REQUEST FOR PROPOSAL (RFP)

DATE: March 21, 2022
Reference No. RFP-029-PHL-2022

Dear Sir / Madam:

We kindly request you to submit your Proposal for Service Firm for the Assessment of Scenarios on the Impacts of COVID-19 towards Achievement of the Sustainable Development Goals (SDGs) in the Philippines

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

Proposals may be submitted on or before Monday, April 04, 2022; 5:00 PM, Manila Time at https://etendering.partneragencies.org

Insert BU Code: PHL10
Event ID number: 0000011944

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

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files. Each email should not exceed 10MB per transmission.

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

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.
Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP’s re-computation and correction of errors, its Proposal will be rejected.

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

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

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

UNDP’s vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html

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

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Samantha Gunasekera
Operations Manager
3/21/2022
Description of Requirements

<table>
<thead>
<tr>
<th>Context of the Requirement</th>
<th>Service Firm for the Assessment of Scenarios on the Impacts of COVID-19 towards Achievement of the Sustainable Development Goals (SDGs) in the Philippines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementing Partner of UNDP</td>
<td>N/A</td>
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</table>
| Brief Description of the Required Services | The Joint SDG Fund Joint Programme on Reaping the Demographic Dividend and Managing the Socio-Economic Impact of COVID-19 by Applying an Integrated National Financing Framework in the Philippines (JP INFF) will apply the building blocks of the Integrated National Financing Framework (INFF) to provide catalytic support – tools, technical assistance for strengthening systems, coordination and consensus building on priorities as part of a whole-of-government approach in support of We Recover As One. It will strengthen national planning and budgeting mechanisms to ensure that a more effective resource allocation and establish a more diversified financing framework that can leverage additional resources for the implementation of COVID-19 recovery strategies, and ultimately, the achievement of the SDGs in an integrated manner. UNDP (lead), UNFPA and UNICEF are the Participating UN Organizations in this Joint Programme, supported by the UN Resident Coordinator’s Office. One of the objectives of the JP INFF is to support the National Economic and Development Authority (NEDA) on the assessment of the impact of the Covid-19 in relation to the achievement of the SDGs in the country, in order to understand and estimate the financing needs and fill the gaps. This study will determine its implications on recovery pathways, based on prescribed scenarios around poverty, education, health and nutrition, and labor and employment. Specifically, the study will refer to the following scenarios to fully understand possible, alternative development paths:  
  a. 'No-COVID' scenario: considering the trajectory of the path being taken prior COVID-19;  
  b. ‘COVID-19 baseline’ scenario: better understanding the impacts of COVID-19 as we now experience and understand it;  
  c. 'High Damage' scenario: depicting the possibility that COVID-19’s impact will prove worse than anticipated; and  
  d. ‘SDG Push’ scenario: engaging an integrated push toward the SDGs that combines increased efficiency of government, behavioral changes, and big investments. |
<p>| List and Description of Expected Outputs to be Delivered | (See Terms of Reference)                                                                                                                                                                      |
| Person to Supervise the Firm | The Firm shall be directly supervised by the JP INFF Project Coordinator to whom all outputs and communication shall be coursed through. The Project Coordinator |</p>
<table>
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<tr>
<th>Work/Performance of the Service Provider</th>
<th>shall officially receive and facilitate the approval of all outputs in consultation with the Team Leader, Institutions and Partnerships Programme, UNDP and the NEDA SDG-SC Secretariat. For the approval of outputs, a Research Reference Group to be led by UNDP and the NEDA-SDG SC Secretariat, with representatives from key government partners and UN agencies, will be established to review, provide inputs, and endorse the approval of deliverables. The estimated lead time for review of outputs by UNDP and NEDA is 10 working days.</th>
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<tbody>
<tr>
<td>Frequency of Reporting</td>
<td><strong>(See Terms of Reference)</strong></td>
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<tr>
<td>Progress Reporting Requirements</td>
<td><strong>(See Terms of Reference)</strong></td>
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</tbody>
</table>
| Location of work | 1. The location of work is in Metro Manila, Philippines.  
2. The vendor or its partner/sub-contractor/representative must be able to travel to Metro Manila when necessary for the execution of the contract.  
3. Key personnel should be able to travel to research sites in the National Capital Region for data collection and other on-site activities required for the engagement, should virtual or online consultations prove to be untenable. |
| Expected duration of work | The Consulting Firm will be engaged for a period of eight (8) months, in accordance with the timetable set forth in Section D above. The target start of work date is 1 May 2022 and the indicative end date of the contract is 15 December 2022. |
| Target start date | **May 2022** |
| Latest completion date | **December 2022** |
| Travels Expected | **(See Terms of Reference)** |
| Special Security Requirements | **n/a** |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | **n/a** |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | ☒ **Required** |
| Names and curriculum vitae of individuals who | ☒ **Required for key personnel (use Annex 5: Format for CV of Proposed Key Personnel)** |
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 on a pass/fail basis:

