



REQUEST FOR PROPOSAL (RFP)

	DATE: August 31, 2022
	Reference No. RFP-076-PHL-2022

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Circular Economy Baseline Data Development**

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

Proposals may be submitted **through the eTendering site on or before 5AM Eastern Time on Tuesday, September 20, 2022:**

<https://etendering.partneragencies.org>

Insert BU Code: PHL10
Event ID number: 0000013549

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/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

SAMANTHA GUNASEKERA

Operations Manager

8/31/2022

Description of Requirements

Context of the Requirement	Services of a Firm for Circular Economy Baseline Data Development
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 Impact Advisory Team (IAT).
Frequency of Reporting	(See Terms of Reference)
Progress Reporting Requirements	(See Terms of Reference)
Location of work	Duty station is Metro Manila with travel to the 5 LGUs of the ACE Project.
Expected duration of work	The Firm will be hired for three (3) months. Duration of the contract shall include lead time for UNDP or Project Implementing Partners to review outputs, give comments, approve/accept outputs, etc.
Target start date	September 2022
Latest completion date	December 2022
Travels Expected	(See Terms of Reference)
Special Security Requirements	n/a
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	n/a
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<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 three (3) years as a CSO, academic institution, non-profit, or private corporate entity with substantial experience in academic/environmental research, data governance, climate-related studies, data collection and analytics, and other related studies/research fields b. Submit a portfolio of at least 3 research projects and initiatives that are relevant to the work at hand. c. Has conducted at least 3 academic/environmental research, data governance, climate-related studies, data collection and analytics, and other related studies/research fields. <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 Philippine Peso for local firms <input checked="" type="checkbox"/> US Dollar 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>)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	(See Terms of Reference)
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	All outputs and communication of the Firm shall be submitted and coursed through the ACE Project Manager, copy furnished to the Climate Action Programme Team (CAPT) and Impact Advisory Team (IAT). Shapefiles and other GIS data will be provided by the firm to UNDP and relevant government partners
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 300 points <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 350 points <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 350 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:0000013549

Submission of the Technical and Financial Proposal	<p>The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with a PASSWORD and clearly labelled.</p> <p>In the e-tendering system, where prompted to enter the Bid Price, bidder must indicate "1" (one) as the price offer.</p> <p>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.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions	<p><input checked="" type="checkbox"/> UNDP General Terms and Conditions for Contracts for Goods and/or Services</p> <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-076-PHL-2022: Services of a Firm for Circular Economy Baseline Data Development</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	300
2	Proposed methodology, approach, and implementation plan (i.e. must specify the list of 4 technical trainings to be conducted and corresponding description)	350
3	Management structure and key personnel	350
Total		1000

Section 1. Firm experience specific to the requirement		Points Obtainable
1.1	At least three (3) years as a CSO, academic institution, non-profit, or private corporate entity with substantial experience in academic/environmental research, data governance, climate-related studies, data collection and analytics, and other related studies/research fields. (see G.1.a). (70 points for 3 years, additional 6 points for each additional year)	100
1.2	At least three (3) projects and initiatives listed and described in their portfolio that are relevant to the work at hand(see G.1.b). (70 points for 3 projects; additional 10 points for each additional project)	100
1.3	Has conducted at least 3 academic/environmental research, data governance, climate-related studies, data collection and analytics, and other related studies/research fields. (70 points for 3 research/studies; additional 10 points for each additional research/studies)	100
Total Section 1		300

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, methodology, and implementation plan	150
2.3	Innovativeness in the proposed methodology to be implemented for the project, and how this methodology is relevant and appropriate for the objectives of the project.	100
Total Section 2		350

Section 3. Management Structure and Key Personnel		Points obtainable
3.1	Qualifications of key personnel proposed	

