



# LANDBANK

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BACANG PILIPINAS

## SUPPLEMENTAL/BID BULLETIN NO. 1 For LBP-GIBAC-ITB-CS-20231128-01

**PROJECT** : **Consulting Services for the Climate Resilient Recovery Readiness Support (CRR) Project**

**IMPLEMENTOR** : **Bids and Awards Committee for Goods and Infrastructure (GI-BAC)**

**DATE** : **March 14, 2024**

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This Supplemental/Bid Bulletin is issued to modify, amend and/or clarify certain items in the Bid Documents. This shall form an integral part of the Bid Documents.

### Modifications, amendments and clarifications:

- 1) The bidder/s are encouraged to use the Bid Securing Declaration as Bid Security.
- 2) The Terms of Reference (Section VI) has been revised. Please see attached revised Section VI of the Bidding Documents.
- 3) The submission and opening of bids is re-scheduled on April 4, 2024 at 10:00 A.M. through videoconferencing using Microsoft (MS) Teams.
- 4) Responses to Bidder's Queries/Clarifications per attached Annexes E-1 and E-2.
- 5) List of Agencies as related to Tasks/Deliverables per attached Annex F
- 6) As provided under Item 9.2 of Appendix 3 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184 – "In case of other forms of bid security, the on-line bidder shall prepare and submit a scanned copy of the bid security together with the electronic bid. However, the original bid security must be submitted to the BAC concerned before the end of business hours **on the day of bid submission**, a failure of which shall automatically render the bid submission as non-compliant".
- 7) For Liquidated Damages: LANDBANK need not prove that it has incurred actual damages to be entitled to liquidated damages. Such amount shall be deducted from any money due or which may become due to Supplier. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, LANDBANK may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

By the authority of the GI-BAC:

  
**ATTY. HONORIO T. DIAZ, JR.**  
Head, GI-BAC Secretariat

## **Section VI. Terms of Reference**

### **Consulting Services for the Climate Resilient Recovery Readiness Support (CRR Project)**

#### **I. BACKGROUND**

The Philippines imposed quarantine measures in phases from March 2020 up to present to limit the spread of COVID-19. The temporary closure of schools, establishments, and offices and limited public mobility, trading and transportation has greatly impacted economic activities. The key impacts according to the Inter Agency Task Force (IATF) for the Management of Emerging Infectious Diseases Technical Working Group at the onset of the pandemic were the huge number of displaced workers, restrained movement of agricultural produce and raw materials, and millions of revenue losses in the sector of agriculture, industry (manufacturing, mining and quarrying, and construction) and services (retail trade, transportation, tourism and private education).

The Philippines is among the countries that are highly vulnerable to climate change impacts. This was underscored in the last quarter of 2020 when five consecutive strong typhoons passed through the country including Super Typhoon Goni (Rolly), the world's most powerful tropical cyclone of 2020. Goni left extensive destruction and damage in its path affecting 2.7 million people while Category-4 Typhoon Vamco (Ulysses) flooded tens of thousands of homes in Manila's low-lying areas and in the country's northern, agricultural provinces affecting 4.8 million people.

The unemployment rate peaked at 7.3 million in April 2020, then went down to around 4.6 million in July 2020. As of January 2021, the Department of Labor and Employment (DOLE) reported 420,000 Filipinos who permanently lost their jobs and 4.5 million workers affected by flexible work arrangement and temporary closures. The restored job opportunities were in water supply, sewerage, waste management and remediation; fishing and aquaculture; education; information and communication; and administrative and support services. The hardest hit industries on the other hand were the arts, entertainment and recreation, accommodation and food service, property-related work, transportation, storage, and manufacturing. The impact of typhoons made it harder for people to return to their jobs, especially farmers and agriculture workers. The National Economic and Development Authority (NEDA) projected that the pandemic could bring more Filipinos into poverty and joblessness in 2021 and people living in the capital region and mega cities will be mostly affected.

The restrained movement of agricultural produce and closure of restaurants and food chain establishments in the early part of 2020 has resulted in increased food waste, lower farm gate price of agricultural/fishery products and higher retail price of food commodities. The rapid assessment led by NEDA recorded millions of income losses from unsold produce of farmers of high value crops, rice, corn;

livestock and poultry; as well as fisheries. The disruption in the food supply chain was largely resolved by the emergency responses of the Department of Agriculture (DA) such as keeping the supply lines for food open and ensuring that farmers continue to have access to inputs and services. The more lasting concern is the reduced access of the poor to nutritious food.

Different mitigating measures were implemented by the government such as the IATF's three-pronged strategy (response, mitigation, and transition to new normal) and passage of Republic Act No. 11469, "Bayanihan to Heal as One Act" granting stand-by powers to the President to carry out the national policy of stopping the spread of COVID-19. The national and local governments have implemented policies and assistance programs catering to the individuals affected, mostly from the vulnerable sectors. DOLE has initiated a three-year national employment recovery plan that focuses on four key areas: boosting economic activities; providing low interest rates for business loans; the administration's centerpiece infrastructure plan 'Build, Build, Build'; and Balik Probinsiya program. DA allocated P31 billion under its program, Ahon Lahat, Pagkaing Sapat (ALPAS) Kontra sa COVID-19 to improve food production. The DA's new agro-industrial strategy includes inclusive sector, utilization of science-based tools, market-oriented interventions, and resilience to climate risks.

In the face of these challenges, the Philippine government is geared towards economic recovery, with relevant policies on sustainable development in place. Aligned with the Philippine Development Plan (PDP) and other national strategies on climate, a Green Climate Fund (GCF) Country Programme was developed through various stakeholders' consultations, with nine (9) priority thematic areas identified. However, there is no selection criteria or process in identifying specific projects anchored on climate-resilient recovery, for developing into project Concept Notes and for climate financing under the GCF.

In line with the above context, LANDBANK has been selected as the Delivery Partner (DP) by the Department of Finance (DOF), as National Designated Authority (NDA) of the Philippines for the GCF, for the implementation of the GCF Climate Resilient Recovery Readiness Support project (CRR Project).

## II. OBJECTIVE

The aim of the CRR Project is to develop climate-resilient recovery strategies to further catalyze paradigm shift from the effects of COVID-19 pandemic in alignment with the country's goal of realizing its climate ambitions. As approved by the GCF, the CRR Project hopes to achieve the following project outcomes:

**Outcome 2.2** GCF recipient countries have developed or enhanced strategic frameworks to address policy gaps, improve sectoral expertise, and enhance enabling environments for GCF programming

**Outcome 4.1** An increase in the number of the quality project concept notes developed and submitted

### III. POLICY AND REGULATORY

The policy and regulatory framework that has relevant links for a green and resilient COVID-19 response strategy in line with the national climate change priorities, are as follows:

- Bayanihan to Recover as One Act (RA 11494)
- Philippines' Nationally Determined Contribution (NDC)
- National Framework Strategy on Climate Change (NFSCC) 2010-2022
- National Climate Change Action Plan (NCCAP) 2011-2028
- Philippine Green Jobs Act of 2016 (RA 10771)

### IV. DURATION AND LOCATION OF SERVICES

The assigned tasks, activities, and deliverables under this **revised Term of Reference (TOR)** shall be completed within one (1) year from the date of receipt of the Notice to Proceed.

Activities for this project are to be within the Philippines only. The Consultant (Consultancy Firm), along with its representatives teams as applicable, shall make itself available during LANDBANK office hours for any meeting, consultation, presentation and other project-related activities. Services by the Consultant (Consultancy Firm) shall be rendered through either remote or face-to-face mode of engagement, depending what is determined to be most effective and efficient for a given activity.

