

REQUESTS FOR EXPRESSIONS OF INTEREST

ENGAGEMENT OF INDIVIDUAL FOR THE EVALUATION OF ASIAN DEVELOPMENT BANK (ADB) ADDITIONAL FINANCING LIVELIHOOD SUBPROJECTS

REI No. KC-NCDDP/19-DSWD-005
(PR No. 2019051528)

1. The Republic of the Philippines, through the Department of Social Welfare and Development (DSWD) KALAHI-CIDSS National Community Driven Development Program (KC-NCDDP), has received loan (Loan Agreement No.8335-PH) from the International Bank for Reconstruction and Development (IBRD) and intends to apply part of the loan payments under the contract for the **Engagement of Individual Consultant Evaluation of Asian Development Bank (ADB) Additional Financing Livelihood Subprojects.**

2. **Objective of the Engagement:**

The engagement of the consultant aims to gather evidences of program effectiveness of KC-NCDDP and draw lessons from experiences of implementation of the KC NCDDP additional financing for livelihood and enterprise development.

The report is expected to guide KC-NCDDP management in future CDD applications and interventions and in providing evidence-based justification for promoting positive elements of CDD, as well as revisiting other less successful elements.

The selected consultant is expected to successfully implement the activities prescribed in this TOR and submit the required deliverables on time.

3. **Scope of Work/Tasks:**

The consultant is expected to provide expertise on qualitative data gathering and analysis in the context of process evaluation. Specifically, he/she will be responsible for the following tasks.

- a. Conduct archival/ desk review and analysis of relevant documents from KC-NCDDP and LGU subjected for this resaerch, including but not limited to:
 - Municipal profile
 - KC-NCDDP program implementation documents, including ADB AF L&E
 - Subprojects funded (prioritized) and details
 - Subrproject completion report
 - Sustainability plans
 - Operations and Maintenance plans/initiatives
 - Field notes
 - Contact list of ACT members (current and former (if needed), volunteers/committees
 - Previous case studies, articles, other documentation reports

Submit desk review report:

- b) Prepare and submit Inception Report that contains the analysis and operational plans and specific timeline of the study;
- c) Prepare and submit qualitative data collection tools e.g. FGD and KII guide questions and documentation template;
- d) Gather data through the conduct of field/subproject site visit, FGDs and KIIs in all subject site in all covered Regions of AF, such as but not limited to:
 - KIIs with Municipal/Barangay Officials
 - KII with Area Coordinator/Municipal Coordinator
 - KIIs with NPMO, RPMO and key representatives
 - FGDs with ACT, community volunteers and residents
- e) Submit progress report;
- f) Analyze collected information and submit initial findings;
- g) Prepare final report and presentation;
- h) Ensure commitments and deadlines set by the NPMO are met and reprioritize as needed to complete timely delivery of project outputs;
- i) Make necessary research in order to understand DSWD KALAHI-CIDSS-NCDDP implementation; and
- j) Carry out all other tasks called for to ensure work quality.

4. Design and Methodology:

The study will be qualitative by design gathering important anecdotal evidences on implementation experiences through case study approach. The study shall generally use the following methodologies (may include other research means) to gather in-depth understanding on the topic area:

- Archival/ Desk review and analysis of relevant data and documents from KC NCDDP L&E sample municipalities.
- Field Visit to conduct (a) field observations; (b) Key Informant Interviews (KIIs) from key stakeholders to be identified; and (c) Focus Group Discussions (FGDs) for municipal inter-agency committee (MIAC)/Municipal Officials of each municipal LGU, ACT/MCT/LGU staff, community volunteers and community citizens
- Analysis of findings in field observations, KIIs, and FGDs

The study will subject 20 subprojects for analysis, at least of different types, from all Regions covered by the additional financing. Number of subprojects will be equally allocated per region (CARAGA, IV-A, VI, VII and VIII) – 5 each, regardless of the total number of completed/funded livelihood SPs in each site.

