

NOTICE OF NEGOTIATED PROCUREMENT
(Small Value Procurement-Individual Consultant)
DSWD NNP No. 19-GOP-SVC-008

**“Hiring of Consultant for the Independent Project Completion Review
of the Support Program for Disaster Response”
(PR No. 2019061674)**

1. The **Department of Social Welfare and Development (DSWD) – Disaster Response Management Bureau (DRMB)** through the approved **SARO-BMB-B-19-0000783** under the **Department of Foreign Affairs and Trade (DFAT Agreement No. 70013)** intends to apply the sum of **Nine Hundred Ninety Thousand Pesos (PhP990,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **“Hiring of Consultant for the Independent Project Completion Review of the Support Program for Disaster Response”**.

2. The Independent Completion Review (ICR) will assess the contribution of the SPDR on the enhancement of the capacity of the DSWD on disaster response.

The actual performance of the project against the targets and expected results from January 2015 to September 2019, and the sustainability of the outputs will be evaluated. The findings will be related to national and sub-national development priorities and objectives (e.g. Philippine Development Plan and Regional Development Plans), international frameworks (e.g. Sustainable Development Goals), and Australia’s Aid Investment Plan or strategy framework to draw specific lesson, conclusions, and recommendations for future similar projects.

The assessment must consider whether policies, systems, protocols, operating guidelines, partnership arrangements and knowledge management products have been developed or enhanced in increasing the capacities of the DSWD on disaster response.

3. The Consultant should possess the following qualifications:
 - a. At least have a Master’s Degree (related to Development Management, Public Administration, Disaster Risk Reduction and Management, Social and Community Work be an advantage)
 - b. At least five (5) years of progressive experience in the evaluation of development projects or project management related to disaster risk reduction and management/ humanitarian assistance/ disaster response
 - c. Demonstrated strong knowledge and experience on monitoring and evaluation of development projects (experience on conducting development projects completion review especially Australian supported projects is an advantage)
 - d. Fluency in English language and proven ability to write high-quality technical reports (applicants will be asked to provide two work samples)

4. The Consultant (Independent Evaluator) will undertake the following tasks:
 - a. Assess the SPDR’s performance based from the objectives and targets as stated in reference documents including, but not limited to:
 - Project Documents
 - Work and Financial Plans
 - Procurement Plans

- Financial Reports
 - Human Resource Plan
 - Progress/ Accomplishment Reports
- b. Assess the appropriateness of the project's overall framework, methodologies and strategies in achieving the objectives, outputs and results as well as putting in place good practices which the DSWD and other institutions could adopt;
 - c. Assess the effectiveness of the project in achieving the expected outputs and results;
 - d. Assess the efficiency in the use of the resources of the project in achieving objectives, outputs and results;
 - e. Assess the relevance of the project at the national and regional levels, needs in development context and with Australia's Aid Investment Plan or strategy framework;
 - f. Analyze factors in the achievement and no-achievement of objectives, outputs and results;
 - g. Determine capacities, processes and outputs developed, and the level of ownership of DSWD based on the accomplishments and results of the project;
 - h. Document and draw up lessons learned; good, innovative and replicable practices; and cross cutting issues (gender equality, monitoring and evaluation, disability inclusion, indigenous peoples, climate change and disasters, private sector engagement and innovation);
 - i. Prepare a sustainability plan on the outputs of the project;
 - j. Put forward policy and project recommendation to DSWD as implementer of the project. Make recommendations to DFAT to support future programming.
5. The Consultant (Independent Evaluator) is expected to come up with the following outputs:
- a. **Inception Report:** The inception report should illustrate and explain the overall design and method of the independent completion review, and reflect agreed recommendations arising from the inception meeting.
 - b. **Evaluation Debriefing:** A debriefing shall be done after the evaluation activities. The independent evaluator will conduct presentation on the coverage of the evaluation, preliminary findings, and recommendations. Additional requirements from the DSWD and DFAT will be discussed during the debriefing and will have to be integrated in the report.
 - c. **Draft Evaluation Report with Presentation:** The evaluation report will be presented to key stakeholders for review. Comments on the draft shall be addressed in the final report. The draft independent completion report must not be more than 30 pages in length (excluding annexes) with stand-alone executive summary, and process documentation report. A presentation shall accompany the report, and must be submitted in two hard copies and electronic copies to DSWD.
 - d. **Final Evaluation Report with Presentation:** The independent evaluator shall prepare a final independent completion report reflecting the comments from the draft report. A presentation will accompany the final report, and must be submitted in two hard copies and electronic copies to the DSWD. An evaluation report audit trail must be prepared, documenting the comments raised and the changes/ revisions made. The independent evaluator shall turnover to DSWD all materials related to the evaluation (e.g. raw and processed data, photos, list of respondents and written/ signed consent forms and other relevant materials).
6. The Consultant will be paid with the Total Contract Price (TCP) inclusive of applicable taxes. The cost includes all professional service fees and operational expenses including all logistical costs, transportation expenses, communication and all related meetings. The selected independent evaluator shall be remunerated based on the following payment schedule:

Payment Schedule	Deliverables	Percentage of the Total Contract Price (TCP)
1 st payment	• Upon submission and acceptance of Final Inception Report	10%
2 nd payment	• Upon submission of Evaluation Debriefing Report	15%
3 rd payment	• Upon submission of Draft Evaluation Report	25%
Final payment	• Upon submission and acceptance of Final Evaluation Report.	50%

7. The contract duration (whole evaluation process) is expected to take **45 days** spread over three (3) Months with all activities and outputs to be completed commencing from the receipt of Notice to Proceed (NTP).

DELIVERABLES/OUTPUT	TIMELINE
Submission of Final Inception Report	Within seven (7) working days upon receipt of Notice to Proceed
Submission of Evaluation Debriefing Report	Within fifteen (15) working days upon acceptance of Inception Report
Submission of Draft Evaluation Report	Within eight (8) working days upon acceptance of the Evaluation Debriefing Report
Submission of Final Evaluation Report	Within fifteen (15) working days upon presentation of Draft Evaluation Report

8. Applicant will be evaluated based on the following criteria:

Qualifications	Points (100 points maximum)
1. Master's Degree	35
a. Doctorate degree holder	35
b. Master's degree holder with PhD units	30
c. Master's degree holder related to Development Management, Public Administration, Disaster Risk Reduction and Management, Social and Community Work be an advantage	25
d. Master's degree holder	20
2. At least five (5) years of progressive experience in the evaluation of development projects or project management related to disaster risk reduction and management/ humanitarian assistance/ disaster response	30
a. With 7 year-experience and above	30
b. With 6 year-experience	25
c. With 5 year-experience	20
3. Demonstrated strong knowledge and experience on monitoring and evaluation of development projects (experience on conducting development projects completion review especially Australian supported projects is an advantage)	25
a. With 8 completed projects and above	25
b. With 4-7 completed projects	20

4. Fluency in English language and proven ability to write high-quality technical reports (applicants will be asked to provide two work samples)	10
TOTAL	100
Passing Mark is 80 points	

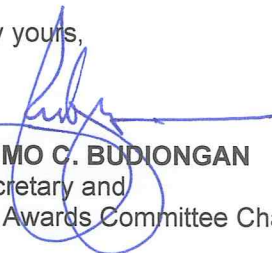
9. The Consultant shall be selected through Negotiated Procurement under Small Value Procurement pursuant to Section 53.9 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (R. A. No. 9184) or the Government Procurement Reform Act (GPRA).
10. The Consultant shall be 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);
 - b. Financial Proposal (Annex A);
 - c. BIR Certificate of Registration;
 - d. PhilGEPS Registration Number;
 - e. Income/Business Tax Returns;
 - f. Omnibus Sworn Statement (Annex B);
 - g. Two (2) sample works; and
 - h. Expression of Interest (Application) highlighting the personal attributes, qualities, skills, knowledge and significant outcomes with the qualification requirements;

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 24, 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

Very truly yours,



FELICISIMO C. BUDIONGAN
 Undersecretary and
 Bids and Awards Committee Chairperson

Financial Proposal

DSWD NNP No.: **19-GOP-SVC-008**

Lot No.	Particulars	Quantity	Total Contract Price <i>(including all applicable taxes, amount in Phil. Peso)</i>
1	Hiring of Consultant for the Independent Project Completion Review of the Support Program for Disaster Response	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 2019