3.1.a	Project Manager		120
	Has a strong background in managing projects on Solid Waste Management/Environment/Circular Economy, or projects that involve the data governance and application of data analytics with at least five (5) years of experience (56 points for 5 years' experience, additional 3 points for each additional year)	80	
	At least a bachelor's degree in relevant fields, including but not limited to social science, public administration, statistics, data analytics, environment, among others. Any higher degree is advantageous. (28 points for Bachelor's degree; additional 6 points for each additional degree)	40	
	Fluency in English is required	Pass/Fail	
3.1.b	Lead Researcher / Senior Data Strategist		120
	Has a strong background in data science, strategy, and analytics with experience in its application to circular economy, data governance, impact analysis, climate-related projects, etc., with at least five (5) years of experience. (56 points for 5 years experience, additional 3 points for each additional year)	80	
	At least a bachelor's degree in relevant fields, including but not limited to mathematics, science, statistics, social sciences, climate and environment related fields, among others. A higher degree is advantageous. (28 points for Bachelor's degree; additional 6 points for each additional degree)	40	
	Fluency in English is required	Pass/Fail	
3.1.c	Data Collection Specialist/Lead Enumerator		55
	Has at least three (3) years experience in designing and conducting grassroots data collection such as surveys, census, FGDs, etc. (25 points for 3 years of experience, additional 2 points for each additional year)	35	
	At least a bachelor's degree in relevant fields, including but not limited to social sciences, statistics and communication research, among others (14 points for bachelor's degree, additional 3 points for each additional degree, and additional 1 point for each certificate)	20	
	Fluency in English is required	Pass/Fail	
3.1.d	GIS Specialist		55
	At least 3 years experience in ArcGIS or QGIS, and related mapping tools. (25 points for 3 years of experience, additional 2 points for each additional year)	35	
	At least a University level diploma and relevant training GIS (14 points for University diploma, additional 3 points for each additional degree, additional 1 point for each certificate)	20	
	Fluency in English is required	Pass/Fail	
Total Section 3			350

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. Project Manager				
b. Lead Researcher/Senior Data Strategist				
d. Data Collection Specialist/Lead Enumerator				
e. GIS Specialist				
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 NDC through Circular Economy in Cities (ACE) Project 00142944

B. Background and Description

Waste, including marine litter, is one of the most pressing issues in the Philippines and a significant contributor to greenhouse gas emissions. There is recognition that this complex challenge requires a systemic approach and a shift to a circular economic model.

The UNDP Accelerating the Nationally Determined Contribution (NDC) through Circular Economy in Cities (ACE) Project aims to support the NDC through enabling and accelerating the country's transition to circular economy (CE), with demonstration in key cities. By doing so, it will help the country achieve economic, social and environmental goals, while also grasping the potential for substantial and accelerated reductions in GHG emissions across all sectors, while also supporting recovery from the pandemic.

The project is expected to benefit national government agencies, local governments in the target cities, participating private sector companies (including micro and small enterprises), academic and science organizations, NGOs, informal waste sector and communities/households through access to data and utilization of data platform, policy support at national and subnational level, CE solutions/business models, partnerships, and knowledge exchange, capacity building, and jobs created.

The project will be piloted in 5 key cities (i.e. in Metro Manila and Cotabato City). Through innovative approaches, circular economy solutions will be implemented in the pilot cities, thereby demonstrating results and benefits of these models to achieve the NDC, with co-benefits to the economy, job creation, and environment.

This will be delivered through three main outputs:

1. OUTPUT 1: DATA ANALYTICS AND POLICY: Data-driven and gender-responsive analytical systems and policies developed to support the transition to a circular economy in support of NDC
2. OUTPUT 2: DEMONSTRATION IN CITIES: Portfolio of solutions to promote gender-responsive circular economy models in 5 cities implemented
3. OUTPUT 3: PARTNERSHIPS AND KNOWLEDGE: Partnerships established and knowledge and lessons shared at local, national, and regional level

In line with Output 1, the objective of this TOR is to collect baseline data on circular economy, including marine litter. Baseline data is essential to enable stakeholders and decisionmakers— including DENR, DTI, local chief executives (LCEs) of the pilot cities, CEOs of partner organizations, donors and investors— to monitor and track progress towards a circular economy. The indicative partner LGUs of the ACE Project are Pasig, Manila, Quezon City, Pasay and Cotabato City. The performance of this assignment will involve the following key steps:

1. Desk review and development of circular economy indicators at the national and city level, including the indicators of the UNDP ACE Project
2. Data inventory using primary and secondary data collection methods
3. Production of a baseline report on circular economy (i.e. one consolidated national report covering national and city-level data; city-level baseline report for each of the 5 LGUs covered by the ACE Project)
4. Data visualization, including the production of GIS-aided circular economy maps

In pursuing this, UNDP requires the services of a Firm who shall undertake this baseline data collection exercise under the ACE Project.