a. Must be a duly registered juridical entity, such as a sole proprietorship, partnership, corporation, or non-profit organization, whether Philippine-based or international;

b. With at least five (5) years of expertise and experience in conducting household surveys, medium-large scale research work, or other similar activities; and

c. With at least three (3) similar projects, preferably with any government agency, UN agency, or international development or multilateral organization.

d. Quick Ratio must be greater than 1 (per audited financial statement for 2020)

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
| Currency of Proposal | ☒ Local Currency PHP for local firms  
<table>
<thead>
<tr>
<th>USD for International Firms</th>
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<tbody>
<tr>
<td>Value Added Tax on Price Proposal</td>
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</table>
| Validity Period of Proposals (Counting for the last day of submission of quotes) | ☒ 120 days  
<table>
<thead>
<tr>
<th>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.</th>
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<tbody>
<tr>
<td>Partial Quotes</td>
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<tr>
<td>Payment Terms</td>
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<tr>
<td>Person(s) to review/inspect/approve outputs/complete services and authorize the disbursement of payment</td>
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<tr>
<td>Type of Contract to be Signed</td>
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</tbody>
</table>
| Criteria for Contract Award | ☒ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)  
<table>
<thead>
<tr>
<th>☒ 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.</th>
</tr>
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</table>
| Criteria for the Assessment of Proposal | Technical Proposal (70%)  
| ☒ Expertise of the Firm 200 points  
| ☒ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 500 points  
<p>| ☒ Management Structure and Qualification of Key Personnel 300 points |</p>
<table>
<thead>
<tr>
<th><strong>Financial Proposal (30%)</strong></th>
<th>To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.</th>
</tr>
</thead>
</table>
| **Bid Submission Address:** | **Via e-Tender**  
https://etendering.partneragencies.org  
Insert BU Code: PHL10  
Event ID number: 0000011944 |
| **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.  
In the e-tendering system, where prompted to enter the Bid Price, bidder must indicate “1” (one) as the price offer.  
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** | ☐ UNDP General Terms and Conditions for Contracts for Goods and/or Services  
Applicable Terms and Conditions are available at:  
| **Annexes to this RFP** | ☒ Form for Submission of Proposal (Annex 2)  
☒ Detailed Terms of Reference (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](mailto:procurement.ph@undp.org)  
**Email subject should be:** RFP-029-PHL-2022: Service Firm for the Assessment of Scenarios on the Impacts of COVID-19 towards Achievement of the Sustainable Development Goals (SDGs) in the Philippines  
Please note that proposals should not be sent to this email address.  
Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |
FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL

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

[insert: Location].
[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
c) Latest Audited Financial Statement (2020) – 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.

In the e-tendering system, where prompted to enter the Bid Price, bidder must indicate “1” (one) as the price offer.

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>
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<td>3 ….</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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</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>
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<tbody>
<tr>
<td><strong>I. Personnel Services</strong></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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<td>b. Expertise 2</td>
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<td>2. Services from Field Offices</td>
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<tr>
<td>a. Expertise 1</td>
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<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><strong>II. Out of Pocket Expenses</strong></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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<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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</table>
### III. Other Related Costs

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

Terms of Reference

A. Project Title


B. Background and Objectives

The Joint SDG Fund Joint Programme on Reaping the Demographic Dividend and Managing the Socio-Economic Impact of COVID-19 by Applying an Integrated National Financing Framework in the Philippines (JP INFF) will apply the building blocks of the Integrated National Financing Framework (INFF) to provide catalytic support – tools, technical assistance for strengthening systems, coordination and consensus building on priorities as part of a whole of government approach in support of We Recover As One. It will strengthen national planning and budgeting mechanisms to ensure that a more effective resource allocation and establish a more diversified financing framework that can leverage additional resources for the implementation of COVID-19 recovery strategies, and ultimately, the achievement of the SDGs in an integrated manner. UNDP (lead), UNFPA and UNICEF are the Participating UN Organizations in this Joint Programme, supported by the UN Resident Coordinator’s Office.

