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REQUEST FOR PROPOSAL

Consultancy Services (Firm) to Process Evaluation of the First Phase of the Tutok Kainan Supplementation Program and the Design of an Impact Evaluation Study

RFP No.: RFP-059-PHL-2022

Project: Using Strategic Monitoring and Evaluation to Accelerate
Implementation of the Philippine Development Plan 2017-2022 (Strategic
M&E Project)

Country: Philippines

Issued on: 21 July 2022

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SECTION 1. LETTER OF INVITATION

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - Form A: Technical Proposal Submission Form
 - Form B: Bidder Information Form
 - Form C: Joint Venture/Consortium/Association Information Form
 - Form D: Qualification Form
 - Form E: Format of Technical Proposal
 - Form F: Financial Proposal Submission Form
 - Form G: Financial Proposal Form

 - Form H: Form of Proposal Security

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to procurement.ph@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:

Approved by:

Isa Name: Mary Gemme Montebon
Title: Procurement Associate
Date: **July 21, 2022**

Name: Maria Luisa Isabel Jolongbayan
Title: Outcome Lead, Institutions and Partnerships
Date: **July 21, 2022**

SECTION 2. INSTRUCTION TO BIDDERS

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p>
3. Eligibility	<p>3.1 A vendor should 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.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their</p>

	employees meet the eligibility requirements as established by UNDP.
4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, 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:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected</p>

	or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
<i>7. Language</i>	7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
<i>8. Documents Comprising the Proposal</i>	8.1 The Proposal shall comprise of the following documents: a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
<i>9. Documents Establishing the Eligibility and Qualifications of the Bidder</i>	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
<i>10. Technical Proposal Format and Content</i>	10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP. 10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive. 10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP 10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
<i>11. Financial Proposals</i>	11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs. 11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price. 11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.
<i>12. Proposal Security</i>	12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal. 12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the

	<p>Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or ii. to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and</p>

	<p>the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<i>15. Only One Proposal</i>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> f) they have at least one controlling partner, director or shareholder in common; or g) any one of them receive or have received any direct or indirect subsidy from the other/s; or h) they have the same legal representative for purposes of this RFP; or i) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; j) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or k) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
<i>16. Proposal Validity Period</i>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>

<p><i>17.Extension of Proposal Validity Period</i></p>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<p><i>18.Clarification of Proposal</i></p>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<p><i>19.Amendment of Proposals</i></p>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
<p><i>20.Alternative Proposals</i></p>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as “Main Proposal” and “Alternative Proposal”</p>
<p><i>21.Pre-Bid Conference</i></p>	<p>21.1 When appropriate, a Bidder’s conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder’s conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless</p>

	specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.
C. SUBMISSION AND OPENING OF PROPOSALS	
<i>22.Submission</i>	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission – not applicable for this solicitation	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS iii. Bear a warning that states "<i>Not to be opened before the time and date for proposal opening</i>" as specified in the BDS. <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from
Email Submission– not applicable for this solicitation	

<p>eTendering submission</p>	<p>bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</p> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/ e) For RFPs (very important): <ul style="list-style-type: none"> • Enter “1” for the Bid Price. The bidder’s price should not be displayed. Failure to follow will result in the proposal being rejected. • Upload your financial proposal as a password protected PDF attachment
<p><i>23. Deadline for Submission of Proposals and Late Proposals</i></p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p><i>24. Withdrawal, Substitution, and Modification of Proposals</i></p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as “WITHDRAWAL” “SUBSTITUTION,” or “MODIFICATION”</p>

	<p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
<i>25. Proposal Opening</i>	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
<i>26. Confidentiality</i>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
<i>27. Evaluation of Proposals</i>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
<i>28. Preliminary Examination</i>	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
<i>29. Evaluation of Eligibility and Qualification</i>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;

	<ul style="list-style-type: none"> f) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, g) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; h) They are able to comply fully with UNDP General Terms and Conditions of Contract; i) They do not have a consistent history of court/arbitral award decisions against the Bidder; and j) They have a record of timely and satisfactory performance with their clients.
<p><i>30. Evaluation of Technical and Financial Proposals</i></p>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> </div>

	<div> Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%) </div>
31. <i>Due Diligence</i>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. <i>Clarification of Proposals</i>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. <i>Responsiveness of Proposal</i>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. <i>Nonconformities, Repairable Errors and Omissions</i>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial</p>

	<p>nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
<i>35. Right to Accept, Reject, Any or All Proposals</i>	<p>35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.</p>
<i>36. Award Criteria</i>	<p>36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.</p>
<i>37. Debriefing</i>	<p>37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.</p>
<i>38. Right to Vary Requirements at the Time of Award</i>	<p>38.1 At the time of award of Contract, UNDP reserves the right to vary 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.</p>
<i>39. Contract Signature</i>	<p>39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.</p>

<i>40. Contract Type and General Terms and Conditions</i>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
<i>41. Performance Security</i>	41.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP POPP DOCUMENT LIBRARY/Public/PSU Solicitation Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
<i>42. Bank Guarantee for Advanced Payment</i>	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP POPP DOCUMENT LIBRARY/Public/PSU Contract%20Management%20Payment%20and%20Taxes Advanced%20Payment%20Guarantee%20Form.docx&action=default
<i>43. Liquidated Damages</i>	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
<i>44. Payment Provisions</i>	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
<i>45. Vendor Protest</i>	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html
<i>46. Other Provisions</i>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per</p>

	<div>bulletin</div> <div>ST/SGB/2006/15</div> <div>http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15</div> <div><u>&referer</u></div>
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SECTION 3. BID DATA SHEET

