

**NOTICE FOR NEGOTIATED PROCUREMENT  
(Small Value Procurement-Individual Consultant)**

**ENGAGEMENT OF INDIVIDUAL CONSULTANT FOR THE  
KC-PAMANA IP-CDD PROCESS EVALUATION**

DSWD NNP No. 18-GOP-SVC-013

(PR No. 2018030902)

1. The Republic of the Philippines, through the Department of Social Welfare and Development (DSWD) KALAHI-CIDSS-NCDDP, has received funds from the Government of the Philippines (GOP) - PAMANA and intends to apply the sum of **One Million Pesos (Php 1,000,000.00)** for the **Engagement Individual Consultant for the KC PAMANA IP-CDD Process Evaluation**.
2. The major objective of this activity is to document experiences of Indigenous Peoples (IP) communities in conflict-affected areas that implemented peace-promoting local development projects through community driven development (CDD) approach. Further, it aims to laydown immediate empirical results of introducing CDD in areas that are governed by the principles of administrative domain (AD) and indigenous knowledge, systems and practices (IKSP). Inputs gathered through this initiative will determine the feasibility of scaling up the process.
3. **Design and Methodology:**

The primary design of the study will adopt a qualitative evaluation approach, with the following specific methodologies:

- a. Archival/desk review and analysis of relevant secondary data;
- b. Field observation on ongoing IP-CDD activities and recall interviews;
- c. Group discussions with Area Coordinating Team (ACT) and community volunteers and residents;
- d. Key Informant Interviews (KIIs) with Ancestral Domain Management Team (ADMT), indigenous people organization (IPO), representatives, tribal council/residents, municipal and barangay officials including Indigenous Peoples Mandatory Representatives (IPMR) and representatives from National and Regional Management Offices; and
- e. Analysis of findings in field observations, KIIs and focused-group discussion (FGD).

4. **Scope of Work:**

The consultant is expected to provide expertise on qualitative data gathering and analysis in the context of process evaluation. Specifically, he/she will be responsible for the following tasks:

- a. Conduct archival/desk review and analysis of relevant documents from KC-NCDDP, National Commission on Indigenous People (NCIP) and Office of the Presidential Adviser on Peace Process (OPAPP) chosen ICCs/AD, including but not limited to:

- 1) Ancestral Domain/Municipal/barangay profile
- 2) Accomplished IP-CDD Forms/Checklist (ESPM, ESSC, IPP, etc.)
- 3) Subprojects funded (prioritized) and details
- 4) Field notes
- 5) Contact list of ACT members, volunteers/committees
- 6) Previous case studies, articles and other documentary reports

Submit desk review report.

- b. Prepare and submit Inception report that contains the analysis and operational plan and specific time of the study;
  - c. Prepare and submit qualitative data collection tools, e.g., FGD and KII guide questions and documentation template;
  - d. Gather data through the conduct of FGDs and KIIs in all four (4) sample ICCs in two (2) Ads:
    - 1) KIIs with the AD Management Team (ADMT)
    - 2) KII with selected IPO representatives and tribal council/leaders
    - 3) KIIs with municipal and barangay officials, including Indigenous Peoples Mandatory Representatives (IPMRs)
    - 4) KIIs with NPMO, RPMO and key representatives
    - 5) FGDs with ACT, community volunteers and residents
  - e. Support data gathering activities with field observations on the actual implementation of the IP-CDD process playing close attention to standard compliance, quality of facilitation and outputs, and stakeholder's dynamics;
  - f. Prepare and submit two (2) progress reports containing data collection updates on the ground, preliminary findings, challenges encountered, action taken and plans;
  - g. Analyze collected information and present findings to KC-NCDDP Management;
  - h. Prepare and submit draft process evaluation reports for NPMO review; and
  - i. Review and submit final/packaged version of process evaluation report.
- 5. Deliverables and Outputs:**
- a. Inception Report that contains the analysis and operational plan and specific timeline of the study
  - b. Data gathering instruments (KII and FGD guide questions and documentation template)
  - c. Two (2) field observation/progress report
  - d. Draft process evaluation report containing - analysis findings per ICC/AD and consolidated
  - e. Presentation of findings to KC-NCDDP Management
  - f. Final/packaged version of Process Evaluation Report

