



REQUEST FOR PROPOSAL (RFP)

Services of a Firm/Organization to provide Learning Management System (LMS) hosting, and Technical and Administrative Services

	DATE: May 19, 2022
	REFERENCE: RFP-036-PHL-2022

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Services of a Firm/Organization to provide learning management system hosting, and technical and administrative services for the implementation of Massive Open Online Courses on HIV in Region III and Region IVA.**

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

Proposals may be submitted on or before **Wednesday, June 08, 2022 5PM Manila Philippines** and via email to bids.ph@undp.org.

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 indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

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/protestandsanctions/>

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 : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Samantha Gunasekera
Operations Manager
5/19/2022

Description of Requirements

Context of the Requirement	<i>Please refer to the Terms of Reference</i>
Brief Description of the Required Services ¹	UNDP to provide learning management system (LMS) hosting, and technical and administrative services for the implementation of MOOC on HIV in Region III and Region IVA
List and Description of Expected Outputs to be Delivered	Please refer to the Terms of Reference (Section C)
Person to Supervise the Work/Performance of the Service Provider	<i>HIV Response Officer and Programme Analyst</i>
Frequency of Reporting	<i>To be discussed with the winning Firm</i>
Progress Reporting Requirements	<i>To be discussed with the winning Firm</i>
Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	7 months
Target start date	July 2022
Latest completion date	Tentative Feb 2023
Travels Expected	Please refer to the ToR
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 type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others Health insurance for staff working on this project
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	None
Implementation Schedule	<input checked="" type="checkbox"/> Required

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

indicating breakdown and timing of activities/sub-activities	<input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required (Please include Level of Effort per personnel) <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (for international Firms) <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (Philippine Peso)
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 direct 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 <input type="checkbox"/> Permitted
Payment Terms	Please refer to the ToR
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Outcome Manager, Institutions and SDG Partnerships
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria 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.
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm 30% <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 30% Financial Proposal Lowest price among technically compliant proposals passing 70% received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP <input type="checkbox"/> Other Type/s of Contract
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> Special Terms and Conditions for Cloud Computing Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input type="checkbox"/> Others
Contact Person for Inquiries via email only	<i>UNDP Procurement Unit</i> <i>Procurement.ph@undp.org</i> 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.
Other Information [pls. specify]	Please be informed that 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 Financial Proposal must not be provided to UNDP until requested by UNDP.

Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal and CVs of each Key Personnel	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria?	<input type="checkbox"/>

Financial Proposal Envelope

(Must be submitted in a separate sealed envelope/password protected email)

▪ Form F: Financial Proposal Submission Form/Financial Proposal Form	<input type="checkbox"/>
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Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-036-PHL-2022		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. RFP-036-PHL-2022 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) 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;
- b) 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;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) 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;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, 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 embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

*We offer to provide services in conformity with the Bidding documents, including the **UNDP General Conditions of Contract and Special Terms and Conditions for Cloud Computing** and in accordance with the Terms of Reference.*

Our Proposal shall be valid and remain binding upon us for the period of time specified in Annex 1 Description of Requirements.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

(company in JV with another entity, should also fill out this form)

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-036-PHL-2022		

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]

Name of leading partner (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: _____	

Form D: Qualification Form

(companies in JV with another entity should also fill-out this form)

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-036-PHL-2022		

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

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

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

Project name & Country of Assignment	Client Name	Contact Reference/Name & Contact Details Email and Phone	Contract Value In USD	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from 2 (two) previous clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-036-PHL-2022		

(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 and Special Conditions for Cloud Computing

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) Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country*
- c) Business Licenses/Permit/Local government permit to operate*
- d) SEC and Articles of Incorporation/Trade name registration*
- e) Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder*
- f) Latest Audited Financial Statement (last 2 years) – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and/or market reputation, etc. ;*
- g) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- h) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- i) 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.*
- j) Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value the past 3 years*

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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.

Please provide a GANTT chart for the implementation schedule with a rough estimate on the number of implementation days.