C. Scope of Work and Outputs

The Firm will work in coordination with UNDP and its key partners which include the Department of Environment and Natural Resources, Department of Trade and Industry, National Economic and Development Authority, partner LGUs of the ACE Project and other stakeholders, in the performance of the following workstreams:

1. Desk review and development of circular economy indicators at the national and city level, including the indicators of the ACE Project
 - Liaise with the stakeholders of the ACE Project and review key government and non-government documents from national and international sources identifying circular economy indicators, including but not limited to the following:
 - a. Organisation for Economic Co-operation and Development (OECD) circular economy indicators (please refer to Appendix/Table 1)
 - b. Framework for Circular Economy for the ASEAN Economic Community
 - c. National Plan of Action on Marine Litter (NPOA-ML)
 - d. ACE Project Indicators
 - e. Solid Waste Management Plans of the 5 LGUs covered by the ACE Project
 - Consolidate findings from the desk review and finalize list of indicators to be used in the baseline data collection exercise
2. Data inventory using primary and secondary data collection methods
 - Based on the final list of indicators, provide national and city-level data for each circular economy indicator.
 - Secondary data collection: Conduct comprehensive survey of available data from official sources (including DENR, DTI, PSA, LGUs) as well as non-traditional data sources from the private sector, research projects (including those funded by DOST and other development organizations), crowd-sourced and citizen-generated data, and satellite imagery.
 - Primary data collection: Identify data gaps from the secondary data collection, and based on these gaps, design primary data collection methods in order to fill the gaps, using tools such as questionnaires/surveys, interviews and others as appropriate.
3. Production of a baseline report on circular economy
 - Produce one (1) consolidated national report covering national and city-level baseline data
 - Produce 5 city-level baseline reports for each of the 5 LGUs covered by the ACE Project (for finalization – Pasig, Manila, Pasay, Quezon City, Cotabato City)
4. Data visualization, including production of GIS-aided circular economy maps

- Present baseline data in visual form, including through GIS-aided circular economy maps

D. 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 and desk review of circular economy indicators	22 September 2022	UNDP ACE Project Manager In consultation with government partners
Data Inventory Report	22 October 2022	In coordination with the UNDP Pintig Lab Project Manager, UNDP CAPT and IAT teams
1 National Circular Economy Baseline Report and 5 City Circular Economy Baseline Reports	30 November 2022	
Data visualization outputs including GIS-aided circular economy maps	15 December 2022	Approval by UNDP CAPT Team Leader

E. Governance and Accountability Including Duty Station

1. All outputs and communication of the Firm shall be submitted and coursed through the ACE Project Manager, copy furnished to the Climate Action Programme Team (CAPT) and Impact Advisory Team (IAT). Shapefiles and other GIS data will be provided by the firm to UNDP and relevant government partners.
2. The work will be performed by the Firm using a combination of in-person and remote modalities. The Firm is expected to have its own working premises, ICT equipment, internet connectivity, cloud hosting, among others.
3. All work and travel shall be done within the guidelines and protocols set by the local and national government for Covid-19.
4. The Firm shall consider at least ten (10) working days lead time for UNDP to review outputs, give comments, certify approval/acceptance of outputs, etc.

F. Expected Duration of the Contract

1. The Firm will be hired for three (3) months, not exceeding 15 December 2022. The target start date is 15 September 2022 and the end date shall be 15 December 2022. Duration of the contract shall include lead time for UNDP or Project Implementing Partners to review outputs, give

comments, approve/accept outputs, etc. Duty station is Metro Manila with travel to the 5 LGUs of the ACE Project.