6. The contract duration is **four (4) months from receipt of the Notice to Proceed (NTP)**

7. **Qualification of the Individual Consultant:**

- a. Must have Master's Degree in social sciences or related discipline such as anthropology, sociology or community development;
- b. Must have five (5) years of experience in the conduct of assessment and/or evaluation of development programs/projects;
- c. Must have experience in doing at least five (5) quantitative and qualitative research through field observations, KIIs, FGDs and archival/desk reviews;
- d. Must have headed the conduct of at least three (3) evaluation studies on development programs/projects of comparable size and coverage (IP-CDD project cost is around PhP 220,000,000.00) and with at least 500 samples;
- e. Must have conducted at least one (1) development research focusing on IP/communities in conflict situation; and
- f. Must have significant knowledge about DSWD KALAHI-CIDSS and/or CDD Programs

8. **Output/Deliverables and Payment Schedule:**

<b>Milestone (Deliverable)</b>	<b>Timeline</b>	<b>Payment Tranche</b>
Inception Report	Within one (1) month from receipt of NTP	10%
Data Gathering Instruments	Within one (1) month from receipt of NTP	10%
Progress Reports	Within one (1) month to three (3) months from receipt of NTP	35%
Final/Packaged Evaluation Report Presentation of Findings	Within three (3) to four (4) months from receipt of NTP	45%

The total contract cost is inclusive of all applicable taxes and consultant's cost and profits including travel and accommodations cost incurred in relation to the fulfillment of the Consultant's duties, and including any tax obligation that may be imposed on the Consultant.

9. The target study areas are the following:

<b>Region</b>	<b>Province</b>	<b>Municipality</b>	<b>Barangay</b>
IX	Zamboanga Sibugay	Tungawan	San Vicente Sto. Nino
XI	Davao del Norte	Talaingod	Sto. Nino
		Kapalong	Gupitan

10. The Consultant shall be selected Negotiated Procurement under Small Value Procurement pursuant to Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 (R. A. No. 9184) or the Government Procurement Reform Act (GPRA) and pursuant to the following criteria:

Criteria	Points
<b>A. Education/Studies</b>	
Has a Master's Degree in Social Sciences or related discipline, such as, Anthropology, Sociology and Community Development  <i>Doctorate Degree in the above-mentioned courses – 20%</i> <i>Master's Degree in the above-mentioned courses – 18%</i>	20%
<b>B. Experience</b>	
Has at least five (5) years of experience in the conduct of assessment and/or evaluation of development programs, preferably of government-implemented  <i>More than 5 years of experience – 20%</i> <i>5 years of experience – 18%</i>	20%
Has experience in doing at least five (5) quantitative and qualitative researches through field observations, KIIs, FGDs and archival/desk review  <i>More than 5 quantitative and qualitative researches – 20%</i> <i>5 quantitative and qualitative researches – 18%</i>	20%
Has headed the conduct of at least three (3) evaluation studies on development programs/projects of comparable size and coverage (IP-CDD project cost is around PhP 220,000,000.00) and with at least 500 samples  <i>More than 5 evaluation studies on development programs/projects with at least 500 samples – 20%</i> <i>5 evaluation studies on development programs/projects with at least 500 samples – 19%</i> <i>4 evaluation studies on development programs/projects with at least 500 samples – 18%</i> <i>3 evaluation studies on development programs/projects with at least 500 samples – 17%</i>	20%
Has conducted at least one (1) development research focusing on Indigenous Peoples/Communities in conflict situation  <i>More than 1 development research on IPs -10%</i> <i>1 development research on IPs – 8%</i>	10%
<b>Knowledge of the Program/CDD</b>	
Has significant knowledge about DSWD KALAHYAN CDD and/or CDD Programs  <i>Directly worked or conducted studies within or in cooperation with the KALAHYAN CDD Program – 10%</i> <i>Has worked or conducted studies on CDD programs but did not within or in cooperation with the KALAHYAN CDD program – 8%</i> <i>Has not worked or conducted studies on CDD programs or KALAHYAN CDD but has some knowledge – 6%</i> <i>Has little knowledge or about CDD programs – 5%</i>	10%
<b>TOTAL</b>	<b>100</b>

The passing rate/score is **Eighty Percent (80%)**.