5. **Qualification of the Consultant:**

The individual consultant should have at least the following qualifications:

- Must have at least a Bachelor’s degree in development studies, statistics, community development, economics, or other related social science disciplines; and
- Have at least five (5) years of experience and proven track record in the conduct of assessment and/or evaluation of development programs;
- Have experience in doing at least five (5) qualitative research through field observations; key informant interviews, focus group discussion, archival/desk reviews;
- Have headed the conduct of at least five (5) program/project evaluation studies with at least 500 samples;
- Have experience in conducting at least five (5) assessments/evaluations on the effectiveness of livelihood subprojects in the Philippines;
- Have significant knowledge about DSWD KALAHI-CIDSS-NCDDP and/or Community-Driven Development (CDD) programs

6. This project shall be procured using Section 11.6.1.2 World Bank (Individual Consultant Selection Timeline) of the KALAHI-CIDSS-NCDDP Program Procurement Guidelines (March 2017) and pursuant to the following criteria:

Criteria	Percentage
BACKGROUND	
Has a Bachelor’s degree in Social Sciences or related disciplines such as Anthropology, Sociology or Community Development.	20%
Doctorate Degree (or higher) in abovementioned courses - 20%	
Master’s Degree in abovementioned courses - 18%	
Bachelor’s Degree in abovementioned courses - 17%	
EXPERIENCE	
Has at least five (5) years of experience in the conduct of assessment and/or evaluation of development programs, preferably of government-implemented.	20%
More than 7 years of experience - 20%	
7 years of experience - 19%	
6 years of experience - 18%	
5 years of experience - 17%	
Has experience in doing at least five (5) quantitative and qualitative researches through field observations, key informant interviews, focus group discussions, archival/desk reviews.	20%
More than 7 quantitative and qualitative researches - 20%	
7 quantitative and qualitative researches - 19%	
6 quantitative and qualitative researches - 18%	
5 quantitative and qualitative researches - 17%	
Has headed the conduct of at least three (3) evaluation studies on development programs/projects of comparable size and coverage (IP-CDD project cost is around Php220 Million) and with at least 500 samples.	10%

<p>More than 5 evaluation studies on development programs/projects with at least 500 samples - 10%</p> <p>5 evaluation studies on development programs/projects with at least 500 samples - 9%</p> <p>4 evaluation studies on development programs/projects with at least 500 samples -87%</p> <p>3 evaluation studies on development programs/projects with at least 500 samples - 7%</p>	
<p>Has experience in conducting at least five (5) assessments/evaluations on the effectiveness of livelihood subprojects in the Philippines.</p> <p>More than 7 assessments/evaluations -20%</p> <p>7 assessments/evaluations -19%</p> <p>6 assessments/evaluations -18%</p> <p>5 assessment/evaluation on the effectiveness of livelihood subprojects in the Philippines- 17%</p>	20%
KNOWLEDGE OF THE PROGRAM/CDD	
<p>Has significant knowledge about DSWD Kalahi-CIDSS and/or Community-Driven Development (CDD) Programs</p> <p>Directly worked or conducted studies within or in cooperation with the Kalahi-CIDSS program - 10%</p> <p>Has worked or conducted studies on CDD programs but did not within or in cooperation with the Kalahi-CIDSS program - 8%</p> <p>Has not worked or conducted studies on CDD programs or Kalahi-CIDSS but has some knowledge - 6%</p> <p>Has little knowledge or about CDD Programs - 5%</p>	10%
TOTAL	100%

The passing rate is **eighty percent (80%)**.

Note: Failure to meet any of the minimum criteria shall be deemed disqualified. Consultant who met and passed the minimum criteria shall be invited for an interview as part of the of procurement process.

7. Deliverables, Timelines and Payment Schedule:

The Estimated Project Cost (EPC) is inclusive of expenses that may be incurred by the Consultant during the course of this project, such as, but not limited to, transportation and accommodation expenses during fieldwork, taxes, and other government obligations.

The consultant shall complete all activities within the time frame specified in the table below. Processing of payments will only commence upon acceptance of deliverables.

	Deliverables (Milestones)	Submission Schedule	Payment Tranche¹
1	Inception Report and Project Implementation Plan	Week 1	10%
2	Draft data gathering instruments	Week 3	30%

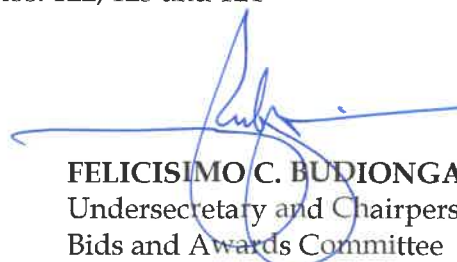
¹ Percentage of the total contract price.

