

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

**HIRING OF CONSULTANCY ON THE DEVELOPMENT OF HUMAN DEVELOPMENT
AND POVERTY REDUCTION CLUSTER (HDPRC) COMMUNICATION PLAN 2020-2022**

DSWD NNP No. 20-DFAT-SVC-010-
(PR No. 01-20001-PR-2020-07-00006)

1. The Republic of the Philippines, through the **Policy Development and Planning Bureau – Department of Social Welfare and Development – Department of Foreign Affairs and Trade (DSWD-DFAT)**, intends to apply the sum of **Four Hundred Thirty-Two Thousand (PhP 432,000.00)** being the Approved Budget for the Contract (ABC) as payment for the **“Hiring of Consultancy on the Development of Human Development and Poverty Reduction Cluster (HDPRC)”** (DSWD NNP No. 20-DFAT-SVC-010)
2. The HDPRC Roadmap 2022 has identified the implementation of a communication strategy as one of its major strategies. It appears that understanding of the HDPRC goals remains a challenge for different institutions involved in its implementation. They are still unclear on what SP is at the broader context and what their contribution is. At the national level, the understanding of SP as the key poverty alleviation and vulnerability reduction strategy has already improved among government agencies, partner CSOs, and the academe. Nonetheless, there is a need to further clarify its definition, policies, directions, and coverage at the sub-national levels. It is more important to have it similarly adopted for the same purpose at the local levels.

For this reason, the overall objective of this consultancy is to develop a communication plan to share specific information about the HDPRC roadmap and social protection plan at various levels, with measurable results. The communication plan can also provide a roadmap on what information should be delivered to the various stakeholders from the national to the local level.

Specifically, it aims to:

1. Conduct formative research to assess the level of knowledge of stakeholders on the concept of human development and poverty reduction; previous and existing communication strategies and initiatives; and identify gaps and points of collaboration in terms of communication;
2. Organize and convene planning workshops with stakeholders, implementers and partners to co-create a communication strategy that is doable and acceptable to all;
3. Serve as resource person during the Training for Trainers(TOT)
4. Identify strategic communication objectives and a set of key messages that are aligned with the HDPRC Roadmap 2022;
5. Develop an analysis of stakeholders, audiences and influencers;
6. Identify appropriate communication interventions and activities;
7. Develop a clear and measurable monitoring and evaluation plan;
8. Develop a detailed calendar with activities linked to short-term and long-term objectives;

9. Establish clear institutional roles and responsibilities in the implementation and monitoring of the Communication Strategy.

3. Scope of Work are as follows:

After conducting consultations, review of necessary documents, the integrated communication agency shall work jointly with the Policy Development and Planning Bureau (PDPB) Director, key project staff, and other consultants in carrying out the following tasks:

1. Formative research
 - a. Conduct desk research on social protection programs and communication activities of implementing agencies;
 - b. Conduct interviews, focus group discussions to assess knowledge levels and map out gaps and paths of possible collaboration;
 - c. Assess capacities of critical stakeholders to implement, monitor and evaluate communication strategies;
2. Development of communication strategy and implementation plan
 1. Facilitate a multi-stakeholder workshop to identify strategic objectives, key messages, stakeholders and strategies;
 2. Document the workshop;
3. Attend meetings, brainstorming sessions and other related activities as required by the Project;
4. Present the communication strategy and implementation plan for approval;
5. Support capacity building for implementers based on identified communication skills gaps.

4. Degree of Expertise, Qualification, and Competencies:

The Communication Agency should possess an extensive experience in undertaking the required services as detailed in the scope of work and with the following qualifications, to wit:

1. Inception Report to include details of the activities with proposed methodology and timeline;
2. Formative research report
3. Conduct and facilitation of advocacy and communication planning workshop
 - a. Workshop/Activity Design
 - b. Actual workshop/documentation report
4. Detailed Communication Strategy and Implementation Plan with the following components:
 - a. Strategic goals and objectives;
 - b. Target audiences;
 - c. Key messages;
 - d. Channels and touchpoints;
 - e. Communication strategies;
 - f. Recommended communication materials;