One of the objectives of the JP INFF is to support the National Economic and Development Authority (NEDA) on the assessment of the impact of the Covid-19 in relation to the achievement of the SDGs in the country, in order to understand and estimate the financing needs and fill the gaps. This study will determine its implications on recovery pathways, based on prescribed scenarios around poverty, education, health and nutrition, and labor and employment. Specifically, the study will refer to the following scenarios to fully understand possible, alternative development paths:

e. ‘No-COVID’ scenario: considering the trajectory of the path being taken prior COVID-19;

f. ‘COVID-19 baseline’ scenario: better understanding the impacts of COVID-19 as we now experience and understand it;

g. ‘High Damage’ scenario: depicting the possibility that COVID-19’s impact will prove worse than anticipated; and

h. ‘SDG Push’ scenario: engaging an integrated push toward the SDGs that combines increased efficiency of government, behavioral changes, and big investments.

C. Objectives of the Study

This study aims to generate information, using analytical modelling and forecasting tools, on the impacts of COVID-19 through a set of scenarios. The study will also assess the impact of the pandemic on the likelihood for the Philippines to meet SDG targets, recover from the pandemic, and accelerate SDG progress. Specifically, the study seeks to:
a. Develop the following scenarios:

i. **Pre-COVID**: intends to provide projections for the path of progress of the Philippines prior to COVID-19.

The study will review key targets across multiple SDGs, specifically on poverty, education, health and nutrition, and labor and employment. The No-COVID and COVID scenarios mentioned in the UNDP study can serve as benchmarks, to ascertain setbacks resulting from the pandemic, and opportunities for the achievement and acceleration of the SDGs.

ii. **COVID and High Damage**: considers the possible impacts of the pandemic especially on long-term SDG progress. It also examines the high levels of uncertainty on the ultimate course of the pandemic.

The study will focus on the long-term impacts of the pandemic, and will be evaluated through two scenarios:

- First, the ‘COVID’ scenario which represents significant pandemic-period increases in poverty and hunger, interruptions of the No-COVID pathway toward the SDGs, and the substantial longer-term negative consequences (but at a level considerably lower than during the pandemic); and
- Second, the ‘High Damage’ scenario, which suggests more considerable immediate consequences and greater persistence (to the impacts of the pandemic).

Specifically, this scenario will be elaborated, but not limited to the following factors:

- Mortality and GDP costs during the pandemic: refers to central estimation in terms of mortality and GDP decline; and
- Uncertainties on lasting impacts and recovery: refers to the effects on economic recovery and pandemic’s long-term implications for production factors such as labor, investment and capital stock, and productivity, as well as distributional implications.

iii. **SDG Push**: explores the potential impact of a comprehensive, integrated cluster of initiatives that will accelerate SDGs in the post-COVID-19 world.

Anchoring on the study by UNDP and the Pardee Center for International Futures, this study will determine next steps beyond recovery to ensure SDG progress. This will also identify the specific ways to manage complexity and uncertainty in the following:

- Governance (building a new social contract);
- Social protection (uprooting inequalities);
- Green economy (rebalancing nature, climate, economy); and

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• Digital disruption and innovation (for speed and scale).

b. Determine the extent of the impact of COVID-19 on priority SDGs, specifically in the areas of poverty, health and nutrition, education and labor and employment, using the above-mentioned scenarios localized for the Philippines;

c. Identify gaps and challenges on COVID-19 recovery scenarios for the priority SDGs; and

d. Recommend policy interventions to address these gaps and challenges which can be used to build an investment case on how to finance health and education outcomes to maximize demographic dividend.

D. Scope of Services and Methodology

The objective of this assignment is to support the NEDA, through the Joint Programme, led by UNDP, by contracting a consulting firm who will conduct the household survey among urban poor households in National Capital Region (NCR) and other eight areas that will be analyzed in the study.

