

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

ENGAGEMENT OF FOUR (4) TECHNICAL WRITERS FOR KC-NCDDP SUCCESSOR PLAN ANALYTICAL WORKS

DSWD NNP No. 18-GOP-SVC-024

(PR No. 2018072739)

1. The **Government of the Philippines (GOP)**, through the **KALAHI CIDSS - National Community Driven Development Program (KC-NCDDP) Funds**, of the **Department of Social Welfare and Development (DSWD)**, intends to apply the sum of **Four Hundred Eighty Thousand Pesos (PhP 480,000.00)** being the Approved Budget for the Contract (ABC) as payment for the **“Engagement of Four (4) Technical Writers for KC-NCDDP Successor Plan Analytical Works”** (DSWD NNP No. 18-GOP-SVC- 024).
2. In order to support the proposal writing, a mapping of research gaps was recently conducted by the M&E unit to surface out gaps in the analytical works already conducted by the Program throughout its years of implementation.

The National Project Management Office (NPMO) will mobilize its internal experts, the M&E team to lead in the development of research tools/design and analysis plan and the Operations Divisions Unit to assist in the administering of research tools in the field. Mixed methods will be used-review of related literature, surveys, KIIs and FGDs. Specifically, technical writers will be contracted for process documentation and production of final reports for the following studies conducted:

- a. **KC Contribution**
 - KC contribution to improved access to special protection programs
 - KC contribution to creation of livelihood and economic opportunities
 - KC contribution to improved quality of decentralization, greater citizen participation, and accountability in local governance
 - KC contribution to disaster risk preparation, response, and rehabilitation
 - KC contributed to strengthening POs and formation of strong CBOs
- b. **Community Empowerment**
 - Assessment on quality of participation
 - How community volunteers apply trainings received from KC?
 - Community Volunteers earning leadership positions after KC
- c. **Comparative Empowerment**
 - Comparative Advantage of KC’s social preparation process and community organizing
 - Environmental, Economic, Financial Social (Gender, Governance, Sectoral Impacts), and Technical Analysis
- d. **Documentation**
 - LGU-led implementation/experience of CDD

- How non-priorities solutions are funded outside KC (based on CM plans)
- CDD initiatives of NGAs

3. Scope of work are as follows:

The consultant is expected to perform the following duties:

- a. Prepare report outline (together with DSWD);
- b. Prepare and finalize process documentation and final reports for all studies conducted;
- c. Ensure commitments and deadlines set by the NPMO are met and reprioritize as needed to complete timely delivery of project outputs;
- d. Make necessary research in order to understand DSWD KALAHI-CIDSS-NCDDP implementation; and
- e. Carry out all other tasks called to ensure work quality.

4. Qualification of the Consultant:

- At least two (2) years of experience and proven track record in the conduct of research work for development programs;
 - Has done consultancy services with the above scope of work as minimum deliverables in his/her engagement
 - With significant knowledge about DSWD KALAHI-CIDSS-NCDDP and/or Community- Driven Development (CDD) programs
5. In consideration with the consultancy services required, payment of the consultant shall be made in accordance to the following schedule:

Task	Deliverable	Due Date	%of Contract
Prepare and submit draft reports for NPMO review	Draft Report	Month 1	1 st Tranche (50%)
Revise and submit final version of report	Final Report	Month 2	2 nd Tranche (50%)

DSWD KC-NCDDP NPMO shall pay the Service Provider an amount not to exceed Php120,000.00 per writer (Fund Source: KC NCDDP). This amount includes all costs (i.e. salary/honorarium, communication allowance, transportation, meeting costs, etc.) including tax.

The Consultant shall complete all activities within the time frame specified by the Deliverable and Payment schedule below. DSWD will normally require five (5) days of review for deliverables that would need approval.

The Deliverable and Payment Schedule also presents the corresponding payment terms as they relate to the deliverables of this assignment. Processing of payments will only

commence upon acceptance of deliverables. Payments will be made within 30 days after receipt of the approved deliverable.