3	Data management and analysis plan	Week 3	
4	Finalized data gathering instruments and data management and analysis plan	Week 5	
5	Progress Report	Week 10	30%
6	Draft Assessment Report	Week 14	
6	Presentation of Findings	Week 15	30%
7	Final Report	Week 16	

8. **Contract Duration:** Within five (5) months from issuance of Notice to Proceed (NTP).
9. 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 not later than **05:00 P.M. of 28 August 2019**.
- a. Expression of Interest;
 - b. Comprehensive Curriculum Vitae indicating the complete and accurate description of previous engagements relevant to the above-mentioned evaluation criteria;
 - c. Simple Financial Proposal (Annex A); and
 - d. BIR Certificate of Registration.
10. The Consultant 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



FELICISIMO C. BUDIONGAN
Undersecretary and Chairperson
Bids and Awards Committee

Financial Proposal

REI No. KC-NCDDP/19-DSWD-005

Lot No.	Particular	Quantity	Total Contract Price (including all applicable taxes, amount in Phil. Peso
1	Engagement of Individual Consultant for the Evaluation of Asian Development Bank Additional (ADB) Financing Livelihood Sub-Projects	1 Lot	

Name of Consultant: _____

Signature: _____

Date: _____

Department of Social Welfare and Development
KALAHI CIDSS – National Community Driven Development Program (KC-NCDDP)

SUPPLEMENTAL TERMS OF REFERENCE

Title : Study on Livelihood and Enterprise
(Engagement of an Individual Consultant for the Evaluation of ADB Additional Financing Livelihood Subprojects)

Project Duration : Four (4) Months

Total Project Cost : PhP :

Source of Fund : KC-NCDDP Funds

I. Objective of the Supplemental TOR

The main objective of this supplemental TOR is to make modifications in the originally approved TOR for the “Study on Livelihood and Enterprise”, to ensure completion of all research activities by December 2019. For this purpose, i) duration and implementation timeline and ii) payment schedule were adjusted.

II. Adjusted Duration and Implementation Timeline

The proposed Project is expected to be implemented in four (4) months. For this project, the NPMO intends to tap an individual service provider, which shall produce the following outputs and conduct the following activities within the given timetable:

MAIN ACTIVITIES	MONTH 1				MONTH 2				MONTH 3				MONTH 4			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1. Preparation and submission of Inception Report																
2. Development of survey instrument and data analysis plan																
3. Finalization of survey instrument and data analysis plan																
4. Data collection, analysis and report writing																
5. Progress report and draft assessment report																
6. Presentation of initial findings submission of final report																

III. Adjusted Payment Schedule

The proposed budget for the engagement is Php _____ to be charged against KC-NCDDP NPMO World Bank Funds and is inclusive of expenses that may be incurred by the service provider during the course of this project

such as but not limited to transportation and accommodation expenses during fieldwork, taxes, and other government obligations.

The Service Provider shall complete all activities within the time frame specified in the table below. Processing of payments will only commence upon acceptance of deliverables.

Milestone (Deliverable)		Submission Schedule	Tranche	Amount (PhP)
1.	Inception report and project implementation plan	Week 1	1 st Tranche (10%)	
2.	Draft data gathering instruments	Week 3	2 nd Tranche (30%)	
3.	Data management and analysis plan	Week 3		
4.	Finalized data gathering instruments and data management and analysis plan	Week 5		
5.	Progress reports	Week 10	3 rd Tranche (30%)	
6.	Draft assessment report	Week 14		
6.	Presentation of findings	Week 15	4 th Tranche (30%)	
7.	Final report	Week 16		
Total				

TERMS OF REFERENCE

Title	:	Study on Livelihood and Enterprise (Engagement of an Individual Consultant for the Evaluation of ADB Additional Financing Livelihood Subprojects)
Project Duration	:	Five (5) Months
Total Project Cost	:	PhP
Source of Fund	:	KC-NCDDP Funds (

I. Background

Kapit-Bisig Laban sa Kahirapan-Comprehensive and Integrated Delivery of Social Services National Community Driven Development Program (Kalahi-CIDSS NCDDP, or KC-NCDDP) is a poverty-reduction program of the Department of Social Welfare and Development (DSWD) that aims to improve access to basic social services of poor communities. It works by empowering communities in targeted poor and disaster-affected municipalities to identify their own needs, and collectively implement and manage solutions to these needs. This is known as the community-driven development (CDD) approach¹. NCDDP provides and facilitates capacity-building activities, strengthening local governing institutions, and provision of small grants to finance community-led activities, towards enabling community citizens to implement local solutions that address social welfare and development needs and helping LGUs deliver quality and inclusive basic services to address the needs of their citizens.