In consideration of possible future conditions related to COVID-19 and restrictions on travel and public gatherings, forums, workshops, seminars and stakeholders' consultation engagements may need to be organized online on virtual platforms. However, where possible and conditions would allow for these said activities, face-to-face or onsite mode of delivery would be preferred.

### V. SCOPE OF WORK

The Consultant (Consultancy Firm) shall have duties and responsibilities in leading the delivery of the project outputs in line with the approved readiness proposal and in accordance with existing national policies/strategies on climate resiliency, sorted into specific tasks as follows:

	<b>Corresponding Deliverables/Output</b>	<b>Indicative Timeline</b>
<b>Task 1</b> : Preparation of Work Plan and Inception Report	Finalized Work Plan and Inception Report	Not later than <b>Month 1*</b>
<b>Task 2</b> : Facilitation in establishing Project Steering Committee (PSC) and coordination with PSC members	Official designation documentation of PSC members and identified representatives	Not later than <b>Month 2*</b>
<b>Task 3</b> : Conduct of one (1) forum/workshop at inter-agency level (as aligned with Outcome 2.2), for Development of National Strategy for Green Resilient Recovery  <b>Note:</b> 2-3 days forum/workshop envisioned, as to be determined in finalized Inception Report	<b>Output 2.2.2:</b>  National Strategy for Green Resilient Recovery developed and adopted by NDA/ country  Completion of the following outputs (as aligned with Outcome 2.2):  ▪ Report(s) of consultation workshops (forum/workshop at inter-agency level)	Not later than <b>Month 3*</b>
<b>Task 4</b> : (a) Conduct of consultation activities at level of stakeholders/beneficiaries (as aligned with Outcome 2.2)  (b) Preparation of three (3) PCNs, finalized for submission to the GCF Secretariat	Completion of the following outputs (as aligned with Outcome 2.2)  ▪ Report(s) of consultation workshops (stakeholders' consultation level)  Completion of the following outputs (as aligned with Outcome 4.1)	Not later than <b>Month 5*</b>

<p>(as aligned with Outcome 4.1)</p> <p><b>Notes:</b></p> <p>(1) A total of three (3) stakeholders' consultation activities to be conducted/ completed, corresponding to the three (3) priority thematic areas identified.</p> <p>(2) Pending confirmation from results of consultation activities (i.e. forum/ workshop at inter-agency level), priority thematic areas to be developed into PCNs are to include the following: (i) Food Security; (ii) Employment Generation and Green Jobs; and (iii) Green Recovery Projects.</p> <p>(3) Activities under this Task item are understood to already include research and fieldwork activities related to the PCNs completion.</p>	<ul style="list-style-type: none"> <li>▪ Three (3) pre-feasibility study reports, in support of final PCNs;</li> <li>▪ Three (3) PCNs, finalized for submission to the GCF Secretariat</li> </ul>	
<p><b>Task 5 :</b> (a) Conduct of follow-up/consolidation workshop (as aligned with Outcome 4.1)</p> <p>(b) Presentation/ discussion of the three (3) final draft PCNs, as commented by the GCF Secretariat</p>	<p>Completion of the following outputs (as aligned with Outcome 4.1)</p> <ul style="list-style-type: none"> <li>▪ Three (3) pre-feasibility study reports, enhanced or updated in accordance with comments from the GCF Secretariat (as</li> </ul>	<p>Response from GCF Secretariat by <b>Month 8*</b></p> <p>Completion of <b>Task 5</b> items not later than <b>Month 10*</b></p>

<p>(as aligned with Outcome 4.1)</p> <p><b>Notes:</b></p> <p>(1) A total of three (3) follow-up/consolidation workshop activities to be conducted/completed, corresponding to the three (3) commented PCNs for presentation/discussion.</p> <p>(2) Activities under this Task item are understood to already include further research and fieldwork activities which may be needed for updating/completion of the three (3) PCNs in accordance with comments from the GCF Secretariat.</p>	<p>applicable)</p> <ul style="list-style-type: none"> <li>▪ Three (3) PCNs, updated and finalized in accordance with comments from the GCF Secretariat</li> <li>▪ Validation workshop report to finalize PCNs</li> </ul>	
<p><b>Task 6</b> : Assistance in completion of various reports (of administrative nature) and other documentation related to CRR Project implementation</p>	<p>Output documentation under this task item may include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>▪ Call Reports and/or minutes of meeting;</li> <li>▪ Project Status/Progress Reports;</li> <li>▪ Press release drafts;</li> <li>▪ Photo-documentation, among others</li> </ul>	<p>Completion of <b>Task 6</b> items in accordance with prescribed deadlines within duration of CRR Project</p>

\* reckoned from issuance of NTP

## VI. COSTING CONSIDERATIONS, AND PAYMENT

Lump sum proposals submitted in reference to this **revised TOR** shall include, but not be limited to, the following: remuneration of team members of Consultant (Consultancy Firm); forums/workshops/ seminars/consultation activities (inclusive of cost of venues, and activity-related meals/refreshments and materials); office-related expenses (e.g. report preparation, reproduction, and transmission) and administrative support; and other related expenses, including travel and applicable per diem allowances to counterpart staff.

The Contract will be lump sum in nature. Payments will be in installments for every identified major outputs per Task item fully accepted by LANDBANK (with clearance and/or no-objection from DOF as NDA). The following Payment Schedule may be followed as basis for Invoicing by the Consultant (Consultancy Firm):

Task Item	Major Outputs	Activity Preceding Payment	% Payment
---	Issuance of NTP to Consultant (Consultancy Firm) by LANDBANK	Signing of contract between LANDBANK and Consultant (Consultancy Firm)	10% of contract amount
Task 1 and Task 2	<ol style="list-style-type: none"> <li>Finalized Work Plan and Inception Report</li> <li>Official designation documentation of PSC members and identified representatives</li> </ol>	<ol style="list-style-type: none"> <li>Acceptance/approval of Work Plan and Inception Report</li> <li>Establishment of PSC</li> </ol>	20% of contract amount
Task 3	<ol style="list-style-type: none"> <li>Forum/workshop at inter-agency level, for Development of National Strategy for Green Resilient Recovery</li> <li>Report(s) of consultation workshops (forum/workshop at inter-agency level)</li> </ol>	<ol style="list-style-type: none"> <li>Completion of Forum/workshop at inter-agency level</li> <li>National Strategy for Green Resilient Recovery developed and adopted by NDA/country</li> <li>Acceptance/approval of Report(s) of consultation workshops (forum/workshop at inter-agency level)</li> </ol>	30% of contract amount
Task 4	<ol style="list-style-type: none"> <li>Three (3) consultation activities at level of stakeholders/beneficiaries</li> </ol>	<ol style="list-style-type: none"> <li>Completion of three (3) consultation activities at level of stakeholders/beneficiaries</li> </ol>	20% of contract amount



	<p>2. Report(s) of consultation workshops (stakeholders' consultation level)</p> <p>3. Three (3) pre-feasibility study reports, in support of final PCNs</p> <p>4. Three (3) PCNs, finalized for submission to the GCF Secretariat</p>	<p>2. Acceptance/approval of Report(s) of consultation workshops (stakeholders' consultation level)</p> <p>3. Acceptance/approval of the three (3) pre-feasibility study reports, in support of the finalized PCNs</p> <p>4. Acceptance/approval of the three (3) PCNs, finalized for submission to the GCF Secretariat</p> <p>5. Submission of the three (3) PCNs to the GCF Secretariat</p>	
Task 5 and Task 6	<p>1. Three (3) follow-up/consolidation workshop activities, corresponding to the three (3) commented PCNs for presentation/discussion</p> <p>2. Three (3) pre-feasibility study reports, enhanced or updated in accordance with comments from the GCF Secretariat (as applicable)</p> <p>3. Three (3) PCNs, updated and finalized in accordance with comments from the GCF Secretariat</p> <p>4. Validation workshop report to finalize PCNs</p> <p>5. Various reports (of administrative nature) and other documentation related to CRR Project implementation</p>	<p>1. Acceptance/approval of three (3) PCNs, updated and finalized in accordance with comments from the GCF Secretariat</p> <p>2. Acceptance/approval of Validation workshop report to finalize PCNs</p> <p>3. Turn-over by Consultant (Consultancy Firm) of related documentation, as detailed under <b>Task 6</b></p>	20% of contract amount

Payments disbursed shall be subject to applicable taxes.