G. Professional Qualifications of the Firm and its Key Personnel

1. The successful Firm must have demonstrable capability and track record to undertake a combination of methodologies and tools for baseline research. The Firm must meet the following qualifications (pass/fail basis):

- a. In operation for at least three (3) years as a CSO, academic institution, non-profit, or private corporate entity with substantial experience in academic/environmental research, data governance, climate-related studies, data collection and analytics, and other related studies/research fields.
- b. Submit a portfolio of at least 3 research projects and initiatives that are relevant to the work at hand.
- c. Has conducted at least 3 academic/environmental research, data governance, climate-related studies, data collection and analytics, and other related studies/research fields.

2. The Firm shall assign its in-house personnel or source these from its partners and rosters for the project. At least one (1) Project Manager, one (1) Lead Researcher/Senior Data Strategist, one (1) Data Collection Specialist/Lead Enumerator, and one (1) GIS Specialist. 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. The approximate level of effort for key resources are as follows:

- i. Project Manager- 60 person-days
- ii. Lead Researcher - 45 person-days
- iii. Data Collection Specialist - person-days
- iv. GIS Specialist- 30 person-days

a. Project Manager

1. The Project Manager shall be the primary point of contact with UNDP and ensure that the delivery of output and advice is done in a timely and high-quality manner. They shall meet the following qualifications:

- i. Has a strong background in managing projects on Solid Waste Management/Environment/Circular Economy, or projects that involve the data governance and application of data analytics with at least five (5) years of experience.
- ii. At least a bachelor's degree in relevant fields, including but not limited to social science, public administration, statistics, data analytics, environment, among others. Any higher degree is advantageous.
- iii. Fluency in English is required, and fluency in Filipino is desired.

b. Lead Researcher/Senior Data Strategist

1. The Lead Researcher/Senior Data Strategist shall provide the technical guidance and direction for all of the deliverables (research methodology, data inventory, baselining, proposal for national assessment on waste leakage and accumulation), including proposing an appropriate research framework for the project. S/he shall meet the following qualifications:

- i. Has a strong background in data science, strategy, and analytics with experience in its application to circular economy, data governance, impact analysis, climate-related projects, etc., with at least five (5) years of experience.
- ii. At least a bachelor's degree in relevant fields, including but not limited to mathematics, science, statistics, social sciences, climate and environment related fields, among others. A higher degree is advantageous.
- iii. Fluency in English is required, and fluency in Filipino is desired.

c. Data Collection Specialist/Lead Enumerator

1. The Data Collection Specialist/Lead Enumerator will lead data collection efforts such as surveys and FGDs in order to gather the baseline data required in this assignment. S/he shall meet the following qualifications:

- i. Has at least three (3) years experience in designing and conducting grassroots data collection such as surveys, census, FGDs, etc.
- ii. At least a bachelor's degree in relevant fields, including but not limited to social sciences, statistics and communication research, among others.
- iii. Fluency in English is required, and fluency in Filipino is desired.

d. GIS Specialist

1. The GIS Specialist will lead data visualization and develop various maps to spatially/geographically illustrate circular economy baseline data for the use of various users. The GIS Specialist must have at least a University level diploma and relevant training GIS, and at least 3 years experience in ArcGIS or QGIS, and related mapping tools.

3. The bidder is allowed to propose additional personnel. Additional personnel will be evaluated based on relevance and value-added contribution to the work as well as to cost efficiency.

4. For each of the personnel in the proposal, 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.

5. The Firm shall be responsible for ensuring adequate administrative, logistical, and coordination arrangements for its key personnel, including travel and billeting arrangements and coordination. The Firm shall provide for its own logistical and administrative support for its key personnel.

H. **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 of the proposed team
 - b. Other professional fees and salaries
 - c. Materials, reproduction, subscriptions
 - d. Management and operational costs
 - e. 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.

