



**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](mailto:quotations@dswd.gov.ph)

**NOTICE OF NEGOTIATED PROCUREMENT –  
INDIVIDUAL CONSULTANT**

**HIRING OF CONSULTANT FOR TECHNICAL ASSISTANCE ON GENDER  
MAINSTREAMING TOOL FOR THE SUSTAINABLE LIVELIHOOD  
PROGRAM**

*DSWD NNP No. 19-GOP-SVC-009*  
(PR No. 2019051378)

1. The Republic of the Philippines, through the Department of Social Welfare and Development (DSWD), Sustainable Livelihood Program (SLP), has received funds from the Department of Foreign Affairs and Trade (DFAT) – Australian Government and intends to apply part of the funds under the contract, in the amount of **Seven Hundred Fifteen Thousand Pesos (PhP 715,000.00)** for the **Hiring of Consultant for Technical Assistance on Gender Mainstreaming Tool for SLP**.
2. **Objective of the Engagement:**
  - a. Harmonize the SLP's gender responsiveness and sensitivity indicators in livelihood projects with institutionalized national and DSWD GAD guidelines for gender-responsive program implementation.
  - b. Assess implementation of SLP using the institutionalized Harmonized Gender and Development Guidelines (HGDG) and Gender Mainstreaming and Evaluation Framework (GMEF) of the Philippine Commission on Women (PCW).
  - c. Develop a training design or technical assistance plan of implementation and monitoring of gender-responsive livelihood projects for technical staff and field implementers;
  - d. Provide capability building activities to identified staff to institutionalize the SLP operational frameworks for gender mainstreaming;
  - e. Design tools that will enable SLP to monitor participating groups in developing, improving, and safeguarding gender-responsive livelihoods; and
  - f. Ensure consistency of the gender mainstreaming framework and toolkit with the program objectives and operations.
3. **Scope of Work:** The Consultant is responsible for carrying out the following tasks:
  - a. Submission of a workplan for the entire engagement;
  - b. Coordination with the program implementers, program participants, local government unit (LGU), and other relevant stakeholders;

- c. Development of gender mainstreaming guidelines and/or toolkit for SLP;
- d. Identification of three project sites for assessment of implemented livelihood projects;
- e. Conduct of training with identified staff on implementing and monitoring livelihood gender-responsive livelihood projects;
- f. Assessment of implemented livelihood projects using institutionalized HGDG;
- g. Creation of a technical assistance plan on implementing and monitoring gender-responsive livelihoods for field implementers;
- h. Facilitation of a workshop, which presents the recommendations for the assessed implemented livelihood projects, in relation to HGDG, and
- i. Presentation and submission of continuous feedback and terminal reports.

**4. Deliverables, Timelines and Payment Tranches:**

	<b>Deliverables (Milestones)</b>	<b>Submission Schedule</b>	<b>Payment Tranche<sup>1</sup></b>
1	Submission of workplan, training content, indicators and tools; Conduct of training with identified staff	Week 3	23%
2	Submission of assessment report and initial gender mainstreaming framework, guidelines and training design	Week 8	24%
3	Submission of final gender mainstreaming framework, guidelines and training design	Week 12	26%
4	Submission of technical assistance plan and project terminal report	Week 16	27%

The total contract cost covers the professional fees, as well as, the operational expenses that will be incurred by the Consultant in community mobilization such as, transportation cost, board and lodging, among others and reproduction of the booklet tool on gender mainstreaming. The cost of service shall be taxable based on prevailing taxation policies.

**5. Qualifications of Consultant and Evaluation Criteria:** The qualifications of the Consultant shall be evaluated based on the following criteria. The passing score is **Eighty Percent (80%)**.

<b>General Criteria</b>	<b>Specific Criteria</b>	<b>Percentage</b>
<b>Education / Studies</b>	<p>A. Bachelor of Science, preferably with higher degree, in Gender Studies, Development Studies, Community Development, Sociology, Social Sciences, or other related courses</p> <p>Doctorate Degree in the aforementioned courses – 20%</p> <p>Master's Degree in the aforementioned courses – 18%</p>	20%

<sup>1</sup> Percentage of the total contract cost.

	Bachelor's Degree in the aforementioned courses – 15%	
<b>Experience</b>	B. Must have at least three (3) years of experience in the development-related projects particularly in the areas of gender and development, gender mainstreaming, program development, knowledge management, training, monitoring and evaluation, involving community facilitating, community microenterprises, capability building activities with theoretical and practical knowledge on gender and development  More than three (3) years of experience – 20% Three (3) years of experience – 18 %	20%
	C. At least fifteen (15) hours relevant training in any of the following: gender and development, gender analysis, project management, knowledge management, and/or strategy development and implementation;  More than fifteen (15) hours of relevant training – 15% Fifteen (15) hours of relevant training – 13%	15%
	D. At least two (2) years of specialization in conducting studies regarding gender and development and/or knowledge management  More than two (2) years of experience – 10% Two (2) years of experience – 8 %	15%
	E. At least two (2) years of significant supervisory experience with demonstrated interpersonal and communication skills  More than 2 years of supervisory experience – 10% Two (2) years of supervisory experience – 8%	10%
	<b>Competencies</b>	
F. With capacity in supervising a team of at least three (3) members and monitor progress of the same in terms of implementing the project efficiently	10%	
G. Computer literate with intermediate knowledge on MS Office applications, capable of writing technical reports, and with knowledge on statistics and project management	5%	
H. Excellent written and oral communication skills with strong ability to synthesize and analyze complex documents	5%	
	<b>TOTAL</b>	<b>100%</b>

6. The DSWD, in the procurement process for the project at hand will be adopting Section 53.9 (Small Value Procurement-Individual Consultant) of the 2016 Implementing Rules and Regulations of Republic Act No. 9184 or the Government Procurement Reform Act.
7. **Contract Duration** : Sixteen (16) weeks from receipt of Notice to Proceed (NTP).
8. The DSWD now invites interested individuals to indicate their interest in providing the services. Interested individuals must submit the following documents in the address indicated below or through e-mail at [quotations@dswd.gov.ph](mailto:quotations@dswd.gov.ph) not later than 05:00 P.M. of **04 June 2019**.
  - a. Comprehensive Curriculum Vitae 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. PhilGEPS Registration Number;
  - e. Income/Business Tax Returns;
  - f. Certificate of BIR Registration; and
  - g. Expression of Interest (Application) highlighting the personal attributes, qualities, skills, knowledge and significant outcomes with the qualification requirements;

**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)  
**FELICISIMO C. BUDIONGAN**  
Undersecretary and Chairperson  
Bids and Awards Committee

## Financial Proposal

DSWD NNP No. 19-GOP-SVC-009

<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>
1	Hiring of Consultant for Technical Assistance on Gender Mainstreaming Tool of the Sustainable Livelihood Program	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 \_\_\_\_\_