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted Time: 2:00 PM to 3:00 PM Manila time Date: July 29, 2022 2:00 PM Venue: The Zoom link will be provided to those who will confirm attendance on or before 28 July 2022 by 5 pm Manila Philippines (SAM EDT). Please submit the following via email to procurement.ph@undp.org Email Subject Line " Consultancy Services to Process Evaluation of the First Phase of the Tutok Kainan Supplementation Program and the Design of an Impact Evaluation Study":</p> <ol style="list-style-type: none"> Company name Representative's name Email address and Contact number <p>The UNDP focal point for the arrangement is: UNDP Procurement Team E-mail: procurement.ph@undp.org</p>
5	10	Proposal Validity Period	<p>120 days</p> <p>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.</p>
6	14	Proposal Security	Required in the amount of USD 7,300 or Philippine Pesos PHP 410,617.7

7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: 1% contract price per week of delay: Max. number of weeks of delay: 6 weeks , after which UNDP may terminate the contract.
9	40	Performance Security	Not Required
10	18	Currency of Proposal	Local currency Philippine Pesos for local firms and USD for international firms
11	31	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Procurement Unit E-mail address: procurement.ph@undp.org Write in Subject of email: "RFP-059 Process Evaluation of Tutok Kainan"
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering
14	23	Deadline for Submission	For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	Via eTender: https://etendering.partneragencies.org <u>Insert Business Unit (BU) Code: PHL10</u> <u>Event ID number: 0000013177</u>
16	22	Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> Format: PDF files only File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. All files must be free of viruses and not corrupted. <i>Offerors are encouraged to check the attachment formats prior to submission as UNDP will not be responsible if attachments are</i>

			<p><i>in other formats that cannot be opened without additional software.</i></p> <p><i>After preparing the Proposal in paper format, the entire Technical Proposal should be scanned or converted into one or more electronic.pdf (Adobe Acrobat) format file(s) and attached to one or more e-mails. The same should be done for Financial proposal.</i></p> <p><u>The Technical Proposal must not contain any pricing information whatsoever on the services offered.</u></p> <p><u>The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal (Form F and Form G)shall be encrypted with a PASSWORD and clearly labelled. The password for Financial Proposal must not be provided to UNDP until requested by UNDP.</u></p> <p><u>Proposers will have 48 hours to respond to the request for password from UNDP. Proposers are advised to note their passwords in a secure place. Should UNDP be unable to open the file due to forgotten password(s), the Proposal will be rejected.</u></p> <p><u>In the e-tendering system, where prompted to enter the Bid Price, bidder MUST indicate "1" (one) as the price offer.</u></p> <ul style="list-style-type: none"> <u>Documents which are required in original (e.g. Proposal Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission:</u> <p><u>United Nations Development Programme</u> <u>Attn: Procurement Unit</u> <u>15F North Tower, Rockwell Business Center Sheridan</u> <u>Unite cor. Sheridan Streets</u> <u>Brgy. Highway Hills, Mandaluyong City, Philippines</u></p>
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p>
18		Expected date for commencement of Contract	September 15, 2022
19		Maximum expected duration of contract	13 months
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP

			http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Goods and Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	Financial Proposal must be exclusive of VAT and other applicable direct taxes.

SECTION 4. EVALUATION CRITERIA

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately (and financial proposal password-protected)
- Bid Validity
- Proposal Security submitted as per RFP requirements with compliant validity period

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

	Compliance with the provisions of the National Labor Code, without any history of, or pending cases, with the National Labor Relations Council	
Previous Experience	Minimum 10 years in completing economic development and governance works/contracts.	Form D: Qualification Form
	Minimum of 5 projects the field of Public Health/Nutrition/Social Development/Public Policy/Development Studies sector in the Philippines in the last 2 years	Form D: Qualification Form
	Minimum 7 completed projects conducting process and impact evaluations of poverty-themed interventions, with advantage to experience in conducting baseline surveys and use of RCT model. Please use the Bidder Forms to showcase the completed projects <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	Minimum average annual turnover of USD 300,000 or PHP 16.8 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. Current Ratio = 1 or higher *UNDP may look at other financial ratios to gauge the operational sustainability of the Firm in relation to UNDP's project needs. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form

Criteria for Evaluation of the Offer

1. This competitive selection process for the Firm will use 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%. Technical proposals will be evaluated based on the following primary criteria, as shown in the tables below, with total obtainable points of 1,000.

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Eligibility, qualifications, capacity, and experience of the Firm	200
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	400
	Total	1000

Section 1. Eligibility, Qualifications, Capacity, and Experience		Points obtainable
1.1	At least ten years of experience in completing economic development and governance works/contracts (<i>At least 10 years experience = 53 points; each additional year = additional 2 points up to a maximum of 75 points</i>)	75
1.2	At least five projects in the field Public Health/Nutrition/Social Development/Public Policy/Development Studies sector in the Philippines to demonstrate technical competence and understanding of the sector in the last two years (<i>At least 5 projects showcased = 53 points; each additional project = additional 11 points up to a maximum of 75 points</i>)	75
1.3	At least seven completed projects conducting process and impact evaluations of poverty-themed interventions, with advantage to experience in conducting baseline surveys and use of RCT model (<i>At least 7 projects showcased = 35 points; each additional project = additional 5 points; with experience in baseline surveys = additional 5 points; with experience in using RCT model = additional 5 points</i>)	50
Total Section 1		200

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding the requirement and methodology presented as indicated in clauses C and D: Have the important aspects of the ask been addressed in sufficiently? Are the different components of the project adequately weighted relative to one another?	100
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	200

	and successful experience of having applied the same in relevant past projects.	
2.3	Feasibility of the implementation plan proposed, including whether the activities are appropriately sequenced, logical and realistic assumptions are clearly defined, and levels of effort of personnel to be assigned are appropriate to ensure the quality of outputs.	100
Total Section 2		400