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; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*
- d) Level of Effort per key personnel*

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<p><i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i></p> <p>[Insert]</p>
Professional certifications	<p><i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i></p> <ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<p><i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For 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>
References	<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)

Form F: Financial Proposal Form

THIS FORM SHOULD BE PASSWORD PROTECTED. UNDP WILL REQUEST FOR THE PASSWORD VIA EMAIL

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-036-PHL-2022		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. RFP-032-PHL-2022 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in Annex 1.

We understand you are not bound to accept any Proposal you receive.

Note to Bidders: The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices (exclusive of VAT and direct taxes)

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		A	B	C=A+B
In-Country				
Home Based				

Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				
.....				

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

TERMS OF REFERENCE

General Information	
Job Title:	Services of a Firm/Organization to provide hosting of learning management system, and technical and administrative services for the implementation of Massive Open Online Courses
Brand:	UNDP Philippines
Duty Station:	Homebased, Metro Manila
Contract Duration:	15 May to 15 December 2022
Languages Required:	English, Filipino

A. Background Information, Rationale, and Project Description

The HIV situation in the country can be described as hidden and growing. Based on the HIV/AIDS & ART Registry of the Philippines (HARP) published by the Epidemiology Bureau of the Department of Health (DOH-EB) in November 2021³, the number of HIV-positive reported cases in the country has reached a total of 93,364 since January 1984. Additionally, for the month of November 2021, 1,268 newly diagnosed cases were recorded.

While the national HIV prevalence remains low at around 0.1%⁴, men having sex with men are disproportionately affected, accounting for 83% of all new infections. As before, newly diagnosed cases are mostly concentrated in the National Capital Region or Metro Manila, having the highest proportion of newly diagnosed cases in February 2021 among all the 17 regions in the country at 31%.

The Philippines is also far from reaching the 95-95-95 targets of UNAIDS⁵. Among the estimated 97,000 people living with HIV in the Philippines, only around 73% are diagnosed. Among those diagnosed, only around 61% are enrolled to treatment. Viral load suppression remains, reaching only 28%, compared to the 95% target.

Generally, the policies and programs implemented in the country are in line with the Republic Act (RA) 11166 or the Philippine HIV and AIDS Policy Act of 2018, which repealed RA 8504 also known as the Philippine AIDS Prevention and Control Act of 1998 and made health services for HIV more accessible to Filipinos. Various activities on prevention and control, treatment, care and support, including advocacy, training and other management costs were implemented in the previous years.

³ DOH-EB. (2021 November). *HIV/AIDS & ART Registry of the Philippines*.

⁴ Gangcuangco, L. M. A. (2019). HIV crisis in the Philippines: urgent actions needed. *The Lancet Public Health*, 4(2), e84.

⁵ UNAIDS, UNICEF, WHO, & ADB. (2019). *HIV and AIDS Data Hub for Asia Pacific: Philippines*.

In 2018 and 2019, UNDP supported and organized workshops on the development of Local Investment Plans for HIV with several LGUs across the Philippines. These areas include Angeles City, Dasmariñas City, Mabalacat, Puerto Princesa City, Iloilo City, Bacolod City, Danao City, Minglanilla, Toledo City, Zamboanga City, Davao City, Manila City, Quezon City, Caloocan City, Las Piñas City, Makati City, Malabon City, Mandaluyong City, Marikina City, Muntinlupa City, Navotas City, Parañaque City, Pasay City, Pasig City, San Juan City, Taguig City, Valenzuela City, Pateros, Bacoar, Imus, Sta. Rosa, San Pablo, and Biñan.

With the physical distancing measures currently in place in the Philippines and uncertainties brought about by the COVID-19 pandemic, UNDP, in collaboration with UNAIDS developed massive open on-line courses on HIV and LGBTQI in 2021 and launched the MOOC in February 2022. The initiative includes five courses (1) HIV Budget Advocacy; (2) HIV Local Investment Planning and Monitoring; (3) HIV/AIDS Ordinances; (4) LGBTQI anti-discrimination ordinances; and (5) How to become a Better Ally for LGBTQI. These five courses are currently being implemented in NCR and it is proposed to be implemented as well in Region III and Region IVA.

