

## REQUEST FOR EXPRESSION OF INTEREST

### ENGAGEMENT OF INDIVIDUAL CONSULTANT FOR THE DEVELOPMENT OF TRAINING MODULES AND TOOLKIT AND LEARNING MATERIALS ON CDD-SUPPORTING THEMATIC MODULES FOR BARANGAY DEVELOPMENT PLANNING AND MANAGEMENT

REI N0. KC-NCDDP/18-DSWD-010  
(PR No. 2018062094)

1. The **Government of the Philippines (GOP)**, through the **KALAHI CIDSS - National Community Driven Development Program (KC-NCDDP)**, has received a loan (Loan Agreement No. 8335-PH) from the International Bank for Reconstruction and Development (IBRD), intends to apply part of the loan to payments under the Contract for the **Engagement of Individual Consultant for the Development of Training Modules and Tool Kit and Learning Materials on CDD-Supporting Thematic Modules for Barangay Development Planning and Management**.
2. The Guidance Notes otherwise known as *Makilahok* was drawn from the Enhanced Barangay Development Planning Manual and CDD-Supporting Thematic Areas that integrate elements of the community-driven development approach in barangay planning process. The CDD-Supporting Thematic Areas consist of Guidance Notes on Participatory Situational Analysis, Community Procurement, Community Finance and Community Monitoring which aim to institutionalize applicable and practicable CDD methodologies in local governance. Its roll-out implementation forms part of the capacity development program of LGU officials and staff in using CDD-enabling tools to develop or improve their strategic needs assessment, analysis and planning, local development investment programming, budget preparation, review and authorization, budget utilization and execution, budget accountability, public monitoring and participatory audits.

The Guidance Notes on Participatory Situational Analysis, Community Procurement, Community Finance and Community Monitoring will be translated into training modules, toolkits, and learning materials that will be used during the conduct of *Makilahok* roll-out trainings. With the BDPM as the base of the continuing learning course for LGUs on participatory local governance of the DSWD under KC-NCDDP, the engagement of a Content Specialist for the development of BDPM and CDD-supporting thematic training modules, toolkits, and learning materials is hereby proposed.

3. The engagement of the consultant aims to:
  - Convert *Makilahok* Guidance Notes on four CDD-Supporting Thematic Areas namely, Participatory Situational Analysis, Community Procurement, Community Finance and Community Monitoring into a three-day training module;
  - Produce toolkits for *Makilahok* Guidance Notes on CDD-Supporting Thematic Areas, contextualizing them in accordance with government rules and regulations on local development planning and management and community-driven development

- principles;
- Conceptualize and design learning materials that will better facilitate learning during trainings; and

It is expected that the Content Specialist will coordinate and consult with critical stakeholders and subject matter experts to ensure proper scoping and appropriateness of content.

#### 4. Scope of Work of the Consultant are as follows:

The tasks of the Content Specialist will be to:

- Review the *Makilahok* Guidance Notes on Enhanced BDPM, Participatory Situational Analysis, Community Procurement, Community Finance and Community Monitoring as primary reference materials; Familiarize themselves with KC-NCDDP operational policies and/or procedure manuals on Participatory Situational Analysis, Community Procurement, Community Finance and Community Monitoring;
- Develop an Inception Report/Work Plan based on the reviews conducted above
  - Propose approach and working timetable for the engagement;
  - Indicate outline and indicative content of training modules, toolkits, and learning materials;
- Conceptualize and develop training modules, toolkits, and learning materials on all *Makilahok* Guidance Notes on CDD-Supporting Thematic Areas, in consultation and close coordination with KC-NCDDP;
  - Identify the appropriate instructional strategies for attaining the learning objectives of the training on *Makilahok*;
  - Ensure that all contents of the toolkits are user-friendly and engaging to intended users;
  - Provide creative guidance on how the visual elements of the learning materials will help communicate key concepts more effectively;
- Assist during the conduct of pilot testing the training modules, toolkits, and learning materials, in coordination with DSWD;
- Revise and finalize all training modules, toolkits, and learning materials based on inputs of KC-NCDDP;
- Administer consultation and coordination meetings as needed; and
- Complete related tasks as may be reasonably requested by KC-NCDDP.

#### 5. Duration of Assignment

ACTIVITIES/OUTPUTS	DEADLINE
Submission and Presentation of Work Plan	No later than 1 week after contract signing and issuance of Notice to Proceed
Submission and Presentation of 1 <sup>st</sup> Draft	No later than 3 weeks after contract signing and issuance of Notice to Proceed
Submission and Presentation of 2 <sup>nd</sup> Draft	No later than 5 weeks after contract signing and issuance of Notice to Proceed
Submission of Final Outputs	No later than 6 weeks after contract signing and issuance of Notice to Proceed
Submission of Completion Report	

**6. Deliverables and Payment Schedule**

Key deliverables for this engagement are:

- Inception Report/Work Plan
- Training modules, toolkits, and learning materials written primarily in English:
  - Participatory Situational Analysis
  - Community Procurement
  - Community Finance
  - Community Monitoring
- Completion Report

<b>DELIVERABLES</b>	<b>% OF PAYMENT</b>
Submission of Inception Report/Work Plan no later than 2 weeks after contract signing and issuance of Notice to Proceed	10%
Submission of 1 <sup>st</sup> Draft of Training Modules, Toolkits and Learning Materials on <i>Makilahok</i> Guidance Notes on CDD-Supporting Thematic Areas	20%
Submission of 2 <sup>nd</sup> Draft of Training Modules, Toolkits and Learning Materials on <i>Makilahok</i> Guidance Notes on CDD-Supporting Thematic Areas	20%
Submission of Final Training Modules, Toolkits and Learning Materials on <i>Makilahok</i> Guidance Notes on CDD-Supporting Thematic Areas	30%
Submission of Completion Report	20%

All materials must be written primarily in English. The Consultant must submit to KC-NCDDP an electronic copy and printed copies of each of the abovementioned outputs.

As an output-based engagement, payment shall be made in tranches subject to the delivery of the outputs based on the agreed upon schedule between the Content Specialist and KC-NCDDP and issuance of Certificate of Acceptance by KC-NCDDP representative/s to confirm the acceptability of outputs.

**7. Contract Duration is Six (6) Months from receipt of the Notice to Proceed (NTP).**

**8. Qualification of the Consultant are as follows:**

The Content Specialist must satisfy the following qualifications:

**Education:** At least a university degree in public administration, organizational development, education, psychology, social sciences, or a related discipline; having a post-graduate degree is a plus

**Required Experience and Skills:**

- At least 10 years of relevant professional experience, particularly in participatory local governance and/or public administration and management and in development, implementation, and monitoring and evaluation of capacity building strategies and programs;
- Proven track record in designing instructional experiences/activities or materials including developing training modules, manuals, guidebooks, toolkits and learning materials; Demonstrated experience in technical writing, editing, and proofreading of

- manuscripts;
- Has a good understanding of the community-driven development approach and local governance issues in the Philippines;
- Adept in principles and processes of community finance, audit, and procurement; Experience with promoting participatory monitoring and evaluation techniques is highly desirable;
- Work experience in delivery of technical assistance to government institutions, instrumentalities and/or political subdivisions at the local and/or national levels is an advantage;
- Strong planning and organizational skills to effectively plan and coordinate work activities and meet deadlines; and
- Excellent written and verbal communications skills.

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

Criteria	Points
<b>Education/Studies</b>	
Must have a university degree in community development, public administration, organizational development, procurement, finance or a related discipline  <i>Doctorate Degree in abovementioned courses – 10%</i> <i>Master’s Degree in abovementioned courses – 9%</i> <i>Bachelor’s Degree in abovementioned courses – 8%</i>	15%
<b>Experience</b>	
Has 10 years of relevant professional experience in participatory local governance and/or public administration and management  <i>More than 10 years of experience – 15%</i> <i>10 years of experience – 12%</i>	15%
Has proven track record in designing instructional experiences/activities or materials including developing training modules, manuals, guidebooks, toolkits and learning materials	15%
Has demonstrated experience in technical writing, editing, and proofreading of manuscripts	15%
Has experience in promoting participatory monitoring and evaluation techniques	10%
Has worked with government institutions, instrumentalities and/or political subdivisions at the local and/or national levels in delivery of technical assistance	10%
<b>Required Skills</b>	

Has a good understanding of the community-driven development approach and local governance issues in the Philippines	5%
Adept in principles and processes of community finance, audit, and procurement	5%
Strong planning and organizational skills to effectively plan and coordinate work activities and meet deadlines	5%
Excellent written and verbal communications skills	5%
	<b>100</b>

The passing rate/score is **Eighty Percent (80%)**.

**Note:** Failure to meet the minimum requirement will automatically be given a zero (0%) rating. **Sample works are required to assess quality of previous outputs of potential service providers.**

10. The DSWD now invites interested individuals to indicate their interest in providing the services. Interested individuals must submit their Expressions of Interest, Comprehensive Curriculum Vitae and BIR Certificate of Registration 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 December 2018**.
11. 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. If the DSWD is the sole source of income of the Consultant, he/she may avail of the substituted filing and will not be required to issue an OR, in which case a Notice of Availment of Substituted Filing of Percentage Tax Return shall be submitted by the Consultant.<sup>1</sup>

**THE CHAIRPERSON**

Bids and Awards Committee  
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DSWD Central Office  
IBP Road, Constitution Hills. Quezon City  
Facsimile No.: (02) 951 7116  
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*(Original Signed)*  
**ATTY. AIMEE S. TORREFRANCA-NERI**  
Undersecretary and Chairperson  
Bids and Awards Committee

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<sup>1</sup> In accordance to the Memorandum issued by the Office of the Undersecretary, General Administration and Support Services Group, Department of Social Welfare and Development dated 07 February 2017