3. The firm shall make a proposal for payment tranches for four (4) 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 and desk review of circular economy indicators	22 September 2022	20%
2. Data Inventory Report	22 October 2022	30%
3. 1 National Circular Economy Baseline Report and 5 City Circular Economy Baseline Reports	30 November 2022	30%
4. Data visualization outputs including GIS-aided circular economy maps	15 December 2022	20%
Total		100%

Appendix

Table 1: List of Circular Economy Indicators from OECD

	Category	Subcategory
Tier 1 Indicators		
Energy from renewable sources	Environment	Efficiency
MW installed from renewable sources	Environment	Efficiency
CO2 emissions	Environment	Emissions
CO2 emissions reduction	Environment	Emissions
Solid waste generated	Environment	Output material processes
Tons of waste avoided	Environment	Output material processes
Total amount of waste produced by commerce and industry	Environment	Output material processes
Total amount of waste produced by households	Environment	Output material processes
Household waste recycled	Environment	Output material processes
Non household waste recycled	Environment	Output material processes

Creation of a municipal or regional web platform for information on the the circular economy	Governance	Awareness raising
Level of traffic on the web platform for information on the the circular economy	Governance	Awareness raising
Number of awareness-raising activities for waste prevention carried out	Governance	Awareness raising
Awareness campaigns on marine litter	Governance	Awareness raising
Training courses on the circular economy	Governance	Capacity building
Institutions willing to collaborate on a circular economy initiative	Governance	Collaboration
Circular economy researchers	Governance	Education
Financial assistance granted to companies related to the circular economy	Governance	Financing
Number of experimental projects initiated	Governance	Innovation, pilots and experiments
Public procurement contracts with a circular economy dimension	Governance	Public procurement
Directives adopted for research and innovation on the circular economy	Governance	Regulation
Citizen participation in an Inclusive Recycling Program	Governance	Stakeholder engagement
Circular economy vision documents	Governance	Strategy and initiatives
Increase in the number of enterprises and productivity, by productive subsectors of the green and circular economy	Economic and business	Business
Number of reuse centres in the city	Infrastructure and technology	Area
Number of places devoted to repair	Infrastructure and technology	Area
Number of waste collection devices installed	Infrastructure and technology	Equipment
New circular products	Infrastructure and technology	Products
Number of green jobs created and secured	Jobs	Jobs and human resources
Tier 2 Indicators		
Amount of renewable electricity available to each household	Environment	Efficiency
CO2 avoided as a consequence of recovery and reuse of material	Environment	Emissions
GHG Emissions	Environment	Emissions
Greenhouse gas reduction	Environment	Emissions
Objects collected and diverted for reuse	Environment	Output material processes
Objects recovered in reuse centres	Environment	Output material processes
Objects redirected/repared from recycling centres	Environment	Output material processes
Evolution of the tonnage of plastics collected in the city	Environment	Output material processes
Evolution of the tonnage of plastics recycled in the city	Environment	Output material processes
Evolution of the tonnage of plastics used in the city	Environment	Output material processes
Recycling of biowaste per capita	Environment	Output material processes

Construction waste	Environment	Output material processes
Food waste	Environment	Output material processes
Generation of waste excluding major mineral waste per domestic material consumption unit	Environment	Output material processes
Illegal dumping	Environment	Output material processes
Mixed waste	Environment	Output material processes
Residual waste	Environment	Output material processes
Waste production per kilogram of product produced	Environment	Output material processes
Reuse waste	Environment	Output material processes
Exporting landfill waste	Environment	Output material processes
Quantities of waste sent to landfill	Environment	Output material processes
Quantity of bio-waste managed by on-site composting	Environment	Output material processes
Recycling rate of all waste excluding major mineral waste	Environment	Output material processes
Total waste treatment: Incineration	Environment	Output material processes
Total waste treatment: Landfill	Environment	Output material processes
Total waste treatment: Recycling	Environment	Output material processes
Diesel consumption (transport sector)	Environment	Production and consumption
Energy consumption (final)	Environment	Production and consumption
Gasoline consumption	Environment	Production and consumption
Water consumption	Environment	Production and consumption
Use of recycled raw materials in production processes	Environment	Production and consumption
Use of private vehicle in cities	Environment	Use
Publications on the circular economy	Governance	Awareness raising
Awareness actions on search and innovation on the circular economy and their respective impact	Governance	Awareness raising
Number of companies that publish sustainability reports	Governance	Awareness raising
Number of international delegations and events hosted for the promotion of the circular economy	Governance	Awareness raising
Actions to divulge a long-term R&I agenda for speeding up the circular economy in the country	Governance	Awareness raising
People trained in the circular economy fields of activity	Governance	Capacity building
No. of partnerships with municipalities/distribution	Governance	Collaboration
Implementation of an innovation platform for the circular economy	Governance	Collaboration
Number of workshops held to link up supply and demand and boost the sharing economy	Governance	Collaboration
Creation of the booklet and action sheets on the circular economy	Governance	Education
Number and investment in circular-economy-related R&I projects	Governance	Financing