The MOOCs are not yet hosted on the LGA platform and therefore free access to users anywhere in the country can't be provided. Therefore the MOOCs are required to be hosted in a temporary LMS, and can only accommodate selected provinces/LGUs. Strategically, only two - regions III and IVA have been chosen for this implementation because being next to NCR, they have the most number of HIV cases. The MOOC will ultimately be transferred to the LGA with support of this firm.

Massive Open On-line Courses

Massive Open On-line Courses or MOOCs are on-line courses aimed at unlimited participation and open access via the web. In addition to traditional course materials, such as filmed lectures, readings, and problem sets, many MOOCs provide interactive courses with user forums or social media discussions to support community interactions.

MOOCs also offer adaptive learning methods amid the COVID-19 pandemic. Moreover, they improve access to classes, educational workshops, and seminars by providing an affordable alternative to residential learning and offering a flexible learning schedule. MOOCs help achieve the Sustainable Development Goals (SDGs) including SDG 4, by promoting inclusive and equitable quality education and lifelong learning opportunities for all.

An open call for Firms is being initiated by the UNDP to provide learning management system (LMS) hosting, and technical and administrative services for the implementation of MOOC on HIV in Region III and Region IVA.

B. Specific Objectives

UNDP requires services of a Firm with expertise and experience in providing LMS hosting, and technical and administrative services for the implementation of MOOCs to carry out

the following objectives:

1. To provide technical assistance on the implementation of MOOC in at least ten municipalities in Region III and fifteen municipalities in Region IVA;
2. To provide administrative support on the implementation of MOOC in Regions III and IVA;
3. To provide basic e-learning development; and
4. To provide LMS hosting for the online courses

C. Scope of Work

1. Temporary LMS hosting⁶
 - a. The firm shall host the LMS for at least 10 months and ensure transferability of the online courses to LGA for wider use. UNDP is currently working with LGA for them to be prepared for this hosting. The transfer of these MOOCs from the temporary LMS is expected to be done within 10 months and the selected firm is required to provide all support on this transition.
2. Technical Assistance on the implementation of MOOCs
 - a. With the intention of strengthening the capacity building on HIV laws and financing, the selected service provider shall provide technical assistance on the implementation of the online courses to at least ten municipalities in Region III and fifteen municipalities in Region IVA;
 - b. Ensure that the LGUs in Regions III and IVA will produce at least 25 draft HIV investment plans and at least 25 HIV/AIDS ordinances⁷; and
 - c. Provide orientation to the participants of the developed MOOCs.
3. Administrative support on the implementation of MOOCs
 - a. Provide support via Chatbot assistance in LMS, review user feedback and assist the course coordinators in accessing learning resources;
 - b. Configure the MOOCs within the LMS and generate monthly report to track user activities and completion of MOOCs; and
 - c. Award course certificates to users.
4. Basic e-learning development
 - a. The firm shall conduct the enhancement of instructions for learning activities, production of learning activities in the form of survey, forms, audio/video.

⁶ The MOOCs will ultimately be hosted by the LGA, however till time the LGAs are ready for hosting, the firm is required to provide temporary hosting services.

⁷ *An investment plan and a draft ordinance are the two requirements of the MOOC (module 2 and module 3). The selected firm will ensure that the LGUs will submit their draft investments plans and ordinances depending on the need of the locality. These two requirements must be submitted through the LMS platform.*