Kalahi-CIDSS (KC), which began implementation in 2003, has the primary development objectives to achieve improved access to basic services, local governance and people empowerment where results of previous program impact evaluation studies indicated that the project has had measureable impacts on beneficiaries along these development areas. The expansion of the project into a national CDD program in 2014 added focus on disaster risk reduction to restore basic social services and rebuild communities affected by typhoon Yolanda. The scaled-up Program, funded by the World Bank (WB), Asian Development Bank (ADB) and the Government of the Philippines (GoP), covers 847 municipalities; of which, 554 are Yolanda-affected.

In 2016, ADB through its Typhoon Yolanda Multi-Donor Trust Fund (TYMTF) has given additional financing to KC-NCDDP to support livelihood-related subprojects in Typhoon Yolanda-affected areas of KC. The grant aims to capacitate communities and finance livelihood-related subprojects that contribute to the overall efforts of job creation and poverty reduction. As of June 2018², a total of 128 subprojects in Regions CARAGA, IV-A, VI, VII and VIII have been completed.

KC NCDDP Additional Financing for Livelihood and Enterprise (L&E) follows a model implemented through four-stage, multi activity process referred to as Community Activity Empowerment Cycle (CEAC). It is designed to systematically mobilize the capacity of local people to prioritize their development needs, design activities, seek technical assistance, manage resources and implement sustainable development actions. Facilitation focuses on livelihood and enterprise development priorities of communities for them to have greater confidence to engage in livelihood subprojects and entrepreneurial activities.

Since the implementation of this KC NCDDP additional financing for livelihood and enterprise development has ended in June 2018, and livelihood subprojects are already functional for more than six (6) months since completion, it is imperative to evaluate the extent of SP benefits and draw lessons from experiences of communities to track effectiveness of project implementation and generate relevant information useful to guide

¹ KALAHI-CIDSS FACT SHEET

² ADB Additional Financing Closing

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J. LUCILLE P. VILLA-PARAI
SWO III

KC-NCDDP management in future CDD applications and interventions. Project results in the data presented using concrete cases will provide evidence-based justification for promoting positive elements of CDD, as well as revisiting other less successful elements. The study is thus proposed.

II. Objectives of the Study and Key Questions

The major objective of this study is to assess responsiveness of livelihood SPs implemented and sufficiency of sustainability plans/practices adopted and O&M activities being undertaken by the community. More specifically, the research aims to address the following key research questions:

1. What have been the benefits of the people from livelihood SPs? Are they significant? Have the expected benefits outlined in the proposals been met?
2. What were the noted difference in their ways of living before and after the subproject was implemented?
3. What were the operations and maintenance activities employed (being employed) by the community to ensure sustained flow of project benefits? How effective are these strategies?
4. Were there initiatives undertaken to expand livelihood activities? Has the program been able to converge with SLP and NGOs to increase livelihood opportunities? What were the results?
5. How sufficient is the sustainability plan? Was partnership development considered?
6. How did the sub-project implementation affect PO formation and institutionalization?
7. What component/s of technical assistance provision should be enhanced for future implementation of similar initiative?

III. Objective of the Engagement

This Term of Reference outlines the scope of work of an individual consultant who will undertake the evaluation of livelihood and enterprise subprojects funded through ADB additional financing. The engagement of a Consultant aims to gather evidences of program effectiveness of KC-NCDDP and draw lessons from experiences of implementation of the KC NCDDP additional financing for livelihood and enterprise development.

The report is expected to guide KC-NCDDP management in future CDD applications and interventions and in providing evidence-based justification for promoting positive elements of CDD, as well as revisiting other less successful elements.

The selected consultant is expected to successfully implement the activities prescribed in this TOR and submit the required deliverables on time.