Increase in the number of projects that contribute to the implementation of innovative and sustainable initiatives	Governance	Innovation, pilots and experiments
Life cycle and cost-benefit studies in waste management	Governance	Monitoring and evaluation
Products/services covered by circularity criteria in the public procurement	Governance	Public procurement
Good practices on public procurement identified and disseminated	Governance	Public procurement
Public procurement procedures including ecological and circular criteria	Governance	Public procurement
Policy process for new circular laws and regulations	Governance	Regulation
Development of new laws and regulations that discourage linear practices	Governance	Regulation
New laws and regulations that discourage linear practices (e.g. resource tax, public circular procurement, resource passport)	Governance	Regulation
Number of economic actors mobilised in an innovation platform for the circular economy	Governance	Stakeholder engagement
Circular economy vision-forming meetings	Governance	Stakeholder engagement
Number of stakeholders signing a joint commitment for an ethical, social and circular fashion	Governance	Stakeholder engagement
Car-sharing	Governance	Strategy and initiatives
Circular projects in total number of innovation projects	Governance	Strategy and initiatives
Economic value of the resources used and the value at the time they are reintroduced into the system	Economic and business	Added value
Economic operators supported in circular economies	Economic and business	Business
Business activities involved in repair	Economic and business	Business
Household spending on product repair and maintenance	Economic and business	Investments
Amount invested in circular economy projects	Economic and business	Investments
New districts incorporating the principles of the circular economy	Infrastructure and technology	Area
Mapping of existing sites for reuse and recycling and needs	Infrastructure and technology	Area
Eco-designed products and services included in the regional catalogue	Infrastructure and technology	Design
Number of jobs created by promoting circular consumption in the city	Jobs	Jobs and human resources
Circular economy employment	Jobs	Jobs and human resources
Number of people actively working on the development of a circular vision	Jobs	Jobs and human resources
Job creation from the sharing economy in the city	Jobs	Jobs and human resources
Number of jobs created from reuse activities	Jobs	Jobs and human resources

Tier 3 Indicators		
CO2 consumption footprint	Environment	Emissions
Percentage of recycled content used in materials	Environment	Output material processes
Percentage of household assets at the end of their administrative life that are donated or resold	Environment	Output material processes
Ratio of products repaired to new products sold (including reused vs. new schoolbooks)	Environment	Output material processes
Percentage of recyclable plastic packaging placed on the market	Environment	Output material processes
Circular material use rate	Environment	Use
Added value of the circular economy	Economic and business	Added value
Circular companies by total number of companies	Economic and business	Business
Generation of waste excluding major mineral wastes per GDP unit	Economic and business	Economic efficiency
Economic growth of the circular economy	Economic and business	Economic efficiency
Weight of the green economy in GDP	Economic and business	Economic structure
Investment in R&D over the GDP	Economic and business	Investments
Money saved as a consequence of recovery and reuse of materials	Economic and business	Savings
Number of restaurants with the ZERO plastic label	Infrastructure and technology	Certificates
Construction works with circular design (%).	Infrastructure and technology	Design
Share of circular products in total number of products	Infrastructure and technology	Products

Source: OECD. (2021). *The OECD Inventory of Circular Economy indicators*.
<https://www.oecd.org/cfe/cities/InventoryCircularEconomyIndicators.pdf>

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)