## VII. IMPLEMENTATION ARRANGEMENTS

The Consultant (Consultancy Firm) Contract will be administered by LANDBANK. As the **revised TOR** is output-based, the Consultant (Consultancy Firm) will be paid upon the completion of deliverables to the satisfaction of LANDBANK, in accordance with the Contract and as detailed on the Contract payment schedule agreed between the parties. LANDBANK will closely coordinate with the respective government agencies in relation to the acceptance and/or approval of deliverables.

The Consultant (Consultancy Firm) will mobilize promptly after signing the Contract Agreement, and will compile, prepare and submit all required reports according to the delivery milestones agreed in the Contract.

In view of implementation challenges expected to be encountered (including, but not limited to, COVID-19 threats, inter-agency processing/clearance/approval considerations, and other uncertainties), the commencement and completion dates and other implementation arrangements as noted in this **revised TOR** are to be considered as indicative. The final dates and implementation arrangements will be agreed with the first-ranked Consultant (Consultancy Firm) at contract negotiations, taking into consideration various implementation challenges that can be identified and discussed.

## VIII. CONSULTANT'S QUALIFICATIONS, EXPERIENCE, AND EXPERTISE

In line with the stated objective for the CRR Project, and its desired outcomes (as detailed in Outcome 2.2 and Outcome 4.1 in this **revised TOR**), the Consultant (Consultancy Firm) shall have the following relevant qualifications:

- (1) Demonstrable capability of organizing and facilitating discussion events (e.g. forums, workshops, seminars, focused group discussions, stakeholders' consultations, and the like) involving various participant groups (government agencies; non-government organizations; civil society organizations; and/or private/public interest groups); with the ability to effectively facilitate expression and consolidation of idea inputs from participants to reach desired outcomes of a given discussion event.
- (2) Demonstrable capability and experience in preparing technical project proposals for consideration by local/international/multilateral funding entities; with expertise to cover multiple dimensions such as technical, economic, financial, and regulatory aspects. Experience and/or familiarity in preparation of project Concept Notes for the GCF will be considered an advantage, but is not a requirement.

The Consultant (Consultancy Firm) shall designate one of its experts as the Team Leader for the implementation of the project, suitably justifying the competencies of the individual that support his/her selection for this role. The Team Leader may be a standalone position, or the Consultant (Consultancy

Firm) may designate one of its other experts also in the role of Team Leader, at its discretion. If a single individual is proposed, he/she shall be required to meet the qualification and experience requirements of both roles.

English language skills are essential for all positions. Fluency or familiarity of one or more team members in any of the major Philippine languages/dialects will be considered an advantage.

The Consultant (Consultancy Firm) shall include in its submission the Key Positions/Technical, Sectoral Experts detailed in **Appendix 1**. Each expert shall meet the qualification and experience requirements of the CRR Project.

## IX. EVALUATION OF BID PROPOSALS

Evaluation for Consulting Services to be provided by participating Consultant (Consultancy Firm) in this procurement process will be through Quality-Cost Based Evaluation (QCBE) procedure.

Participating bids will initially be evaluated using Eligibility/Shortlisting requirements, as indicated in **Appendix 2**. Only participating bids able to comply with aforementioned requirements will be considered in the further evaluation of Technical Proposals and Financial Proposals submitted, following QCBE procedure, as prescribed in LANDBANK Procurement Manual (November 2020).

Evaluation criteria and guidelines to be followed for Technical Proposals and Financial Proposals submitted are indicated in **Appendix 3** and **Appendix 4**.

The corresponding weights to be applied for each type of aforementioned proposals are as follows:

<b>Technical Proposal</b>	-	75%
<b>Financial Proposal</b>	-	25%
		100%

Final selection will be in accordance to prescribed methods as stated in the LANDBANK Procurement Manual (November 2020).

**Appendix 5** is provided as reference guide/template for requirements for Shortlisting; **Appendix 6** is provided as reference guide/template for requirements for Technical Evaluation.

## X. PRE-TERMINATION/TERMINATION OF CONTRACT

1. Pre-termination/Termination of Contract shall be governed by the Guidelines on Termination of Contracts per Annex "I" of the 2016 Revised Implementing Rules and Regulations.

- 2. In addition to the grounds under the said Guidelines for Contract Termination, the following are also grounds for pre-termination/termination:**
  - a. Failure by the service provider to perform its obligation thereon;**
  - b. Unsatisfactory Performance by the service provider within the contract duration.**

## **APPENDIX 1**

### **Minimum Qualifications and Experience of Technical, Sectoral Experts**

Where the Consultant (Consultancy Firm) is proposing team members with the job profiles below, they shall be expected to meet the minimum qualifications and experience shown. The tasks and outputs for each expert and specialist are for indicative purposes only. Notwithstanding the elaboration of information in this Appendix, the Consultant (Consultancy Firm) shall be free to propose the team of experts it believes will deliver the outputs detailed above in Section 5 of this **revised TOR**, meeting the parameters of quality, cost and time stated in this request for proposal.

This Appendix includes key positions required for the CRR Project. The Consultant (Consultancy Firm), at its option, may combine key positions into one job profile and position, with the proper justification. However, the Sectoral Expert on each of the three priority thematic areas, as stated below, is preferred to be a standalone position.

- 1. Team Leader.** The Team Leader shall have expertise in a relevant field (agriculture, energy, public policy, urban planning, economics, finance or engineering); and ideally should have a minimum of seven (7) years of work experience in project management and technical project proposal development. The Team Leader shall have a broad understanding of the technical, economic, financing, and regulatory issues related to the priority thematic areas (food security; employment and green jobs; green recovery projects) for development into project Concept Notes (PCNs). The Team Leader will lead the team of technical, sectoral experts that will carry out the project development activities of the CRR Project, ensuring the quality and timely submission of deliverables.
- 2. Sectoral Expert on Food Security.** The Sectoral Expert will lead the development of PCN on Food Security. The Expert shall have expertise in a relevant field (agriculture, public policy, urban planning, economics, finance or engineering), and a minimum of five (5) years of work experience in project management and technical project proposal development. Experience in developing/managing/implementing project(s) on the topic(s)/field(s) of Climate-Smart Agriculture or Agricultural Supply Chains, is considered an advantage.
- 3. Sectoral Expert on Employment Generation and Green Jobs.** The Sectoral Expert will lead the development of PCN on Employment Generation and Green Jobs. The Expert shall have expertise in a relevant field (public policy, urban planning, economics, or engineering), and a minimum of five (5) years of work experience in project management and technical project proposal development. Experience in developing/managing/implementing project(s) on the topic(s)/field(s) of Greer Jobs Advocacy or Green Jobs Policy, is considered an advantage.
- 4. Sectoral Expert on Green Recovery Projects.** The Sectoral Expert will lead the development of PCN on Green Recovery Projects. The Expert shall have expertise in a relevant field (energy, public policy, urban planning, economics,

finance or engineering), and a minimum of five (5) years of work experience in project management and technical project proposal development. Experience in developing/managing/implementing project(s) on the topic/field of Circular Economy is considered an advantage.

