

REQUESTS FOR EXPRESSIONS OF INTEREST

ENGAGEMENT OF INDIVIDUAL CONSULTANT FOR KC-NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM (KC-NCDDP) TRACER STUDY

REI No. KC-NCDDP/19-DSWD-004
(PR No. 2019051608)

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 for KC-NCDDP Tracer Study**.

2. **Objective of the Engagement:**

The engagement of the consultant aims to produce an assessment report about the sustained components of KALAHI-CIDSS and municipal case studies. Those reports were expected to contribute to the knowledge product of the program and will aid the KC-NCDDP management and staff craft policies, guidelines, mechanisms, and strategies towards sustaining the principles and gains of the program, as part of its end-line objective. 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 individual consultant shall deliver one (1) full-color hard copy, camera-ready e-copy, and working documents of the major outputs, which are:

- a. Archival/ Desk review and analysis of relevant documents from KC, WB, ADB, MCC and the chosen municipalities, including:
 - Municipal/barangay profile
 - Subprojects funded
 - Sustainability evaluation/Functionality audit
 - Community-based evaluation
 - Field notes
 - Contact list of ACT members, volunteers/committees
 - Previous case studies, articles, other documentation
- b. Inception Report that contains the analysis plan and specific workplan of the study.
- c. Field observations - transect walks in the identified municipalities and barangays, paying close attention to the existing socio-economic and

bio-physical features, structures built under KC funding, among others. This is so that the team can observe the current status of the subprojects, thereby validating the results of the sustainability evaluation reports.

- d. Development, pre-test and revision of data gathering instruments (KII, and FGD questionnaires, documentation template).
- e. Data collection in six (6) municipalities (12 barangays)
 - KII with Mayors
 - KII with Barangay Captains (2 per municipality)
 - FGD with MIAC/Municipal Officials of each municipality
 - FGDs with former ACT/MCT (1 per municipality) (if not enough, conduct KII)
 - FGD with former KC volunteers - all committees represented (1 per municipality)
- f. Analysis of data, and presentation of findings.
- g. Report writing and submission of first draft of consolidated assessment report and six municipal case studies (one per municipality), and Final/ Packaged version of the case studies and consolidated assessment report.

4. Research Design:

This proposed assignment would analyze what CDD features have been sustained in the barangays and municipalities, at least three (3) years after KC implementation. The research will be qualitative by design exploring the LGUs' post-project experience looking at the broad areas that either facilitated or hindered the espousal of CDD principle at the community and municipal levels, and the lasting changes, if any, that was left after the project concluded in those areas. With regards to sustaining basic social services, the research will include a site visit to all KC-funded subprojects in the sample municipality to determine their sustainability and functionality, as well as to evaluate the status of their operations and maintenance.

There will be six (6) previous KC municipalities to be identified as study areas, which will be purposively selected. To capture a wide range of information from the research, the determination of study areas will be based on the following criteria: (i) implemented via different KC modality (KC1, KC-AF, KC-MCC or KC-NCDDP) and that did not received other similar program intervention thereafter, (ii) geographic location (3 main island cluster), and (iii) LGU experience (with reported strong or weak CDD sustainability experience). The selection ensured that there is representation of these municipal characteristics. From the said the criteria, the following municipalities were identified¹:

¹ The identification of study area is based on database record and initial scoping by NPMO to meet the set criteria of selection. The list may still change depending on the initial review of program data and regional coordination by the hired service provider.

Region	Municipality, Province	Region	Municipality, Province
CAR	Lacub, Abra	VIII	Tagapul-an, Western Samar
IV-A	San Narciso, Quezon	X	Laak (San Vicente), Compostela Valley
VII	Danao, Bohol	X	Munai, Lanao del Norte

For a closer look, two barangays will be observed for each municipality, ideally those that have at least two distinct subprojects that include road, water system, health station, school building, day care center, flood control/river protection solutions - top subprojects implemented in KC municipalities. The service provider will conduct field observations, key informant interviews, and focus group discussions to explore the overall situation at the barangay level within these municipalities.