Section 3. Management Structure and Key Personnel Proposed			Points obtainable
3.1	Qualifications of key personnel proposed		
3.2 a	Project Lead		250
	At least a Master's Degree in Health/Nutrition/Social Development/Public Policy/Development Studies or other relevant fields. (70 points for Master's, 100 points for Ph.D)	100	
	At least ten years of work or consultancy experience in the M&E of development programs and projects, and experience in conducting evaluations. (70 points for 10 years, additional 5 points for each additional year)	100	
	At least 5 years demonstrated knowledge of and experience in the application of various quantitative and qualitative research methodologies, specializing in either or both. (35 points for 5 years, additional 3 points for each additional year)	50	
3.2 b	Evaluators (3) = 50pts X 3 evaluators		150
	At least a Bachelor's Degree in Health/Nutrition/Social Development/Public Policy/Development Studies, or other relevant fields (maximum 30 points per evaluator: 21 points for Bachelor's, 26 points for Master's, 30 points for Ph.D)	90	
	At least five years of work or consultancy experience in monitoring and evaluation of development programs and projects (public and/or development sector), specializing in evaluations. (maximum 20 points per evaluator: 14 points for 5 years, additional 2 points for each additional year)	60	
Total Section 3			400

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.

Process Evaluation of the First Phase of the *Tutok Kainan* Supplementation Program and the Design of an Impact Evaluation Study

A. Project Title

Using Strategic Monitoring & Evaluation (M&E) to Accelerate the Implementation of the Philippine Development Plan (PDP) 2017-2022

B. Background and Rationale

The National Economic and Development Authority (NEDA) has partnered with the United Nations Development Programme (UNDP) on a project to boost the government's capacity to conduct evaluations of priority programs under the Philippine Development Plan (PDP). Financed by NEDA and with the technical support of UNDP Philippines, one of the critical components of the Strategic M&E Project involves commissioning independent evaluations on themes and programs relevant to the PDP and the Sustainable Development Goals (SDGs). Given the Coronavirus pandemic, the Strategic M&E Project is also commissioning evaluations relevant to the government's effort to respond to the pandemic, following the guidance document, "*We Recover as One*."

Hunger and nutrition are among the critical development challenges in the Philippines. Although the country has achieved several improvements in reducing its food insecurity levels and ranked 68th out of 116 countries in the Global Hunger Index, it still has an overall moderate hunger level, and malnutrition and chronic food insecurity are persistent. According to a study of the Integrated Food Security Phase Classification (IPC), around 64% percent of Filipinos are chronically food insecure, while the moderately and severely food insecure population accounts for nearly 22 million people. Furthermore, 2018 - 2019 expanded National Nutrition Survey demonstrated that childhood stunting levels remain high (29.6%) while child wasting has slightly increased to 5.7 percent, and overweight/obesity is at 2.9 percent. The vulnerability to the impacts of disaster events and climate change is considered among the key drivers of food insecurity and malnutrition. The COVID-19 pandemic has further aggravated the situation.

To effectively address the growing problem of hunger and malnutrition exacerbated by COVID-19, the Inter-Agency Task Force (IATF) approved a resolution on October 2, 2020, providing a dietary supplementation program (DSP) known as *Tutok Kainan* for children 6-23 months and around 34,000 nutritionally-at-risk pregnant women as a strategy to prevent stunting in children during the first 1000 days of life. The program serves as the initial implementation of the Republic Act 11148 or the *Kalusugan ng Mag-Nanay Act* by ensuring the delivery of complementary early childhood care and development (ECCD) services in the first 1000 days. The program is jointly implemented by the Inter-Agency Task Force on Zero Hunger and the National Nutrition Council (NNC). It supports and contributes to the achievements of the outcomes outlined in the Philippine Plan of Action for Nutrition 2017 - 2022.

The overall goal of the *Tutok Kainan Program* is to contribute to the prevention of stunting among children 0-23 months old by improving the quality and quantity of food and nutrient intakes and utilization of related ECCD F1KD services among nutritionally at-risk pregnant women and children 6-23 months old in the target *Tutok Kainan* program areas. To do this, the *Tutok Kainan* program has been organized into five components: Social Preparation, Dietary Supplementation, Maternal Nutrition Education, Micronutrient Supplementation, and SMS reporting. Under the program, the beneficiaries received food commodities, including an improved NutriBun, ready-to-eat lipid-based nutritional supplements, and hot meals for three months. Additionally, nutrition education is one of the essential components of the program. The beneficiaries received daily text messages called Nutri-text to inform them of the benefits of the food they consume.

NEDA and UNDP require the services of a Firm to assist the Project in conducting a process evaluation of the first phase of implementation, evaluability assessment, designing a future impact evaluation, and implementing a baseline survey for the Program.

C. Objectives of the Evaluation

The assignment aims to carry out the following in three stages:

Phase 1: Evaluability Assessment

- Conduct an Evaluability Assessment of the *Tutok Kainan* program and facilitate a participatory session to develop the Program's Theory of Change (ToC), Results Frameworks, and Monitoring Plan to address the evaluability gap. The workshop/consultation sessions should be conducted onsite within Metro Manila in a venue (e.g. hotel) that can accommodate a minimum of fifty participants involving key offices and stakeholders of the program.
- The Firm, through consultation sessions with the lead implementing agencies, shall produce an evaluability assessment report and provide actionable recommendations to ensure that the Program is evaluable.

The Evaluability Assessment of the *Tutok Kainan* Supplementation Program will entail an in-depth assessment of the following evaluability criteria spelled out in the draft Guidelines to the National Evaluation Policy Framework (NEPF, *Annex 1*) and may be guided by other references. The Firm may also introduce its respective methodologies and approaches to assessing and strengthening evaluability and evaluation capacity.