5. **Climate Change Specialist.** The Specialist shall have expertise in a relevant field (agriculture, energy, public policy, urban planning, economics, finance or engineering), and a minimum of five (5) years of work experience in project management and technical project proposal development. The Specialist will provide technical support and inputs on climate-related aspects required for development/completion of the three (3) PCNs for the CRR Project.
6. **Climate Finance Expert.** The Expert shall have expertise in a relevant field (urban planning, economics, finance or engineering), and a minimum of five (5) years of work experience in project management and technical project proposal development. The Expert will provide technical support and inputs on climate finance aspects required for development/completion of the three (3) PCNs for the CRR Project.
7. **Economist.** The Specialist shall have expertise in a relevant field (economics or finance), and a minimum of five (5) years of work experience in project management and technical project proposal development. The Specialist will provide technical support and inputs on economic feasibility aspects required for development/completion of the three (3) PCNs for the CRR Project.
8. **Policy and Institutional Expert.** The Expert shall have expertise in a relevant field (urban planning, economics, or finance), and a minimum of five (5) years of work experience in project management and technical project proposal development. The Expert will provide technical support and inputs on policy-related aspects or institutional arrangement concerns required for development/completion of the three (3) PCNs for the CRR Project.
9. **Planning and Monitoring Expert.** The Expert shall have expertise in a relevant field (urban planning, economics, finance or engineering), and a minimum of five (5) years of work experience in project management and technical project proposal development. The Expert will provide technical support and inputs on monitoring and evaluation (M&E) aspects required for development/completion of the three (3) PCNs for the CRR Project. The Expert is also expected to have knowledge and capability in applying Logical Framework and/or Integrated Results Management Framework (IRMF) in developing the PCNs for the CRR Project.
10. **Environmental Expert.** The Expert shall have expertise in a relevant field (agriculture, energy, environmental management, or engineering), and a minimum of five (5) years of work experience in project management and technical project proposal development. The Expert will provide technical support and inputs on environmental evaluation aspects or environmental safeguards concerns required for development/completion of the three (3) PCNs for the CRR Project.

11. **Social and Gender Expert.** The Expert shall have expertise in a relevant field (social science, gender studies, gender and development), and a minimum of five (5) years of work experience in project management and technical project proposal development. The Expert will provide technical support and inputs on gender and development aspects or social safeguards concerns required for development/completion of the three (3) PCNs for the CRR Project.

## **APPENDIX 2**

### **Eligibility and Shortlisting Requirements**

The following requirements will be applied for shortlisting of **Consultant (Consulting Firm)** bid proposals for the CRR Project:

**Shortlisting Criteria** – Hurdle rate to be met is 70%

<b>ITEMS</b>	<b>WEIGHT</b>	<b>SCORE</b>	<b>SUPPORTING DOCUMENT(S)</b>						
<p>Firm/Organization with at least three (3) years of experience as a Consulting Firm handling overseas development assistance (ODA)-related programs and/or projects</p> <table border="1"> <tr> <td colspan="2">Years of prescribed experience as Consulting Firm</td> </tr> <tr> <td>More than three (3) years</td> <td>50%</td> </tr> <tr> <td>Three (3) years only</td> <td>25%</td> </tr> </table>	Years of prescribed experience as Consulting Firm		More than three (3) years	50%	Three (3) years only	25%	<b>50%</b>		<p>Firm Credentials/Information – please refer to <b>Appendix 5</b>.</p> <p>Bid Participant may provide online link to <i>firm/company website</i>, if available.</p>
Years of prescribed experience as Consulting Firm									
More than three (3) years	50%								
Three (3) years only	25%								
<p>Firm/Organization able to present evidence of having managed and/or developed the following number of ODA-related programs/projects:</p> <p><b>25% for every long-term program/project presented</b></p> <p><b>12.5% for every short-term program/project presented</b></p> <p><b><u>Maximum of 50% to be given for this criteria item.</u></b></p> <p><b>Notes:</b></p> <p>(i) short-term program/project - less than one (1) year timeline to complete</p> <p>(ii) long-term program/project - one (1) year or more timeline to complete</p>	<b>50%</b>		<p>Experience on ODA-related Project proposals – please refer to <b>Appendix 5</b></p> <p>Executive Summary(ies) and/or Online Link(s) of Project Proposal(s)</p>						
<b>TOTAL</b>	<b>100%</b>								



**APPENDIX 3**

**Evaluation Criteria - TECHNICAL**

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**TECHNICAL Evaluation Form**

**Project Name:** Climate Resilient Recovery Readiness Support (CRR Project) in the Philippines

**Evaluation Criteria**

1. Hurdle rate to be met is = 75%;
2. Team Leader (see Criteria 3.1.1, below) must have a Sub-Score of at least 7%.

**Name of Evaluator:**  
**Date Evaluated:**

Criteria	Maximum Score	Sub-score	Points Awarded by Evaluator			
			Bid Proposal 1	Bid Proposal 2	Bid Proposal 3	Bid Proposal 4
1	30%					
1.1	Proven track record, capacity, and experience in preparing projects in the country, region, and sector outlined in the <b>revised TOR</b> and/or underlying Project Concept Note.					
1.1.1	Considerations: Demonstrated facility/capability in preparation of overseas development	24%				

<p>assistance (ODA)-related proposals; advantageous if proposals prepared/completed are intended for submission to/approval by the Green Climate Fund (GCF).</p> <p>Be guided by the following:</p> <table border="1" data-bbox="566 1232 758 1780"> <thead> <tr> <th></th> <th>Within the past 1-10 years</th> <th>More than 10 years ago</th> </tr> </thead> <tbody> <tr> <td>Short Term (≤1 year)</td> <td>1.00 pt.</td> <td>0.75 pt.</td> </tr> <tr> <td>Long Term (&gt;1 year)</td> <td>2.00 pts</td> <td>1.50 pts</td> </tr> </tbody> </table> <p>Sub-score points for Criteria 1.1.1 is obtained from total of points given per project proposal presented for consideration under this Criteria.</p> <p>To calculate equivalent Sub-score Percentage, the following formula will be used:</p> $\frac{\text{Sub-score Points obtained}}{\text{HIGHEST Sub-score Points among Participating Bidders}} \times 100 \times 0.24$ <p><b>Note:</b> With 2% bonus percentage for any project proposal shown to have been submitted to or approved by the Green Climate Fund (GCF).</p>		Within the past 1-10 years	More than 10 years ago	Short Term (≤1 year)	1.00 pt.	0.75 pt.	Long Term (>1 year)	2.00 pts	1.50 pts					
	Within the past 1-10 years	More than 10 years ago												
Short Term (≤1 year)	1.00 pt.	0.75 pt.												
Long Term (>1 year)	2.00 pts	1.50 pts												