5. Methodology:

The study will use the following methodologies or may use other research means for a qualitative and quantitative output:

- a. Archival/ Desk review and analysis of relevant documents from KC, WB, ADB, and the chosen municipalities, including but not limited to the following: Barangay and Municipal Profile, relevant documents about the sub-project funded, sustainability evaluation report, functionality audit report, community-based evaluation, field notes, previous case studies, articles, and other documentation reports.
- b. Field observations - transect walks in the identified municipalities and barangays, paying close attention to the existing socio-economic and bio-physical features, among others- 2 barangays per municipality with at least 2 distinct subprojects that includes the top 6 subprojects.
- c. Field visit to infrastructure built/ subprojects funded under KC funding.
- d. Key Informant Interviews: target participants will be present and past local chief executives (mayors) and barangay captains.
- e. Focus Group Discussions: target participants MIAC of each municipal LGU, former ACT/MCT members and community volunteers, community citizens
- f. Analysis of findings in Field observations, KIIs, and FGDs

6. Deliverables, Timelines and Payment Tranches:

The awarded contract price 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 Tranche²
1	Inception Report	Week 2	10%
2	Data gather instruments	Week 6	20%
3	Presentation of findings	Week 15	35%
4	Draft Case Studies and Consolidated Assessment Report	Week 16	
5	Final/Packaged version of the Case Studies and Consolidated Assessment Report	Week 18	35%

7. Qualifications of Consultant:

The individual consultant should have at least the following qualifications:

- a. Has at least a Bachelor’s degree in social sciences, political science, public administration, community development, or related social development field;
 - b. Minimum of five (5) years’ experience in the conduct of social research, assessment and/or evaluation of development programs, preferably of government-implemented;
 - c. Must have conducted at least two (2) tracer/case studies on development program/s, preferably of the Philippine Government;
 - d. Must have conducted at least five (5) quantitative and qualitative researches involving survey, and/or key informant interviews, and/or focus group discussions, and archival/desk reviews;
 - e. Significant knowledge about DSWD KALAHI-CIDSS and/or Community-Driven Development (CDD) Programs.
8. 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	20%
At least a Bachelor’s degree in social sciences, political science, public administration, community development, or related social development field.	20%
Doctorate Degree (or higher) in abovementioned courses - 20%	
Master’s Degree in related field - 18%	

² Percentage of the awarded contract price.

Bachelor's Degree in related field - 17%	
EXPERIENCE	80%
At least five (5) years of experience in the conduct of social research, assessment and/or evaluation of development programs, preferably of government-implemented. More than 5 years of experience: 20% 5 years of experience: 18%	20%
Conducted at least two (2) tracer/case studies on development program/s, preferably of the Philippine Government. More than 2 tracer/case studies conducted - 20% 2 tracer/case studies conducted - 18%	20%
Conducted at least five (5) quantitative and qualitative researches involving survey, and/or key informant interviews, and/or focus group discussions, and archival/desk reviews. More than 5 researches conducted - 25% 5 researches conducted - 22%	25%
Has significant knowledge about DSWD KALAHYAN-CIDSS and/or Community-Driven Development (CDD) Programs. Directly worked or conducted studies within or in cooperation with the KALAHYAN-CIDSS program -15% Has worked or conducted studies on CDD programs aside from KALAHYAN-CIDSS program - 12% Has not worked or conducted studies on CDD programs or KALAHYAN-CIDSS but has some knowledge - 10% Has little or no knowledge or about CDD Programs - 5%	15%
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.

9. **Contract Duration:** Within four (4) months from issuance of Notice to Proceed (NTP).
10. 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.
11. 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

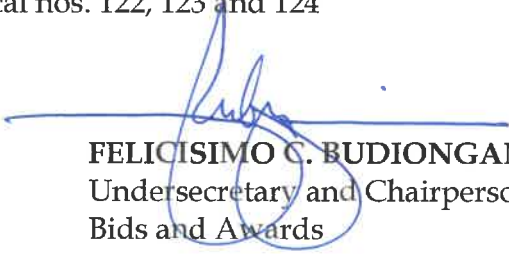
Procurement Management Service

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

Financial Proposal

REI No. KC-NCDDP/19-DSWD-004

Lot No.	Particular	Quantity	Total Contract Price (including all applicable taxes, amount in Phil. Peso)
1	Engagement of Individual Consultant for KC-NCDDP Tracer Study	1 Lot	