- Clarity of the intervention. Does the subject of evaluation have a clear logical framework or ToC? Are the objectives, outcomes, and outputs clearly defined? Are the indicators clearly stated? Are the links between program activities and outcome established?
- Availability of data. Is sufficient data collected against the indicators? Is there baseline data? What methodology can be used given the available data? The in-depth evaluability assessment is expected to delve into this evaluability criterion in detail, assessing the robustness of administrative data collection and M&E systems and how these link to broader national and agency-level planning and budgeting processes. This also includes assessing the appropriateness and adequacy of data sets and data management system or competencies of those managing this system.
- Stakeholder interest and intended use. How can decision-makers and other stakeholders use the evaluation to improve *Tutok Kainan* Supplementation Program design, implementation, and resource allocation? Are there socio-political factors that could hinder the conduct of the assessment (e.g. context of Mandanas Ruling implementation where implementation and resource allocation will eventually be within the purview of the LGUs)?
- Availability of resources for the evaluation. Are there enough financial, human, and knowledge resources (national and sub-national levels) to conduct the process evaluation and a future impact evaluation on the program? How much is required? Is there a policy that will support provision of sufficient resources for conducting M&E activities? What is the extent of evaluation expertise available to conduct different types of evaluation within the organization? Is there enough or increasing support from the institutions, community and various actors to conduct the evaluation?

Phase 2: Process Evaluation of Phase 1 implementation

- Undertake a process evaluation of its Phase 1 implementation focusing on its planning, monitoring, implementation processes, and institutional arrangements;
- Document good practices, strategies, innovations that can be replicated and/or adopted in succeeding phases; including other lessons that will guide the improvement of processes and technology involved for succeeding phases of the program implementation;
- Provide recommendations to improve implementation arrangements, M&E systems and processes, and evaluation planning; and,
- Assess the program's progress to date and produce IEC materials to support communication/dissemination of Program's accomplishments.

Following the results of the evaluability assessment, the process evaluation shall seek to answer the following questions to the extent feasible. The inception phase of this contract is expected to further prioritize and refine these questions through a consultative process:

On Program Planning/Design

- What were specific interventions put in place by the program to prevent stunting among 0-23 months old children in the target areas?
- What are the characteristics of the organizations, implementers and actors involved in the delivery of program components/interventions?
- How do program activities align and/or address intended program objectives?
- Are the roles and responsibilities of different implementers from the national to barangay level clearly articulated? How well have they performed their roles in accordance to the program guidelines? What was the degree of participation of the intended participants in the design and planning of the program?
- How well has the program been established? How was the program received by concerned stakeholders – from regional to barangay level?

On Program Implementation

- How is the program being implemented? To what extent have implementation activities met target milestones, outputs, and immediate outcomes?
- What are the implementation arrangements in place? Is the program being implemented according to the guidelines and protocols?
- Are Phase 1 activities being delivered as intended and in accordance to target schedule?
- What is the extent to which beneficiaries were reached? Are beneficiaries being reached as intended? How satisfied are the beneficiaries with the implementation of the program? How can the program meet increasing accountability demands and responsiveness?
- What is the degree of participation by intended participants/beneficiaries?
- What are the facilitating and hindering factors/barriers to optimal delivery and uptake of the intervention? What were the kinds of problems encountered in delivering the program — were there enough resources from the beginning to do it well?
- What are good practices that can be replicated and/or adopted in succeeding phases of the program?
- Were there intended or unintended implementation characteristics that may have positively or negatively affected program delivery of Phase 1 implementation?
- What are necessary actions for the program owners at national and regional levels to implement continuous improvement?

On Monitoring and Reporting

- What kind of monitoring and reporting system is in place to keep track of the program's progress?
- How are data collected, managed, and stored? How is data quality and accuracy ensured?
- Are data being collected timely and relevant to the program, and in line with the program's guidelines on M&E?
- Are standard periodic reports prepared correctly and submitted timely following the program's M&E guidelines? How are these reports utilized?
- How does progress reporting influence improvement of intervention delivery to beneficiaries?

Phase 3: Design an Impact Evaluation for the Program and Conduct a Baseline Survey

- Prepare a design for a future impact evaluation preferably using the randomized-controlled trial (RCT) model towards the target outcome of reducing hunger and malnutrition, especially stunting prevalence in the country. At the minimum, this should include evaluation questions following the OECD-DAC criteria, selection criteria, sample size, treatment and comparison group identification, methods for randomization, key activities, timelines, estimated budget, and implementation strategy.
- Based on the proposed design of RCT, design and implement a baseline survey of clearly defined indicators to be collected for the future Impact Evaluation of the Program. The methodology, sampling strategy, scope, and timeline should be in line with the developed TOC, Results Framework and Monitoring Plan of the program, as well as key results of the process evaluation.

D. Scope of Services and Methodology

The Firm will form a team composed of a Project Leader and three other Evaluators at the minimum. It will report to and seek guidance from an Evaluation Reference Group (ERG) composed of NEDA, National Nutrition Council (NNC), Department of Science and Technology – Food and Nutrition Research Institute (DOST-FNRI), Inter-Agency Task Force on Zero Hunger (IATF-ZH), and other key government agencies, with participation from United Nations Children's Fund (UNICEF), and other UN agencies and partners.

Under the overall guidance of the UNDP, in collaboration with the ERG of the study, and reporting directly and regularly to the Strategic M&E Project Coordinator of UNDP, the Firm shall undertake the following:

1. Preparatory work, including:
 - Organize the Evaluation Team, which will conduct the evaluation, define the Team's tasks, and ensure the timely delivery of outputs.
 - Design the approach and methodology in detail, explaining how these will address the evaluation questions in the Terms of Reference.
 - Collate, review, and synthesize relevant literature and documents, which shall inform the design of the methodology for the evaluation.
 - Prepare tools for the survey as well as face-to-face / remote key informant interviews and focus group discussions.
 - Subject the data collection tools, through NEDA endorsement, to the Statistical Survey and Review Clearance System (SSRCS) implemented by the Philippine Statistics Authority (PSA) which involves the process of evaluating the design and instruments of statistical surveys or censuses sponsored and/or to be conducted by government agencies including government corporations at the national and/or subnational level.
 - Propose other data gathering and analysis tools as may be relevant.
 - Draft the Inception Report and revise following feedback from the ERG.