1.1.2	<p>Considerations:                  Experience and/or expertise in preparing proposals and/or pre-feasibility studies aligned with the following project thematic areas: (i) Food Security; (ii) Employment Generation; Green Jobs; and (iii) Green Recovery (i.e. related to circular economy)</p> <p>Be guided by the following:</p> <p><b>A. Food Security (maximum of 2 points)</b></p> <table border="1" data-bbox="710 1232 901 1769"> <thead> <tr> <th></th> <th>Within the past 1-10 years</th> <th>More than 10 years ago</th> </tr> </thead> <tbody> <tr> <td>Short Term (≤1 year)</td> <td>1.00 pt.</td> <td>0.75 pt.</td> </tr> <tr> <td>Long Term (&gt;1 year)</td> <td>2.00 pts</td> <td>1.50 pts</td> </tr> </tbody> </table> <p><b>B. Employment Generation and Green Jobs (maximum of 2 points)</b></p> <table border="1" data-bbox="1013 1232 1204 1769"> <thead> <tr> <th></th> <th>Within the past 1-10 years</th> <th>More than 10 years ago</th> </tr> </thead> <tbody> <tr> <td>Short Term (≤1 year)</td> <td>1.00 pt.</td> <td>0.75 pt.</td> </tr> <tr> <td>Long Term (&gt;1 year)</td> <td>2.00 pts</td> <td>1.50 pts</td> </tr> </tbody> </table>		Within the past 1-10 years	More than 10 years ago	Short Term (≤1 year)	1.00 pt.	0.75 pt.	Long Term (>1 year)	2.00 pts	1.50 pts		Within the past 1-10 years	More than 10 years ago	Short Term (≤1 year)	1.00 pt.	0.75 pt.	Long Term (>1 year)	2.00 pts	1.50 pts		6%				
	Within the past 1-10 years	More than 10 years ago																							
Short Term (≤1 year)	1.00 pt.	0.75 pt.																							
Long Term (>1 year)	2.00 pts	1.50 pts																							
	Within the past 1-10 years	More than 10 years ago																							
Short Term (≤1 year)	1.00 pt.	0.75 pt.																							
Long Term (>1 year)	2.00 pts	1.50 pts																							

	<p><b>C. Green Recovery (maximum of 2 points)</b></p> <table border="1" data-bbox="400 1238 596 1776"> <thead> <tr> <th></th> <th>Within the past 1-10 years</th> <th>More than 10 years ago</th> </tr> </thead> <tbody> <tr> <td>Short Term (≤1 year)</td> <td>1.00 pt.</td> <td>0.75 pt.</td> </tr> <tr> <td>Long Term (&gt;1 year)</td> <td>2.00 pts</td> <td>1.50 pts</td> </tr> </tbody> </table> <p>Sub-score for Criteria 1.1.2 is obtained from total of points given for (A), (B) and (C), as applicable. The total points gathered will be the equivalent Sub-score Percentage Score for this criteria (i.e. 5 pts. is equivalent to 5%).</p> <p>Maximum limits as described above will apply.</p>		Within the past 1-10 years	More than 10 years ago	Short Term (≤1 year)	1.00 pt.	0.75 pt.	Long Term (>1 year)	2.00 pts	1.50 pts						
	Within the past 1-10 years	More than 10 years ago														
Short Term (≤1 year)	1.00 pt.	0.75 pt.														
Long Term (>1 year)	2.00 pts	1.50 pts														
<b>2</b>	<b>Technical Approach and Methodology</b>	<b>30%</b>														
2.1	<p>The approach and methodology suggested demonstrate logical and realistic planning and organization of activities to maximize the efficiency and effectiveness of service to be provided.</p> <p><b>Note(s):</b> Activities should include: (i) Coordination with relevant agencies for facilitating establishment of Project Steering Committee; and (ii) conduct of</p>		10%													

	one (1) forum/workshop at inter-agency level; (iii) conduct of a total of three (3) stakeholders' consultation activities and a total of three (3) follow-up/consolidation workshop activities.								
2.2	The technical proposal and work plan are well defined, detailed, relevant, and correspond to the <b>revised TOR</b> of this assignment in a concise and clear manner.			10%					
2.3	The approach proposed ensures sufficient and efficient communication with the Delivery Partner (i.e. LANDBANK) of this assignment for feedback and revision.			10%					
<b>3</b>	<b>Team and Personnel Capacity</b>					<b>40%</b>			
3.1	Lead Expert/Team Leader								
3.1.1	Strong technical experience and expertise of the Team Leader in the project region/country and sector.  Considerations: Highest level of educational attainment; Trainings/Seminars attended (as Participant; or as Trainor/Speaker); Years of Experience as Team Leader  <b>Note:</b> Please refer to the <b>revised TOR</b> for stated qualifications of a Team Leader.			10%					



	<p>(C), as applicable. The total points gathered will be the equivalent Sub-score Percentage Score for this criteria (i.e. 5 pts. is equivalent to 5%).</p> <p>Maximum limits as described above will apply.</p> <p><i>*Team Leader fielded with less than seven (7) years of experience will lead to Technical Proposal not being qualified for review of Financial Proposal.</i></p>						
3.2	Project Team						
3.2.1	<p>The proposed team is appropriately composed. Expertise and experience of the experts proposed in providing the required deliverables is fully validated for the given objective, scope, nature, and expected outcome of the assignment. The team structure/ organization chart provided clearly demonstrates strategy and scheme to produce required deliverables most efficiently.</p> <p><b>Note:</b>                  Please refer to the <u>revised TOR</u> for stated qualifications of various Team Members.</p> <p>Considerations: highest level of educational attainment; Trainings/ Seminars attended (as Participant; or as Trainor/Speaker); Years of Experience</p>	30%					





<table border="1"> <tr> <td>exceeding 11 years</td> <td></td> </tr> <tr> <td>More than 5 years but not exceeding 8 years</td> <td>2.25</td> </tr> <tr> <td>5 years**</td> <td>2.00</td> </tr> </table>	exceeding 11 years		More than 5 years but not exceeding 8 years	2.25	5 years**	2.00																																																																																																																																																																																																																																																																																																																																																																																																																																																					
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**Further Considerations:**

Technical proposals that:

1. Garner a score below 75%; OR
2. Have a Team Leader (see Criteria 3.1.1) with a Sub-score of less than 7%

will **NOT** be considered qualified for the review of the financial proposal.

**APPENDIX 4**

**Criteria for BID EVALUATION**

**Bid Evaluation Procedure:** Quality-Cost Based Evaluation/Selection

**Criteria and Rating System:**

CRITERIA	WEIGHT	RAW SCORE	SCORE	NOTES						
	a	b	ab							
<p><b>Technical Criteria</b></p> <p>(Overall Capacity Aligned with the Firm's Expertise; Technical Approach and Methodology; and Team and Personnel Capacity)</p>	<b>75%</b>									
<p><b>Financial Criteria</b></p> <p>The proposed bid price of the participating bidder:</p> <table border="1" data-bbox="256 1025 659 1137"> <thead> <tr> <th>Condition</th> <th>Raw Score</th> </tr> </thead> <tbody> <tr> <td>Lcwest Bid</td> <td>25%</td> </tr> <tr> <td>Other Bids</td> <td>SF</td> </tr> </tbody> </table> <p>SF = <math>0.25 \times (FI/F)</math></p> <p>Where:</p> <p>SF - score of bid under consideration</p> <p>FI - price of lowest bid</p> <p>F - price of bid under consideration</p>	Condition	Raw Score	Lcwest Bid	25%	Other Bids	SF	<b>25%</b>			
Condition	Raw Score									
Lcwest Bid	25%									
Other Bids	SF									
<b>TOTAL</b>	<b>100%</b>									

**APPENDIX 5**

**FIRM CREDENTIALS/INFORMATION**

**A. Firm/Management Information**

Name of Firm/Organization	
Year established	
Country of Registration	
Type of Organization (Sole Proprietorship; Partnership; Corporation)	

**B. Address**

Philippine Head Office	
Contact Telephone Number(s)	
Fax Number	
Web Address (if available)	
Email Address	

**EXPERIENCE ON ODA-RELATED PROJECT PROPOSALS**

No.	Title of ODA-related PROJECT PROPOSAL presented	Timeline for Implementation/ Completion of PROJECT PROPOSAL presented (in months or years)	Did Firm/Organization have involvement/preparation of PROJECT PROPOSAL presented?	Did Firm/Organization have involvement in management/implementation of PROJECT PROPOSAL presented?
1			YES / NO	YES / NO
2			YES / NO	YES / NO
3			YES / NO	YES / NO

**Notes:**

1. Please provide Executive Summary(ies) and/or Online Link(s) of Project Proposal(s), as supporting documents/attachments.
2. The contracts declared in this list should match with those indicated in the accomplished Statement of All Ongoing and Completed Government and Private Contracts, Including Contracts Awarded But Not Yet Started (Form No. 1 of the Philippine Bidding Documents). Please remove this note in the final document that will be submitted to LANDBANK.