Areas that will be part of the study include selected local government units (LGUs) in NCR and other eight areas, namely: Batangas, Bulacan, Cavite, Laguna, Pampanga, Rizal, Metro Cebu and Metro Davao. Participating LGUs will be selected based on the highest number of COVID-19 cases recorded as of December 31, 2021.

The consulting firm is expected to do the following:

1. An Inception Report and Research Proposal. This describes the subject of the survey, outlines in detail the methodologies to be utilized, and sets forth the approach to be taken to assure quality. The Inception Report will include a Matrix that outlines how the Firm will collect and analyze data to answer all evaluation questions, namely:

   a) What are the possible impacts of COVID-19 on the Philippines’ achievement of the SDGs, considering these scenarios: (1) Pre-COVID, (2) High Damage, and (3) SDG Push?
   b) To what extent did COVID-19 affect human capital development- related SDGs, specifically on the Philippines’ progress to meet 2030 targets?
   c) How can the Philippines recover from the impacts of the pandemic, while at the same time accelerate its SDG progress?

The inception report must include a work plan and timeline. The evaluation design and proposed methodologies specified in the Inception Report must reflect the evaluation plan, budgets, and operational environments, and the extent to which methods lead to collection of reliable data and analysis that provide a basis for reaching valid and reliable judgements.

The sampling design shall employ both purposive and systematic random sampling, as follows:

   a) Purposive sampling of cities and municipalities: based on the highest number of COVID-19 cases. This would also determine the type of quarantine protocols employed in these areas; and
   b) Systematic random sampling: for the household survey where the Department of Social Welfare and Development’s (DSWD) Social Amelioration Program (SAP) beneficiary list will
be used as sampling frame.

The DSWD – SAP is a program of the government that delivered emergency cash grants to an estimated 18 million households out of a total of 24 million total households in the country. As such, the SAP list includes a large share of all households in the country, especially those affected by the pandemic. Given that, phone numbers are provided/included in the SAP database, the list would be useful in determining the sample.

2. A Household Survey. A household survey will be conducted to around 4,500 to 6,000 respondents in the identified areas through phone interviews or face-to-face if the condition allows. Phone interview will be employed instead of face-to-face interviews for areas with restrictions on mobility as well as to avoid the risks of COVID-19 among the data collection team. During data collection, timely updates on the status of activities of the household survey will be submitted to the UNDP and NEDA - SC-SDG Secretariat. The raw data from the survey, along with the processed results, will also be turned over to the UNDP.

3. A Presentation of Preliminary Findings. The Preliminary Findings shall include a report and a PPT deck capturing the survey results shall be prepared which will be presented to the UNDP, NEDA- SDG Subcommittee Secretariat, and other JP INFF partners such as a Reference Group which will be created to provide support for the study, as deemed applicable. This report will again be routed to key stakeholders for another round of comments, including external peer reviewers who will provide final inputs to the report.

4. A Final Report of the HH Survey Findings. After consultation/validation meetings, the final report incorporating revisions based on the comments and recommendations from UNDP, NEDA, and other stakeholders, will be submitted. The final report should incorporate an analysis and/or linkage of the findings to the INFF building blocks which shall guide its conclusion and recommendations. By applying the INFF building blocks, the report should contain recommendations in relation to the effects, issues, and/or operationalization of financing framework/strategies in the country impacted by the COVID-19. The firm should also produce condensed versions of the report, namely: i) a one-page summary of the key findings of the study; and ii) a maximum five (5)-page executive summary.

E. Schedule of Deliverables and Targeted Results

The Firm is expected to accomplish the following activities with corresponding deliverables:

<table>
<thead>
<tr>
<th>Deliverables/Outputs</th>
<th>Target Due Dates</th>
<th>Review and Approvals Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Output 1: Inception Report and Research Proposal</td>
<td>30 May 2022</td>
<td>NEDA SDG- Subcommittee Secretariat through the JP INFF Coordinator UNDP Team Leader for Institutions and Partnerships Programme</td>
</tr>
<tr>
<td>Deliverables/Outputs</td>
<td>Target Due Dates</td>
<td>Review and Approvals Required</td>
</tr>
<tr>
<td>--------------------------------------</td>
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<td>------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Output 2: Household Survey</td>
<td>15 Aug 2022</td>
<td>NEDA SDG- Subcommittee Secretariat through the JP INFF Coordinator UNDP Team Leader for Institutions and Partnerships Programme</td>
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</tr>
<tr>
<td>Output 3: Presentation of Preliminary Findings</td>
<td>15 Sept 2022</td>
<td>NEDA SDG- Subcommittee Secretariat through the JP INFF Coordinator UNDP Team Leader for Institutions and Partnerships Programme</td>
</tr>
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</tr>
<tr>
<td>Output 4: Final Report of the HH Survey</td>
<td>30 Nov 2022</td>
<td>NEDA SDG- Subcommittee Secretariat through the JP INFF Coordinator UNDP Team Leader for Institutions and Partnerships Programme</td>
</tr>
</tbody>
</table>

