

**INDIVIDUAL CONSULTANT SELECTION (WORLD BANK)
REQUEST FOR EXPRESSION OF INTEREST (REI)**

**ENGAGEMENT OF INDIVIDUAL CONSULTANT FOR THE KC-NCDDP
LGU-LED CDD IMPLEMENTATION ASSESSMENT**

REI No. KC-NCDDP/19-DSWD-008
(PR No. 2019051525)

1. The Republic of the Philippines, through the Department of Social Welfare and Development (DSWD), KALAHI-CIDSS-NCDDP, has received funds from the Government of the Philippines (GOP) and World Bank (WB) and intends to apply part of the funds under the contract for the **Engagement of Individual Consultant for the KC-NCDDP LGU-LED CDD Implementation Assessment.**
2. **Objective of the Engagement:** The engagement of the Consultant aims to produce a comprehensive assessment report on the results/effects (intended and unintended) of LGU-Led CDD to selected KC/KC-NCDDP covered municipalities/barangays. The report is expected to aid the KC-NCDDP management and staff in the possible enhancement of LGU-Led CDD technical guidance notes, in time for the project closing and as inputs to the ongoing preparation of CDD institutionalization implementation design.
3. **Scope of Work:** 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
 - LGU-Led CDD guidance notes
 - Municipal project implementation plan
 - Subprojects funded (prioritized) and details
 - Field notes
 - Contact list of ACT members, volunteers/committees
 - Previous case studies, articles, other documentation reportsSubmit 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 FGDs and KIIs in all six (6) municipalities in three (3) Island Clusters 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; ucc

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- 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 primary design of this study will adopt a qualitative evaluation approach, with specific methodologies detailed below:

- a. Archival/desk review and analysis of relevant secondary data
- b. Field observation on ongoing KC-NCDDP activities and recall interviews.
- c. Group discussions with ACT and community volunteers and residents
- d. Key informant interviews (KIIs) with selected LGU Officials, ACT/MCT (former or current) and representatives from National, Regional Program Management Offices.
- e. Analysis of findings in Field observations, KIIs, and FGDs
- f. The study will cover six (6) municipalities (with at least 2 sample barangays) in three (3) island clusters, covered by KC-NCDDP. Below are the target municipalities, to wit:
 - Luzon
 - Gloria, Oriental Mindoro
 - Buenavista, Quezon
 - Visayas
 - Lorente, Eastern Samar
 - Duero, Bohol
 - Mindanao
 - Lupon, Davao Oriental
 - Jassa, Misamis Oriental
 - Alternative area per cluster
 - San Antonio, Quezon
 - Barugo, Leyte
 - Santa Maria, Davao Occidental

5. Deliverables, Timelines and Payment Tranches:

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 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:

- a. Cover sheet
- b. Executive Summary
- c. Introduction
- d. Research Design
- e. Profile of Sites and Respondents
- f. Results and Findings
- g. Conclusion and Recommendations
- h. Annexes (which shall include but may not be limited to assessment tools, data files, documents reviewed)

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 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	

The total contract cost 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.

DSWD will normally require five (5) days of review for deliverables that would need approval. Processing of payments will only commence upon acceptance of deliverables. Payment will be made within thirty (30) days after receipt of the invoice.

6. Qualifications of Consultant:

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

- a. Must have at least a Bachelor's degree in development studies, statistics, community development, economics, or other related social science disciplines; and
- b. Have at least five (5) years of experience and proven track record in the conduct of assessment and/or evaluation of development programs;
- c. Have experience in doing at least five (5) qualitative research through field observations, key informant interviews, focus group discussion, archival/desk reviews;
- d. Have headed the conduct of at least five (5) program/project evaluation studies with at least 500 samples;
- e. Have experience in conducting at least two (2) assessments/evaluations on the effectiveness of a LGU (Provincial/Regional/City/Municipal/Barangay) local planning processes/internal system along good local governance;
- f. Have significant knowledge about DSWD KALAHI-CIDSS-NCDDP and/or Community-Driven Development (CDD) programs.

7. Evaluation Criteria:

*Note: Failure to meet any of the minimum requirement will be deemed disqualified. On the other hand, qualified applicants will be invited for interview.

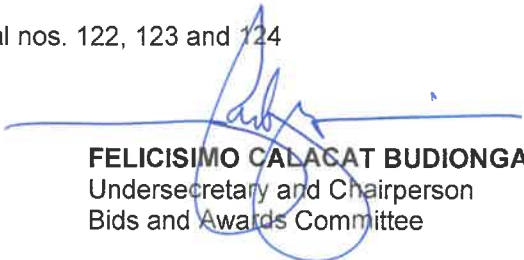
Description	%	
BACKGROUND		
Has a Bachelor's degree in Social Sciences or related disciplines such as Anthropology, Sociology or Community Development.	20%	
<i>Master's Degree (or higher) in abovementioned courses – 20%</i> <i>Bachelor's Degree in abovementioned courses – 18%</i>		
EXPERIENCE		
Has at least five (5) years of experience in the conduct of assessment and/or evaluation of development programs, preferably of government-implemented	20%	
<i>More than 5 years of experience – 20%</i> <i>5 years of experience – 18%</i>		
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%	
<i>More than 5 quantitative and qualitative researches – 20%</i> <i>5 quantitative and qualitative researches – 18%</i>		
Has headed the conduct of at least three (3) evaluation studies on development programs/projects of comparable size and coverage and with at least 500 samples.	20%	
<i>More than 5 evaluation studies on development programs/projects with at least 500 samples – 20%</i> <i>5 evaluation studies on development programs/projects with at least 500 samples – 19%</i> <i>4 evaluation studies on development programs/projects with at least 500 samples – 18%</i> <i>3 evaluation studies on development programs/projects with at least 500 samples – 15%</i>		

Description	%
Has conducted at least two (2) assessments/evaluations on the effectiveness of a LGU (Provincial/Regional/City/Municipal/Barangay) local planning processes/internal system along good local governance; <i>More than 2 assessments/evaluation – 10%</i> <i>2 assessment/evaluation on the effectiveness of a LGU planning process/internal system – 7%</i>	10%
KNOWLEDGE OF THE PROGRAM/CDD	
Has significant knowledge about DSWD Kalahi-CIDSS and/or Community-Driven Development (CDD) Programs <i>Directly worked or conducted studies within or in cooperation with the Kalahi-CIDSS program – 10%</i> <i>Has worked or conducted studies on CDD programs aside from Kalahi-CIDSS program – 8%</i> <i>Has not worked or conducted studies on CDD programs or Kalahi-CIDSS but has some knowledge – 6%</i> <i>Has little knowledge or about CDD Programs – 4%</i>	10%
TOTAL	100%
<i>Passing Rate:</i>	80%

8. **Contract Duration:** Four (4) 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; and
 - c. Simple Financial Proposal (Annex A).
 - d. BIR Certificate of Registration

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 CALACAT BUDIONGAN
Undersecretary and Chairperson
Bids and Awards Committee

Financial Proposal

REI No. KC-NCDDP/19-DSWD-008

Lot No.	Particulars	Quantity	Total Contract Price <i>(including all applicable taxes, amount in Phil. Peso)</i>
1	Engagement of Individual Consultant for the KC-NCDDP LGU-LED Implementation Assessment	1 Lot	

Name of Consultant: _____

Signature: _____

Date: _____