Component	Scope of Work	
	Firm	UNDP
LMS hosting	Submit a report of LMS hosting and plan of transferring of the online courses to LGA.	Review and approve the report
Technical assistance on the implementation of MOOCs in Regions III and IVA	<p>Propose implementation strategy of MOOCs in Regions III and IVA</p> <p>Coordinate with at least 25 participants in Regions III and IVA</p> <p>Provide orientation to the participants</p> <p>Facilitate the implementation of the developed MOOCs in Regions III and IVA</p> <p>Develop and present concrete forms of evidence to compare the results (i.e. pre-test and post-test, pre-survey and post-survey, baseline data vs post-test-run result) as basis for the recommendations</p> <p>Conduct baseline assessment, formulation of metrics to assess individual learning capacity and effectiveness of modules and method</p>	<p>Review and approve methodology and implementation strategy in Regions III and IVA</p> <p>Provide the developed MOOCs</p> <p>Review and approve the report</p> <p>Review and approve the report</p>
Administrative support on the implementation of MOOCs in Regions III and IVA	Submit a report in providing support and generate monthly report to track activities and completion of MOOCs	Review and approve the report
Basic e-learning development	<p>Coordinate with the LGUs and UNDP and other stakeholders regarding the process of implementation in Regions III and IVA</p> <p>Submit a report on the enhancement of instructions for learning activities and production of learning activities</p>	<p>Endorse the firm to the partner LGUs</p> <p>Review and approve the report</p>

D. Approach and Methodology

The project shall utilize the Behavioural Science approach to determine the acceptability and effectivity of the developed MOOCs of the LGUs in relation to the Local Investment Plan, Local, Budget Advocacy for HIV, and Local AIDS and SOGIE-inclusive Anti-discrimination

Ordinance. The UNDP shall conduct an open online campaign in different LGUs in Region III and Region IVA.

The Firm shall implement the project in a phased approach:

Phase 1: The Firm shall ensure the LMS hosting for at least 10 months and ensure transferability of the online courses

Phase 2: The Firm shall propose implementation strategies in Regions III and IVA. Upon approval, the Firm shall coordinate with the participants and other stakeholders and conduct orientation online. The Firm shall ensure that the participants will produce the desired learning output and develop a report presenting concrete forms of evidence to compare the results.

Phase 3: The Firm shall provide administrative assistance and basic e-learning development during the period of implementation to Regions III and IVA.

Phase 4: The Firm shall submit a final report and recommendation on the implementation of MOOCs in Regions III and IVA. The firm shall also assist in transfer of the MOOCs from temporary LMS to LGA sites.

E. Deliverables and Schedules/Expected Outputs

In line with the abovementioned scope of work, the table reflects the deliverables of the Firm and the corresponding due dates. The Firm must submit documentation of varying content and format depending on the need at any time throughout the duration of this project. The format may come in any of, but not limited to, the following: formal reports, technical documentation, slide decks, electronic mail, photographs or screenshots, and video recording of sessions. These may be for any, but not limited to, the following purposes: quality assurance, progress reporting and monitoring, meetings, briefings, and presentations, among others.

Output Schedule			
Deliverable or output		Target due date	Review and approvals required
1	Technical report on implementation strategy of MOOC in Region III and Region IVA and LMS hosting	30 May 2022	HIV Response Officer and Programme Analyst
2	Technical report on the basic e-learning development provided by the Firm to the participants (e.g., sign language, Filipino translation, etc.)	15 July 2022	Final review: Team Leader, Institutions

Output Schedule			
Deliverable or output		Target due date	Review and approvals required
3	Technical report on providing administrative support to include but not limited to report on participants' activities and completion of MOOCs	15 September 2022	and Partnerships Programme Team
4	Technical report on the implementation of MOOC in Regions III and IVA and support to LGUs for submission of at least 15 HIV investment plans and 15 draft HIV ordinances;	15 October 2022	
5	Final technical report on the implementation of MOOC in Regions III and IVA to include but not limited to : a. support to LGUs for submission of at least 25 HIV investment plans and 25 draft HIV ordinances, b. presentation of concrete forms of evidence to measure the effectiveness of the modules in terms of individual learning capacity and effectiveness of the method of implementation (i.e., pre-test and post-test, etc), and handover notes to LGA on housing of the MOOC. c. Transfer of MOOCs to LMS owned by LGA.	15 December 2022	

F. Key Performance Indicators and Service Level

- Timely delivery of quality outputs according to the timetable. In case delay is encountered due to factors beyond the Firm/CSO's control, it should be reported to the HIV Response Officer one (1) week before the deadline as specified in the contract and the Terms of Reference.
- Effective communication and collaboration with UNDP and key stakeholders. The Firm/CSO, through the Project Lead, is expected to respond to mobile and email communications within 12 hours for efficient coordination.