2. Data gathering and analysis, including:
 - Desk review of program documents, analysis of secondary data, and gathering of both qualitative and quantitative data through consultations/workshops, key informant interviews, focus group discussions, and surveys from relevant stakeholders.
 - Undertake other data gathering and analysis tools, as may be proposed by the Firm, to address the evaluation questions and produce specified deliverables.
 - Prepare a design for the program's impact evaluation using the randomized-controlled trial (RCT) model.
 - Prepare a design and conduct a baseline survey for the identified indicators to be collected for the IE study using RCT.
3. Reporting of Results:
 - Draft and revise the Inception Report and Draft Reports in line with NEDA and UNDP quality assurance standards.
 - Prepare and submit Final Reports, subject to review by the ERG for this study, including the raw and processed data used in building the report.
 - Present results to and consider feedback from the ERG at crucial stages of the research, and provide input to the ERG on the evaluation process; and,
 - Communicate and consult with NEDA and UNDP, and other stakeholders and incorporate their comments in the evaluation report.
4. Presentation and Use of Results
 - Prepare and submit a final report after undergoing a review process by the ERG for this study and management responses including the raw and processed data used to build the report.
 - Attend and participate in the Evaluation Reference Group meetings.
 - Provide inputs on how the study can be communicated to potential users of its results and recommend venues to present the results.

Period of the Program Covered

The evaluation shall cover Tutok Kainan Program implementation from October 2020 to present.

Sites Covered

The study will cover all sites covered by the *Tutok Kainan* Program. The conduct of process evaluation should cover areas under Phase 1 (a and b) implementation. On the other hand, the conduct of baseline survey should include all areas from Phases 1 to 5 listed in the table below:

Tutok Kainan Program Phase	Areas
1a (HDPR areas)	Camarines Sur, Negros Occidental, Negros Oriental, Cebu City, Siquijor, Zamboanga del Norte, Zamboanga del Sur, Bukidnon, National Capital Region (Pateros, Caloocan, Paranaque, Navotas)
1b – Typhoon-stricken areas	Cagayan, Isabela, Rizal, Albay, and Catanduanes
2	Pangasinan, Apayao, Sorsogon, Bukidnon, North Cotabato, South Cotabato, Cotabato City, Marinduque, Occidental Mindoro, and Sultan Kudarat
3	Cavite, Negros Occidental, Iloilo, Cebu, Negros Oriental, Bohol, Leyte, Northern Samar, Western Samar, Eastern Samar, Zamboanga del Sur, Zamboanga del Norte, Zamboanga Sibugay, Lanao del Norte, Davao Occidental, North Cotabato, Sultan Kudarat, Agusan del Sur, Lanao del Sur, Sulu, Maguindanao, and Basilan

4	Camarines Sur, Negros Occidental, Negros Oriental, Cebu City, Siquijor, NCR, Masbate, Sarangani, Nueva Ecija, Quezon, Davao del Sur, Surigao del Sur, Lanao del Norte, Zamboanga City, Isabela City, and Zamboanga Sibugay
5	Pangasinan, Nueva Ecija, Cavite, Quezon, Camarines Sur, Catanduanes, Masbate, Sorsogon, Iloilo, Bohol, Cebu, Negros Oriental, Northern Samar, Eastern Samar, Siquijor, Samar, Zamboanga del Norte, Zamboanga del Sur, Zamboanga Sibugay, Lanao del Norte, Lanao del Sur, Maguindanao, Sulu, Surigao del Sur, Surigao del Norte, Occidental Mindoro, Dinagat Islands, Southern Leyte, and Leyte

Data Collection and Analysis

The study will involve reviewing available documents, development, and roll-out of survey questionnaires, key informant interviews, and focus group discussions. At the minimum, the firm should conduct the following data collection activities for each phase of the study:

- Phase 1: In developing the TOC, Results Framework, and M&E Plan, at least one onsite consultation workshop with an estimate of 50 participants from concerned implementing agencies, offices, and other stakeholders including NEDA, UNDP, and identified development partners, three onsite consultation/follow-up meetings with NNC and other NGAs, and, one onsite validation and presentation workshop to discuss the Evaluability Assessment report, which includes the final TOC, Results Framework, and M&E Plan with participation of around 50 representatives from concerned implementing agencies, offices, and other stakeholders including NEDA, UNDP, and identified development partners.

The evaluability assessment report should be able to clearly identify evaluability gaps based on the evaluability checklist and articulate interventions to address those gaps. Further, the evaluability assessment should be able to provide actionable recommendations to ensure that the Program is evaluable and should guide the proposed design to prepare the program for impact evaluation.

- Phase 2: Data gathering for the conduct of process evaluation should entail a mix of conducting qualitative and quantitative methods. Qualitative data collection activities through key informant interviews (KIIs) and focus group discussions (FGDs) should be conducted onsite to all areas covered by *Tutok Kainan* Phase 1 implementation. For KIIs and FGDs, at the minimum, the following respondents should be involved: 2 from NNC, 2 from each NNC regional office concerned, 2 from LGU concerned, and 8-10 beneficiaries from each area. On the other hand, quantitative data collection activity through a rollout of survey, should be conducted virtually/online and should cover all *Tutok Kainan* Phase 1 areas, NGAs, and other offices involved in program implementation.

Data will be analyzed and will be presented in two components for the process evaluation report: (a) synthesis and integration of findings from all sites covered and, (b) as case studies for four selected LGUs (i.e., two from Phase 1a or HDPR areas and two from Phase 1b or typhoon-stricken areas to which the firm can propose for a specific region based on a proposed selection criteria such as geographical distribution, number of municipalities or beneficiaries covered, innovative practice).

