



REQUEST FOR PROPOSAL (RFP)

	DATE: August 11, 2022
	Reference No. RFP-068-PHL-2022

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Services of FIRM FOR Strengthening City-Level Circular Economy Value Chains**

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

Proposals may be submitted **through the eTendering site:**

<https://etendering.partneragencies.org>

Insert BU Code: PHL10

Event ID number: 0000013355

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

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

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

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

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

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

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

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

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

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

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsccl/duct_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsccl/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

SAMANTHA GUNASEKERA

Operations Manager

8/11/2022

Description of Requirements

Context of the Requirement	Services of a Firm for Strengthening City-Level Circular Economy Value Chains
Implementing Partner of UNDP	N/A
Brief Description of the Required Services	(See Terms of Reference)
List and Description of Expected Outputs to be Delivered	(See Terms of Reference)
Person to Supervise the Work/Performance of the Service Provider	The Firm will be supervised by the ACE Project Manager and the Accelerator Lab PH (ALab PH) Head of Solutions Mapping or Head of Experimentation, in consultation with relevant Climate Action Programme Team (CAPT), Impact Advisory Team (IAT), Alab PH and other UNDP PH colleagues.
Frequency of Reporting	(See Terms of Reference)
Progress Reporting Requirements	(See Terms of Reference)
Location of work	The duty station is Metro Manila and work shall be performed in-person, especially training activities, unless not allowed by prevailing Covid19 protocols. The Firm(s) shall be responsible for providing their personnel with their own ICT equipment, office space, internet connectivity cloud hosting, subscription to online conference/meeting and collaboration tools.
Expected duration of work	The Firm(s) will be hired for a period of not more than five (5) months. The target start of work date is September 2022 and the end date shall not be later than January 2023.
Target start date	September 2022
Latest completion date	January 2023
Travels Expected	(See Terms of Reference)

Special Security Requirements	n/a
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	n/a
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required for key personnel (use Annex 5: Format for CV of Proposed Key Personnel)
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative</p> <p>Bidders must meet the following minimum qualifications on a pass/fail basis:</p> <ul style="list-style-type: none"> a. In operation for at least five (5) years as a private corporate entity, CSO, or academic institution with substantial experience in establishing and/or running innovation hubs and programmes to support social enterprises, including the implementation of startup incubation and/or acceleration programs, the conduct of multi-sprint hackathons, innovation challenges, local community management, design / systems thinking workshops, and other similar activities. b. Has at least three (3) completed similar projects and initiatives that are

	<p>relevant to the work at hand, including but not limited to the establishing and/or running innovation hubs, including the implementation of startup incubation and/or acceleration programs and the conduct of multi-sprint hackathons, innovation challenges, design thinking / systems thinking workshops, and other similar activities.</p> <p>c. Has an existing network of partners from the startup innovation ecosystem and social innovation startups and supporting stakeholders in government, private sector, and civil society, which can be leveraged to support the works above.</p> <p>Bidders must include the following documents in their proposal</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annex 2: Form for Submitting Service Provider’s Proposal <input checked="" type="checkbox"/> Company Profile <input checked="" type="checkbox"/> Business Registration certificate <input checked="" type="checkbox"/> Tax Payment Certification <input checked="" type="checkbox"/> Latest Audited Financial Statement– income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc <input checked="" type="checkbox"/> Track Record- list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references
Currency of Proposal	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Local Currency PHP for local firms <input checked="" type="checkbox"/> USD for International Firms
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable direct taxes
Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<p><input checked="" type="checkbox"/> 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>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	(See Terms of Reference)
Person(s) to review/inspect/ approve	The Vendor shall report progress, provide updates, or raise issues and risks to the Project Managers and the DICT Project Manager on a weekly basis. The Vendor is

outputs/completed services and authorize the disbursement of payment	expected to be accessible to the UNDP Project Managers through mobile and digital collaboration tools on an agreed schedule and when required.
Type of Contract to be Signed	<input checked="" type="checkbox"/> UNDP Standard Contract for goods and/or services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	Technical Proposal (70%) <input checked="" type="checkbox"/> Expertise of the Firm 250 points <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 300 points <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 450 points (See Terms of Reference for detailed evaluation criteria) Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
Bid Submission Address:	Via e-Tender https://etendering.partneragencies.org Insert BU Code: PHL10 Event ID number:0000013355
Submission of the Technical and Financial Proposal	The Technical Proposal and the Financial Proposal files <u>MUST BE COMPLETELY SEPARATE</u>. The financial proposal shall be encrypted with a <u>PASSWORD</u> and clearly labelled. In the e-tendering system, where prompted to enter the Bid Price, bidder must indicate "1" (one) as the price offer. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions	<input checked="" type="checkbox"/> UNDP General Terms and Conditions for Contracts for Goods and/or Services

