

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

**HIRING OF INDIVIDUAL CONSULTANT FOR THE  
DEVELOPMENT OF KNOWLEDGE MANAGEMENT (KM)  
SYSTEM FRAMEWORK**

DSWD NNP No. 18-GOP-SVC-017  
(PR No. 20180072713)

1. The Republic of the Philippines, through the Department of Social Welfare and Development (DSWD), Social Welfare Institutional Development Bureau (SWIDB), has received funds from the Australian Embassy - Department of Foreign Affairs and Trade (DFAT) and intends to apply part of the loan payments the sum of Ninety Thousand Pesos (PhP 90,000.00) being the Approved Budget for the Contract (ABC) for the "Hiring of Individual Consultant for the Development of Knowledge Management (KM) System Framework" (DSWD NNP No. 18-GOP-SVC-017).
2. The key objectives for the hiring of a consultant is to aid the Department in the implementation of the following:
  - a. Develop a KM System Framework to guide the Field Offices and Central Office/Bureaus/Services/Units (OBSUs) in harmonizing and organizing efforts along creating, sharing and using knowledge; and
  - b. Facilitate the capability building on the use of KM tools to support the work process of the OBSUs in operationalizing KM mechanisms.
3. **Expected Outputs and Deliverables are as follows:**
  - a. Approved inception report (covering the detailed activities and timelines of the assignments);
  - b. Draft KM System Framework with attached Report on the analysis of the KM Plan, KM Framework and KM Assessment Report and Feedback Report of focused group discussions and workshops;
  - c. KM System Framework approved at the Bureau Level; and
  - d. Trained staff on KM tools, Executive Summary Report on the Training.
4. **Qualification of the Consultant:**
  - a. At least a holder of master's degree social science/science courses;
  - b. Minimum of five (5) years work experience in the area of knowledge management;
  - c. Minimum of 3 years work experience of KM in the public sector;
  - d. Subject matter expert on KM Tools;
  - e. Has project management and/or coordination skills; and
  - f. Has excellent oral and written communication skills (submit at least three (3) related samples of work).

5. In consideration with the consultancy services required, payment of the consultant shall be made in accordance to the following schedule:

Months	Tranche	Documents/Reports	Timelines	% of the contract Price
1	1 <sup>st</sup>	Inception Report	Within two (2) weeks from the receipt of Notice to Proceed	15%
2	2 <sup>nd</sup>	Draft KM System Framework with Report on KM assessment and feedback on consultations	Within two (2) weeks from the receipt of approved Inception Report	35%
2	3 <sup>rd</sup>	Final Draft DSWD KM System Framework	Within two (2) weeks from the receipt of approved draft DSWD KM System Framework (Bureau level)	23%
3	4 <sup>th</sup>	Conduct of training on KM Tools and Executive Summary Report as final requirement	Within two (2) weeks from the receipt of Final Draft DSWD KM System Framework	30%
<b>Total</b>				<b>100</b>

The fee will only cover the professional services of the consultant subject to appropriate tax.

Only the work outputs/deliverables found acceptable shall be paid. Failure to deliver/submit the expected output on time will correspond to a one-tenth of one percent (0.1%) per day deduction in payment for the covered work output/deliverable, except if satisfactorily justified.

6. This project shall be procured using Section 53.9 (Negotiated Procurement-Small Value Procurement) of the 2016 Implementing Rules and Regulations of Republic Act No. 9184 or the Government Procurement Reform Act and pursuant to the following criteria:

Criteria	Percentage
1. At least a holder of master's degree in social science/science courses	<b>10%</b>
• Master's Degree - 8%	
• Master's Degree and with units in doctoral studies - 9%	