- Phase 3: The baseline survey should be conducted onsite for all areas of *Tutok Kainan* Phases 1-5 implementation. At the minimum, respondents to the survey should include personnel from NNC, NGAs, LGUs, and beneficiaries from areas covered by the program. The baseline survey should ensure that identified treatment and comparison groups for RCT based on the approved IE design of the program are covered during data collection. The sampling strategy, indicators and data that

will be collected should be in line with the TOC/Results Framework developed during Phase 1 and the approved IE design.

The baseline report should outline the objective, scope, methodologies applied, sampling strategy, data collected, and limitations of these. As there are no programme results to report at this stage, the baseline report should have clear analysis of existing situation of areas and groups covered in line with identified program indicators. Any issues that arose during the data collection phase should also be presented in the baseline report, including proposed solutions, as applicable.

Additional Guidance for Onsite Data Collection Activities

In conducting the onsite KIIs, FGDs, and the baseline survey, the Firm should cover all areas identified for each phase listed in the table above. The Firm may propose their own strategy on whether to conduct onsite activities in clusters (based on regional locations of the sites) or per individual area. At the minimum, the Firm is expected to stay for at least one night per area/province for sites that are located outside NCR to ensure completion of target data collection activities. Additional number of nights may be proposed for NCR locations if evaluation team members are not based in Metro Manila.

Firms are expected to put in place an appropriate security plan where services are being provided; and assume all risks and liabilities related to the Firm and its personnel's security and the full implementation of the security plan. UNDP reserves the right to verify whether such a plan is in place and to suggest modifications to the plan when necessary.

E. Expected Outputs

The Firm shall deliver the following:

1. Inception Report. This describes the subject of the evaluation, outlines in detail the evaluability assessment and process evaluation methodologies to be utilized and sets forth the approach to be taken to assure quality and cultivate ownership in the exercise. The Inception Report will include an Evaluation Matrix (template to be provided) that outlines how the Firm will collect and analyze data to answer all evaluation questions. Finally, it must include a work plan and timeline. The evaluation designs and proposed methodologies specified in the Inception Report must reflect the evaluation plan, budgets, and operations. The extent to which methods lead to collecting reliable data and analysis provides a basis for reaching valid and reliable judgements.
2. Evaluability Assessment Report with TOC, Results Framework, and Monitoring Plan for the Program. The evaluability assessment report should be able to clearly identify evaluability gaps based on the evaluability checklist and articulate interventions to address those gaps. Further, the evaluability assessment should be able to provide actionable recommendations to ensure that the Program is evaluable and should guide the proposed design to prepare the program for future impact evaluation.

Specifically, the proposed measures to address gaps found in the Evaluability Assessment should include:

- a. *Unclear results framework* – development of program TOCs, M&E plans, and indicators.
- b. *Lack of relevant data* – development of data collection methodologies and tools for the agency, aligned with the statistical development plan.
- c. *Weak demand and use* – identification of use plans for the evaluations and communication and stakeholder engagement support in disseminating findings.

- d. *Limited resources* – costing of future evaluations and M&E capacity build-up requirements, which can be submitted for future funding.

Final TOC, Results Framework, and M&E Plan of the program, shall be submitted as attachments to the report.

3. Process evaluation report of the Phase 1 implementation of the Program, with case studies and IE materials. The process evaluation report should outline the TOR, evaluation purpose, scope, rationale, methodologies applied, data, and limitations of these based on the outline agreed upon during the inception stage. The report should already account for the results of a validation exercise with NEDA, UNDP, and stakeholders. The report will also outline lessons learned, recommendations, and proposed follow-up actions, including how they can be communicated to potential users of its results, and recommend venues to present the results. It should follow the UNEG evaluation report guidance. This report should refine and complete the consolidation and synthesis of the findings, case studies, and recommendations based on all the data gathered and analyzed.

Case studies and IEC materials to support communication/dissemination of Program's accomplishments shall be submitted as attachments to the final report.

4. Proposed design of future impact evaluation (RCT). At the minimum, the proposed IE design shall include evaluation questions following the OECD-DAC criteria, sample criteria, sampling size, treatment and comparison group identification, methods for randomization, key activities, timelines, estimated budget, and implementation strategy. This will also be shared with the ERG members, other stakeholders, and external peer reviewers for review and comments.
5. Baseline survey report. The baseline report should outline the objective, scope, methodologies applied, sampling strategy, data collected, and limitations of these based on an agreed outline during the inception and presentation of initial survey design. This report will be shared with the ERG members and other stakeholders for review and comments.
6. Monthly Status Reports of a maximum of two pages, outlining a summary of activities undertaken and deliverables submitted, as well as issues encountered and anticipated, including lessons learned.
7. Raw and Processed Data used in the study, including but not limited to data tables and any visualizations, interview transcripts and/or notes, interview results/thematic matrices, and all other documentation made during the conduct of the study, together with each version of the Report submitted as well as when required by UNDP or NEDA (through UNDP).

F. Schedule of Deliverables and Targeted Results

The Firm is expected to deliver the said outputs according to a set schedule. The following is an indicative schedule, and prospective Firms may propose an alternative, accelerated delivery schedule. The total length of the contract shall be 13 months.