	<p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Annexes to this RFP	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> Detailed Terms of Reference (TOR) (<i>Annex 3</i>)</p> <p><input checked="" type="checkbox"/> Previous Relevant Experience/Track Record (Annex 4)</p> <p><input checked="" type="checkbox"/> Format for CV (Annex 5)</p>
Contact Person for Inquiries (Written inquiries only)	<p><i>Joseph Pangilinan</i> <i>Procurement Assistant</i> procurement.ph@undp.org</p> <p>Email subject should be: RFP-068-PHL-2022: Services of a Firm for Strengthening City-Level Circular Economy Value Chains</p> <p>Please note that proposals should not be sent to this email address.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

TECHNICAL EVALUATION CRITERIA

The minimum passing score of the technical proposal shall be 70%. Technical proposals will be evaluated based on the following criteria and corresponding points. Only firms that will obtain at least 700 out of 1,000 obtainable points will be included in the financial evaluation. Technical proposals will be evaluated based on three (3) major criteria: expertise of the firm, proposed methodology, and management structure and key personnel. The total obtainable points for each criterion are shown in the table below.

Technical Proposal Evaluation Forms		Points Obtainable
1	Firm's experience specific to the requirement	250
2	Proposed methodology, approach, and implementation plan (i.e. must specify the list of 4 technical trainings to be conducted and corresponding description)	300
3	Management structure and key personnel	450
Total		1000

Section 1. Firm experience specific to the requirement		Points Obtainable
1.1	At least five (5) years as a private corporate entity, CSO, or academic institution with substantial experience in establishing and/or running innovation hubs, including the implementation of startup incubation and/or acceleration programs and the conduct of multi-sprint hackathons, innovation challenges, local community management, design thinking / systems thinking workshops, and other similar activities. (70 points for 5 years; additional 5 points for each additional year,)	100
1.2	At least three (3) completed similar projects and initiatives that are relevant to the work at hand, including but not limited to the establishing and/or running innovation hubs, including the implementation of startup incubation and/or acceleration programs and the conduct of multi-sprint hackathons, innovation challenges, design thinking / systems thinking workshops, and other similar activities. (70 points for 3 projects; additional 10 points for each additional project)	100
1.3	At least ten (10) partners who are from the startup innovation ecosystem and social innovation startups. (See H.1.c.) (M35 points for 10 partners; additional points for additional researches, maximum of 5 points)	50
Total Section 1		250

Section 2. Relevance of methodology/ies to be used in establishing the outputs		Points Obtainable
2.1	Overall understanding of the requirement as shown by the alignment of the proposed work plan with the required quantity and quality of outputs as well as timeliness in their delivery.	100
2.2	Appropriateness and rigor of the proposed approach, technology, and methodologies to the research questions and overall objectives, which demonstrate the Firm's understanding of the issue at hand. The proposal shall spell out the Firm's methodology and approach for both the value chain and enterprise mapping as well as the capacity development programme development and piloting in Cotabato City and another city.	100
2.3	Innovativeness in the proposed methodologies and tools to be implemented for the project, and how the use of these methods and tools are relevant and appropriate for the objectives of the project.	100
Total Section 2		300

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Qualifications of key personnel proposed		
3.1.a	Project Lead		150
	At least 5 years of experience in managing a circular economy or value chain project. Experience in innovation hub or incubator/accelerator laboratories, including conducting multi-sprint hackathons, innovation challenges, and design thinking / systems workshops is an advantage. (70 points for 5 years' experience, additional 6 points for each additional year, plus 6 points for experience in innovation hub/accelerator labs)	100	
	At least a Master's degree in relevant fields, including but not limited to business and management, innovation, science and technology, social sciences, among others. (35 points for Master's degree; 50 for PhD)	50	
	Language: English (must be indicated in CV)	Pass/Fail	
3.1.b	Enterprise Development and Incubation Officer		150
	At least 3 years of experience in enterprise development. Experience in coordinating an innovation hub or incubator/accelerator laboratories, including conducting multi-sprint hackathons, innovation challenges, and design thinking / systems workshops is an advantage. (70 points for 3 years experience, additional 6 points for each additional year; plus 6 points for experience in innovation hub/accelerator labs)	100	
	At least a bachelor's degree in relevant fields, including but not limited to business and management, innovation, science and technology, social sciences, among others. (35 points for Bachelor's degree; 43 for Master's, 50 for PhD)	50	
	Language: English and Filipino (must be indicated in CV)	Pass/Fail	