Name of Consultant: _____

Signature: _____

Date: _____

III. Adjusted Payment Schedule

The proposed budget for the engagement is Php 2,500,000.00 to be charged against KALAHI-CIDSS-NCDDP 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	Week 2	10%	
2. Data gather instruments	Week 6	20%	
3. Presentation of findings			
4. Draft Case Studies and Consolidated Assessment Report	Week 15 Week 16	35%	
5. Final/Packaged version of the Case Studies and Consolidated Assessment Report	Week 18	35%	
Total			

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

TERMS OF REFERENCE

TITLE	:	KC-NCDDP Tracer Study
DURATION	:	Five (5) months
SOURCE OF FUND	:	KC-NCDDP PMED Funds

I. INTRODUCTION

Poverty in the Philippines is most prevalent in rural communities where majority of the population live off subsistence farming. In 2000, about 54% of the rural population was poor. People in these communities have no regular access to basic services and often are isolated from the centers of business and government because of poor road conditions. Government services if ever they reach these communities are not significant to reduce the incidence of poverty. People are not also empowered enough to demand the delivery of services and influence how the government allocates resources and prioritizes projects.

After securing a \$100 million loan from the World Bank and committing \$82 million from its national funds, the Philippine government introduced a community-driven development (CDD) project called Kalahi-CIDSS in 2002 as its flagship poverty reduction program. The program aimed at reducing rural poverty, targeting the poorest 25% of municipalities in 42 provinces, by providing resources to poor rural municipalities for public goods investment and reviving local institutions mandated by the 1991 Local Government Code. Specifically, the project had the objectives of “strengthening local communities’ participation in governance, and developing their capacity to design, implement and manage development activities that reduce poverty.” (World Bank 2002).

Since its inception, the Kalahi-CIDSS program has been funded by different development partners, each with their own modality. While some program manuals may differ in some aspects, the guiding principle of Kalahi-CIDSS has always been based on three main desired outcomes – **service delivery, good governance, and people empowerment**. The key assumption is that the CDD strategy empowers communities to: (a) identify poverty challenges; (b) identify solutions to poverty challenges; (c) exercise control of resources for the implementation of community projects; and (d) partner with LGUs, NGAs and CSOs. As designed, Kalahi-CIDSS programs were two-fold: (1) facilitation, and (2) provision of community grants to some of these communities.

A 2009 study conducted by ADB showed that CDD (i) results in more cost-effective delivery of international development partners’ funding for a broad range of infrastructure and other community projects; (ii) is more responsive to local community infrastructure demands, generating increased benefits; (iii) instills a sense of ownership that translates to better operation and maintenance, and increased sustainability; (iv) provides a fund disbursement mechanism that promotes transparency and limits leakages; and (v) results in projects with higher rates of return than other ADB-financed projects.

The first Tracer Study on Kalahi-CIDSS was first done in 2015 by Asian Development Bank and purposively selected the municipality of Enrique Villanueva in Siquijor Province as the study area (part of the first set of 11 municipalities of KC1 implementation from 2003 to 2012). The study was limited to only one municipality thus it was primarily intended to give the KC NPMO a glimpse of how KC has evolved in a beneficiary community many years after it exited that area. The study captured the following findings:

- The full extent of CDD in KC is no longer being practiced in all barangays. Instead people rely on the Barangay Council to determine development priorities. The attendance in the synchronized BAs has been sustained in most barangays. There is active discussion of projects in some but in

most cases people just support the accomplishments, projects and budgets presented by the Barangay Council during BAs. “Bayanihan” is still practiced in all barangays, although this was the already case even before KC.