6. The contract duration is **two (2) months from receipt of the Notice to Proceed (NTP)**
7. 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	POINTS
A. EDUCATION/STUDIES	40
Has Bachelor's Degree in development studies, statistics, community development, economics, or other related social science discipline	40
Development studies and community development courses - 40	
Statistics, economics, and other related social science courses - 30	
Journalism, humanities, and other communication courses - 25	
B. EXPERIENCE	60
At least two (2) years of experience and proven track record in the conduct of research work for development programs;	20
Two years and above research work experience - 20	
One to two years research work experience - 15	
One year and below research work experience - 10	
Has done consultancy services with the above scope of work as minimum deliverables in his/her engagement (submit at least 3 sample works)	20
Three similar engagement - 20	
Two similar engagement - 15	
One similar engagement - 10	
No similar engagement - 5	
With significant knowledge about DSWD KALAHI-CIDSS-NCDDP and/or Community- Driven Development (CDD) programs	20
With significant knowledge about DSWD KALAHI-CIDSS-NCDDP and/or Community- Driven Development (CDD) programs - 20	
With basic/minimum knowledge about KALAHI-CIDSS-NCDDP and/or Community- Driven Development (CDD) programs - 15	
No knowledge about DSWD KALAHI-CIDSS-NCDDP and/or Community- Driven Development (CDD) programs - 10	
Total	100%

Passing Rate: 80%

Note: Failure to meet the minimum requirement will automatically be given a zero (0%) rating. Sample works are required to assess quality of previous outputs of potential service providers.

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

- i) Comprehensive Curriculum Vitae;
- ii) BIR Certificate of Registration;
- iii) Proof of PhilGEPS Registration/PhilGEPS Registration Number;
- v) Notarized Omnibus Sworn Statement (See Annex A) to be submitted by the awarded consultant; and
- vii) Price proposal (See Annex B).

The required documents shall be submitted at the address below or through email at quotations@dswd.gov.ph not later than **05:00 p.m. of 23 October 2018**. The total amount of contract is **Four Hundred Eighty Thousand Pesos (PhP 480,000.00) at One Hundred Twenty Thousand Pesos (PhP 120,000.00) per writer** and will be engaged for **Two (2) Months**.


9. 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.¹

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

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

By:


MARIE ANGELA S. GOPALAN
Director IV and
Bids and Awards Committee Vice - Chairperson

¹ 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

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 _____, 2017 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 _____, 2018.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
 Notary Public for _____ until _____
 Roll of Attorneys No. _____
 PTR No. _____
 IBP No. _____

PRICE QUOTATION FORM

Notice of Negotiated Procurement No: **18-GOP-SVC-024**

Particulars	Quantity	Total Contract Price <i>(including all applicable taxes; amount in Phil Peso)</i>
ENGAGEMENT OF FOUR (4) TECHNICAL WRITERS FOR KC- NCDDP SUCCESSOR PLAN ANALYTICAL WORKS	1	
TOTAL CONTRACT PRICE		

Name of Consultant:

Signature:

Date: _____

AMENDMENT TO THE ENGAGEMENT OF FOUR (4) TECHNICAL WRITERS FOR KC-NCDDP SUCCESSOR PLAN ANALYTICAL WORKS

Provided Below is the amendment to Section 4: Deliverables and Outputs; and to Section 6: Deliverables and Payment Schedule

4. DELIVERABLES AND OUTPUTS

Tasks	Outputs/Sub-Outputs
Prepare and submit draft reports for NPMO review	Draft Reports
Revise and submit final version of report	Final Reports

6. DELIVERABLES AND PAYMENT SCHEDULE

DSWD KC-NCDDP NPMO shall pay the Service Provider an amount not to exceed PhP480,000 at PhP120,000 per writer (Fund Source: KC NCDDP-Successor Plan). This amount includes all costs (i.e. salary/honorarium, communication allowance, transportation, meeting costs, etc.) including tax.