F. Key Performance Indicators

1. Timely delivery of quality outputs for the evaluation according to the timetable.
   a. In case delay is going to be encountered due to factors beyond the firm’s control, it should be reported to the UNDP Project Coordinator, two (2) weeks before the deadline as specified in the contract and in reference to the Terms of Reference.
   b. UNDP Project Coordinator in collaboration with Firm will set the date of output submission, in case of revisions.

2. Effective communication and collaboration with NEDA and other agencies involved in the study.

3. Sound and effective use of methodologies that are appropriate to the engagement, including introduction of innovative tools and techniques.

4. Usefulness and relevance of the findings and recommendations to the needs of the end users.

5. If the firm fails to meet UNDP’s performance requirement:
   a. Firm receives in the first instance, a warning to improve their performance.
   b. Firm will be given a total of three instances to improve
   c. Continued failure to meet performance requirements may result in the termination of contract.
   d. Performance feedback will be shared by the UNDP Project Coordinator with the firm every quarter as part of its contract management and checking-up on the health of its project.

G. Facilities to be provided by UNDP

The Firm should have its own workspaces, computers/laptops, and other facilities and equipment. Any assets to be procured for this research undertaking (e.g. software, tools, equipment) should
be handed over to UNDP once the study has been completed. The list of these assets should be included in the financial proposal.

H. Governance and Accountability

1. The Firm shall be directly supervised by the JP INFF Project Coordinator to whom all outputs and communication shall be couriered through. The Project Coordinator shall officially receive and facilitate the approval of all outputs in consultation with the Team Leader, Institutions and Partnerships Programme, UNDP and the NEDA SDG-SC Secretariat. For the approval of outputs, a Research Reference Group to be led by UNDP and the NEDA-SDG SC Secretariat, with representatives from key government partners and UN agencies, will be established to review, provide inputs, and endorse the approval of deliverables. The estimated lead time for review of outputs by UNDP and NEDA is 10 working days.

2. In conducting the research, data gathering, and fieldwork, the survey team shall coordinate with the NEDA, other relevant government agencies, directly or through UNDP. NEDA and UNDP shall provide the necessary endorsements, including endorsement letters and calls, to the agencies/offices to be covered by the research.

3. UNDP, through the Joint Programme Management and Coordination Unit, will provide technical support to the Firm through the coordination needed with partner agencies, and other stakeholders involved in the study.

4. The NEDA-SDG Subcommittee Secretariat will hire a research team who will conduct literature review, desk review, conduct of KII and FGDs among local government unit officials/staff. The research team will coordinate with different government agencies (which may include but not limited to national and local government units, research institutes, academic institutions) for secondary data, as needed. The results to be generated by the research team will be triangulated with the results of the household survey to be produced by the Consulting Firm.

5. The Firm shall report progress, provide updates, or raise issues to the Project Coordinator on a bi-monthly basis. The Firm’s lead representative is expected to be accessible to the UNDP Project Coordinator via phone, mobile, or internet, and may be asked to meet physically at the UNDP office if and when necessary.

6. In view of restrictions due to COVID-19, Activities under this engagement shall be done in consideration of guidelines issued by the IATF for Covid-19 and other government institutions. Virtual or online activities will be used to the extent possible.
I. Expected Duration of the Contract

The Consulting Firm will be engaged for a period of eight (8) months, in accordance with the timetable set forth in Section D above. The target start of work date is 1 May 2022 and the indicative end date of the contract is 15 December 2022.

