



REQUEST FOR PROPOSAL (RFP)

	DATE: February 14, 2022
	Reference No. RFP-021-PHL-2022

Dear Sir / Madam:

We kindly request you to submit your Proposal for *Services of a Firm for ISSP Enhancement and ICT Road Map*

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

Proposals may be submitted **on or before Monday, February 28, 2022; 5:00 PM, Manila Time at bids.ph@undp.org**

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, herein attached as Annex 3.

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
2/14/2022

Description of Requirements

Context of the Requirement	<i>Services of a Firm for Development of Information, Communications, and Technology Roadmap and Enhancement of Information Systems and Strategic Plan of the Department and Environment and Natural Resources</i>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services	<p>The Department of Environment and Natural Resources (DENR) is the primary agency responsible for the conservation, management, development and proper use of the country's environment and natural resources, specifically forest and grazing lands, mineral resources, including those in reservation and watershed areas, and lands of the public domain, as well as the licensing and regulation of all natural resources as may be provided for by law in order to ensure equitable sharing of the benefits derived therefrom for the welfare of the present and future generation of Filipinos . Over the years, the Philippine environment has faced challenges concerning deforestation, land degradation, groundwater depletion, coastal and marine ecosystem degradation and biodiversity decline which have resulted from unsustainable forest management practices, mining, intensive agro-chemical use, illegal wildlife trading, and illegal and over-fishing, among others. These have been coupled by climate change impacts, including more frequent and stronger typhoons, sea level rise, and warmer seas.</p> <p>In response to the growing environmental concerns and issues of the country, DENR has identified 10 priority programs that are meant to address these challenges (Refer to Annex 1 for details). These 10 priority programs include the: (i) enhanced National Greening Programme; (ii) clean air; (iii) clean water; (iv) Solid Waste Management; (v) enhanced biodiversity conservation; (vi) intensified forest protection; (vii) scaling-up coastal and marine ecosystem management; (viii) improved land administration and management; (ix) geo-hazard, groundwater assessment and responsible mining; and (x) Manila Day Clean-Up. Recognizing the compounding impacts of climate change on environmental degradation, DENR has also embarked on strengthening its climate change-related interventions. To note, DENR sits as the Chair of the Cabinet Cluster on Climate Change Mitigation and Adaptation and Disaster Risk Reduction (CCAM-DRR) and has led the development of the Cluster's Road Map.</p> <p>To effectively implement and monitor the Department's 10 priority programmes, it has initiated efforts towards improving its Information and Communication Technology (ICT) system. Among the most recent ICT application adopted by DENR are the following : (i) Lawin Forest and Biodiversity Protection System; (ii) Philippine Geoportal; (iii) Huawei Rainforest Connection; (iv) Wild Alert; (v) EnvironMentor Mobile App; (vi)Peatland Conservation with PLDT-SMART; (vii) Continuous Ambient Air Quality Monitoring Station; (viii) Floating Water Quality Monitoring Station; and (ix) Online system to monitor LGU compliance with</p>

	<p>Ecological Solid Waste Management Act. While serious efforts have been undertaken for the enhancement of DENR's ICT initiatives, there is no centralized, comprehensive, reliable and integrated system that connects existing information systems where interplay of data will enable informed decision-making, including identifying adaptive management interventions, necessary policy support, improvement of operational guidelines at the national and local levels, and resources needed to effect management effectiveness. There are also data being generated by different Bureaus of the Department, e.g., Forest Management Bureau, Biodiversity Management Bureau, National Mapping Information Authority (NAMRIA) and Lands Management Bureau, which can be made more accessible to users and decision-makers if an online platform is made available.</p> <p>Additionally, with the current pandemic situation, vulnerability of Environment and Natural Resource (ENR) dependent households has increased. With the local economy down, the economic status of ENR-dependent household has aggravated and has resulted in unsustainable environmental management practices to be able to cope with the economic downturn due to COVID-19. This scenario is projected to be worsened by extreme climate events. The pandemic has moved the Department to develop its COVID-19 Response, Recovery and Resilience Program.</p> <p>Given the urgent need to address the country's environmental problems and issues against the backdrop of COVID-19, DENR considers it essential to invest in ICT that can potentially improve capacities to deliver nature-based solutions and CC-DRR interventions through informed, participatory and transparent decision-making processes both at the national and local levels. Efforts to develop new - or incorporate existing - IT solutions in DENR programmes must also be accompanied by capacity building interventions for personnel. Such interventions should not only focus on enhancing skills to utilize and maintain the systems, built also to design, procure, and manage the ICT services of contractors.</p> <p>Following a review of the DENR Information Systems Strategic Plan (ISSP), which sets out the range of technical activities and priorities across the Department, there is a need to shape an ICT roadmap to provide a practical and strategic framework as DENR looks to strengthen its digital offer. This roadmap will be used by DENR to guide investment decisions, meet customer needs, rationalize procurement approaches; and to shape the internal technical architecture to drive open data, geospatial, and other digital and technical priorities. This roadmap will also be leveraged to enhance the ISSP – providing the necessary and additional technical and strategic detail identified by the above review</p>
List and Description of Expected Outputs to be Delivered	(See Terms of Reference)
Person to Supervise the Work/Performanc	The UNDP Team Leader shall directly coordinate with the firm in the development of the ICT roadmap and enhanced ISSP. All outputs shall be approved and accepted by the Department of Environment and Natural Resources (DENR) in

