2. Proposed implementation plan, methodology, and approach</td>
<td>400</td>
</tr>
<tr>
<td>3. 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>
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<tbody>
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# ANNEX 5

## Format for CV of Proposed Key Personnel

<table>
<thead>
<tr>
<th>Name of Personnel</th>
<th>[Insert]</th>
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</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.] |
| Professional certifications | [Provide details of professional certifications relevant to the scope of services] |
| 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.] |
| 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)