

Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

IBP Road, Constitution Hills, Quezon City
Telephone No. (02) 931 8101 local 121 or 122
Email Address: quotations@dswd.gov.ph

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

**HIRING OF CONSULTANT FOR THE DEVELOPMENT OF FAMILY
DEVELOPMENT SESSIONS MODULE AND CAPACITY BUILDING ON
CLIMATE CHANGE AND ENVIRONMENTAL PROTECTION**

DSWD NNP No. 19-GOP-SVC-010

(PR No. 2019061707)

- 1) The Department of Social Welfare and Development (DSWD) through the **Disaster Response Management Bureau (DRMB) 2018 Continuing Appropriation Funds**, intends to apply the sum of **Four Hundred Thousand Pesos (PhP400,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Hiring of Consultant for the Development of Family Development Sessions Module and Capacity Building on Climate Change and Environmental Protection**.
- 2) The Project aims to:
 - Identify the services of a consultant to support DSWD in the implementation of the following:
 - To develop modules on climate change and environmental protection which are holistic, activity-based and science-based.
 - To facilitate and conduct writeshop on modules on climate change and environmental protection.
 - To facilitate and conduct Trainers' Training for Supervisors on Climate Change and Environmental Protection.
- 3) The Consultant should possess the following qualifications:
 - At least with master's units in Climate Change Science, Environmental Science or other relevant area, or equivalent professional work experience in the same field, combined with a university degree
 - At least 5 years' experience, in designing, developing, implementing, monitoring and evaluating communication materials on climate change and environmental protection for the development sector
 - Submit at least 1 sample of written work related to designing and developing communication materials for the development sector
 - On top of the knowledge on the science of climate change and environmental protection, the consultant must possess skills and experiences on module development and training/workshop facilitation. Preferably, the consultant should be familiar with working with government agencies, particularly with the DSWD, and its procedures. Familiarity and previous experiences working with the Pantawid Pamilyang Pilipino Program and its Family Development Session is a strong advantage.

4) The Consultant (Independent Evaluator) will be required to do the following tasks as part of Climate Change and Environmental Protection Module Development:

- Submit an Inception Report upon receipt of the Notice to Proceed (NTP)

The Inception Report should cover the detailed work plan and timeline of the consultant for the duration of the contract, and agreements as approved by DRMB and Pantawid. These agreements should be discussed during meetings facilitated by the consultant.

- Writeshop on Climate Change and Environmental Protection Module Development:

The consultant shall design and run a five-day (5) writeshop activity to gather insights of the implementers and ensure that the module being developed will meet the needs of the partner beneficiaries.

- Climate Change and Environmental Protection Module Development:

Included in the module development is the pre-testing of the draft modules. This shall validate the draft session guides as to its appropriateness to the needs of the beneficiaries, applicability of its activities, relevance to the Pantawid Pamilya context, comprehensibility and friendliness to the module facilitators. DSWD offices shall also review the modules and provide comments and recommendations as basis for the enhancement of the draft module.

The consultant is expected to deliver the following for this phase:

- a. assessment of the existing FDS modules related to climate change and environmental protection,
- b. recommendations for the CCEP module,
- c. Presentations of the workshop outputs and the draft module
- d. Pre-testing protocol with design and tools
- e. Final module with graphics, pictures and other visuals, annexes, etc. as approved by the DSWD

The module should cover sessions guide in conducting Family Development Sessions on Climate Change and Environmental Protection. It should be in accordance with existing DSWD templates and guidelines, and other existing and published guides on style and usage.

- Training of Trainers of Supervisors:

The consultant shall design and run two batches of training of trainers for the FDS supervisors at the regional and provincial levels, one for the Luzon group and one for the Visayas-Mindanao group. The consultant shall serve as the main resource person for the activity.

Budgetary requirements for the venue, the food and the travel expenses of the participants shall be chargeable against the DREAMB funds.

5) The Consultant is expected to come up with the following deliverables in accordance to its scheduled timelines:

- Inception report, annexing the required and specified assessments
- Module and sessions guide on Climate Change and Environmental Protection

- Trained FDS supervisors in using the module, executive summary report on the training

6) Deliverables, Timeline and Payment Tranches:

The total contract price is **Four Hundred Thousand Pesos (PhP 400,000.00)**, inclusive of all applicable taxes, which shall be paid in accordance with the following:

Tranche	Outputs/Deliverables	Percentage %	Timeline
1st	Complete Inception report, annexing the required and specified assessments 1) assessment of the existing FDS modules related to climate change and environmental protection, 2) recommendations for the CCEP module, 3) detailed work plan for the project, and 4) writeshop design/Training module	10%	Within two (2) weeks upon receipt of Notice to Proceed (NTP)
2nd	1. Conduct of 5-days Writeshop on Climate Change and Environmental Protection 2. Output/Documentation of the writeshop	20%	Within four (4) weeks upon approval of Inception Report
	3. Draft module Climate Change and Environmental Protection (CCEP) 4. Pre-testing protocol with design and tools	20%	Within three (3) weeks after the submission of the output of the Writeshop on Climate Change and Environment Protection
3rd	Presentation and submission of materials to be used for the Training of Trainers (TOT)	50%	Within three (3) weeks after the conduct of the pre-testing
	Conduct of the Training of Trainers (TOT)		Within four (4) weeks after the presentation of Final Module with graphics pictures and other visuals, annexes etc. as approved by the DSWD

Tranche	Outputs/Deliverables	Percentage %	Timeline
	Submission of the Module on Climate Change and Environmental Protection Trained FDS Supervisors (2 batches) on using the module and Executive Summary Report		Within six (6) weeks after the conduct of TOT
	Total	100%	

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

The outputs of the consultant will be subjected to evaluation metrics before proceeding to the next step. Only the work outputs/deliverables found acceptable shall be paid.

In the event of unsatisfactory performance, DSWD reserves the right to terminate the contract. In case of partially satisfactory performance, such as serious delays causing the negative impact on meeting the contract objectives, low quality or insufficient depth and/or scope of the assignment completion, DSWD is entitled to decrease the payment by a one-tenth of one percent (0.1%) per day deduction in payment for the covered work output/deliverable, except if satisfactorily justified.

7. The contract duration is within **six (6) months** from receipt of **Notice to Proceed**.
8. Applications will be evaluated based on the following criteria:

Qualification	Percentage
1. At least with master's degree on climate change science, environment science, or other relevant area, or equivalent professional work experience in the same field, combined with a university degree	25%
a. Master's Degree	20%
b. Master's Degree and with units in doctoral studies	23%
c. Doctoral Degree	25%
2. At least 5 years' experience, in designing, developing, implementing, monitoring and evaluating projects, programs and communication materials on climate change, coastal resource management, environmental protection, sustainable development, disaster risk reduction, etc. for the development sector	40%
a. At least 5 yrs. experience	30%
b. 6-7 yrs. experience	35%
c. 8 yrs. or more experience	40%
3. Submit at least 1 sample of written work related to designing and developing communication materials on climate change and environmental protection for the development sector	35%
a. At least 1 output presented	30%
b. 2-3 outputs presented	33%

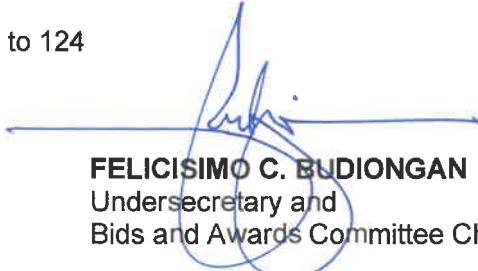
Qualification	Percentage
c. 4 or more outputs presented	35%
Total	100%
Passing rate:	80%

9. The Consultant shall be selected through 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).
10. 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). An Acknowledgement Receipt shall be asked, in lieu of OR, as evidence of payment.
11. The DSWD now invites interested consultants to submit:
 - a) Comprehensive Curriculum Vitae (CV) indicating the complete and accurate description of previous engagements relevant to the above-mentioned evaluation criteria;
 - b) Simple Financial Proposal (Annex A);
 - c) Omnibus Sworn Statement (Annex B);
 - d) BIR Certificate of Registration;
 - e) PhilGEPS Registration Number;
 - f) Expression of Interest (Application) highlighting the personal attributes, qualities, skills, knowledge and significant outcomes with the qualification requirements; and
 - g) At least one (1) sample of written work related to designing and developing communication materials for the development sector.

Interested Consultant may submit the said required documents at the address below or through email at quotations@dswd.gov.ph not later than **5:00 P.M. of June 28, 2019**.

THE CHAIRPERSON

Bids and Awards Committee
c/o BAC Secretariat
Ground Floor, DSWD Central Office
IBP Road, Constitution Hills, Quezon City
Telefax No.: (02) 931-6139
Trunkline No.: (02) 931-8101 local 122 to 124



FELICISIMO C. BUDIONGAN
Undersecretary and
Bids and Awards Committee Chairperson

Financial Proposal

DSWD NNP No. 19-GOP-SVC-010

Lot No.	Particulars	Quantity	Total Contract Price <i>(including all applicable taxes, amount in Phil. Peso)</i>
1	Hiring of Consultant for the Development of Family Development Sessions Module and Capacity Building on Climate Change and Environmental Protection	1-Lot	

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 comply 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 _____, 2019 at _____, Philippines.

(Authorized Representative/Signatory)

SUBSCRIBED AND SWORN to before me this ___ day of _____, 2019 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 _____, 2019.

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 _____