e of the Service Provider	particular, the office the USEC of Finance, Climate Change and Information Systems, and KISS.
Frequency of Reporting	(See Terms of Reference)
Progress Reporting Requirements	(See Terms of Reference)
Location of work	<p>The location of work is in Manila, Philippines. However most of the work is expected to be performed remotely. All work must be in line with national and local government guidelines on COVID-19 protocol.</p> <p>It is ideal for the Firm to have at least one (1) personnel to be stationed in Manila, in case of urgent project concerns, and for ease of accessibility and coordination.</p> <p>In light of the CoVID-19 pandemic and declaration of Public Health Emergency in the Philippines, all work and travel of the Firm shall be done within the guidelines and protocols set by the local and national government and in compliance with community quarantine policies.</p>
Expected duration of work	<p>The Firm will be hired for 3.5 months. The target start of work date is 15 March 2022 and the end date shall not be later than 30 June 2022.</p> <p>This timeline may be adjusted based on the date of award to the winning contractor.</p> <p>Estimated lead time for UNDP to review outputs, give comments, and approve/accept said outputs is five (5) working days.</p>
Target start date	March 2022
Latest completion date	June 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	<input checked="" type="checkbox"/> Required

activities/sub-activities	
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 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"/> Audited Financial Statement for 2020- – 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	<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 (Counting for the last day of submission of quotes)	<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	Percentage	Description	Estimated Duration to Complete
	20%	Upon submission and acceptance of inception report	23 March 2022
	10%	Upon completion and submission of Gap Analysis Report	08 April 2022
	30%	Upon submission of draft and acceptance of final ICT Roadmap	23 May 2022
	30%	Upon submission and acceptance of enhanced ISSP	13 June 2022
	10%	Upon submission and acceptance of Organizational Change Management Plan	24 June 2022
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Team Leader, Climate Action Programme Team, UNDP UNDP CDO Undersecretary for Finance, Climate Change and Information Systems, DENR Director, Knowledge and Information Systems Service (KISS)		
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 350 points <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 400 points <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 250 points Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.		
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"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</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 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-021-PHL-2022: Services of a Firm for ISSP Enhancement and ICT Road Map</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>

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.

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

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.*

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		
	Total	100%	

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

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

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				
3. Services from Overseas				
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

Support to DENR Program Implementation, Monitoring and Management of ENR Data and Information

B. Project Description and Background

The Department of Environment and Natural Resources (DENR) is the primary agency responsible for the conservation, management, development and proper use of the country's environment and natural resources, specifically forest and grazing lands, mineral resources, including those in reservation and watershed areas, and lands of the public domain, as well as the licensing and regulation of all natural resources as may be provided for by law in order to ensure equitable sharing of the benefits derived therefrom for the welfare of the present and future generation of Filipinos³. Over the years, the Philippine environment has faced challenges concerning deforestation, land degradation, groundwater depletion, coastal and marine ecosystem degradation and biodiversity decline which have resulted from unsustainable forest management practices, mining, intensive agro-chemical use, illegal wildlife trading, and illegal and over-fishing, among others. These have been coupled by climate change impacts, including more frequent and stronger typhoons, sea level rise, and warmer seas.