**APPENDIX 6**  
**TECHNICAL EVALUATION**

**A. Criteria 1 - Overall Capacity Aligned with the Firm's Expertise**

**For: Criteria 1.1.1**

No.	Title of ODA-related PROJECT PROPOSAL prepared/completed	Timeline for Implementation/ Completion of PROJECT PROPOSAL (in months or years)	Submitted to / Approved by Green Climate Fund (GCF)?	Remarks
1			YES / NO	
2			YES / NO	
3			YES / NO	

**Note:** Please provide Executive Summary(ies) and/or Online Link(s) of Project Proposal(s), as supporting documents/attachments.

**For: Criteria 1.1.2**

No.	Title of ODA-related PROJECT PROPOSAL or FEASIBILITY STUDY prepared/completed Thematic Area: FOOD SECURITY	Timeline for Implementation/ Completion of PROJECT PROPOSAL (in months or years)	Remarks
1			
2			



Trainings, Seminars Attended/Conducted	Title of Training, Seminar / Date/Year Attended	Attended As...	Remarks
1		Participant OR Trainor/Speaker	
2		Participant OR Trainor/Speaker	
3		Participant OR Trainor/Speaker	
<b>Projects, Project Proposals, Feasibility Studies handled/supervised as TEAM LEADER</b>			
	ODA-related PROJECT, PROJECT PROPOSAL, FEASIBILITY STUDY prepared/completed	Period of Involvement as TEAM LEADER (Month YYYY – Month YYYY)	Remarks
1			
2			

**For: Criteria 3.2.1**

**Name of Designated SECTORAL EXPERT ON FOOD SECURITY:**

Level of Educational Attainment	Course Completed	Year Completed / Name of Institution	Remarks
Undergraduate /Bachelor's Degree			
Graduate / Master's Degree			
Postgraduate / Doctorate			
Other Licenses, Certifications			
<b>Trainings, Seminars Attended/Conducted</b>			
	Title of Training, Seminar / Date/Year Attended	Attended As...	Remarks
1		Participant OR Trainor/Speaker	



2			Participant OR Trainer/Speaker	
3			Participant OR Trainer/Speaker	
<b>Projects, Project Proposals, Feasibility Studies involved as SECTORAL EXPERT ON FOOD SECURITY</b>				
	<b>ODA-related PROJECT, PROJECT PROPOSAL, FEASIBILITY STUDY prepared/completed</b>	<b>Period of Involvement as SECTORAL EXPERT ON FOOD SECURITY (Month YYYY – Month YYYY)</b>		<b>Remarks</b>
1				
2				

**For: Criteria 3.2.1**

**Name of Designated SECTORAL EXPERT ON EMPLOYMENT GENERATION AND GREEN JOBS:**

<b>Level of Educational Attainment</b>	<b>Course Completed</b>	<b>Year Completed / Name of Institution</b>	<b>Remarks</b>
Undergraduate /Bachelor's Degree			
Graduate / Master's Degree			
Postgraduate / Doctorate			
Other Licenses, Certifications			

<b>Trainings, Seminars Attended/Conducted</b>	<b>Title of Training, Seminar/ Date/Year Attended</b>	<b>Attended As...</b>	<b>Remarks</b>
1		Participant OR Trainer/Speaker	
2		Participant OR Trainer/Speaker	
3		Participant OR Trainer/Speaker	

Projects, Project Proposals, Feasibility Studies Involved as SECTORAL EXPERT ON EMPLOYMENT GENERATION AND GREEN JOBS		
ODA-related PROJECT, PROJECT PROPOSAL, FEASIBILITY STUDY prepared/completed	Period of Involvement as SECTORAL EXPERT ON EMPLOYMENT GENERATION AND GREEN JOBS (Month YYYY – Month YYYY)	Remarks
1		
2		

**For: Criteria 3.2.1**

**Name of Designated SECTORAL EXPERT ON GREEN RECOVERY PROJECTS:**

Level of Educational Attainment	Course Completed	Year Completed / Name of Institution	Remarks
Undergraduate /Bachelor's Degree			
Graduate / Master's Degree			
Postgraduate / Doctorate			
Other Licenses, Certifications			

Trainings, Seminars Attended/Conducted	Title of Training, Seminar / Date/Year Attended	Attended As...	Remarks
1		Participant OR Trainor/Speaker	
2		Participant OR Trainor/Speaker	
3		Participant OR Trainor/Speaker	

Projects, Project Proposals, Feasibility Studies involved as <b>SECTORAL EXPERT ON GREEN RECOVERY PROJECTS</b>			
	ODA-related PROJECT, PROJECT PROPOSAL, FEASIBILITY STUDY prepared/completed	Period of Involvement as SECTORAL EXPERT ON GREEN RECOVERY PROJECTS (Month YYYY – Month YYYY)	Remarks
1			
2			

**For: Criteria 3.2.1**

**Name of Designated CLIMATE CHANGE SPECIALIST:**

Level of Educational Attainment	Course Completed	Year Completed / Name of Institution	Remarks
Undergraduate /Bachelor's Degree			
Graduate / Master's Degree			
Postgraduate / Doctorate			
Other Licenses, Certifications			

Trainings, Seminars Attended/Conducted	Title of Training, Seminar / Date/Year Attended	Attended As...	Remarks
1		Participant OR Trainor/Speaker	
2		Participant OR Trainor/Speaker	
3		Participant OR Trainor/Speaker	

Projects, Project Proposals, Feasibility Studies involved as CLIMATE CHANGE SPECIALIST		
ODA-related PROJECT, PROJECT PROPOSAL, FEASIBILITY STUDY prepared/completed	Period of involvement as CLIMATE CHANGE SPECIALIST (Month YYYY – Month YYYY)	Remarks
1		
2		

**For: Criteria 3.2.1**

**Name of Designated CLIMATE FINANCE EXPERT:**

Level of Educational Attainment	Course Completed	Year Completed / Name of Institution	Remarks
Undergraduate /Bachelor's Degree			
Graduate / Master's Degree			
Postgraduate / Doctorate			
Other Licenses, Certifications			

Trainings, Seminars Attended/Conducted	Title of Training, Seminar / Date/Year Attended	Attended As...	Remarks
1		Participant OR Trainor/Speaker	
2		Participant OR Trainor/Speaker	
3		Participant OR Trainor/Speaker	

Projects, Project Proposals, Feasibility Studies involved as CLIMATE FINANCE EXPERT		
ODA-related PROJECT, PROJECT PROPOSAL, FEASIBILITY STUDY prepared/completed	Period of Involvement as CLIMATE FINANCE EXPERT (Month YYYY – Month YYYY)	Remarks
1		
2		