<ul style="list-style-type: none"> <li>• Doctoral Degree - 10%</li> </ul>	
2. Minimum of 5 years work experience in the area of knowledge management <ul style="list-style-type: none"> <li>• At least 5 yrs. experience on KM - 20%</li> <li>• 6-7 yrs. experience on KM - 23%</li> <li>• 8 yrs. or more experience on KM - 25%</li> </ul>	25%
3. Minimum of 3 years work experience of KM in the public sector <ul style="list-style-type: none"> <li>• At least 3 yrs. experience on KM in public sector - 10%</li> <li>• 4-5 yrs. experience on KM in the public sector - 12%</li> <li>• 6 yrs. or more experience on KM in the public sector - 15%</li> </ul>	15%
4. Subject matter expert (SME) on KM Tools <ul style="list-style-type: none"> <li>• 1 engagement as SME on KM Tools - 15%</li> <li>• 2 engagements as SME on KM Tools - 18%</li> <li>• 3 or more engagements as SME on KM Tools - 20%</li> </ul>	20%
5. Has project management and/or coordination skills <ul style="list-style-type: none"> <li>• Managed and/or coordinated 1 project on KM - 10%</li> <li>• Managed and/or coordinated 2 projects on KM - 12%</li> <li>• Managed and/or coordinated 3 or more projects on KM - 15%</li> </ul>	15%
6. Has excellent oral and written communication skills (submit at least 3 related samples of their work) <ul style="list-style-type: none"> <li>• With experience as a resource person for at least 3 times on related and non- related experiences - 10%</li> <li>• With experience as a resource person 4-6 times with - 12%</li> <li>• With experience as a resource person for 7 or more times - 15%</li> </ul>	15%
<b>TOTAL</b>	<b>100</b>

The passing rate/score is **Seventy-Five Percent (75%)**.

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

- i) Comprehensive Curriculum Vitae;
- ii) Notarized Sworn Affidavit of No Relation; (See Annex A)
- iii) Proof of PhilGEPS Registration/ PhilGEPS Registration Number;
- iv) Certificate of BIR Registration;
- vi) Income Tax Return; and
- vii) Price Quotation Form (See Annex B).

The required documents shall be submitted 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 24 September 2018**. The total amount of contract is **Ninety Thousand Pesos (PhP 90,000.00)** and will be engaged for **three (3) months**.

8. The Consultant shall be required to issue Official Receipt (OR) as acceptable evidence of receipt of payment for disbursements. Nonetheless, the DSWD will 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  
c/o BAC Secretariat  
Ground Floor, DSWD Central Office,  
IBP Road, Constitution Hills, Quezon City  
Telefax No.: (02) 951-7116  
Trunkline No.: (02) 931-8101 loc. 122 to 124

*(Original signed)*  
**LUZVIMINDA C. ILAGAN**  
Undersecretary and  
Bids and Awards Committee - 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

## SWORN AFFIDAVIT OF NO RELATION

I, *(Name of Affiant)*, of legal age, *(Civil Status)*, *(Nationality)*, and residing at *(Address of Affiant)*, under oath, hereby depose and say:

1. That I am not related by consanguinity or affinity up to the third civil degree to the Head of the Department of Social Welfare and Development (DSWD), members of the Bids and Awards Committee (BAC) and the BAC Secretariat, the head of Project Management Office (PMO) or the end-user unit and the project consultants; and
2. That I am making this statement in compliance with Section 47 of Republic Act No. 9184 and its Implementing Rules and Regulations.

IN FAITH WHEREOF, I hereunto set my hands this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_, Philippines.

*(Name and Signature of Affiant)*  
Affiant

### WITNESSETH

*(Name and Signature of Witness)*

*(Name and Signature of Witness)*

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_, Philippines.

NOTARY PUBLIC

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

(Annex B)

## PRICE QUOTATION FORM

Notice of Negotiated Procurement No: 18-GOP-SVC-017

Particulars	Quantity	Total Contract Price <i>(including all applicable taxes; amount in Phil Peso)</i>
HIRING OF INDIVIDUAL CONSULTANT FOR THE DEVELOPMENT OF KNOWLEDGE MANAGEMENT (KM) SYSTEM FRAMEWORK	1	
TOTAL CONTRACT PRICE		

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

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

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



**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
Social Welfare Institutional Development Bureau (SWIDB)

**TERMS OF REFERENCE**

*HIRING OF CONSULTANT FOR THE DEVELOPMENT OF KM SYSTEM FRAMEWORK*

**I. Rationale and Background**

The Department of Social Welfare and Development (DSWD) is the primary agency on social welfare and development and social protection in the Philippines. It is mandated to provide assistance to partners and intermediaries in effectively implementing programs, projects, and services that will alleviate poverty and empower disadvantaged individuals, families and communities for an improved quality of life. Recognized as the lead agency in Social Welfare and Development (SWD) in the country, it continually seeks to improve the assistance provided to enhance the capabilities and capacity of its key stakeholders to meet this objective.