In response to the growing environmental concerns and issues of the country, DENR has identified 10 priority programs that are meant to address these challenges (Refer to Annex 1 for details). These 10 priority programs include the: (i) enhanced National Greening Programme; (ii) clean air; (iii) clean water; (iv) Solid Waste Management; (v) enhanced biodiversity conservation; (vi) intensified forest protection; (vii) scaling-up coastal and marine ecosystem management; (viii) improved land administration and management; (ix) geo-hazard, groundwater assessment and responsible mining; and (x) Manila Day Clean-Up. Recognizing the compounding impacts of climate change on environmental degradation, DENR has also embarked on strengthening its climate change-related interventions. To note, DENR sits as the Chair of the Cabinet Cluster on Climate Change Mitigation and Adaptation and Disaster Risk Reduction (CCAM-DRR) and has led the development of the Cluster's Road Map.

To effectively implement and monitor the Department's 10 priority programmes, it has initiated efforts towards improving its Information and Communication Technology (ICT) system. Among the most recent ICT application adopted by DENR are the following⁴: (i) Lawin Forest and Biodiversity Protection System; (ii) Philippine Geoportal; (iii) Huawei Rainforest Connection; (iv) Wild Alert; (v) EnvironMentor Mobile App; (vi) Peatland Conservation with PLDT-SMART; (vii) Continuous Ambient Air Quality Monitoring Station; (viii) Floating Water Quality Monitoring Station; and (ix) Online system to monitor LGU compliance with Ecological Solid Waste Management Act. While serious efforts have been undertaken for the enhancement of DENR's ICT initiatives, there is no centralized, comprehensive, reliable and integrated system that connects existing information systems where interplay of data will enable informed decision-making, including identifying adaptive management interventions, necessary policy

³ <https://www.denr.gov.ph/index.php/about-us/mission-vision>

⁴ Provided in Annex 2 are descriptions of DENR ICT initiatives.

support, improvement of operational guidelines at the national and local levels, and resources needed to effect management effectiveness. There are also data being generated by different Bureaus of the Department, e.g., Forest Management Bureau, Biodiversity Management Bureau, National Mapping Information Authority (NAMRIA) and Lands Management Bureau, which can be made more accessible to users and decision-makers if an online platform is made available.

Additionally, with the current pandemic situation, vulnerability of Environment and Natural Resource (ENR) dependent households has increased. With the local economy down, the economic status of ENR-dependent household has aggravated and has resulted in unsustainable environmental management practices to be able to cope with the economic downturn due to COVID-19. This scenario is projected to be worsened by extreme climate events. The pandemic has moved the Department to develop its COVID-19 Response, Recovery and Resilience Program.

Given the urgent need to address the country's environmental problems and issues against the backdrop of COVID-19, DENR considers it essential to invest in ICT that can potentially improve capacities to deliver nature-based solutions and CC-DRR interventions through informed, participatory and transparent decision-making processes both at the national and local levels. Efforts to develop new - or incorporate existing - IT solutions in DENR programmes must also be accompanied by capacity building interventions for personnel. Such interventions should not only focus on enhancing skills to utilize and maintain the systems, built also to design, procure, and manage the ICT services of contractors.

Following a review of the DENR Information Systems Strategic Plan (ISSP), which sets out the range of technical activities and priorities across the Department, there is a need to shape an ICT roadmap to provide a practical and strategic framework as DENR looks to strengthen its digital offer. This roadmap will be used by DENR to guide investment decisions, meet customer needs, rationalize procurement approaches; and to shape the internal technical architecture to drive open data, geospatial, and other digital and technical priorities. This roadmap will also be leveraged to enhance the ISSP – providing the necessary and additional technical and strategic detail identified by the above review. This Terms of Reference (ToR) sets out the areas of support required.

C. Objective and Scope of Work

The aim of this mission is to draft a more practical technical roadmap for DENR – setting out project level detail, budgetary estimates, resource needs, and associated project and investment timelines for the next two years.

The objectives are to:

1. Review the existing technical architecture of DENR, and its constituent agencies and bureaus: focusing on identifying gaps and opportunities to shape this architecture to meet key DENR priorities (including enabling improved data sharing).
2. Identify the yearly and overall investment required in software, infrastructure, professional services including implementation, rationalization, optimization, maintenance and support, any ancillary services, education, change management and capacity building in order to achieve all the key DENR priorities.