The Service Provider shall complete all activities within the time frame specified by the Deliverable and Payment schedule below. DSWD will normally require five (5) days of review for deliverables that would need approval.

The Deliverable and Payment Schedule also presents the corresponding payment terms as they relate to the deliverables of this assignment. Processing of payments will only commence upon acceptance of deliverables. Payments will be made within 30 days after receipt of the approved deliverable.

Task	Deliverable	Due Date	% of Contract
Prepare and submit draft reports for NPMO review	Draft Report	Month 1	1st Tranche (50%)
Revise and submit final version of report	Final Report	Month 2	2 nd Tranche (50%)

PURCHASE REQUEST

TERMS OF REFERENCE (TOR)

**ENGAGEMENT OF FOUR (4) TECHNICAL WRITERS FOR KC-NCDDP SUCCESSOR PLAN
ANALYTICAL WORKS**

1. BACKGROUND

The Kalahi-CIDSS National Community Driven Development Program (NCDDP) will end in 2019. While the program is currently implementing initial activities to ensure sustainability, there were several expressions of interest in knowing the plans of the Department for succession after project end. In the beginning of 2017, the NPMO initiated a Strategic Planning and Organizational Development discussion for the Kalahi-CIDSS program, in which plans for sustainability would be included. While this was continuing, the World Bank's midterm review also surfaced discussion on the Department's plans for CDD sustainability, wherein the program management laid out its plans to ensure sustainability at the LGU level, as included in the Results Framework. In the 2018 budget hearing, members of the House of Representatives requested the Department for its successor plan to the KC-NCDDP.

A proposed CDD Successor Program is being developed by KC-NCDDP, which is a programmatic intervention aimed to support *Ambisyon Natin 2040* and the Philippine Development Plan aimed to put the community at the center of local and national development plans, budgets and strategies. The successor program has three components:

1. Direct Implementation to Communities - Like KALAHICIDSS, DSWD will provide packages of interventions ranging from capacity building to community grants that will allow communities to implement CDD and address their basic needs.
2. CDD Knowledge and Resource Center - This will focus on policy advocacy, resource mobilization, capacity building, technology development, and CDD oversight and monitoring.
3. Program Management - The last component includes administration, finance and human resource development.

The Successor Plan's concept note was approved in January 2018 and budget requirements already included in the 2019 budget proposal. Next step includes the finalization of a detailed proposal by that will demonstrate the Successor Program's conceptual design, component, phasing and implementation arrangements, detailed financing plan, and its link with other programs of the DSWD.

2. OBJECTIVES OF THE ENGAGEMENT

In order to support the proposal writing, a mapping of research gaps was recently conducted by the M&E unit to surface out gaps in the analytical works already conducted by the Program throughout its years of implementation.

The NPMO will mobilize its internal experts, the M&E team to lead in the development of research tools/design and analysis plan and the Operations Divisions Unit to assist in the administering of research tools in the field. Mixed methods will be used - review of related literature, surveys, KIIs, and FGDs. Specifically, technical writers will be contracted for process documentation and production of final reports for the following studies conducted:

- a. KC Contribution
 - KC contribution to improved access to social protection programs
 - KC contribution to creation of livelihood and economic opportunities

CERTIFIED TRUE COPY

Jan 7/26/2018

- KC contribution to improved quality of decentralization, greater citizen participation, and accountability in local governance
- KC contribution to disaster risk preparation, response, and rehabilitation
- KC contributed to strengthening POs and formation of strong CBOs

b. Community Empowerment

- Assessment on quality of participation
- How community volunteers apply trainings received from KC?
- Community Volunteers earning leadership positions after KC

c. Comparative Advantage of KC

- Comparative Advantage of KC's social preparation process and community organizing
- Environmental, Economic, Financial, Social (Gender, Governance, Sectoral Impacts), and Technical Analysis

d. Documentation

- LGU-led implementation/experience of CDD
- How non-priorities solutions are funded outside KC (based on CM plans)
- CDD initiatives of NGAs