3.1.c	Value Chain Specialist		150
	At least 3 years of experience in conducting value chain mapping and analysis for various sectors. Practical experience in circular economy is an advantage. (70 points for 3 years experience, additional 6 points for each additional year, plus 6 points for experience in circular economy labs)	100	
	At least a bachelor's degree in relevant fields, including but not limited to economics, social sciences, business management, innovation, or other related fields. (35 points for Bachelor's degree; 43 for Master's, 50 for PhD)	50	
	Language; English (must be indicated in CV)	Pass/Fail	
Total Section 3			450

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)

[insert: Location]

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of **contract scope, contract duration, contract value, contract references**;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*
- g) *Acceptance of UNDP General Terms and Conditions*
- h) *Confirmation of bid validity for 120 days*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work. Proposed methodology will be evaluated according to the following criteria:

¹ This serves as a guide to the Service Provider in preparing the Proposal.

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

-Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?

-Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference:

Does the proposed methodology provide:

- *Details on how the different service elements shall be organized, controlled and delivered;*
- *Description of proposed performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement*
- *Proposed implementation plan properly sequenced, logical and realistic activities for the implementation of requirements under the TORs*

-The overall methodology demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract

C. Qualifications of Key Personnel

The Service Provider must provide :

- a) *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) *CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) *Written confirmation from each personnel that they are available for the entire duration of the contract.*

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

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

FINANCIAL PROPOSAL

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Warranty period		
	Total	100%	

**This shall be the basis of the payment tranches*

E. Cost Breakdown by Cost Component *[This is only an Example]:*

Please include separately the cost for warranty period, any third party licenses etc.

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a . Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

[Designation]

[Date]

Terms of Reference

A. Project Title

Accelerating the NDCs through Circular Economy in Cities

B. Background and Description

Waste, including plastic and other marine litter, is among the most pressing environmental issues in the Philippines. The country's waste generation has steadily increased from 37,427 tonnes per day in 2012 to 40,087 tonnes in 2016 and is expected to increase to 77,776 tonnes by 2025. Metro Manila generated the biggest volume of waste across regions. Such waste, particularly plastic waste, tended to leak into waterways. In 2015, the Philippines was named as the third largest source of marine litter.

These have resulted from a linear economic model, which follows the “take-make-dispose” process. Such has also contributed to significant greenhouse gas (GHG) emissions across the production chain, particularly for plastics which consume a significant share of fossil fuels. If urgent and transformative measures are not undertaken, the linear economic model will pose significant challenges to the people, economy, and the environment. Changing this unsustainable status quo requires a dramatic shift towards sustainable production and consumption, enabled by a circular economy.

UNDP has embarked on a project to support the national government and key cities in the Philippines to adopt and promote circular economy policies and innovations. Through the generous support of the Government of Japan, the Accelerating the NDCs for Circular Economy (ACE) Project aims to deliver the following outputs: i) strengthen the data ecosystem for circular economy; ii) co-design and co-implement portfolios of local solutions to promote better production, consumption, and waste management in cities; and iii) strengthen multi-stakeholder collaboration for circularity. The Project covers five cities: Pasig City, Pasay City, Quezon City, Manila City and Cotabato City.

Within the second output above, the ACE Project aims to work with its partner LGUs in creating a new model where enterprises, both formal and informal, which promote new products and services that aim to promote circularity, are integrated into the mainstream city economy. The Project as such aims to map, scope the needs, and create a pathway to support the growth and integration of enterprises in circular economy.

UNDP seeks the services of a firm that will identify/map and build the capacities of circular economy value chain stakeholders in the cities covered by the ACE Project. The firm will cover the five (5) partner LGUs of the ACE Project which are (indicative): Pasig City, Pasay City, Quezon City, Manila City and Cotabato City.