3. Draft a detailed ICT roadmap detailing the activities and actions needed to ensure that this investment best supports DENR in achieving its priorities. This will include suggesting refinements to the ISSP to ensure the document can be used for decision-making and also be periodic checkpoint with regard to future technical and investment decisions.

This work will require engagement with teams across DENR, the leadership team at DENR, United Nations Development Programme Country Office in Philippines and UNDP Chief Digital Office (CDO)

Mission Scope

The mission shall cover the related Divisions within DENR Central Office and its Bureaus implementing the Department's priority programmes, including the Environmental Management Bureau (EMB), Mines and Geosciences Bureau (MGB), Forest Management Bureau (FMB), Land Management Bureau (LMB), Biodiversity Management Bureau (BMB) and Ecosystems Research Development Bureau (ERDB) and National Mapping and Resource Information Authority (NAMRIA), among others.

As travel is restricted by COVID-19 quarantine measures, the mission shall be conducted via a desk review of relevant documents, as well as online interviews with key informants.

D. Expected Outputs and Deliverables

The mission shall deliver the following outputs:

1. Gap analysis

Agree with DENR the key technical priorities for the Department – including enabling improved data sharing between agencies and bureaus – and review the existing technical architecture to identify the actions, investments, and solutions needed to achieve these priorities.

2. ICT roadmap

Develop a comprehensive roadmap (covering a period of at least the next two years) setting out the key activities, actions, and specific investment required to achieve the agreed priorities. This roadmap should include detail regarding software, infrastructure (including cloud and hardware), infrastructure, professional services including implementation, rationalization, optimization, maintenance and support, any ancillary services, education, change management, and other products and services needed to achieve these priorities. It should include costing, including 2-3 cost scenarios based on identified DENR funding (e.g. 'business as usual', 'medium-investment', 'high investment, Open source versus COTS).

3. Enhanced ISSP:

The ISSP currently details a range of technical activities and investments, but these are largely disaggregated by agency and bureau. The gap analysis and roadmap will provide a more holistic perspective of the technical and strategic actions and activities needed for DENR, and its constituent agencies and bureaus, to deliver against its core mandate. These insights should be used to enhance

the ISSP, in order for it to be used as a decision-making and strategic tool by DENR leadership and other stakeholders.

4. Emerging Technologies

It should also clearly define the “emerging technologies and platforms” like Artificial Intelligence, remote sensing, analytics, data management and any other technologies that should be further explored in a pilot to validate the value of emerging technologies to any and all parts of the DENR.

5. Organization Change management

Recommendations on any necessary organization structures that are needed to facilitate world class and leading execution and leadership capabilities for the DENR ICT systems both old and new.

Deliverable/Output	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Submission and acceptance of inception report	7 days	23 March 2022	Team Leader, Climate Action Programme Team, UNDP
Submission and acceptance of Gap Analysis Report	10 days	08 April 2022	
Submission of draft and acceptance of final ICT Roadmap, including emerging technologies which can be incorporated in the ICT Roadmap	40 days	23 May 2022	UNDP CDO
Submission and acceptance of Enhanced ISSP	15 days	13 June 2022	Undersecretary for Finance, Climate Change and Information Systems, DENR
Submission and acceptance of Organizational Change Management Plan	10 days	24 June 2022	Director, Knowledge and Information Systems Service (KISS)

E. Institutional Arrangement

The UNDP Team Leader shall directly coordinate with the firm in the development of the ICT roadmap and enhanced ISSP. All outputs shall be approved and accepted by the Department of Environment and Natural Resources (DENR) in particular, the office the USEC of Finance, Climate Change and Information Systems, and KISS.

The firm is expected to liaise/interact/collaborate/meet with UNDP CO DENR and its units, and UNDP. As needed, the DENR KISS and UNDP Project staff shall provide administrative assistance to her/him in order for her/him to accomplish all requirements.

DENR personnel are expected to nominate key informants for gap analysis, and to provide input at other agreed moments.

The interim and final mission outputs should be reviewed by the UNDP CDO office to ensure continuity and prevent any knowledge and experience leakage from the current assessment exercise.

The final mission outputs shall be reviewed and approved by the DENR Undersecretary for Finance, Information Systems, and Climate Change.