G. Governance and Accountability

The Firm/Organization will directly report to the HIV Response Officer (UNDP Philippines Institutions and Partnerships Team) with guidance from the Institutions and Partnerships Programme Team Leader, UNDP Bangkok Regional Hub HIV, Health and Development Team, DOH, Local Government Agency, LGUs in the priority areas and UNAIDS. The implementation of the project is expected to be done virtually. However, in some exceptional cases, the Firm may visit the Regions and conduct a limited face-to-face coordination.

The Firm/Organization will also work with LGA to transfer the MOOCs to the institution's Learning Management System (LMS) and assist LGA in housing the MOOC.

Upon agreement and contract signing, the Firm's designated members shall immediately support the HIV Team in providing QA, implementation of test run and providing results and recommendations of the MOOCs.

The HIV Response Officer and Programme Analyst under the organization's Institutions and Partnerships Programme Team, shall exercise supervision over the Firm. The Firm shall submit all outputs and the Firm shall report progress, provide updates, or raise issues to the HIV Response Officer and Programme Analyst on a weekly basis, or as needed, and is expected to be accessible through mobile and digital collaboration tools on an agreed schedule, and when required.

Upon the direction of the HIV Response Officer and Programme Analyst, the Firm is expected to coordinate with officials, personnel, and consultants of UNDP, government agencies, such as DOH, LGU and PNAC, CSOs, private sector partners, and other stakeholders of the project.

H. Facilities to be provided by UNDP

UNDP will not provide any facility, venue, food, training materials, equipment, or support personnel or service for the duration of the contract. Costs related to logistics will be shouldered by the Firm/CSO and must be included in the proposal.

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.

I. Expected duration of the contract/assignment

The engagement is expected to last for seven months upon contract signing. The activities are expected to be initiated not later than **15 July 2022**.

J. Duty station

The work shall be done remotely; meetings and coordination, whether regular or irregular, shall be conducted through digital collaboration and conferencing tools by default. However, in some exceptional instances (e.g., follow-up sessions), the Firm may only engage in limited face-to-face coordination within Regions III and IVA and only as deemed necessary while strictly following Philippine Government's minimum health protocols. The travel shall be limited to one travel for each region.

K. Professional Qualifications of the Successful Contractor and its key personnel

The Firm. The successful contractor must meet all qualifications itemized below.

- a. A duly registered juridical entity, partnership, corporation, or non-profit organization
- b. Experience in developing, implementing, and monitoring of HIV and Health-related courses at least three (3) years; and
- c. Expertise and experience in managing and facilitating online training sessions for at least two (2) years.

The Firm's Project Personnel.

The Firm shall assign **one (1) Project Lead, at least two (2) support personnel** to handle test run and evaluation of MOOCs, and one (1) M&E personnel for written reports and documentation.

Position or role	Minimum qualifications
Project Lead (1 personnel)	<ul style="list-style-type: none">• At least three (3) years of total professional experience in developing, implementing, assessing and monitoring of MOOCs and other forms of online courses• At least a degree holder of Health Professions Education, Education, Community Development, Social Science, Public Health, or other related courses• Managed at least two projects similar or related to the requirement published in the TORs
Support for facilitation (at least 2 personnel)	<ul style="list-style-type: none">• At least one (1) year of experience in developing, implementing, assessing, and monitoring of MOOCs and other forms of online courses• At least a degree holder Community Development, Social Science, Public Health, or other related courses
Monitoring and Evaluation (1 personnel)	<ul style="list-style-type: none">• At least three (3) years total professional experience in monitoring and evaluation• At least a degree holder of Social Sciences, Research, management/administration, innovation, or other related courses

L. Price and Schedule

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. Communication and meetings;

- c. Materials, subscriptions, etc.;
- d. Management and operational costs; and
- e. Hosting of LMS
- f. Others as may be relevant to the scope of work.