**For: Criteria 3.2.1**

**Name of Designated ECONOMIST:**

Level of Educational Attainment	Course Completed	Year Completed / Name of Institution	Remarks
Undergraduate /Bachelor's Degree			
Graduate / Master's Degree			
Postgraduate / Doctorate			
Other Licenses, Certifications			

Trainings, Seminars Attended/Conducted	Title of Training, Seminar / Date/Year Attended	Attended As...	Remarks
1		Participant OR Trainor/Speaker	
2		Participant OR Trainor/Speaker	
3		Participant OR Trainor/Speaker	

Projects, Project Proposals, Feasibility Studies involved as ECONOMIST		
ODA-related PROJECT, PROJECT PROPOSAL, FEASIBILITY STUDY prepared/completed	Period of Involvement as ECONOMIST (Month YYYY – Month YYYY)	Remarks
1		
2		
3		

**For: Criteria 3.2.1**

**Name of Designated POLICY AND INSTITUTIONAL EXPERT:**

Level of Educational Attainment	Course Completed	Year Completed / Name of Institution	Remarks
Undergraduate /Bachelor's Degree			
Graduate / Master's Degree			
Postgraduate / Doctorate			
Other Licenses, Certifications			
<hr/>			
Trainings, Seminars Attended/Conducted	Title of Training, Seminar / Date/Year Attended	Attended As...	Remarks
1		Participant OR Trainor/Speaker	
2		Participant OR Trainor/Speaker	
3		Participant OR Trainor/Speaker	
<hr/>			

Projects, Project Proposals, Feasibility Studies involved as POLICY AND INSTITUTIONAL EXPERT		
ODA-related PROJECT, PROJECT PROPOSAL, FEASIBILITY STUDY prepared/completed	Period of Involvement as POLICY AND INSTITUTIONAL EXPERT (Month YYYY – Month YYYY)	Remarks
1		
2		

**For: Criteria 3.2.1**

**Name of Designated PLANNING AND MONITORING EXPERT:**

Level of Educational Attainment	Course Completed	Year Completed / Name of Institution	Remarks
Undergraduate /Bachelor's Degree			
Graduate / Master's Degree			
Postgraduate / Doctorate			
Other Licenses, Certifications			
<b>Trainings, Seminars Attended/Conducted</b>			
Trainings, Seminars Attended/Conducted	Title of Training, Seminar / Date/Year Attended	Attended As...	Remarks
1		Participant OR Trainor/Speaker	
2		Participant OR Trainor/Speaker	
3		Participant OR Trainor/Speaker	

Projects, Project Proposals, Feasibility Studies involved as <b>PLANNING AND MONITORING EXPERT</b>			
	ODA-related <b>PROJECT, PROJECT PROPOSAL, FEASIBILITY STUDY</b> prepared/completed	Period of Involvement as <b>PLANNING AND MONITORING EXPERT</b> (Month YYYY – Month YYYY)	Remarks
1			
2			

**For: Criteria 3.2.1**

**Name of Designated ENVIRONMENTAL EXPERT:**

	Level of Educational Attainment	Course Completed	Year Completed / Name of Institution	Remarks
	Undergraduate /Bachelor's Degree			
	Graduate / Master's Degree			
	Postgraduate / Doctorate			
	Other Licenses, Certifications			
	Trainings, Seminars Attended/Conducted	Title of Training, Seminar / Date/Year Attended	Attended As...	Remarks
1			Participant OR Trainor/Speaker	
2			Participant OR Trainor/Speaker	
3			Participant OR Trainor/Speaker	



Projects, Project Proposals, Feasibility Studies involved as ENVIRONMENTAL EXPERT		Period of Involvement as ENVIRONMENTAL EXPERT (Month YYYY – Month YYYY)	Remarks
1	ODA-related PROJECT, PROJECT PROPOSAL, FEASIBILITY STUDY prepared/completed		
2			

**For: Criteria 3.2.1**

**Name of Designated SOCIAL AND GENDER EXPERT:**

Level of Educational Attainment	Course Completed	Year Completed / Name of Institution	Remarks
Undergraduate /Bachelor's Degree			
Graduate / Master's Degree			
Postgraduate / Doctorate			
Other Licenses, Certifications			

Trainings, Seminars Attended/Conducted	Title of Training, Seminar / Date/Year Attended	Attended As...	Remarks
1		Participant OR Trainor/Speaker	
2		Participant OR Trainor/Speaker	
3		Participant OR Trainor/Speaker	

Projects, Project Proposals, Feasibility Studies involved as SOCIAL AND GENDER EXPERT			
	ODA-related PROJECT, PROJECT PROPOSAL, FEASIBILITY STUDY prepared/completed	Period of Involvement as SOCIAL AND GENDER EXPERT (Month YYYY – Month YYYY)	Remarks
1			
2			

**Notes:**

1. **Level of Educational Attainment** – Please provide copy of Curriculum Vitae (CV); as well as copy(ies) diplomas, licenses, and/or certificates of completion (as may be applicable), as supporting documents/attachments.
2. **Trainings, Seminars Attended/Conducted** – Please provide: description of trainings/seminars (including date conducted; and organizing entity); and description of topic assigned to trainor role (as applicable), as supporting documents/attachments.
3. **Period of Involvement in Designated Role/Key Position** – Please include relevant details in copy of CV provided.
4. Please provide Executive Summary(ies) and/or Online Link(s) of Project Proposal(s), Feasibility Studies as supporting documents/attachments.

**APPENDIX 7**

**THIRD-PARTY SERVICE PROVIDER (TPSP)  
 PERFORMANCE ASSESSMENT REPORT**

Name of TPSP		Contract Period			
Service Provided		Assessment Period			
Weight	Evaluation Criteria	Performance Standards	Rating	Weight Rating	Remarks
<b>25%</b>	<b>1. Quality of Work</b>	<b>Outputs and tasks meet standards of stakeholders.</b>			
12.5%	a. Outcome 2.2	4 – Outputs are unanimously approved by stakeholders 3 – Outputs are approved by majority of stakeholders 2 – Outputs are approved by at least 50% of stakeholders 1 – Outputs are unanimously disapproved by stakeholders			
12.5%	b. Outcome 4.1	4 – Three (3) concept notes with pre-feasibility studies are approved for submission 3 – Two (2) concept notes with pre-feasibility studies are approved for submission 2 – One (1) concept note with pre-feasibility study is approved for submission 1 – No concept notes with pre-feasibility studies are approved for submission			
<b>25%</b>	<b>2. Productivity</b>	<b>Completion of outputs and tasks indicated in the revised TOR.</b>			
12.5%	a. Outcome 2.2	4 – Three (3) priority projects are identified for development of pre-feasibility studies and concept notes 3 – Two (2) priority projects are identified for development of pre-feasibility studies and concept notes 2 – One (1) priority project is identified for development of pre-feasibility studies and concept notes 1 – No priority projects are identified for development of pre-feasibility studies and concept notes			
12.5%	b. Outcome 4.1	4 – Three (3) concept notes with pre-feasibility studies are developed 3 – Two (2) concept notes with pre-			

