

Republic of the Philippines
Department of Social Welfare and Development
IBP Road, Constitution Hills, Quezon City
Telephone Nos. (02) 931-8101 to 07 Local 121 or 122
Email: bacsec@dswd.gov.ph

REQUEST FOR EXPRESSION OF INTEREST

HIRING OF INDIVIDUAL CONSULTANT FOR THE ENGAGEMENT OF KC-NCDDP KNOWLEDGE MANAGEMENT CONSULTANT

REI No. KC-NCDDP/17-DSWD- 005

(PR No. 2017103557)

1. Republic of the Philippines, through the Department of Social Welfare and Development (DSWD) KALAHI-CIDSS - National Community Driven Development Project (KC-NCDDP), has received a loan (Loan Agreement No.8335-PH) from the International Bank for Reconstruction and Development (IBRD) and intends to apply part of the loan to payments under the contract for the **Hiring of Individual Consultant for the Engagement of KC-NCDDP Knowledge Management Consultant.**
2. Knowledge Management Consultant will help answer the need to formalize and strengthen the Program's Knowledge Management System and Mechanisms that will enable efficient and effective creation, validation, integration, and sharing of knowledge and lessons learned since its implementation in 2002 in support of the Successor Program.

3. **Scope of Work**

A Knowledge Management Consultant will be engaged to assist the KC-NCDDP in setting-up its Knowledge Management System, providing consultancy services in engaging implementers and stakeholders to develop and adopt a plan to build the knowledge base of KALAHI-CIDSS, and increase the organization's capacity to use and share the knowledge that it has and continues to generate in the course of implementing the program and in support of the Successor Program. He/She will work closely with the Knowledge Management Technical Working Group (KM TWG), and other technical specialists to accomplish his/her tasks. He/She will be supervised by and will be reporting directly to the National Program Manager. Specifically, the Consultant will deliver the ff. tasks:

- Facilitate sessions to agree on goals and strategies for knowledge management (KM) in KALAHI-CIDSS (KC).
- Synthesize the results of the above into a framework that defines the KM goals, outcomes and strategies that the organization would like to pursue over the short and long term.
- Develop guidance for teams (national and field offices) on how to plan and integrate knowledge management activities into the key components of the program.
- Train, coach national and regional staff on the application of knowledge management systems to promote better generation, use and sharing of knowledge.
- Link KALAHI-CIDSS implementers/knowledge creators with other stakeholders and KM users to promote sharing of knowledge products.

- Together with the KM TWG, strengthen internal communication, dialogue and continually enhance a positive “learning culture” within KALAHI-CIDSS and between KC and other DSWD units.
- Provide guidance and technical inputs as necessary related to this engagement that may be reasonably requested by DSWD

4. QUALIFICATIONS OF THE CONSULTANT

The Consultant must have good credibility, with established name in the Knowledge Management industry, and must possess the following:

- Master’s degree in Development Communication/Knowledge Management
- At least 3 years of experience in implementing knowledge management projects in at least three (3) reputable organizations, of which one (1) is a government entity
- Must have done KM consultancy services with the above scope of work as minimum deliverables in his/her engagement
- Must have five (5) training and coaching experience on KM
- Excellent facilitation skills
- Strong networking skills

Criteria for Evaluation of Consultants

CRITERIA	POINTS
A. BACKGROUND	15
1. Has Master’s degree in Development Communication/ Knowledge Management	15
2. Has Master’s Units in Development Communication/ Knowledge Management	10
3. Has Bachelor’s degree in Development Communication/ Knowledge Management	7
4. Has other degree/allied profession	5
B. EXPERIENCE	60
1. Has at least 3 years of experience in implementing knowledge management projects in at least three (3) reputable organizations, of which one (1) is a government entity	30
2 years of experience	20
1 year experience	10
None	5
2. Has five (5) training and coaching experience on KM	30
Has three (3) training and coaching experience on KM	20
Has one (1) training and coaching experience on KM	10
C. SKILLS	10
1. Has excellent facilitation skills	10
2. Has strong networking skills	10
D. WORKPLAN	15
1. Viability of work plan and schedule, time management, and budget proposal	15

Passing Rate: 80%

5. Deliverables

The Consultant shall complete all activities within the time frame specified by the Deliverable and Payment schedule. DSWD will normally require five (5) days of review for deliverables that would need approval.

The Deliverable and Payment Schedule also presents the corresponding payment terms as they relate to the deliverables of this assignment. Processing of payments will only commence upon acceptance of deliverables. Payments will be made within 30 days after receipt of the approved deliverable.