In the last decade, there have been an increase in the types and scope of risks that increase the number of the vulnerable individuals and communities that is considerably affected by climate change (e.g. Yolanda (2013), series of earthquakes and drought (2016), etc.), intensity/frequency of man-made disasters (e.g. Zamboanga siege, armed conflict), economic shocks, among others. The challenge is to ensure that affected individuals, families and communities have access to safety nets but more importantly, that the pertinent policies and programs are effectively crafted and implemented to increase their resilience to risks.

Recognizing this situation, the need for DSWD and its partners to scale-up SWD interventions and improving on current policies, programs, projects and services. The Department as the recognized leader in social welfare and development in the country has to develop, formalize and/or enhance existing mechanisms that will capture SWD expertise from actual experience - good practices and lessons learned and - transform them into practical SWD knowledge that will be used to increase the capability of SWD practitioners and development workers/organizations to address and mitigate SWD issues.

It is envisioned that the establishment of a learning facility/center for SWD that leverages on DSWD's wealth of knowledge on social welfare and development will be among the strategies to provide timely and appropriate technical assistance. This is consistent with the mandate and vision of DSWD and supports the Department's organizational outcome on improving the delivery of Social Welfare and Development (SWD) programs by local government units (LGUs), through Local Social Welfare and Development Offices (LSWDO).

Inasmuch as the Offices/Bureaus/Services in the Department are also carrying out various SWD capability building and learning interventions, the learning facility shall serve to rationalize, integrate and harmonize these initiatives.

The Bureau is in the process of scaling-up its learning and development interventions and will require technical assistance to develop the systems required to make it run. At present, the Bureau implements face to face capability building activities to be able to reach out to 81 provinces, 145 cities and 1489 municipalities nationwide. For 2017, the Bureau is able to reach



out to approximately 400 Local Social Welfare and Development Officers (LSWDOs) as its primary stakeholders on SWD.

The learning interventions of the Bureau are in support to Organizational Outcome (OO) no. 5 pertaining to the full functionality of the LSWDOs. Based on the report on LSWDO functionality, from its baseline in 2013 of 11% (19) of the targeted LSWDOs being fully functional, there was an increase on the number of fully functional LSWDOs in 2016 covering 15% (166) as fully functional. Given this situation, the Bureau needs to intensify its efforts of reaching-out more LSWDOs to be able to contribute in equipping them to become fully functional. The setting up of the Learning Management System, which provides the online platform for learning system design for the different capability building activities of the Bureau supporting OO 5, is greatly needed to contribute to increasing capacities of LSWDOs in managing a fully functional office.

Considering that the delivery of these learning interventions is highly dependent on the knowledge management mechanisms, it is imperative to clearly define the Knowledge Management (KM) system framework of the Department as guide for harmonizing the different efforts of the Offices/Bureaus/Services/Units along creating, sharing and using knowledge.

## II. Objective

The purpose of the hiring of a consultant to aid DSWD in the implementation of the following:

- a. Develop a KM System Framework to guide the Field Offices and Central Office/Bureaus/Services/Units (OBSUs) in harmonizing and organizing efforts along creating, sharing and using knowledge; and
- b. Facilitate the capability building on the use of KM tools to support the work process of the OBSUs in operationalizing KM mechanisms.

## III. Scope of Work

The consultant will be required to:

- A. **Submit an inception report.** An inception report will be submitted to DSWD which specifies the relevant activities with corresponding schedule within set timeline of the project.
- B. **Development of KM System Framework** that will harmonize the efforts of the different OBSUs along knowledge creation, sharing and utilization. Consultant will review and analyze the DSWD KM Plan 2018-2022, KM Framework, KM Assessment Report and other pertinent documents, to gain an understanding on the status of areas for improvement/ refinement of the Department in terms of developing the KM system. This is a desk review of available documents at the Department that will serve as starting point in developing the KM system. Based on the assessment, consultant will design and facilitate focused group discussions and workshops that will support the development of the KM System Framework. Different level of discussions will be conducted to obtain the needed information for the KM system. The KM teams, SWIDB staff and selected



MANCOM or EXECOM officials may be involved in the FGDs or workshops. The developed KM System Framework will include development of a logical framework, process maps and road map based on the initially developed KM plan.