- Barangay development councils (BDC) are functional in most barangays. CSOs actively participate in the BDC, particularly in prioritization of barangay needs. Most of the Barangay Councils rely on the BDC as venue for soliciting proposals in addressing people's needs.
- In all fourteen barangays, former KC volunteers have become barangay officials. Most of them say they are applying the skills they learned in KC in governance activities. In some cases, barangay captains were members of volunteer committees during KC.
- In general, residents do not participate in maintenance activities of SPs. The responsibility for the operation and maintenance (O&M) have been taken over by the barangay or by the local electric cooperative or water associations.
- The mayor is a firm believer in people's participation, particularly in CDD as practiced by KC. However, it seems the highly divisive culture of patronage politics in the municipality is proving difficult for him to manage.
- In general, people say KC has improved the lives of people in their barangay. However, they associate KC with infra projects rather than with the CDD process.

The study shows that Kalahi-CIDSS has left a mark in the municipality. Some were aligned from the intended development outcomes but some were in ways not as expected by project implementers. It provided important insights how the KC project, to a certain degree, influences the local government structure and the way of life of the community beneficiaries. While deem successful, there were study limitations in terms of coverage and key research questions. Aside from the findings in Enrique Villanueva, we want to know the KC evolution on other previously covered LGUs with different experiences and characteristics. A second round of the Tracer study will be conducted which increases the number of study areas and added some research questions not captured in the first study including the facilitators and hindrances to the successful practice of CDD broken down to different areas: level of commitment, participation of elites, civic-mindedness of community members, among others.

In general, since many of the beneficiary municipalities have “graduated” from the Kalahi-CIDSS programs, we want to assess what components of the program or CDD principles have been retained, and why. This study aims to figure out the factors that enable or hinder local governments and communities from adopting the CDD approach to local development. The results will be useful in finding ways to sustain CDD, and the gains that come with it.

II. OBJECTIVES

The primary objective of the study is to assess the extent to which the key results of community-driven development (CDD) strategy has been sustained. These key results are emphasized within the program development objective, which is that “communities in the target municipalities (are) empowered to achieve improved access to basic services and to participate in more inclusive local planning, budgeting, implementation and disaster risk reduction and management). The achievement of development objective comes with the following key assumptions:

- 1) The doses of program intervention, through the community empowerment activity cycle (CEAC), would translate into the empowerment of communities and the LGUs to perform active roles in participatory local development planning and sustain the benefits from subprojects through effective O&M.

- 2) The CDD principles would have thrived in municipalities with strong appreciation of the process from the communities and LGU. On the other hand, those municipalities with low appreciation on CDD or with strong political dynamics might not have sustained these CDD principles.

In line with the aforesaid key assumptions, this study will look at the following areas:

A. Sustained CDD Process

- a. To what extent were the principles of CDD practiced after end of project?
- b. What were the incentives of the LGU/community members for adopting them?
- c. What are the facilitators and hindrances to the successful practice of CDD?
 1. Level of commitment of the stakeholders
 - a. LGU support
 - b. Community volunteers
 - c. Community residents
 - d. Presence/absence of community leaders
 2. Participation of elites
 3. Ability of communities to withstand elite pressure
 4. Civic-mindedness of community members
 5. Presence/absence of organized community groups
 6. Presence/absence of "professional" NGOs

B. Sustained Basic Social Services

1. How many of the subprojects are still functional? How are they being maintained? What were the sustained benefits of the subprojects?

C. Sustained impact

- a. What were the changes, if any, to the community brought about by the introduction of CDD, in terms of 1) Access to services, 2) Governance, and 3) People Empowerment.
- b. What do the community members and officials remember about Kalahi-CIDSS? What would they like to be revived in their community?

This study would enable KC project implementers to dig deeper at the factors and dynamics at the local level and provide some guide on how stakeholders (reformers) can push for local reforms, like CDD, that can have a national impact. Further, results of the study may provide some basis for policy on institutionalizing the principles of CDD in local development processes.

III. PROJECT SCOPE AND DESCRIPTION

The key research question to be explored in this study is: *To what extent is the key assumption about community-driven development, operationalized through the KALAH-CIDSS, realized?*

A research service provider will be deployed to six (6) municipalities to conduct field observations, key informant interviews, focus group discussions to explore the overall situation at the barangay level within these municipalities. Relevant documents, data and contact list will be provided to the service provider by KC-NCDDP NPMO. The service provider should also develop the data gathering tools and pre-test and revised it accordingly prior to the data gathering.