Key Area	Task	Deliverables
1. Assist in setting up a KM System	1.1 Assist in the formation of a KM TWG	Draft Special Order creating the KM TWG
	1.2 Facilitate Workshop sessions to agree on goals and strategies for knowledge management (KM)	KM Framework (day 1 of the workshop, include CBB-KMD) KM Roadmap (2 weeks after the workshop) KM Action Plan 2018-2019
	1.3 Scoping and inventory of current KM initiatives and gaps	Guidance/ Recommendations Report on establishing a formal KM system that is aligned with the KC Successor Program and with the Department's priorities
2. Capacity Building on KM	2.1 Conduct TNA on KM to all national and regional staff	TNA on KM for NPMO and RPMO staff
	2.2 KM orientation to all national and regional staff for information and appreciation	KM Orientation Proceedings Report
	2.3 Develop customized training designs and modules for relevant KM skills based on TNA and program needs	Training Design Training Modules
	2.4 Capacity Building for KM TWG and Regional KM Focals	Training Proceedings KM TWG Action Plan
3. Assist in establishing KM Policies, Tools, and Systems	3.1 Improve CapBuild and HR mechanisms to encourage learning in the organization	Guidance/ Recommendations Report
	3.2 Establish database/pool of external and internal experts and networks (e.g. CDD resource pool/CDD fellows)	database Guidance/ Recommendations Report for next steps
	3.3 Assist in the development of KM policies and guidelines	Policies on: <ul style="list-style-type: none"> • Good Practice Documentation

	relevant to KC	<ul style="list-style-type: none"> • Knowledge capture and product development • Knowledge/Information sharing
	3.4 Develop business process for knowledge production, validation, integration	Documentation
4. Linking with other stakeholders	4.1 Assist in the development of a system of knowledge sharing with partners (NGAs)	Guidance/ Recommendations Report
	4.2 Strengthen link with DSWD OBSUs on KM initiatives	Guidance/ Recommendations Report
	4.3 Assist in the conduct of 1 major knowledge sharing activity with partners and other external stakeholders	Activity Design Inputs during preparatory work

6. REPORTING AND WORKING ARRANGEMENT

a. Roles and Responsibilities of DSWD

The technical team at DSWD, led by the KC-NCDDP Office of the National Program Manager, will have the following responsibilities:

- Manage the contract with the Consultant
- Review and approve the deliverables submitted
- Provide required data and documents
- Facilitate coordination with relevant stakeholders and personnel

The Consultant shall submit the deliverables based on the prescribed schedule for review and acceptance by DSWD. In the event that there will be comments from DSWD, in close consultation with DSWD, the Consultant shall make the necessary revisions before submitting the final version of the deliverable.

DSWD will also provide orientation on KC-NCDDP, as well as inputs and comments on methodology, activity designs, and work plan.

b. Services and Facilities to be provided by DSWD

DSWD shall make available all relevant information, documents, etc. both in hard and electronic copies (if available and when necessary). All documents so provided will remain the property of the DSWD. The Consultant may not dispose of or otherwise make use of such documents without the prior written approval of DSWD

7. The DSWD now invites interested consultant to indicate their interest in providing the services. Interested consultant must submit their Expression of Interest (EOI) together with their comprehensive Curriculum Vitae.

8. The consultant shall be selected through World Bank - Individual Consultant Selection (ICS) procedure in accordance with Program Procurement Guidelines for National Program Management Office (NPMO) and Regional Management Office (August 2014). Interested consultant may view the Terms of Reference (TOR) for the engagement at www.dswd.gov.ph and must submit their EOI at the address below or through email at bacsec@dswd.gov.ph not later than 05:00 p.m. of 15 December 2017.

THE CHAIRPERSON

DSWD Bids and Awards Committee - II
c/o BAC Secretariat, Procurement Service
DSWD Central Office
IBP Road, Constitution Hills, Quezon City
Fax No. (02) 951-7116
Telephone Nos. (02) 931-8101 to 07 Local 122 or 124

(Original signed)
NOEL M. MACALALAD
Assistant Secretary and
Bids and Awards Committee-II Chairperson

**AMMENDMENTS TO THE TERMS OF REFERENCE
ENGAGEMENT OF KC-NCDDP KNOWLEDGE MANAGEMENT CONSULTANT**

RATIONALE

Kapit-Bisig Laban sa Kahirapan-Comprehensive and Integrated Delivery of Social Services National Community-Driven Development Program (KC-NCDDP) is one of the core programs implemented by the Department of Social Welfare and Development (DSWD) which employs community-driven development (CDD) strategy, a development approach that seeks to combat poverty and improve local governance by strengthening the capacity of citizens to identify and implement local solutions to poverty issues. It 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.

As of December 2016, the program already covered a total of 18,593 barangays in 794 NCDDP Municipalities nationwide and was able to provide funding for community subprojects such as (i) basic social services¹, (ii) basic access infrastructures², (iii) community production, economic support and common service facilities³, (iv) environmental protection and conservation⁴ and (v) skills training and capability building.