J. Location of Work

1. The location of work is in Metro Manila, Philippines.
2. The vendor or its partner/sub-contractor/representative must be able to travel to Metro Manila when necessary for the execution of the contract.
3. Key personnel should be able to travel to research sites in the National Capital Region for data collection and other on-site activities required for the engagement, should virtual or online consultations prove to be untenable.

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

Proponents shall establish a specific evaluation team from its pool of specialists, complete with names and CVs (only CVs of additional team members that perform roles in support of the evaluation team, including but not limited to technical advisers, research assistants, field coordinators, among others, whose inclusion will be evaluated based on relevance and value-added to the project).

The Firm must meet all qualifications itemized below:

1. A duly registered juridical entity, such as a sole proprietorship, partnership, corporation, or non-profit organization, whether Philippine-based or international;
2. With at least five (5) years of expertise and experience in conducting household surveys, medium-large scale research work, or other similar activities; and
3. With at least three (3) similar projects, preferably with any government agency, UN agency, or international development or multilateral organization.

For the Firm’s personnel, level of effort in terms of days and description for each key personnel have to form part of the technical proposal. Specifically, the Firm shall assign one (1) Project Lead, two (2) Data Managers, Data Enumerators and Data Encoders/Transcribers. The number of data enumerators and transcribers including additional team members may be identified/proposed by the Firm.

The Firm’s Project Lead and Data Managers must meet the following qualifications:

1. Proposers shall establish a specific evaluation team from its pool of specialists, complete with names and CVs (only CVs of additional team members that perform roles in support of the evaluation team, including but not limited to technical advisers, research assistants, field coordinators, among others, whose inclusion will be evaluated based on relevance and value-added to the project)
2. The Project Lead, Data Managers, shall meet the following relevant qualifications in addition to the already established requirements during the pre-qualification:
a. **Project Lead** – shall perform the function of project manager/coordinator as the proposer sees fit. The project lead shall be an incumbent employee of the Firm (i.e., officer, fellow, faculty member, etc.) who shall be the main point of contact of the Firm to UNDP, NEDA, and other salient stakeholders. He/she shall regularly report progress to the stakeholders through UNDP on project progress.

b. **Data Managers** – shall provide guidance and intellectual leadership to the project through his/her expertise on data management, methodologies, and techniques to the survey, as well as in the analysis of the data gathered and formulation of policy recommendations. The data managers are also expected to assure the quality of deliverables and engage strategic stakeholders.

### Position or Role | Minimum Qualifications
--- | ---
**Project/Research Lead** | • At least a master’s degree in Economics, Statistics, Public Administration or other related discipline; and  
• With at least five (5) years of professional experience in conducting/leading household surveys.

**Data Managers** | • A Bachelor’s degree in Economics, Statistics, Public Administration or other related discipline; and  
• With at least three (3) years of professional experience in data analysis, data management, or data monitoring.

### L. Scope of Price Proposal and Schedule of Payments

1. The contract shall be based on fixed output-based deliverable linked payments regardless of extension of the herein specific duration. Payments shall be made upon submission and acceptance of the outputs. 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 of the evaluation team
   b. Other professional fees and salaries
   c. Travel, lodging, and allowances for field work (if any)
   d. Communication, workshops, meetings
   e. Materials, reproduction, subscriptions
   f. Management and operational costs
   g. Others as may be relevant to the scope of work. software, tools, etc.
   
   *Please note that any assets to be procured for this project by the firm will have to be handed over to UNDP once the project has been completed. List of these assets should be included in the financial proposal.*

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

<table>
<thead>
<tr>
<th>DELIVERABLE</th>
<th>Target Due Dates</th>
<th>PERCENT OF FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Output 1: Inception Report and Research Proposal</td>
<td>30 May 2022</td>
<td>20%</td>
</tr>
<tr>
<td>DELIVERABLE</td>
<td>Target Due Dates</td>
<td>PERCENT OF FEE</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>2 Output 2: Household Survey</td>
<td>15 Aug 2022</td>
<td>40%</td>
</tr>
<tr>
<td>3 Output 3: Presentation of Household Survey</td>
<td>15 Sept 2022</td>
<td>20%</td>
</tr>
<tr>
<td>4 Output 4: Final Report of the HH Survey</td>
<td>30 Nov 2022</td>
<td>20%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>

M. Criteria for Evaluation of the Offer

1. This competitive selection process for the Firm will make use of the Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively.