IV. Design and Methodology

The study will be qualitative by design gathering important anecdotal evidences on implementation experiences through case study approach. The study shall generally use the following methodologies (may include other research means) to gather in-depth understanding on the topic area:

- Archival/ Desk review and analysis of relevant data and documents from KC NCDDP L&E sample municipalities.
- Field Visit to conduct (a) field observations; (b) Key Informant Interviews(KIIs) from key stakeholders to be identified; and (c) Focus Group Discussions (FGDs) for municipal inter-agency committee (MIAC)/Municipal Officials of each municipal LGU, ACT/MCT/LGU staff, community volunteers and community citizens
- Analysis of findings in field observations, KIIs, and FGDs

The study will subject 20 subprojects for analysis, at least of different types, from all Regions covered by the additional financing. Number of subprojects will be equally allocated per region (CARAGA, IV-A, VI, VII and VIII) – 5 each, regardless of the total number of completed/funded livelihood SPs in each site.

V. Scope of Work

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WILLIE P. VILLA-FARVA
SWC II

The consultant is expected to provide expertise on qualitative data gathering and analysis in the context of process evaluation. Specifically, he/she will be responsible for the following tasks

- a) Conduct archival/ desk review and analysis of relevant documents from KC-NCDDP and LGUs subjected for this research, including but not limited to:
- Municipal profile
 - KC-NCDDP program implementation documents, including ADB AF L&E
 - Subprojects funded (prioritized) and details
 - Subproject completion report
 - Sustainability plans
 - Operations and Maintenance plans/initiatives
 - Field notes
 - Contact list of ACT members (current and former (if needed), volunteers/committees
 - Previous case studies, articles, other documentation reports

Submit desk review report;

- b) Prepare and submit Inception Report that contains the analysis and operational plans and specific timeline of the study;
- c) Prepare and submit qualitative data collection tools e.g. FGD and KII guide questions and documentation template;
- d) Gather data through the conduct of field/subproject site visits, FGDs and KIIs in all subject site in all covered Regions of AF, such as but not limited to:
- KIIs with Municipal/Barangay Officials
 - KII with Area Coordinator/Municipal Coordinator
 - KIIs with NPMO, RPMO and key representatives
 - FGDs with ACT, community volunteers and residents
- e) Submit progress report;
- f) Analyze collected information and submit initial findings;
- g) Prepare final report and presentation;
- h) Ensure commitments and deadlines set by the NPMO are met and reprioritize as needed to complete timely delivery of project outputs;
- i) Make necessary research in order to understand DSWD KALAHI-CIDSS-NCDDP implementation; and
- j) Carry out all other tasks called for to ensure work quality

VI. Deliverables and Outputs

Deliverable 1. Inception Report and Implementation Plan

Initial consultations will be made to level off the expectations and understanding of the engagement. Once all agreements are finalized, preliminary work such as gathering of secondary data and reviewing of Program documents, tools, and previous studies can resume. The inception report shall contain the detailed project implementation plan and strategy and specific timeline of activities. The project implementation plan shall be developed and finalized in consultation with the NPMO.

Deliverable 2. Draft Data Gathering Instruments

Deliverable 3. Data Management and Analysis Plan

Deliverable 4. Final Data Gathering Instruments and Data Management and Analysis Plan

The research design, methodology, instrument and tools shall be developed in consultation with the NPMO. This shall also be accompanied by a data analysis plan. The research design, instrument, and tools shall be available prior to fieldwork and enhancements/adjustments may be performed during actual data collection. The Service Provider will also be responsible for translating the survey instrument and tools into at least Tagalog, Bisaya, Cebuano, and any other additional languages as necessary. In order to allow

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RODELIO A. VILLARINO
SNC

adequate time for translations and corrections, the Service Provider should begin working on translations as soon as the fieldwork version of the instruments is submitted to DSWD. The Service Provider will also be responsible for the modifications in the translations should the need arise.

Deliverable 5. Progress Report

Deliverable 6. Draft Assessment Report

The Service Provider shall provide a progress report during mid-fieldwork detailing the progress of the fieldwork activities. The report shall contain a profile of the area assessed, the initial findings, and the Service Provider’s recommendations on how to improve the implementation plan, instruments, and tools. The NPMO will make the final decision on which changes will be incorporated in the data gathering instruments and tools.

Upon completion of data collection activities, the Service Provide shall submit the draft technical report to NPMO for review prior to the presentation of initial findings to NPMO Management.

Deliverable 7. Presentation of Finding

Deliverable 8. Final Assessment Report

The Service Provide shall present initial findings to KC-NCDDP NPMO Management in coordination with the NPMO PMED Team. Inputs/comments/recommendations gathered during the presentation shall be considered in the finalization of technical report.