		<p>feasibility studies are developed</p> <p>2 – One (1) concept note with pre-feasibility study is developed</p> <p>1 – No concept notes with pre-feasibility studies are developed</p>			
20%	<b>3. Efficiency</b>	<b>Delivery of outputs with the least amount of review/revisions.</b>			
10%	a. Outcome 2.2	<p>4 – Completed after 1 stakeholders' consultation</p> <p>3 – Completed after 2 stakeholders' consultations</p> <p>2 – Completed after 3 stakeholders' consultations</p> <p>1 – Completed after more than 3 stakeholders' consultations</p>			
10%	b. Outcome 4.1	<p>4 – Completed after 1-2 reviews by GCF</p> <p>3 – Completed after 3-4 reviews by GCF</p> <p>2 – Completed after 5-6 reviews by GCF</p> <p>1 – Completed after more than 6 reviews by GCF</p>			
25%	<b>4. Timeliness</b>	<b>Outputs and tasks are completed as scheduled in the <u>revised TOR</u>.</b>			
12.5%	a. Outcome 2.2	<p>4 – Completed before scheduled deadline</p> <p>3 – Completed within one (1) week after scheduled deadline</p> <p>2 – Completed within two (2) weeks after scheduled deadline</p> <p>1 – Completed within three (3) weeks after scheduled deadline</p>			
12.5%	b. Outcome 4.1	<p>4 – Submitted before scheduled deadline</p> <p>3 – Submitted within one (1) week after scheduled deadline</p> <p>2 – Submitted within two (2) weeks after scheduled deadline</p> <p>1 – Submitted within three (3) weeks after scheduled deadline</p>			
5%	<b>5. Business Continuity Plan (BCP)</b>	<p>4 – Able provide contingency measures in case of adverse events</p> <p>1 – Not able to provide contingency measures in case of adverse events</p>			
5%	<b>5. Compliance to Confidentiality Agreement</b>	<p>4 – Comply with confidentiality agreement; sign NDA</p> <p>1 – Non-compliance with confidentiality agreement; did not sign NDA</p>			

<b>Total Rating</b>	
<b>Average Rating</b>	
<b>Adjectival Rating</b>	

<b>3.4 – 4.0</b>	<b>Excellent</b>	<b>Exceeds expectations/deliverables</b>
<b>2.3 – 3.39</b>	<b>Good</b>	<b>Meets deliverables</b>
<b>1.7 – 2.29</b>	<b>Needs Improvement</b>	<b>Tighter controls, Management intervention required</b>
<b>1.0 – 1.69</b>	<b>Poor</b>	<b>Discontinue</b>

Prepared by:

**RAYA M. BAUTISTA**  
Program Assistant, EPMD

Reviewed by:

**AMELITO L. SEGARRA JR.**  
Program Officer, EPMD

Approved by:

**PRUDENCIO E. CALADO III**  
AVP/Head, EPMD

Noted by:

**EDGARDO S. LUZANO**  
Acting VP/Head, LPMG


## RESPONSES TO BIDDER'S QUERIES AND/OR SUGGESTIONS

<b>DATE</b>	March 12, 2024
<b>PROJECT IDENTIFICATION NO.</b>	GIBAC-ITB-CS-20231128-01
<b>PROJECT NAME</b>	Consulting Services for the Climate Resilient Recovery Readiness Support (CRR) Project
<b>PROPONENT UNIT / TECHNICAL WORKING GROUP</b>	Environmental Programs Management Department

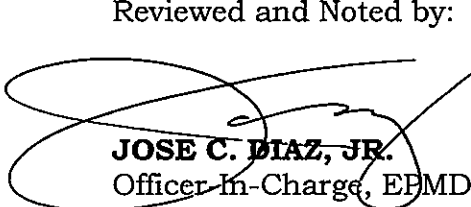
<b>ITEM NO.</b>	<b>PORTION OF BIDDING DOCUMENTS</b>	<b>QUERIES AND/OR SUGGESTIONS</b>	<b>LANDBANK'S RESPONSES</b>
1.	N/A	Task 3 Output 2.2.2 says National Strategy for Green Resilient Recovery (GRR) developed and adopted and timeline is not later than month 3. Is it possible to go beyond month 3? We think one forum or workshop is not enough to produce such output	<ul style="list-style-type: none"> <li>➤ One (1) forum/workshop (scheduled for 2-3 days) would be ideal.</li> <li>➤ However, Consultant may plan out for individual consultations/discussions with concerned Agencies leading to forum/workshop activity--- thereby facilitating exchange of ideas and discussions/deliberations during actual conduct of forum/workshop activity.</li> </ul>
2.	N/A	From the item no. 1, will there be flexibility in varying the timings in the TOR which will affect the schedule of deliverables?	<ul style="list-style-type: none"> <li>➤ Execution of event activities within the indicated month of deadline (i.e. forum/workshop no later than Month 3; 1<sup>st</sup> set of stakeholders' consultations no later than Month 5, etc.) would be ideal.</li> <li>➤ In consideration of time needed for review/signing process involving the various Project Steering Committee members, we are open to having flexibility in delivery of report/study/documentation outputs. These matters may be further discussed between LANDBANK and Consultant in finalizing the Inception Report.</li> </ul>
3.	N/A	Are the following links be used as guidance on the template in preparing the PCN and the prioritization for selecting projects? Are these the	<ol style="list-style-type: none"> <li>1. Yes; PCN template itself is given here:  <a href="https://www.greenclimate.fund/document/concept-note-template">https://www.greenclimate.fund/document/concept-note-template</a> </li> </ol>

		<p>guidance documents we should follow?</p> <p><a href="https://www.greenclimate.fund/document/gcf-concept-note-users-guide">https://www.greenclimate.fund/document/gcf-concept-note-users-guide</a>;</p> <p><a href="https://www.greenclimate.fund/project-cycle">https://www.greenclimate.fund/project-cycle</a></p>	<p>2. We are not sure what is context behind your query on 'prioritization for selecting projects'. However, we note the following:</p> <ul style="list-style-type: none"> <li>- The second link is indeed the whole GCF project cycle.</li> <li>- Country Work Programme is established; over-all management, implementation, and monitoring of Country Work Programme is under the Department of Finance (DOF) as National Designated Authority (NDA) for the GCF.</li> <li>- The National Strategy for Green Resilient Recovery--- which is one of outputs under this CRR Project will ideally be aligned as much as possible with current existing Country Work Programme.</li> <li>- The thematic areas (also mentioned in <b>Attachment A</b> to this document) to be developed as PCNs are already identified as per this CRR Project.</li> </ul>
4.	N/A	Request for extension for submission of Technical Proposals and/or Financial Proposals	The request for extension for two (2) weeks, as expressed by Bid Participant is granted.
5.	N/A	Request for List of Agencies	Please refer to <b>Attachment A</b> to this document.

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ANNEX E-2

**List of Agencies**

Below is a list of Agencies as related to Tasks/Deliverables indicated in the TOR:

<b>Related Task</b>	<b>Agency</b>	<b>Remarks</b>
Task 2, Task 3	Department of Finance (DOF)	As members of the Project Steering Committee (PSC); and as resource persons and/or representatives in the conduct of the forum/workshop on National Strategy for Green Resilient Recovery
	National Economic and Development Authority (NEDA)	
	Department of Agriculture (DA)	
	Climate Change Commission (CCC)	
	Department of Labor and Employment (DOLE)	
	Department of Environment and Natural Resources (DENR)	
	Philippine Commission on Women (PCW)	
National Commission on Indigenous Peoples (NCIP)		
Task 4, Task 5	<p>Indicative agencies, organizations, as follows:</p> <p>For Project Concept Note (PCN) on:</p> <ol style="list-style-type: none"> <li>1. Food Security – Bureau of Animal Industry; Bureau of Fisheries and Aquatic Resources;</li> <li>2. Employment Generation and Green Jobs – Technical Education and Skills Development Authority (TESDA); and</li> <li>3. Green Recovery Projects – to be determined</li> </ol>	Indicative agencies, organizations only--- specific stakeholders to be invited/included to consultations dependent on specific project ideas and/or activities to be developed per PCN theme.

ANNEX F