



## **Call for Proposals from NGOs/CSOs**

CFP-053-PHL-2022

### **Terms of Reference and Instructions to proposers - Implementation of Finance Solutions in the Negros Island**

#### **Background**

##### **BIODIVERSITY FINANCE INITIATIVE PHILIPPINES**

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

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

In 2017, BIOFIN assisted in the preparation of the Negros Island Biodiversity Strategy and Action Plan (NIBSAP) which identified provincial biodiversity priorities and targets. Alongside the plan, the provinces of Negros Occidental and Negros Oriental developed their finance plans which listed several finance solutions for implementation. These include: a) accessing programs of national government agencies; b) private sector engagement; c) accessing financial benefits from ER 1-94; d) developing policies that will trigger biodiversity financing; and e) allocating local funds for biodiversity conservation. Both provinces have to some extent, been able to implement a number of these finance solutions.

Since 2018, the provinces of Negros Occidental and Negros Oriental have consistently included in their provincial budget allocations for priority biodiversity conservation activities amounting to more than PhP30M.

The BMB has prioritized support for biodiversity-friendly enterprises (BDFE) being implemented in marine protected areas (MPA) and has identified several POs in these provinces implementing such. BMB envisions that these POs will be able to scale up their BDFEs to achieve sustainability both for their organizations and the MPAs.

With the implementation of the Mandanas ruling in 2022, there is also significant opportunity to direct a portion of the internal revenue allotment of these LGUs to its biodiversity priorities.

### Objective

UNDP through a Responsible Party Agreement with an NGO/CSO, will assist the provinces of Negros Occidental and Negros Oriental in the implementation of selected finance solutions. Apart from this, the selected Responsible Party (RP) shall also foster a Memorandum of Agreement (MOA) among the DENR, UNDP and the provincial LGU for each of the Negros provinces.

### Scope of Work and Methodology

The NGO/CSO is required to assign at least 2 full-time technical staff who will be deployed to Negros Oriental and Negros Occidental to assist the relevant provincial offices in implementing the tasks described below.

### UNDP BIOFIN Orientation

NGO/CSO technical staff shall arrange orientation meetings with relevant officials and staff of Negros Oriental and Negros Occidental to prepare for the collaboration. PMU shall provide necessary materials and participate in said orientation meetings, whenever possible

### Project Cooperation MOA with the 2 provinces

Prior to the assistance that the RP will be providing to the 2 provinces, a project cooperation MOA shall be each signed among the DENR, UNDP and the respective provincial governors. BIOFIN shall prepare a draft MOA that will be vetted with the DENR, UNDP and the Sangguniang Panlalawigan. The RP shall be responsible for:

- a. Initiating meetings with concerned provincial offices to discuss the MOA;
- b. Coordinate closely with BIOFIN PMU regarding any comments and/or concerns of the provincial governments about the MOA; and
- c. Organize MOA signing activity with the 2 provinces.

The MOA shall include at least the below provisions.

- a. Cooperation of the Provincial Government (PLGU) in implementing the Finance Plan.
- b. PLGU shall designate a focal person who will coordinate all matters related to the implementation of the activities.
- c. Detailed responsibilities of each party
- d. Other activities that may be decided on during the implementation phase

A more defined MOA shall be provided once the BIOFIN Policy Specialist is onboard.