Deliverables / Outputs	Target Due Dates	Review & Approvals Required
<u>Inception Report</u> with attachments/annexes Revised, with a matrix of crucial inputs from ERG with feedback	Draft within three weeks from the start of the contract Revised and finalized within two weeks from presentation to ERG	Strategic M&E Project Coordinator in consultation with relevant NEDA, ERG, and UNDP officials
<u>Evaluability Assessment Report</u> with TOC, Results Framework, and Monitoring Plan for the Program A matrix of key inputs from the ERG with feedback	Within 17 weeks from the start of the contract Revised and finalized within two weeks from presentation to ERG	
<u>Process evaluation report with case studies report and IEC materials</u> to support communication/dissemination of Program's accomplishments <u>Proposed design of future impact evaluation (RCT) and baseline survey.</u> Refinement of the process evaluation report, case studies report, IEC materials, and design of baseline survey, with a matrix of key inputs from the ERG with feedback	Within 24 weeks from the start of the contract Revised and finalized within two weeks from presentation to ERG	
<u>Baseline survey report and draft final design of future impact evaluation (RCT),</u> Refinement of the report and final design for future IE, with a matrix of key inputs from the ERG with feedback. The Firm should also turn-over to NEDA and UNDP raw and processed data used in the study.	Within 45 weeks from the start of contract Revised and finalized within two weeks from presentation to ERG	
<u>Monthly Status Reports</u>	Every 5 th day of the succeeding month, beginning in the first month of contract implementation	

G. Key Performance Indicators

The Firm is the only and overall responsible for providing services as indicated in the Scope of Work, including service level, responsiveness, and quality of the support to be provided.

The Firm is expected to submit a project implementation schedule as part of its technical proposal. This document among others will be the guide of both UNDP and winning Firm for monitoring purposes.

1. **Timely** delivery of **quality** outputs for the evaluation according to the timetable.

- a) Outputs are submitted following agreed timelines
 - In case delay is going to be encountered due to factors beyond the Firm's control, this should be reported to the UNDP Project Coordinator two weeks before the deadline as specified in the contract and about the Terms of Reference.
 - The UNDP Project Coordinator, in collaboration with the Firm, will set the date for the submission of outputs in case of revisions, and will inform appropriate the NEDA unit accordingly.
 - In cases where a decision from UNDP is immediately needed, the Firm is required to communicate such issues in real-time to the UNDP Project Coordinator.
 - b) Outputs submitted receive satisfactory feedback and meet quality assurance standard
2. Effective communication and collaboration with the NGAs to be engaged and NEDA primarily during data collection and other implementation activities, in coordination with UNDP as appropriate.
 - a) Efficient coordination/scheduling of meetings with NGAs
 - b) Timely response to inquiries/clarifications
 - c) Feedback reports and documentation of agreements shared within agreed timelines
 - d) Implementation issues raised in a timely manner
 3. Effective use of methodologies appropriate to the engagement, including the introduction of innovative tools and techniques.
 - a) Methodologies are responsive to evaluation objectives and questions
 - b) Methodologies are innovative and responsive to new normal context
 - c) Proposed tools have corresponding implementation and analysis plans
 4. Performance Management. If the Firm fails to meet UNDP's performance requirement:
 - a) Firm receives in the first instance, a warning to improve their performance; A timeline will be agreed between parties to rectify the performance issue.
 - b) Firm will be given a total of three instances to improve performance.
 - c) Performance feedback will be shared by the UNDP Project Coordinator when issues are observed with the Firm. Otherwise, the feedback is given quarterly together with a report to be shared with the Firm as part of its contract management and project implementation status.

H. Facilities to be Provided by UNDP

The Strategic M&E Project will provide support and assistance in securing the necessary endorsement letters for coordinating with the agencies from NEDA.

The Project will also provide administrative and budgetary support for the convening of ERG meetings for presentation of reports and Management Response.

I. Governance and Accountability

1. The Strategic M&E Project is governed by a Project Board composed of the NEDA OIC-Undersecretary and Assistant Secretary for Investment Programming and the UNDP Resident Representative and Deputy Resident Representative. Overall guidance and direction for the project rest with the UNDP Institutions and Partnerships Programme Team Lead and appropriate NEDA official. As such, the Firm will be under the overall guidance of these NEDA and UNDP officials.
2. The Firm shall be directly supervised by the Strategic M&E Project Coordinator of UNDP. All outputs and communication shall be coursed through her, copy furnished to the relevant Project Officer or Assistant under the Project Management Team. The Project Coordinator shall officially receive and approve all

outputs in consultation with Institutions and Partnerships Programme Team Lead, appropriate NEDA official, and other relevant project stakeholders.

3. When necessary, the Firm may be required to coordinate with the Institutions and Partnerships Team Leader, Strategic M&E Project Evaluation Consultant, and other representatives of UNDP; and with the appropriate official in the NEDA Investment Programming Group, Director of the Social Development Staff (SDS) and other NEDA representatives and relevant project stakeholders.
4. The Firm shall report progress, provide updates, and raise issues to the Project Coordinator weekly. 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 report physically to UNDP when warranted. (Standard local government protocols on quarantine measures will be followed).
5. In conducting their research and data collection, the evaluation team shall coordinate with NEDA, NNC, and other relevant government and international development agencies, directly or through UNDP. NEDA and UNDP shall provide the necessary endorsements, including endorsement letters and calls, to the implementing agencies covered by the case studies.
6. The Firm shall coordinate with the ERG and their members and take note of and act on their recommendations and suggestions unless they are not feasible or otherwise disapproved by NEDA and UNDP.
7. The UNDP Project Team will provide administrative and secretariat assistance to the ERG in carrying out its functions.
8. The Firm should have its workspaces, computers/laptops, and other facilities and equipment. Please note that any assets to be procured for this project (e.g., software, tools) will have to be handed over to UNDP once the project has been completed. A list of these assets should be included in the financial proposal.

J. Expected Duration of the Contract

1. The Firm will be hired for 13 months following the timetable outlined in Section F above. Prospective Firms may propose an alternative, accelerated contract duration, and timeline of deliverables.
2. The target start of work date is 01 September 2022, and the indicative end date of the contract is 31 October 2023.
3. The estimated lead time for review of outputs by UNDP and NEDA is two to three weeks. It is advisable to consider this timeline when proposing the schedule.