C. Scope of Work and Outputs

1. Conduct Value Chain Mapping and Capacity Analysis for Circular Economy in the five (5) cities covered by the ACE Project, including Mapping, Identification, and Needs Assessment of Circular Enterprises in the Value Chain
 - a. Identify the main actors and other stakeholders (supporters and influencers) and how they are linked and interact in the value chain. This also includes the assessment of the flow of products, information, and financial resources along the value chains – both descriptive and as a visual value chain map. This also includes profiling of the industry structure, skills and production

- technology by identifying, describing and quantifying in physical terms the sequence of operations in the circular economy value chain in the 5 cities.
- b. Identify and appraise the set of interactions taking place among agents and the formal and/or informal rules governing them. This also includes the specification of services provided to producers by government services. Standard tools (e.g. SWOT, Porter's value chain analysis, etc.) for analysis will be used.
 - c. Identify, map, and categorize enterprises working on various aspects of circular economy. Such mapping shall be both in narrative and matrix/data set form and shall include categories such as size (with priority to micro and small enterprises), formality (i.e. registered or not), maturity, and phase in the circular economy value chain (product design, production, consumption, repair/reuse, recycling, waste management, etc.).
 - d. Assess the needs of these entrepreneurs and recommend to UNDP and partner cities a short list of entrepreneurs that will be provided support. The form of support will be finalized and agreed upon by both UNDP and partner cities, subject to their respective laws and policies. The Firm will not be tasked to provide financial grants to the enterprises.
 - e. In undertaking the mapping and capacity assessment exercise, the firm shall make use of standard and innovative methodologies, including but not limited to desk reviews of available data, surveys, requests for information, consultations and focus group discussions, challenges or hackathons, etc.
 - f. The firm is encouraged to leverage the existing studies mapping and assessing the circular economy ecosystem and players in the Philippines.
2. Implement a circular economy value chain capacity building and incubation programme in the five (5) cities covered by the ACE Project for Circular Social Enterprises through business and technical advice and community support.
 - a. Implement a value chain incubation and capacity building program for startups and local entrepreneurs based on the needs capacity assessment of local entrepreneurs and startups in the locality. Such program should support appropriate entrepreneurs, businesses, and startups focusing on the fundamentals of helping a social enterprise transition to a circular economy. In the 5 LGUs of the ACE Project, the firm shall design and conduct a series of at least four (4) technical trainings on specialized topics related to value chain in a circular economy context, in the following sectors (indicative):
 - Buildings
 - Plastics
 - Food and beverage
 - Textile
 - Electronics
 - Healthcare
 - b. The series of technical trainings will be implemented in the five (5) LGUs of the ACE Project. The program shall entail the development of key learning modules for live and remote delivery. The firm shall organize the training for entrepreneurs, businesses, and startups based on their capacity levels and skills, and by providing market linkage mentoring for the enterprises' products and services.
 - c. Provide recommendations on various modes of capital support, financing, or investments to entrepreneurs, businesses, or startups to ensure viability and sustainability.

- d. Develop and implement an advocacy and communications strategy that will target the demand side of the circular economy value chain in the city (e.g. consumers, retailers, end users, etc).
3. The firm shall be expected to collaborate with UNDP's other contractors under the ACE project, including the firm to be contracted for the Operationalization of the ICE Hub.
4. The Firm shall submit a final report that includes an Operations Manual, including strategies and recommendations for scaling up in other Philippine cities.
5. The Firm shall ensure integration of Gender Equality, Disability and Social Inclusion (GEDSI) throughout the work. This includes the following:
 - a. Ensure meaningful participation of women, persons with disability, LGBTQI community, youth, persons from disadvantaged groups and other marginalized groups
 - b. Integrate a gender lens into the different modules of the value chain capacity building and incubation programme
 - c. Collect gender-disaggregated data and conduct post-activity evaluations to determine the impact of these activities on GEDSI
 - d. As needed, consult with the Gender Focal Team or the Gender Equality, Disability and Social Inclusion Expert
 - e. Implement Zero tolerance on all forms of discrimination, sexual harassment and sexual exploitation and abuse, extending to third-party partners and stakeholders

D. Expected Results

The work performed by the Firm, including the Circular Economy Value Chain Capacity Building and Incubation Programme, shall reach the following targets:

- At least 500 women and 500 men in the cities' CE ecosystem and 8 city-based community organizations involved in the CE value chain;
- At least 4 small and medium scale social enterprises who will benefit from technical advisory support to improve production, strengthened value chains; linking to markets and investors; and enhanced product quality
- At least 12 academic institutions, 30 civil society organizations, and 20 private sector companies are supported to be involved and engaged in the circular economy value chain through mentoring, business incubation, and acceleration support

E. Timetable of Deliverables

The Firm shall perform its responsibilities and deliver its outputs following the schedule below.