#### Implementation of select finance solutions

- a. One finance solution is increasing LGU revenues from taxes and user fees. The RP will support the development and approval of the Tourism Ecological fee ordinance in Negros Oriental including implementing rules and regulations. Once in place, support the roll-out of this policy including setting up the governance and fund flow mechanism. RP shall also explore the possibility of passing the same ordinance in Negros Occidental.
- b. Another finance solution is accessing the financial benefits accruing from ER 1-94. The RP will assist both Negros provinces in prioritizing biodiversity conservation activities for inclusion in their annual workplans for submission to power generating companies to access the financial benefits from ER 1-94. RP shall also assist in getting the endorsements of both Sanggunians for the provincial workplans. The target for this finance solution is PhP500k per year.
- c. The RP shall also assist the 2 provinces in accessing and synergizing local programs with those of national government agencies. The province of Negros Oriental has initially prepared a proposal entitled “Ayungon Biodiversity Conservation and Tourism Development: Expansion of Banban BINHI Ecopark.” This was presented to the DENR-Provincial Environment and Natural Resources Office, DENR-Foreign-Assisted and Special Projects Service, Department of Energy and to the Energy Development Corporation. The objective is to align the proposal to and access support from national programs that have the same objectives. RP shall assist the province of Negros Oriental in continued dialogue with relevant national government agencies (DENR, DA, DOT, etc.) to mobilize resources for this proposal and for other future proposals that will be developed within the time frame of this contract. The target for this finance solution is PhP20M. The same shall be pursued with Negros Occidental.
- d. Given the NIBSAP and its priorities, the RP will advocate with the 2 provinces inclusion of these in their local plans i.e. Comprehensive Development Plans, Provincial Physical Framework and Development Plan, Annual Investment Plans and monitor financial investments made by the 2 provinces. The target for this finance solution is increased annual allocations to BD programs and projects by 20% from previous year’s budget.
- e. Another finance solution is private sector engagement. Within the legal framework of LGUs, the RP will jointly identify with both provinces potential private sector partners and develop projects that can be implemented through their corporate social responsibility programs and/or related programs.
- f. Provide support to BMB initiatives vis-à-vis people’s organizations implementing biodiversity-friendly enterprises. Support may be in the form of joint capacity-building exercises, identification of potential markets for BDFEs and other related concerns.
- g. Submit quarterly progress reports to DENR-BMB and UNDP BIOFIN Project. However, the NGO/CSO is expected to provide monthly progress reports to PMU for monitoring purposes.

## A. Expected Outputs and Schedule of Deliverables

Deliverables/ Outputs	Estimated Duration	Review and Approvals Required
Inception Report	10 days	Project Manager, UNDP BIOFIN project  Director, Biodiversity Management Bureau  Team Leader, UNDP Climate Action Team
Signed implementation MOAs	60 days	
Report on increased LGU budgets for Biodiversity - Including supporting evidence/ documents of increased annual allocations to biodiversity programs and projects by 20% such as the Annual Investment Program (AIP) or other related documents	80 days	
Report on Access and Synergy with National government agencies - Includes documents/ evidence of resources mobilized of at least Php 20M for both provinces such as letter of approval from national government agencies, etc.	60 days	
Report on increasing the LGU's own sources of revenues - Approved Tourism Ecological Fee Ordinance - Report on the approved governance and fund flow mechanism	60 days	
Report on accessing ER 1-94 - Approved Annual Workplan of the PLGU containing the proposed project; and - Resolution signed by the Sangguniang Panlalawigan endorsing the project for ER 1-94 Funding	60 days	
Report on Corporate Social Responsibility - Includes signed agreements between the PLGU, NGO, and private sector partner	60 days	
Report on the Scoping Study on Payment for Ecosystem Services	80 days	

## B. Key Performance Indicators

Deliverable	Means of Verification	Monitoring and Report Approvers
Signed implementation MOAs	Signed MOAs with the Negros Oriental and Negros Occidental	All activities shall be monitored by the project management unit, led by the BIOFIN Project Manager.
Report on increased LGU budgets for Biodiversity	Approved 2023/2024 Annual Investment Plan or Annual Workplan indicating increased annual allocations to biodiversity programs and projects by 20%	

Deliverable	Means of Verification	Monitoring and Report Approvers
Report on Access and Synergy with National government agencies	Letter of project proposal approval or MOA, whichever is applicable, indicating resources mobilized of at least PhP 20M for both provinces	Semestral reports shall be endorsed by the Project Manager to the BMB and CAP Team Leader, for approval.
Report on increasing the LGU's own sources of revenues	Approved Tourism Ecological Fee Ordinance and its IRR  PLGU reports indicating amount mobilized of at least PhP 10M	
Report on accessing ER 1-94	Approved Annual Workplan of the PLGU containing the proposed project and Resolution signed by the Sangguniang Panlalawigan endorsing the project for ER 1-94 Funding.  PLGU reports indicating amount mobilized of at least PhP 500,000 per province	
Report on Corporate Social Responsibility	signed letter of agreement or memorandum of agreement, whichever may be applicable, between the PLGU, and private sector partner  Documents or reports indicating amount mobilized of atleast PhP 1M per province	
Report on the Scoping Study on Payment for Ecosystem Services	Scoping Study Report with workshop or FGD documentation, whichever may be applicable	