For the actual data gathering, the research service provider will interview the current and previous Mayor (when KC was implemented) and the current and previous Barangay Captains of the area. There will also

be a FGD for the MIAC and another FGD for the ACT/MCT (if not enough, conduct KII). Lastly, there will FGD for community volunteers with all committees represented, and selected community members.

The research output for this study will be six (6) municipal case studies and a consolidated assessment report about the sustained components of Kalahi-CIDSS.

These case studies and the assessment report should present answers to the research questions stated in the objectives. It will present lessons learned from four LGUs who have implemented KC, the sustainability of the capacity-building given to communities and subprojects built under the program, the transformation of local government policies, systems, and activities, if any, and context-specific recommendations based on the best practices found in these four municipalities, in the aspects of local governance, access to services, and people empowerment, among others.

Aside from contributing to our knowledge products about the program, research results will aid the KC-NCDDP management and staff craft policies, guidelines, mechanisms, and strategies towards sustaining the principles and gains of the program, as part of its end-line objective.

IV. RESEARCH DESIGN

This proposed assignment would analyze what CDD features have been sustained in the barangays and municipalities, at least 3 years after KC implementation. The research will be qualitative by design exploring the LGUs’ post-project experience looking at the broad areas that either facilitated or hindered the espousal of CDD principle at the community and municipal levels, and the lasting changes, if any, that was left after the project concluded in those areas. With regards to sustaining basic social services, the research will include a site visit to all KC-funded subprojects in the sample municipality to determine their sustainability and functionality, as well as to evaluate the status of their operations and maintenance.

There will be six (6) previous KC municipalities to be identified as study areas, which will be purposively selected. To capture a wide range of information from the research, the determination of study areas will be based on the following criteria: (i) implemented via different KC modality (KC1, KC-AF, KC-MCC or KC-NCDDP) and that did not received other similar program intervention thereafter, (ii) geographic location (3 main island cluster), and (iii) LGU experience (with reported strong or weak CDD sustainability experience). The selection ensured that there is representation of these municipal characteristics. From the said the criteria, the following municipalities were identified¹:

Region	Municipality, Province	Region	Municipality, Province
CAR	Lacub, Abra	VIII	Tagapul-An, Western Samar
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VII	Danao, Bohol	X	Munai, Lanao del Norte

For a closer look, two barangays will be observed for each municipality, ideally those that have at least two distinct subprojects that include road, water system, health station, school building, day care center, flood control/river protection solutions - top subprojects implemented in KC municipalities. The service provider

¹ The identification of study area is based on database record and initial scoping by NPMO to meet the set criteria of selection. The list may still change depending on the initial review of program data and regional coordination by the hired service provider.

will conduct field observations, key informant interviews, and focus group discussions to explore the overall situation at the barangay level within these municipalities.

Methodology

The study will use the following methodologies or may use other research means for a qualitative and quantitative output:

- 1) Archival/ Desk review and analysis of relevant documents from KC, WB, ADB, and the chosen municipalities, including but not limited to the following: Barangay and Municipal Profile, relevant documents about the sub-project funded, sustainability evaluation report, functionality audit report, community-based evaluation, field notes, previous case studies, articles, and other documentation reports.
- 2) Field observations – transect walks in the identified municipalities and barangays, paying close attention to the existing socio-economic and bio-physical features, among others- 2 barangays per municipality with at least 2 distinct subprojects that includes the top 6 subprojects.
- 3) Field visit to infrastructure built/ subprojects funded under KC funding.
- 4) Key Informant Interviews: target participants will be present and past local chief executives (mayors) and barangay captains.
- 5) Focus Group Discussions: target participants MIAC of each municipal LGU, former ACT/MCT members and community volunteers, community citizens
- 6) Analysis of findings in Field observations, KIIs, and FGDs

V. OBJECTIVE OF THE ENGAGEMENT

These terms of reference outlines the scope of work of a consultant who will undertake the Tracer Study. The engagement of the consultant aims to produce an assessment report about the sustained components of KALAHI-CIDSS and municipal case studies. Those reports were expected to contribute to the knowledge product of the program and will aid the KC-NCDDP management and staff craft policies, guidelines, mechanisms, and strategies towards sustaining the principles and gains of the program, as part of its end-line objective. The selected consultant is expected to successfully implement the activities prescribed in this TOR and submit the required deliverables on time.