The final report shall cover the following parts:

- i. Cover sheet
- ii. Executive Summary
- iii. Introduction
- iv. Research Design
- v. Profile of Sites and Respondents
- vi. Results and Findings
- vii. Conclusion and Recommendations
- viii. Annexes (which shall include but may not be limited to assessment tools, data files, documents reviewed

VII. Duration and Implementation Timeline

The proposed Project is expected to be implemented in five (5) months. For this project, the NPMO intends to tap an individual service provider, which shall produce the following outputs and conduct the following activities within the given timetable:

MAIN ACTIVITIES	MONTH 1				MONTH 2				MONTH 3				MONTH 4				MONTH 5			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1. Preparation and submission of Inception Report																				
2. Development of survey instrument and data analysis plan																				

Checked:
 Date:
 Signature:

MAIN ACTIVITIES	MONTH 1				MONTH 2				MONTH 3				MONTH 4				MONTH 5			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
3. Finalization of survey instrument and data analysis plan																				
4. Data collection, analysis and report writing																				
5. Progress report and draft assessment report																				
6. Presentation of initial findings submission of final report																				

I. Payment Schedule

The proposed budget for the engagement is Php _____ to be charged against KC-NCDDP NPMO World Bank Funds and is inclusive of expenses that may be incurred by the service provider during the course of this project such as but not limited to transportation and accommodation expenses during fieldwork, taxes, and other government obligations.

The Service Provider shall complete all activities within the time frame specified in the table below. Processing of payments will only commence upon acceptance of deliverables.

Milestone (Deliverable)	Submission Schedule	Tranche	Amount (Php)
1. Inception report and project implementation plan	Week 1	1 st Tranche (10%)	
2. Draft data gathering instruments	Week 4	2 nd Tranche (30%)	
3. Data management and analysis plan	Week 4		
4. Finalized data gathering instruments and data management and analysis plan	Week 6		
5. Progress reports	Week 12	3 rd Tranche (30%)	
6. Draft assessment report	Week 16		
6. Presentation of findings	Week 18	4 th Tranche (30%)	
7. Final report	Week 20		
Total			

 NAME: F. VILLASOR
 TITLE: _____

II. Delivery Site

KALAHI-CIDSS-National Community-Driven Development Program
National Program Management Office
Department of Social Welfare and Development - Central Office
Batasan Complex, Constitution Hills
Quezon City

III. Qualifications and Standards

The Service Provider should have at least the following qualifications:

- Must have at least a Bachelor's degree in development studies, statistics, community development, economics, or other related social science disciplines; and
- Have at least five (5) years of experience and proven track record in the conduct of assessment and/or evaluation of development programs;
- Have experience in doing at least five (5) qualitative research through field observations, key informant interviews, focus group discussion, archival/desk reviews;
- Have headed the conduct of at least five (5) program/project evaluation studies with at least 500 samples;
- Have experience in conducting at least five (5) assessments/evaluations on the effectiveness of livelihood subprojects in the Philippines;
- Have significant knowledge about DSWD KALAHI-CIDSS-NCDDP and/or Community-Driven Development (CDD) programs

WENDEL G. VILLALBA
DIRECTOR

7

VIII. Reporting and Working Arrangements

Kalahi-CIDSS-NCDDP NPMO will oversee the engagement of the Consultant. The consultant will report directly to the National Project Manager of KC-NCDDP and will work closely with NPMO Planning, Monitoring and Evaluation Division (PMED), particularly with the program evaluation group.

KC-NCDDP NPMO will be responsible for coordinating with all concerned DSWD Field Offices and other stakeholders with regards to the implementation of the study.

KC-NCDDP NPMO will facilitate administratively the conduct of meetings and other similar activities which is beyond the scope of the consultant;

All outputs produced by the consultant under this engagement shall be considered as property of the DSWD. The department shall likewise have the exclusive rights to the output, which include but not limited to, publishing and disseminating the reports even after the end of the contract with the Consultant.

The Consultant may not dispose of or otherwise make use of such documents without the prior written approval of DSWD.

All documents submitted with amendments, further inputs/recommendations from KC-NCDDP-NPMO based on group reviews and desk reviews shall be further finalized and re-submitted to the project management team.