### Governance and Accountability

The UNDP BIOFIN Project Manager shall directly supervise and approve and accept the output/s of NGO. Based on the table above, outputs will be submitted to BMB Director and UNDP Project Manager in the dates indicated. At different points during project implementation, the NGO is expected to liaise/ interact/ collaborate/ meet with the BMB, BIOFIN team and with other relevant stakeholders.

Quarterly Progress Reports shall be submitted every 5<sup>th</sup> day of the following month to BMB and UNDP.

### Duty Station and facilities to be provided by UNDP

The NGO is expected to be based in the Negros Island.

Considering the COVID-19 pandemic and declaration of State of Public Health Emergency in the Philippines, all work of the NGO shall be done within the guidelines and protocols set by the local and national government. During the entire duration of the Enhanced Community Quarantine, this

consultancy shall be performed remotely and will be a home-based assignment. The NGO is expected to provide its own equipment, office space, internet connectivity and other materials to implement the project. All needed office facilities and project materials are to be included in the financial proposal. All acquired equipment for this project will have to be returned by the winning NGO/CSO after completion.

#### Duration of Work

Length of engagement: 24 months

Indicative Period covered: August 2022 to July 2024

Within 2 weeks of the RP's submission of their outputs, the UNDP Project Manager, BPKMD Division Chief, and CAPT UNDP Programme Analyst shall provide their comments, otherwise, output is deemed approved.

#### Eligibility and Qualifications of the Successful NGO Partner

##### ***Eligibility:***

The NGO/CSO must have:

1. Functional expertise in any of the following:
  - Communication and advocacy
  - Biodiversity/Conservation
  - Design and implementation of biodiversity related projects/programs
  - Organization management including planning, M&E and financial management.
2. NGO must have thematic expertise in the following:
  - Project management
  - Biodiversity conservation
3. The NGO/CSO must be based in the Negros Oriental or Negros Occidental, Philippines
4. The NGO/CSO should submit its Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation (last 2 years)

##### ***Qualifications of the NGO/CSO:***

The NGO/CSO shall be tapped through a Responsible Party Agreement (RPA). Prospective candidates shall be sourced through open competitive bidding and the winner selected based on the technical and financial proposal.

- a) The NGO/CSO should have:
  1. At least 5 years track record in biodiversity conservation program and project management with strong partnerships with various stakeholders especially LGUs;
  2. At least 5 years' experience in working with government agencies and development partners
  3. Completed at least three (3) development projects related to biodiversity
- b) Key Personnel of the NGO/CSO

The Contractor shall designate a Project Lead and minimum of two (2) other technical personnel to the project. The strategy for sourcing other staff will be left to the NGO/CSO, which should be explicit in the methodology (e.g. outsourcing of technical people).

1. Project Lead
  - a. Minimum Master's Degree in the field of biology, environmental planning, environmental science, forestry, business management and other related fields; and
  - b. At least 8 years' experience in managing projects related to biodiversity and/or environment
2. Technical Staff (2): minimum 5 years' experience in project development related to biodiversity conservation, policy advocacy and review, and project implementation

The NGO/CSO may propose additional personnel commensurate to the scope and resources required by the work but within the fixed budget ceiling. Any additional personnel to be proposed, and their roles and level of effort, must be indicated in the proposal.

The NGO/CSO must indicate in both Technical and Financial Proposals the level of effort (in equivalent person-days spread across the contract duration) that each personnel will dedicate to the work.

#### Budget and Financial Proposal

The total budget for this project is Php 3,000,000.00 (Three Million Philippine Pesos) total agreement price inclusive of management cost. Payment will be disbursed based on the completion of identified project deliverables in section C and upon acceptance of UNDP of the deliverables.