Deliverables/ Outputs	Target Due Date from Start of Contract	Review and Approvals Required
Inception Report including work plan	09 September 2022	<i>Main:</i>

Deliverables/ Outputs	Target Due Date from Start of Contract	Review and Approvals Required
Value chain mapping and capacity analysis for circular economy	30 September 2022	UNDP ACE Project Manager and UNDP ALab PH Head of Solutions Mapping or Head of Experimentation In consultation with relevant UNDP ALabPH/IAT and CAPT colleagues Approval: CAPT Team Leader
Circular economy value chain capacity building and incubation programme, including finalized training agenda and modules	21 October 2022	
Training completion report for Technical Training 1-2	30 November 2022	
Training completion report for Technical Trainings 3-4	15 January 2023	
<ul style="list-style-type: none"> Final Report stating all activities undertaken, including Operations Manual, lessons learned, photo documentation, recommendations for scaling up, case studies, financial sustainability 	31 January 2023	

F. Governance and Accountability Including Duty Station

1. The Firm(s) will be supervised by the ACE Project Manager and the Accelerator Lab PH (ALab PH) Head of Solutions Mapping or Head of Experimentation, in consultation with relevant Climate Action Programme Team (CAPT), Impact Advisory Team (IAT), ALab PH and other UNDP PH colleagues.
2. All outputs of the Firm(s) shall be submitted to the ACE Project Manager and the ALabPH Head of Solutions Mapping or Head of Experimentation, with copy furnished to the CAP Programme Analyst, and the IAT Programme Assistant.
3. In implementing in Cotabato City, the Project collaborates closely with the UNDP Peace Team and Cotabato Field Office. As such, in the execution of this contract and review of outputs, the Firm may also be tasked to coordinate with the Programme Team Leader, Programme Analysts, and other key UNDP personnel from the UNDP Peace Team.
4. The Firm(s) shall consider at least five (5) working days lead time for UNDP and its partners to review outputs, give comments, certify approval/acceptance of outputs, etc.

G. Expected Duration of the Contract

The Firm(s) will be hired for a period of not more than five (5) months. The target start of work date is 1 September 2022 and the end date shall not be later than 31 January 2023.

H. Duty Station

The duty station is Metro Manila and work shall be performed in-person, especially training activities, unless not allowed by prevailing Covid19 protocols. The Firm(s) shall be responsible for providing their personnel with their own ICT equipment, office space, internet connectivity cloud hosting, subscription to online conference/meeting and collaboration tools.

I. Professional Qualifications of the Firm and its Key Personnel

1. The successful Firm(s) must have demonstrable capability and track record for the work, meeting the following qualifications and will be evaluated on a PASS/FAIL BASIS on the following criteria:
 - a. In operation for at least five (5) years as a private corporate entity, CSO, or academic institution with substantial experience in establishing and/or running innovation hubs and programmes to support social enterprises, including the implementation of startup incubation and/or acceleration programs, the conduct of multi-sprint hackathons, innovation challenges, local community management, design / systems thinking workshops, and other similar activities.
 - b. Has at least three (3) completed similar projects and initiatives that are relevant to the work at hand, including but not limited to the establishing and/or running innovation hubs, including the implementation of startup incubation and/or acceleration programs and the conduct of multi-sprint hackathons, innovation challenges, design thinking / systems thinking workshops, and other similar activities.
 - c. Has an existing network of partners from the startup innovation ecosystem and social innovation startups and supporting stakeholders in government, private sector, and civil society, which can be leveraged to support the works above.
2. The Firm(s) shall assign in-house personnel or source these from partners and rosters for the project. At least one (1) project manager, one (1) value chain specialist, one (1) enterprise development/incubation officer shall be assigned. The Firm may propose to include additional personnel as it sees fit, and these will be evaluated by UNDP based on their relevance and value-addition. The Firm must also demonstrate how its senior leadership, researchers, and advisers can be tapped to provide guidance to the project as may be necessary.
 - a. Project Manager – They shall be the primary point of contact with UNDP and ensure that the delivery of outputs and advice is done in a timely and high-quality manner. The project lead shall meet the following qualifications:
 - i. At least 5 years of experience in managing a circular economy or value chain project. Experience in innovation hub or incubator/accelerator laboratories, including conducting multi-sprint hackathons, innovation challenges, and design thinking / systems workshops is an advantage.
 - ii. At least a Master's degree in relevant fields, including but not limited to circular economy, value chain/livelihood development, among others.
 - iii. Fluency in English is required.
 - iv. Minimum level of effort: 90 days
 - b. Enterprise Development/Incubation Officer – They shall be responsible in guiding the startups and entrepreneurs towards sustainability and investability. The incubation & capacity development officer shall meet the following qualifications:
 - i. At least 3 years of experience in enterprise development. Experience in coordinating an innovation hub or incubator/accelerator laboratories, including