All reports, and materials shall be the property of UNDP and DENR.

F. Facilities to be Provided by UNDP

The Contractor is expected to have their own workspaces, facilities, computers, equipment, and support personnel or services. UNDP shall not be responsible in providing these to the Contractor and its personnel.

G. Duration of the Work

The Firm will be hired for 3.5 months. The target start of work date is 15 March 2022 and the end date shall not be later than 30 June 2022.

This timeline may be adjusted based on the date of award to the winning contractor.

Estimated lead time for UNDP to review outputs, give comments, and approve/ accept said outputs is five (5) working days.

H. Duty Station

The location of work is in Manila, Philippines. However most of the work is expected to be performed remotely. All work must be in line with national and local government guidelines on COVID-19 protocol.

It is ideal for the Firm to have at least one (1) personnel to be stationed in Manila, in case of urgent project concerns, and for ease of accessibility and coordination.

In light of the CoVID-19 pandemic and declaration of Public Health Emergency in the Philippines, all work and travel of the Firm shall be done within the guidelines and protocols set by the local and national government and in compliance with community quarantine policies.

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

The successful Firm must have demonstrable capability and track record to undertake a combination of methodologies and tools for this project.

The Firm shall assign a minimum of 3 key personnel for the project, specifically **1 Team Leader, 1 ICT Specialist, 1 ICT Specialist** (with specialization on data infrastructure) The CVs of the 3 key personnel proposed will be evaluated according to the qualifications indicated in Section K: Criteria for Evaluation.

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 and advisers can be tapped to provide guidance to the project as may be necessary. In the event that any one of the proposed personnel becomes unavailable during the duration of the project, it shall be the responsibility of the firm to assign a substitute personnel of same qualifications.

J. Price and Schedule of Payments

1. The following components should be included, as a minimum, in the financial proposal:
 - a. Professional fees/salaries/honoraria of the core project team (level of effort/number of person days per key personnel must be indicated)
 - b. Management and operational fees
 - c. Other professional fees and salaries of consultants or ad-hoc resources (with level of effort/number of person days)
 - d. Travel, lodging, and allowances for fieldwork
 - e. Communication, workshops, meetings
 - f. Materials, reproduction, subscriptions
 - g. Others as may be relevant to the scope of work

UNDP shall pay the Contractor in tranches contingent on acceptance and certification of the outputs as presented in the Schedule of Payments table below.

Percentage	Description	Projected Deadline
20%	Upon submission and acceptance of inception report	23 March 2022
10%	Upon completion and submission of Gap Analysis Report	08 April 2022
30%	Upon submission of draft and acceptance of final ICT Roadmap	23 May 2022
30%	Upon submission and acceptance of enhanced ISSP	13 June 2022
10%	Upon submission and acceptance of Organizational Change Management Plan	24 June 2022

K. Criteria for Evaluation

In evaluating the proposals, UNDP will use the Combined Scoring Method which is 70%-30% distribution for technical and financial proposals, respectively. The minimum passing score of technical proposal is 700 out of 1,000 obtainable points.

The Technical Proposal will be assessed based on the criteria as shown in the table below.

Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience / Expertise of the Firm	350
	- Has completed at least 3 projects of similar technical scale	

Technical Proposal Evaluation Forms		Points Obtainable
	<ul style="list-style-type: none"> - Should have a minimum of seven (7) years experience in the design and development of similar ICT Roadmaps and ISSP - Has completed at least 5 projects in ICT roadmap development and ISSP Development 	
2.	Proposed Methodology, Approach and Implementation Plan including budget	400
3.	Management Structure and Key Personnel <ul style="list-style-type: none"> a) Team Leader (Advanced Degree in information technology, computer science, or other related degree; At least 5 years' experience in project management of development projects. b) ICT Specialist 1 (At least a Bachelor's Degree in Information and Communications Technology, or other relevant degree, with preference to those with relevant certifications or training; At least 3 years' relevant experience in ICT, specifically in the development of ICT roadmap. c) ICT Specialist 2 (At least a Bachelor's Degree in Information and Communications Technology, or other relevant degree, with preference to those with relevant certifications or training; At least 3 years' relevant experience in ICT Data Infrastructure 	250
	Total	1000

In the combined scoring, the Financial Proposal will be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

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)