The NGO/CSO shall submit a technical and financial proposal (Cost to conduct the activities based on Scope of Work), which should contain the activities for the implementation of the project and the corresponding budget.

The NGO/CSO must submit their financial proposal supported by their Itemized Cost Estimates. (Please refer to the last page for Itemized Cost Estimates as guide).

The following components should be included in the financial proposal to be submitted to UNDP as seen below:

- Approximate amount for the expenditure of the NGO for the scope of work/methodology in Philippine Peso (PHP)
- Professional fees of key personnel inclusive of travel, living allowances and corresponding level of effort and for the period of twenty-four months
- Separate costs related to additional personnel other than the 3 key personnel;
- Cost of the conduct the activities including workshops, focused group discussions, etc based on Deliverables/Scope of Work;
- Management and operational costs – should be 10% of the total cost.
- Facilitation of payments under the Scope of Work (breakdown per activity)
- Cost for Communications, Materials, reproduction, transportation/travel, office supplies and others as may be relevant to the scope of work
- All the staff working under this project must have appropriate Medical/health insurance cover.

### Payment Schedule

The payments will be release based on the below schedule of payments:

<b>Deliverables/ Outputs</b>	<b>Percentage</b>	<b>Deadline</b>
Submission and acceptance of Inception Report	20%	August 30, 2022
Submission and acceptance of Signed implementation MOAs	15%	December 30, 2022
Submission and acceptance of Report on Access and Synergy with National government agencies	10%	March 30, 2023
Submission and acceptance of Report on increasing the LGU's own sources of revenues	10%	June 30, 2023
Submission and acceptance of Report on accessing ER 1-94	10%	October 30, 2023
Submission and acceptance of Report on Corporate Social Responsibility	10%	December 30, 2023
Submission and acceptance of Report on the Scoping Study on Payment for Ecosystem Services	10%	March 30, 2024
Submission and acceptance of Report on increased LGU budgets for Biodiversity	15%	July 30, 2024

As indicated above, monthly progress reports are expected from the NGO/CSO. These will be consolidated to form quarterly progress reports.

All reports will be approved and certified by the UNDP (BIOFIN Project Manager and CAPT Team Leader) prior to release of payments.

### Criteria for Evaluation of Proposal

The following firms will be chosen primarily based on the eligibility and qualification requirements mentioned in the ToRs.

Only shortlisted NGOs/CSOs based on the analysis of the information and documentation provided in response to the RFI and CACHE, will be evaluated for its technical and financial proposal.

The technical proposal shall be evaluated based on the Quality Based- Fixed Budget Selection (QB-FBS) methodology. This implies that all proposals have the same maximum overall price (which cannot exceed the known fixed budget amount), focusing the selection on the quality of the proposal and the CSO/ NGO proposed approach and methodology. Management cost should be included in the firm's proposal not to exceed 10% of the total financial proposal cost.

CSOs need to provide their best technical proposal and financial breakdown within the budget shared in a single envelope.

Evaluation of all technical proposals shall be carried out, in accordance with below outlined evaluation criteria, and the institution which obtains the highest technical score shall be selected. Proposals need to translate community needs into implementable activities by the NGO/CSOs under the QB-FBS, and the assessment focuses on maximizing transfer of value to the beneficiary user within a given budget.

The financial breakdown shall clearly state the proposed components including overhead expenses and management fees. CSOs/ NGO exceeding the established fixed budget in their financial proposals will be rejected.

Summary Proposal Evaluation		Points Obtainable
1	Experience specific to the requirement	300
2	Proposed methodology and approach	400
3	Key personnel	200
4	Value for money	100
	Total	1000

Section 1. NGO/CSO experience specific to the requirement		Points Obtainable
1.1	At least 5 years track record in biodiversity conservation program and project management with strong partnerships with various stakeholders especially LGUs;  Minimum 5 years = 70 points. Additional years = 5 points up to a maximum of 100 points	100
1.2	At least 5 years' experience in working with government agencies and development partners  Minimum 5 years = 70 points. Additional years = 5 points up to a maximum of 100 points	100
1.3	Completed at least three (3) development projects related to biodiversity  Minimum 3 projects = 35 points. Additional project = 5 points up to a maximum of 50 points	100
Total Section 1		300