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

UNDP shall deliver payment to the Firm in tranches contingent on both delivery and acceptance of the outputs as presented in the table below. Payments shall only be made upon review, acceptance, and rectification of errors and/or improvement of the work or service as necessary.

Schedule of Payments			
Deliverable or output		Target due date	Percentage of contract price
1	Upon submission and acceptance of technical report on implementation strategy of MOOC in Regions III and IVA and LMS hosting	30 May 2022	25%
2	Upon submission and acceptance of technical report on the basic e-learning development provided by the Firm to the participants (e.g., sign language, Filipino translation, etc)	15 July 2022	10%
3	Upon submission and acceptance of technical report on providing administrative support to include but not limited to report on participants' activities and completion of MOOCs	15 September 2022	10%
4	Upon submission and acceptance of technical report on the implementation of MOOC in Regions III and IVA and presentation of at least 15 HIV investment plans and 15 draft HIV ordinances	15 October 2022	25%
5	Upon submission and acceptance of final technical report on the implementation of MOOC in Regions III and IVA to include but not limited to presentation of at least 25 HIV investment plans and 25 draft HIV ordinances, presentation of concrete forms of evidence to compare the results of pre and post implementation, and handover notes to LGA on housing of the MOOC	15 December 2022	30%
TOTAL			100%

M. Criteria for Evaluation

Candidate Firm/CSOs shall be evaluated in accordance with UNDP's method for this solicitation – lowest priced quote among technically responsive offers

Only Firms that pass the 70% technical score will be evaluated for its financial offer.

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		
Criteria		Points obtainable
1.	Firm/CSO's qualification, capacity, and experience	300
2.	Proposed implementation plan, methodology, and approach	400
3.	Expertise and experience of the Firm/CSO's project management personnel	300
Total		1,000

Section 1. Firm/CSO's qualification, capacity, and experience		Points obtainable
1.2	Experience in developing, implementing, and monitoring of HIV and Health-related courses at least three (3) years.	150
1.3	Expertise and experience in managing and facilitating online training sessions for at least two (2) years.	150
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirements and proposed methodology and plan to provide comprehensive assistance both administratively and technically as per the requirement.	200
2.2	Proposed methodology to closely monitor the progress of the participants in taking the modules depending on the participants' needs and ability to provide feedback to UNDP and other partners in a timely manner	100
2.3	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the implementation of the MOOC.	100
Total Section 2		400

Section 3. Expertise and experience of the Firm/CSO's project management personnel			Points obtainable
3.1	Proposed roles of the management and the team of key personnel suitable for MOOC implementation		50
3.2	Qualifications of key personnel proposed		
3.2 a	Project Lead (1)		100
	At least three (3) years of total professional experience in developing, implementing, assessing and monitoring of	40	

	MOOCs and other forms of online courses		
	At least a degree holder of Health Professions Education, Education, Community Development, Social Science, Public Health, or other related courses	30	
	Managed at least two projects similar or related to the requirement published in the TORs	30	
3.2 b	Support Personnel (2)		100
	At least one (1) year of experience in developing, implementing, assessing, and monitoring of MOOCs and other forms of online courses	50	
	At least a degree holder Community Development, Social Science, Public Health, or other related courses	50	
3.2 c	Monitoring and Evaluation personnel (1)		50
	At least three (3) years total professional experience in monitoring and evaluation	30	
	At least a degree holder of Social Sciences, Research, management/administration, innovation, or other related courses	20	
Total Section 3			300

The evaluation methodology is 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 remain unopened. The contract will be awarded to the company meeting the minimum 70% score in the technical evaluation and offering the lowest price.