2. The minimum passing score of the technical proposal shall be 70% or 700 out of 1000 obtainable points, and evaluation will be based on the following criteria.

<table>
<thead>
<tr>
<th>Summary Proposal Evaluation</th>
<th>Points Obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Experience specific to the requirement</td>
<td>200</td>
</tr>
<tr>
<td>2. Proposed methodology, approach and implementation plan</td>
<td>500</td>
</tr>
<tr>
<td>3. Management structure and key personnel</td>
<td>300</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,000</strong></td>
</tr>
</tbody>
</table>

Section 1. Eligibility, Qualifications, Capacity, and Experience

1. With at least five (5) years of expertise and experience in conducting household surveys, medium-large scale research work, or other similar activities; (70 points for 5 years of relevant experience, plus 10 points for each additional year) 100

2. With at least three (3) similar projects, preferably with Philippine government agencies, UN agency, or international development or multilateral organization. (70 points for 3 similar projects, plus 10 points for each additional project) 100

**Total Section 1** 200

Section 2. Relevance of methodology/ies to be used in establishing the outputs

2.1 Understanding of the requirement and the methodology presented as indicated in clause C & D. 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? 150

2.2 Description of the Offeror’s approach, methodology, and tools for meeting or exceeding the requirements of the Terms of Reference is backed by the Firm’s past and successful experience of having applied the same in relevant past projects 200

2.3 Feasibility of the implementation plan proposed including whether the activities are properly sequenced, logical, and realistic assumptions are clearly defined and levels of effort of personnel to be assigned are appropriate to ensure quality of outputs. 150
Section 3. Qualifications of key personnel proposed

<table>
<thead>
<tr>
<th>Role</th>
<th>Points</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Lead</strong></td>
<td></td>
<td>150</td>
</tr>
<tr>
<td>3.1 At least a Master’s degree in Economics, Statistics, Public Administration or other related discipline; 50 points for Master’s degree, 70 points for Ph.D. With at least five (5) years of professional experience in conducting/leading household surveys. 56 points for 5 years’ experience, additional 4 points for each additional year, additional 4 points for experience specific to conducting household surveys</td>
<td>70</td>
<td>80</td>
</tr>
<tr>
<td><strong>Data Manager</strong></td>
<td></td>
<td>150</td>
</tr>
<tr>
<td>3.2 A Bachelor’s degree in Economics, Statistics, Public Administration or other related discipline 50 points for bachelor’s degree, 10 points for each additional degree With at least three (3) years of professional experience in data analysis, data management, or data monitoring. 56 points for 3 years’ experience, additional 6 points for each additional year, additional 4 points for experience specific to conducting household surveys</td>
<td>70</td>
<td>80</td>
</tr>
<tr>
<td><strong>Total Section 3</strong></td>
<td></td>
<td>300</td>
</tr>
</tbody>
</table>

3. In the combined scoring, the Financial Proposal will be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.
**Previous Relevant Experience/Track Record**

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

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

<table>
<thead>
<tr>
<th>Project name &amp; Country of Assignment</th>
<th>Client &amp; Reference Contact Details</th>
<th>Contract Value in PhP</th>
<th>Period of activity and status</th>
<th>Types of activities undertaken</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>


## ANNEX 5

### Format for CV of Proposed Key Personnel

<table>
<thead>
<tr>
<th>Name of Personnel</th>
<th>[Insert]</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position for this assignment</strong></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]  
▪ Name of institution: [Insert]  
▪ Date of certification: [Insert] |
| **Employment Record/Experience** | [List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experiences, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]  
▪ Name of institution: [Insert]  
▪ Date of Employment: [Insert]  
▪ Position: [Insert]  
▪ Details of activities/functions performed: [Insert]  
▪ Name of institution: [Insert]  
▪ Date of Employment: [Insert]  
▪ Position: [Insert]  
▪ Details of activities/functions performed: [Insert]  
▪ Name of institution: [Insert]  
▪ Date of Employment: [Insert]  
▪ Position: [Insert]  
▪ Details of activities/functions performed: [Insert] |
| **References** | [Provide names, addresses, phone and email contact information for two (2) references] |
Reference 1:
Name:
Phone Number:
Email address:

Reference 2:
Name:
Phone Number:
Email address:

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

________________________________________ ___________________
Signature of Personnel                Date (Day/Month/Year)