Section 2. Proposed methodology, approach, and work plan		Point Obtainable
2.1	Overall Methodology and Approach. Clear and comprehensive yet concise articulation of the proposed methodology consistent with <i>Part B</i> above, with sound and doable strategies on how to meet the key results outlined in the current pandemic context.	200
2.2	Work Plan well-specified work plan on how to deliver the outputs and results in <i>Parts D</i> , with the proposed timelines and milestones strategically defined and consistent with the project timeline.	200
Total Section 2		400

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Project Lead		100
	Minimum Masteral Degree in the field of biology, environmental planning, environmental science, forestry, business management and other related fields	50	

	Minimum Master's degree = 35 points; Doctorate = full points		
	Minimum 8 years' experience in managing projects related to biodiversity and/or environment	50	
	Minimum 8 years = 35 points; Additional year = 5 points up to a maximum of 50 points		
3.2	Technical Staff		100
	minimum 5 years' experience in project development related to biodiversity conservation, policy advocacy and review, and project implementation	100	
Total Section 3			200

Section 4. Value for Money		Points Obtainable	
4.1	Financial proposal is within the budget ceiling and keeps national overhead costs (project team and management fees) within 30 percent or less of the total agreement.	100	
Total Section 4		100	

## SUBMISSION PROCESS

Applicants shall bear all costs related to proposal preparation and submission.

Applicants must submit their proposals through email to:

[Bids.ph@undp.org](mailto:Bids.ph@undp.org)

**Attention : CFP-053-PHL-2022 – Implementation of Finance Solutions in the Negros Island**

The following documents must be submitted in order for the submission to be considered:

- Filled in Request (RFI)<sup>1</sup> for Information form with all relevant documents;
- Filled in Capacity Assessment (CACHE) form with all relevant documents;
- Technical proposal including previous experience, methodology, workplan and CVs of key personnel;
- Financial proposal including Itemized cost estimates

Only one submission per organization is allowed. Once the application is complete and submitted, revised versions of proposal documents will not be accepted.

Proposals, with supporting documents, should be submitted by July 15, 2022

For additional questions about the Call for Proposals Guidelines or application forms, please e-mail

[Procurement.ph@undp.org](mailto:Procurement.ph@undp.org)

<sup>1</sup> If interested NGOs are already in the UNDP Roster, the RFI and CAHCE forms and related documents are not required to be submitted again.

UNDP reserves the right not to fund any proposals arising from this Call for Proposals

## **SCHEDULE OF COMPLETION OF CALL FOR PROPOSAL**

Below is an estimated timeline for this Call for Proposals.

- 7/1/2022 Call for Proposal opens and relevant documents are shared with NGOs.
- 7/15/2022 Deadline for organizations to submit proposals under this Call.
- 7/30/2022 Assessment and selection processes will take place.
- 8/10/2022 Selected applicants will be notified.

## **OTHER INFORMATION**

UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See

[http://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDP\\_Anti\\_Fraud\\_Policy\\_English\\_FINAL\\_june\\_2011.pdf](http://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf) and

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/> for full description of the policies)

In responding to this Call for Proposals, UNDP requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP's interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:

- 1) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, Terms of Reference, cost analysis/estimation, and other documents to be used in this competitive selection process;
- 2) Were involved in the preparation and/or design of the programme/project related to the services requested under this Call for Proposals; or
- 3) Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such conflict exists.

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## ITEMIZED COST ESTIMATES (Template)

PLANNED ACTIVITIES	Timeframe			Planned Budget	Schedule of payment						
List all activities to be undertaken	Q1	Q2	Q3	Q4	Desc	Total Amount (PHP)	Total Amount (USD)*	Quarter 1 (PHP)	Quarter 2 (PHP)	Quarter 3 (PHP)	Quarter 4 (PHP)
	OUTCOME-1										
	Activity-1										
	OUTCOME-2										
Activity-2											
Activity-3											
Activity-4											
Total											
Administrative Cost (10%)											
Grand Total											

**\*UNORE of the month of bid submission**