- C. **Presentation and Finalization of KM System Framework.** The purpose of this activity is to validate the output and get comments from key stakeholders. Consultant is required to provide hard and soft copy of the output.
- D. **Facilitation of a Capability Building on KM Tools.** The consultant will serve as a subject market expert on facilitating how the different KM tools will be used by an office. The kind of KM tools for discussion may be identified based on the needs that will arise from the development of the KM System Framework. Consultant need to submit an executive summary report of the activity.

#### **IV. Expected Outputs/Deliverables**

The major outputs of the consultancy are as follows:

- 1. Approved inception report (covering the detailed activities and timelines of the assignments)
- 2. Draft KM System Framework with attached Report on the analysis of the KM Plan, KM Framework and KM Assessment Report and Feedback Report of focused group discussions and workshops
- 3. KM System Framework approved at the Bureau level
- 4. Trained staff on KM tools, Executive Summary Report on the Training

#### **V. Institutional Arrangements**

##### **1. The Consultant**

- a. Report to the OIC-Director of Social Welfare Institutional Development Bureau (SWIDB) at least twice a month to discuss updates and implement activities related to the development of the KM system.
- b. Coordinate with the focal persons for the implementation of the inception plan.

##### **2. Social Welfare Institutional Development Bureau**

- a. Serve as the office responsible for overseeing the operations/transactions of the Consultant
- b. Initiate and coordinate activities with the consultant in the conduct of his/her consultancy
- c. Analyze the quality of the outputs provided by the Consultant under the terms provided hereto under deliverables and timelines
- d. Provide appropriate work space, needed equipment and documents in the duration of the development of the KM System Framework

## VI. Required Expertise/Qualifications

The consultants should meet the following qualifications:

1. At least a holder of master's degree social science/science courses
2. Minimum of 5 years work experience in the area of knowledge management
3. Minimum of 3 years work experience of KM in the public sector
4. Subject matter expert on KM Tools
5. Has project management and/or coordination skills
6. Has excellent oral and written communication skills (submit at least 3 related samples of their work)

## VII. Work Deliverables and Payment Schedule

Month	Tranche	Outputs/Deliverables	%	Amount (Php)	Timeline
1	1 <sup>st</sup>	Inception Report	15%	13,500.00	Within two (2) weeks from the receipt of notice to proceed
2	2 <sup>nd</sup>	Draft KM System Framework with Report on KM assessment and Feedback report on consultations	35%	31,500.00	Within two (2) weeks from the receipt of approved Inception Report
2	3 <sup>rd</sup>	Final Draft DSWD KM System Framework	23%	20,700.00	Within two (2) weeks from the receipt of approved DSWD KM System (Bureau level)
3	4 <sup>th</sup>	Conduct of training on KM Tools and Executive Summary Report as final requirement	30%	27,000.00	Within two (2) weeks from the receipt of Final Draft DSWD KM System Framework
		Total	100%	90,000.00	

The fee will only cover the professional services of the consultant subject to appropriate tax.

Only the work outputs/deliverables found acceptable shall be paid. Failure to deliver/ submit the expected output on time will correspond to a one-tenth of one percent (0.1%) per day deduction in payment for the covered work output/deliverable, except if satisfactorily justified.



### VIII. Ownership and Publication Rights

1. All materials produced or acquired under the terms of this consultancy shall remain the property of DSWD. The DSWD retains the exclusive right to publish or disseminate the knowledge products arising from the engagement even after the termination of this consultancy.
2. The consultant is required to submit a written letter request should raw data, versions and/ or parts of the outputs shall be used for purposes other than what was originally agreed upon with DSWD.

### IX. Duration of the Consultancy

The timeframe to carry out the tasks outlined under this TOR is estimated at three (3) months.

*Jenifer*