VI. SCOPE OF WORK / TASKS

The individual consultant shall deliver one (1) full-color hard copy, camera-ready e-copy, and working documents of the major outputs, which are:

1. Archival/ Desk review and analysis of relevant documents from KC, WB, ADB, MCC and the chosen municipalities, including:
 - Municipal/barangay profile
 - Subprojects funded
 - Sustainability evaluation/Functionality audit
 - Community-based evaluation
 - Field notes
 - Contact list of ACT members, volunteers/committees
 - Previous case studies, articles, other documentation

2. **Inception Report** that contains the analysis plan and specific workplan of the study.
3. **Field observations** – transect walks in the identified municipalities and barangays, paying close attention to the existing socio-economic and bio-physical features, structures built under KC funding, among others. This is so that the team can observe the current status of the subprojects, thereby validating the results of the sustainability evaluation reports.
4. Development, pre-test and revision of **data gathering instruments** (KII, and FGD questionnaires, documentation template)
5. Data collection in six (6) municipalities (12 barangays)
 - KII with Mayors
 - KII with Barangay Captains (2 per municipality)
 - FGD with MIAC/Municipal Officials of each municipality
 - FGDs with former ACT/MCT (1 per municipality) (if not enough, conduct KII)
 - FGD with former KC volunteers – all committees represented (1 per municipality)
6. Analysis of data, and presentation of findings.
7. Report writing and submission of **first draft of consolidated assessment report and six municipal case studies** (one per municipality), and **Final/ Packaged version of the case studies and consolidated assessment report**.

VII. DELIVERABLES AND OUTPUTS

1. Inception Report
2. Data Gathering Instruments
3. Presentation of Findings
4. Draft Case Studies and Consolidated Assessment Report
5. Final/Packaged version of the Case Studies and Consolidated Assessment Report

IX. QUALIFICATIONS OF THE SERVICE PROVIDER

The individual consultant contracted should have at least the following qualifications:

- a. Has at least a Bachelor's degree in social sciences, political science, public administration, community development, or related social development field;
- b. Minimum of five (5) years' experience in the conduct of social research, assessment and/or evaluation of development programs, preferably of government-implemented;
- c. Must have conducted at least two (2) tracer/case studies on development program/s, preferably of the Philippine Government;
- d. Must have conducted at least five (5) quantitative and qualitative researches involving survey, and/or key informant interviews, and/or focus group discussions, and archival/desk reviews;
- e. Significant knowledge about DSWD Kalahi-CIDSS and/or Community-Driven Development (CDD) Programs.

X. IMPLEMENTATION ARRANGEMENT

KC-NCDDP NPMO will oversee the engagement of the Service Provider. The consultant will report directly to the National Project Manager of KC-NCDDP and will work closely with NPMO Planning, Monitoring and Evaluation Unit, particularly with the program evaluation group.

KC-NCDDP NPMO is responsible for coordinating with DSWD FOs/RPMOs, CSOs, and other stakeholders with regards to the implementation of the study.

All outputs produced by the consultant under this engagement shall be considered as property of the Department of Social Welfare and Development. 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 Service Provider.

The individual consultant will be subjected to qualification-based evaluation (QBE) procedure.

XI. PAYMENT SCHEDULE

The proposed budget for the engagement is Php 2,500,000.00 to be charged against KALAHI-CIDSS-NCDDP 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
1.	Inception report	Week 2	10%
2.	Data gather instruments	Week 8	20%
3.	Presentation of findings	Week 18	35%
4.	Draft Case Studies and Consolidated Assessment Report	Week 20	
5.	Final/Packaged version of the Case Studies and Consolidated Assessment Report	Week 23	35%
Total			