3. SCOPE OF WORK

The Service Provider is expected to perform the following duties:

- Prepare report outline (together with DSWD)
- Prepare and finalize process documentation and final reports for all studies conducted
- Ensure commitments and deadlines set by the NPMO are met and reprioritize as needed to complete timely delivery of project outputs;
- Make necessary research in order to understand DSWD KALAHI-CIDSS-NCDDP implementation; and
- Carry out all other tasks called for to ensure work quality

4. DELIVERABLES AND OUTPUTS

Tasks	Outputs/Sub-Outputs
Attend the processing of findings and data analysis (Workshop 2)	Report Outline
Report Writing	Report Updates
Prepare and submit draft reports for NPMO review	Draft Reports
Revise and submit final version of report	Final Reports

5. QUALIFICATIONS OF THE SERVICE PROVIDER

The Service Provider should have at least the following qualifications:

CERTIFIED TRUE COPY

ms/ 7/24/2018

MA. CONSUELO O. ACOSTA
Social Welfare Officer IV *10*

CRITERIA	POINTS
A. EDUCATION/STUDIES	40
Has Bachelor's Degree in development studies, statistics, community development, economics, or other related social science discipline	40
B. EXPERIENCE	60
At least two (2) years of experience and proven track record in the conduct of research work for development programs;	20
Has done consultancy services with the above scope of work as minimum deliverables in his/her engagement	20
With significant knowledge about DSWD KALAHI-CIDSS-NCDDP and/or Community- Driven Development (CDD) programs	20
PASSING RATE: 80	

6. DELIVERABLES AND PAYMENT SCHEDULE

DSWD KC-NCDDP NPMO shall pay the Service Provider an amount not to exceed PhP480,000 at PhP120,000 per writer (Fund Source: KC NCDDP-Successor Plan). This amount includes all costs (i.e. salary/honorarium, communication allowance, transportation, meeting costs, etc.) including tax.

The Service Provider shall complete all activities within the time frame specified by the Deliverable and Payment schedule below. DSWD will normally require five (5) days of review for deliverables that would need approval.

The Deliverable and Payment Schedule also presents the corresponding payment terms as they relate to the deliverables of this assignment. Processing of payments will only commence upon acceptance of deliverables. Payments will be made within 30 days after receipt of the approved deliverable.

Task	Deliverable	Due Date	% of Contract
Attend processing of findings and data analysis (Workshop 2)	Report Outline	Oct 2018 (6 days)	1st Tranche (25%)
Report Writing	Report Updates	Oct - Nov 2018 (60 days)	2nd Tranche (25%)
Prepare and submit draft reports for NPMO review	Draft Reports	Nov. 2018	
Revise and submit final version of report	Final Report	Nov - Dec. 2018	3rd Tranche (50%)

7. REPORTING AND WORKING ARRANGEMENT

7.1 Roles and Responsibilities of DSWD

The technical team at DSWD, led by the KC-NCDDP Successor Plan TWG (who will act as Contract Manager), will have the following responsibilities:

- Manage the contract with the Service Provider
- Review and approve the deliverables submitted
- Provide required data and documents
- Facilitate coordination with relevant stakeholders and personnel

CERTIFIED TRUE COPY

mt rfu tall

DSWD will also provide orientation on KC-NCDDP, as well as inputs and comments on methodology, activity designs, and work plan.

The Service Provider shall submit the deliverables based on the prescribed schedule for review and acceptance by DSWD. In the event that there will be comments from DSWD, in close consultation with DSWD, the Service Provider shall make the necessary revisions before submitting the final version of the deliverable.

7.2 Services and Facilities to be provided by DSWD

DSWD shall make available all relevant information, documents, etc. both in hard and electronic copies (if available and when necessary). All documents so provided will remain the property of the DSWD. The Service Provider may not dispose of or otherwise make use of such documents without the prior written approval of DSWD.