- conducting multi-sprint hackathons, innovation challenges, and design thinking / systems workshops is an advantage.
 - ii. At least a bachelor's degree in relevant fields, including but not limited to business and management, innovation, science and technology, social sciences, among others.
 - iii. Fluency in English and Filipino is required.
 - iv. Minimum level of effort: 60 days
- c. Value Chain Specialist – They shall be conducting a value chain mapping and analysis for circular economy in the cities. The Value Chain Specialist shall meet the following qualifications:
- i. At least 3 years of experience in conducting value chain mapping and analysis for various sectors. Practical experience in circular economy is an advantage.
 - ii. At least a bachelor's degree in relevant fields, including but not limited to economics, social sciences, business management, innovation, or other closely related fields.
 - iii. Fluency in English is required.
 - iv. Minimum level of effort: 60 days
- d. For each of the key personnel and any additional personnel, the Firm must present the proposed level of effort, in person-days of work rendered, which will be evaluated by UNDP based on sufficiency for the work required.
2. The Firm(s) shall be responsible for ensuring adequate administrative, logistical, and coordination arrangements for its key personnel, including travel and billeting arrangements and coordination. While UNDP staff will collaborate with the Firm with respect to scheduling, logistics, attendance, and other administrative matters related to the works described above, the Firm shall provide for its own logistical and administrative support for its key personnel.

J. Scope of Price Proposal and Schedule of Payment

1. The contract price shall be a **fixed output-based price** regardless of extension of the herein specific duration. Payments shall be made upon submission and acceptance of the outputs as specified in Part D. 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 and honoraria
 - b. Management and operational costs (e.g. travel if necessary for LGU consultations)
 - c. Others as may be relevant to the scope of work

Except for honoraria/fees of training resource persons, training costs such as meals, training venue, travel to training venue, supplies and the like must not be included in the financial proposal as these logistical arrangements will be made separately by UNDP.

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.

3. The firm shall make a proposal for payment tranches for five (5) to six (6) milestones based on its assessment of the share of the value of the outputs and deliverables at each milestone. In no case shall the first tranche payment be higher than 20 percent and the final tranche payment be lower than 20 percent. Following is an illustration:

Deliverables/ Outputs	Payment from Start of Contract	Indicative Percentage of Lump-Sum Price
1. Inception Report including workplan	09 September 2022	20%
2. Value chain mapping and capacity analysis for circular economy	30 September 2022	10%
3. Circular economy value chain capacity building and incubation programme, including finalized training agenda and modules	21 October 2022	10%
4. Training completion report for Technical Training 1-2	30 November 2022	20%
5. Training completion report for Technical Trainings 3-4	15 January 2023	20%
6. Final Report stating all activities undertaken, including Operations Manual, lessons learned, photo documentation, recommendations for scaling up, case studies, financial sustainability	31 January 2023	20%
Total		100%

ANNEX 4

Previous Relevant Experience/Track Record

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

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

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value in PhP	Period of activity and status	Types of activities undertaken

ANNEX 5

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	
Contact Details	<ul style="list-style-type: none"> ▪ Present/Home Address: [Insert] ▪ Email Address: [Insert] ▪ Contact Numbers: [Insert]
Key achievements related to 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 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 experiences, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i></p> <ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of Employment: [Insert] ▪ Position: [Insert] ▪ Details of activities/functions performed: [Insert] <ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of Employment: [Insert] ▪ Position: [Insert] ▪ Details of activities/functions performed: [Insert] <ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of Employment: [Insert] ▪ Position: [Insert] ▪ Details of activities/functions performed: [Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>

	Reference 1: Name: Phone Number: Email address:
	Reference 2: Name: Phone Number: Email address:

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

Signature of Personnel

Date (Day/Month/Year)