- g. One-year implementation plan, with time frame, including responsible agencies/organizations and estimated budget
 - 5. Monitoring and Evaluation
 - a. Draft M&E framework
 - b. Draft M&E tool
 - 6. One final print-ready digital copy
 - 7. Prototype IEC communication materials
 - 8. Monthly progress report as reflected in the Consultant's Inception Report
5. In consideration with consultancy services required, payment of the consultant/ service provider shall be made in accordance with the following schedule:

Tranche	Month/Date	Percentage	Deliverables
1st payment	5 calendar days upon receipt of NTP	20%	Upon submission and acceptance of the Inception Report
2nd payment	15 calendar days upon receipt Inception Report	40%	Upon submission and acceptance of the Formative Research Report, Draft Communication Strategy and Implementation Plan
3rd payment	10 calendar days Draft Communication Strategy and Implementation Plan	40%	Upon submission and acceptance of the final, print-ready Communication Strategy and Implementation Plan

The Department shall pay the communication agency/ service provider of the Total Contract Price (TCP) is inclusive of all applicable taxes (withholding tax), professional fees and transportation costs of facilitators, documenters, and resource persons and other out-of-pocket expenses, e.g. workshop materials, and other logistical costs.

- 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. With five(5) years or more working experience in mass communication, public relations, development communication, advocacy communication, and related fields with extensive work experience and proven professional record in communication strategy development, with focus on advocacy, policy and governance. <i>Ten (10) years and up- 40 %</i> <i>Eight (8) to nine (9) years -35 %</i>	40%

<i>Five (5) years to 7 (seven) years - 30 %</i>	
<p>2. Has previously worked with government agencies or donor organizations in Communication, advocacy, and strategic management.</p> <p><i>More than 2 years' experience assisting government agencies or donor organizations – 30%</i></p> <p><i>1 to 2 years' Experience assisting government agencies or donor organization - 25 %</i></p> <p><i>5 to 11 months Experience assisting government agencies or donor organization - 15 %</i></p> <p><i>With experience assisting private entities only – 10%</i></p>	30%
<p>3. With bachelor's degree in one of the following disciplines: Mass Communications; Development Communication; Organisational Communications, Journalism, or other relevant fields.</p> <p><i>with advanced studies and certifications in one or more of the following disciplines: Mass Communications; Development Communication; Organisational Communications, Journalism, or other relevant fields. - 30%</i></p> <p><i>with bachelor's degree in one of the following disciplines: Mass Communications; Development Communication; Organisational Communications, Journalism, or other relevant fields. -25%</i></p>	30%
Total	100%

*failure to qualify in one (1) of the criteria will automatically result to disqualification.

PASSING RATE = 70%

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

- i) Expression of Interest (Application letter indicating three (3) work references);
- ii) Comprehensive Curriculum Vitae (CVs);
- iii) Financial Proposal Form (Annex A);
- iv) Omnibus Sworn Statement (Annex B) – as condition for an award of contract;
- v) PhilGEPS Registration Number;
- vi) BIR Certificate of Registration; and

8. 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 24 November 2020**. The total

amount of contract is **Four Hundred Thirty Two Thousand Pesos (PhP 432,000.00)** and **will be engaged for Thirty (30) days from receipt of Notice to Proceed (NTP).**

9. The Service Provider shall be required to issue Official Receipt (OR) as acceptable evidence of receipt of payment for disbursements.

THE CHAIRPERSON

Bids and Awards Committee
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

(Original Signed)
RENE GLEN O. PAJE
Undersecretary and Chairperson
Bids and Awards Committee

Financial Proposal

NNP No.: 20-DFAT-SVC-010

Particulars	Quantity	Total Contract Price (including all applicable taxes, amount in Phil. Peso)
Hiring of Consultancy on the Development of Human Development and Poverty Reduction Cluster (HDPRC)	1 Lot	

Name of Consultant: _____

Signature: _____

Date: _____

Annex B

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*
[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];
[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];
2. *[Select one, delete the other:]*
[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;
[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];
3. [Name of Bidder] is 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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*
[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, 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;
[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC),

the Technical Working Group, 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;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, 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;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* 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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

SUBSCRIBED AND SWORN to before me this ___ day of _____, 2018 at _____, Philippines. Affiant is 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 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. _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____