The Program will end in 2019. While the program is currently implementing initial activities to ensure sustainability, there were several expressions of interest in knowing the plans of the Department for succession after project end.

Presently, an outline for the conceptual framework of said successor plan has been prepared. This includes the vision, mission, organizational analysis, broad stakeholder map, and broad timeline from KC-NCDDP project end (2019-2030), including preparatory activities pipelined in 2018 and 2019. In a nutshell, the proposed successor aims to promote CDD adoption by various NGAs, development partners, CSOs and LGUs through advocacy, networking, technology development, capacity building provision and enactment of enabling laws and policies.

Given this direction, there is an emerging need for the Program to formalize and strengthen its Knowledge Management System and Mechanisms that will enable efficient and effective creation, validation, integration, and sharing of knowledge and lessons learned since its implementation in 2002 in support of the Successor Program.

A Knowledge Management Consultant will be engaged to assist the KC-NCDDP in setting-up its Knowledge Management System, providing consultancy services in engaging implementers and stakeholders to develop and adopt a plan to build the knowledge base of KALAHI-CIDSS, and increase the organization's capacity to use and share the knowledge that it has and continues to generate in the course of implementing the program and in support of the Successor Program.

Having considered the specific requirements for this engagement, the table below shows the detailed deliverable of the consultant, its deadline and schedule of payment.

¹ Community water systems, school buildings, day care centers, barangay health stations, electrification, and tribal housing/shelter

² Access roads, small bridges/footbridges and access trails

³ Community economic enterprise training, equipment and materials support sub-projects, pre- and post-harvest and multi-purpose facilities, small scale irrigation and community transport

⁴ Drainage, river/flood control, sea wall, soil protection (rip rap), artificial coral reef sanctuary and sanitation facilities


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Jodelle Villa-Panula
SWD/III

Table 1: Deliverable and Payment Schedule

Key Area	Task	Deliverables	Timeline	Payment
1. Assist in setting up a KM System	1.1 Assist in the formation of a KM TWG	Draft Special Order creating the KM TWG	Week 1 upon signing of contract	
	1.2 Scoping and inventory of current KM initiatives and gaps	Guidance/ Recommendations Report on establishing a formal KM system that is aligned with the KC Successor Program and with the Department's priorities	Weeks 2-4 upon signing of contract	
2. Capacity Building on KM	1.3 Facilitate Workshop sessions to agree on goals and strategies for knowledge management (KM)	KM Framework KM Roadmap KM Action Plan 2018-2019	Weeks 1-4 upon signing of contract	
	2.1 Conduct TNA on KM to all national and regional KM focal staff	TNA on KM for NPMO and RPMO staff	Weeks 4-5 upon signing of contract	
	2.2 KM orientation to all NPMO staff regional KM focal persons for information and appreciation	KM orientation Proceedings	Week 4 upon signing of contract	
3. Assist in establishing KM Policies, Tools, and Systems	2.3 Capacity Building for KM TWG and Regional KM Focals	Training design and modules based on TNA and Program needs KM Online Course	Weeks 6-18 upon signing of contract	
	3.1 Improve CapBuild and HR mechanisms to encourage	Learning site exclusive to NPMO and RPMO participants Training Proceedings Action Planning by KM TWG	Weeks 6-9 upon signing of contract	

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[Signature]
 Sedellio Villa-Facala

	learning in the organization			
	3.2 Establish database/pool of external and internal experts and networks (e.g. CDD resource pool/CDD fellows)	Online Google worksheet participated by NPMO and RPMO KM focal persons Guidance/ Recommendations Report for next steps	Weeks 6-18 upon signing of contract	
	3.3 Assist in the development of KM policies and guidelines relevant to KC	Policies on: <ul style="list-style-type: none"> • Good Practice Documentation • Knowledge capture and product development • Knowledge/Information sharing 	Weeks 19-20 upon signing of contract	
	3.4 Develop business process for knowledge production, validation, integration	Documentation on the process of producing set of documents for LGUs that will institutionalize CDD in their area	Weeks 21-22 upon signing of contract	
4. Linking with other stakeholders	4.1 Fleshing out the link between KC-NCDDP and the Department's KM strategy and framework	Guidance/ Recommendations Report	Week 1 upon signing of contract	
	4.2 Assist in the conduct of 1 major knowledge sharing activity with partners and other external stakeholders	Activity Design Inputs during preparatory work	Weeks 24-28 upon signing of contract	
	4.3 Assist in the development of a system of knowledge sharing with partners (LGUs, NGAs)	Guidance/ Recommendations Report	Week 23-24 upon signing of contract	

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Jodelle Villamorala