K. Location of Work

1. The location of work is nationwide.
2. International firms are required to have a local partner (through a Joint Venture, Consortium or Partnership) that must be based in Manila and able to travel to the different sites selected for data collection and other on-site activities required for the engagement as identified in Section D.

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

1. The Firm shall have the following qualifications:

- At least ten (10) years of experience in completing economic development and governance works/contracts;
- At least five (5) projects in the field of Public Health/Nutrition/Social Development/Public Policy/Development Studies sector in the Philippines to demonstrate technical competence and understanding of the sector in the last two years;
- At least seven (7) completed projects conducting process and impact evaluations of poverty-themed interventions, with advantage to experience in conducting baseline surveys and use of RCT model. Please use the Bidder Forms to showcase the completed projects (Qualification Form).

If the Firm has a local counterpart, the local counterpart will be evaluated based on the above qualifications.

2. For Joint Venture, Consortium or Partnership, technical proposals should define the roles and responsibilities of each partner particularly in terms of project management and quality assurance of outputs.
3. The Firm will form a team composed of a Project Leader and three Evaluators at the minimum. The team is encouraged to be gender balanced. The team should consist of specialists in Public Health/Nutrition/Social Development/Public Policy/Development Studies/Gender and Development sector with expertise in implementing and evaluating related programs. The team should also include members with strong quantitative and qualitative methods expertise. CVs of key personnel must reflect minimum qualifications in Section N.

The **Project Lead** shall perform the function of project manager/coordinator and /or lead evaluator/investigator as the proposer sees fit. The project lead shall be an incumbent employee of the Firm (e.g., officer, fellow, faculty member) who shall be the main point of contact of the Firm to UNDP, NEDA, and the ERG and its members and shall put in a minimum effort of 250 person-days. He/she shall regularly report progress to the stakeholders through UNDP on project progress.

The three (3) **Evaluators** shall support the Project Lead in delivering components of the project. The minimum three Evaluators to be tapped for the evaluation team may be incumbent employees of the institution, personnel seconded from other organizations, or consultants hired for the purpose. Evaluators will: i) contribute to the methodology in their area of expertise based on a document review; ii) conduct fieldwork; iii) participate in team meetings and meetings with stakeholders; iv) contribute to the drafting and revision of the evaluation products in their technical area(s) and shall put in a minimum of 185 person-days.

Additional Members. Interested firms may include additional team members that perform roles in support of the evaluation team, including but not limited to project and research assistants, among others, whose inclusion will be evaluated based on relevance and value added to the project).

M. Scope of Price Proposal and Schedule of Payments

1. The contract price shall be a fixed output-based price regardless of the extension of the herein specified 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 of the evaluation team
 - b) Other professional fees and salaries

- c) Travel, lodging, and allowances for fieldwork (use the “Others” field for travel)
- d) Communication, workshops, consultation meetings in relation to data collection activities
- e) Materials, reproduction, subscriptions
- f) Management and operational costs
- g) Others as may be relevant to the scope of work.

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. A 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 E of this TOR.

Deliverables/ Outputs	Target Due from Start of Contract	Percentage of Lump-Sum Price
Upon submission and acceptance of Final Inception Report	Within 8 weeks from start of contract	10%
Upon submission and acceptance of Final Evaluability Assessment Report with TOC, Results Framework, and M&E Plan	Within 22 weeks from start of contract	30%
Upon submission and acceptance of Final Process Evaluation Report, case studies report, and IEC materials	Within 29 weeks from start of contract	30%
Upon submission and acceptance of Proposed IE design and final baseline survey design		
Upon submission and acceptance Final Baseline Survey Report and final IE design	Within 50 weeks	30%

O. Annexes to the TOR

1. Evaluability Assessment Checklist Template from the NEPF Guidelines
2. Evaluation Plan for the Process Evaluation of the First Phase of the Tutok Kainan Supplementation Program and the Design of an Impact Evaluation Study
3. Indicative Timeline for the Process Evaluation of the First Phase of the Tutok Kainan Supplementation Program and the Design of an Impact Evaluation Study

SECTION 6: 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.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

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	<input type="checkbox"/>
▪ Form H: Proposal Security Form (original proposal security submitted at UNDP office – address indicated in Bid data Sheet, and scanned pdf copy uploaded in eTendering submission)	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope

(Must be submitted in a separate password-protected file)

▪ Form F: Financial Proposal Submission Form (password-protected)	<input type="checkbox"/>
▪ Form G: Financial Proposal Form (password-protected)	<input type="checkbox"/>

FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-059-PHL-2022		

We, the undersigned, offer to provide the services for Consultancy Services (Firm) to Process Evaluation of the First Phase of the Tutok Kainan Supplementation Program and the Design of an Impact Evaluation Study in accordance with your Request for Proposal No. RFP-059-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 in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

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

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-____-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]
--	------------

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:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

FORM D: QUALIFICATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-____-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 10 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 & Reference Contact Details	Contract Value	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 the Top 3 (three) 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 Philippine Peso 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			
Networking Capital			

☐ 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-059-PHL-2022		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

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 SUBMISSION FORM**(Must be submitted in a separate password-protected file)**

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

We, the undersigned, offer to provide the services for Consultancy Services (Firm) to Process Evaluation of the First Phase of the Tutok Kainan Supplementation Program and the Design of an Impact Evaluation Study in accordance with your Request for Proposal No. RFP-____-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 the Bid Data Sheet.

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM G: FINANCIAL PROPOSAL FORM**(Must be submitted in a separate password-protected file)**

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

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

	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				
.....				

FORM H: FORM OF PROPOSAL SECURITY

**Proposal Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.**

To: UNDP

[Insert contact information as provided in Data Sheet]

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Proposal to UNDP dated [Click here to enter a date](#) to execute Services [Insert Title of Services] (hereinafter called "the Proposal"):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Proposal after the date of the opening of the Proposals;
- c) Fails to comply with UNDP's variation of requirement, as per RFP instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]