11. The DSWD now invites interested individual applicants to submit the following:

- a. Expression of Interest;
- b. Comprehensive Curriculum Vitae;
- c. BIR Certificate of Registration;
- d. PhilGEPS Registration Number;
- e. Simple Financial Proposal (**Annex A**); and
- f. Omnibus Sworn Statement (**Annex B**).

The required documents shall submit at the address below or through email at [quotations@dswd.gov.ph](mailto:quotations@dswd.gov.ph) not later than **05:00 p.m. of 16 August 2018**. The total amount of contract is **One Million Pesos (PhP 1,000,000.00)** and will be engaged for **four (4) months**.

12. The Consultant shall be required to issue Official Receipt (OR) as acceptable evidence of receipt of payment for disbursements. Nonetheless, the DSWD will not hold payments of Consultants in case they are unable to issue an (OR). If the DSWD is the sole source of income of the Consultant, he/she may avail of the substituted filing and will not be required to issue an OR, in which case a Notice of Availment of Substituted Filing of Percentage Tax Return shall be submitted by the Consultant.<sup>1</sup>

**THE CHAIRPERSON**

Bids and Awards Committee-I  
c/o Bids and Awards Committee Secretariat  
Procurement Management Service  
DSWD Central Office  
IBP Road, Constitution Hills. Quezon City  
Facsimile No.: (02) 951 7116  
Telephone Nos.: (02) 931 8101 to 07 local nos. 122, 123 and 124

**LUZVIMINDA C. ILAGAN**  
Undersecretary and Chairperson  
Bids and Awards Committee

**By:**

*(Original Signed)*  
**MARIE ANGELA S. GOPALAN**  
Director, National Household Targeting Office  
and Bids and Awards Committee Vice - Chairperson

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<sup>1</sup> In accordance to the Memorandum issued by the Office of the Undersecretary, General Administration and Support Services Group, Department of Social Welfare and Development dated 07 February 2017

**FINANCIAL PROPOSAL**

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Notice of Negotiated Procurement No: **18-GOP-SVC-013**

<b>Lot No.</b>	<b>Particulars</b>	<b>Quantity</b>	<b>Total Contract Price</b> <i>(including all applicable taxes; amount in Phil Peso)</i>
<b>1</b>	Engagement Individual Consultant for the KC PAMANA IP-CDD Process Evaluation	1-Lot	
Total Contract Price			

Name of Consultant: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

OMNIBUS SWORN STATEMENT

REPUBLIC OF THE PHILIPPINES)  
CITY/MUNICIPALITY OF \_\_\_\_\_) S.S.

**AFFIDAVIT**

I, \_\_\_\_\_ (name of affiant), of legal age,  
\_\_\_\_\_ (civil status), \_\_\_\_\_ (nationality) and residing  
at \_\_\_\_\_ (address), after having been duly sworn in  
accordance with law, do hereby depose and state that:

1. As individual consultant, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid/proposals, and to sign and execute the ensuing contract/purchase order for \_\_\_\_\_ (name of project) of the Department of Social Welfare and Development (DSWD);
2. That I am not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
3. Each of the documents submitted in satisfaction of the requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
4. That I am authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
5. That I am not related to the Head of the Procuring Entity (HOPE), members of the Bids and Awards Committee (BAC), the Technical Working Group (TWG), and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
6. That I shall complies with existing labor laws and standards;
7. That I am aware of and has undertaken the following responsibilities:
  - a. Carefully examine all of the Notice of Negotiated Procurement;
  - b. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract/Purchase Order;
  - c. Made an estimate of the facilities available and needed for the project, if any; and

d. Inquire or secure Supplemental/Bid Bulletin(s) issued for the \_\_\_\_\_ (name of project).

8. That I did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_\_\_, 2018 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
(Authorized Representative/Signatory)

SUBSCRIBED AND SWORN to before me this \_\_\_ day of \_\_\_\_\_, 2018 at \_\_\_\_\_, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her ID No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of \_\_\_\_\_, 2017.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_

IBP No. \_\_\_\_\_

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_