

## REQUEST FOR EXPRESSION OF INTEREST

### ENGAGEMENT OF KALAHI CIDSS-NCDDP CONSULTANT FOR THE EVALUATION OF TIER 2 IMPLEMENTATION

– REI No. KC-NCDDP/16-DSWD-002 –  
(PR No. 2017092796)

1. The Department of Social Welfare and Development (DSWD), through the KALAHI CIDSS-NCDDP National Project Management Office (NPMO) - World Bank Funds intends to apply part of its budget for the payments under the contract for the “Engagement of KALAHI CIDSS-NCDDP Consultant for the Evaluation of Tier 2 Implementation”.
2. The objective of the tier 2 implementation is to a) Enhance the Department’s delivery of protective services to areas prone to disasters by addressing remaining priority needs of communities in NCDDP Yolanda-Affected areas using CDD/CEAC processes, and b) Build appreciation of LGUs on CDD for possible harmonization of CDD -LPP (Local Planning Process) after NCDDP exit in the community.
3. Study Objectives and Key Research Questions

The main objective of the process evaluation is to fully document the experiences of municipalities that have received Tier 2 incentive grant. The study is also expected to capture the immediate results and the facilitators/barriers to the successful integration of CDD into the local planning process. Specifically, the following key research questions are expected to be answered:

- 1) How did the new service providers train and mobilize? Were the CDD principles understood and applied during CEAC implementation?
- 2) How did the LGU, service provider and community implement the Tier 2 CEAC activities (from social preparation to subproject implementation)? How did the LGU respond in the absence of ACT and limited service providers?
- 3) Were there deviations/innovations from the standard CEAC process? If so, what are these and the underlying reasons?
- 4) How did the centralized financial management of Tier 2 affect the timeline of downloading/disbursing of funds to the community?
- 5) In areas with special circumstances (conflicts, disasters, GIDAs, presence of Indigenous People), how did the service provider and LGU comply to the program standards prescribed in different manuals (Field Guide in Implementing with Indigenous communities, Environmental and Social Management Framework, conflict, Guidance Notes for Conflict-Affected Areas, etc..)
- 6) How have gender policies and mechanisms implemented in the area? Were there challenges? If so, what are these and how were these addressed?
- 7) What are the immediate benefits of Tier 2 implementation in terms of basic service delivery, community empowerment and local governance?
- 8) What are the factors/barriers that could facilitate/impede the successful integration of CDD

practices/principles the regular local planning process of the LGU? What are needed to sustain this?

#### 4. Objective of the Engagement

This Term of Reference outlines the scope of work of an individual consultant who will undertake the Tier 2 Process Evaluation of KC-NCDDP. The engagement of the consultant aims to produce a report documenting the Tier 2 implementation experience and capture its immediate results. These reports are 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 process improvement and 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.

#### 5. Tasks, Deliverables and Expected Outputs

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-NCDDP, WB, ADB, and the chosen municipalities, including but not limited to:
  - Municipal/barangay profile
  - CEAC Monitoring data
  - Accomplished NCDDP Standard Forms/Checklists (ESMP, ESSC, IPP, etc..)
  - Subprojects funded and details
  - Field notes
  - Contact list of ACT members, volunteers/committees
  - Previous case studies, articles, other documentation
- b) **Inception Report** that contains the analysis and operational plan and specific timeline of the study
- c) **Field observations** – Participant observation on ongoing CEAC activities paying close attention to standard compliance, quality of facilitation and outputs, and stakeholders' dynamics.
- d) Development, pre-test and revision of **data gathering instruments** (KII, and FGD questionnaires, documentation template)
- e) **Data collection** in four (4) municipalities (8 barangays)
  - KIIs with municipal and barangay officials
  - KIIs with NPMO, RPMO and SRPMO key representatives
  - FGDs service providers, Municipal Coordinating Team, community volunteers, residents and Municipal Inter-Agency Committee
- f) **Analysis** of data, and **presentation** of findings.
- g) **Report writing** and submission of first draft of process evaluation report for NPMO review
- h) **Submission** of Final/Packaged version of Process Evaluation Report

6. **Duration of the Assignment:** The process evaluation for tier 2 is six (6) months from issuance of Notice to Proceed (NTP).

**7. QUALIFICATION OF THE KEY PERSONNEL AND EVALUATION CRITERIA**

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

- a) Has at least a master’s degree in in social sciences or related disciplines such as Anthropology, Sociology, Development Studies, Community Development, Political Science, or other related social science disciplines
- b.) Minimum of 5 years experience in the conduct of assessment and/or evaluation of development programs/projects, preferably of government-implemented
- d) Must have at least conducted three (3) evaluation studies on development programs/projects of comparable size and coverage<sup>1</sup>
- e) Significant knowledge about DSWD Kalahi-CIDSS and/or Community-Driven Development (CDD) Programs.

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

The minimum qualifications of the firm’s key personnel and the evaluation criteria are presented below:

Evaluation Criteria / Features	Maximum Points
<b>EDUCATION</b>	<b>20</b>
<i>Has at least master’s degree in social science or related discipline such as Anthropology, Sociology, Development Studies, Community Development, Political Science or related social science discipline.</i>	<b>20</b>
1. Doctorate degree in abovementioned courses	20
2. Master’s degree in abovementioned courses	15
<b>EXPERIENCE</b>	<b>20</b>
<i>Minimum of five years’ experience in the conduct of assessment and/or evaluation development program/projects, preferably in government-implemented.</i>	20





1. More than 7 years of experience	20
2. 5 years' experience 15; 6 years' experience 17%; and 7 years 19%	
<i>Experience in doing qualitative research through field observation, key informant interview, focus group discussion, archive/desk review and more complex study.</i>	<b>25</b>
1. 12 or more research conducted	25
2. 8-11 researches	20
3. 5-7 researches	15
4. Less than 5 researches	10
<i>Must conducted or headed the conduct of at least three (3) evaluation studies on development programs/projects of comparable size and coverage and more complex studies.</i>	<b>25</b>
1. Conduct more than 3 programs/project evaluation studies	25
2. Conducted 3 program/project evaluation studies	20
<i>Significant knowledge about DSWD KALAHI CIDSS-NCDDP</i>	<b>10</b>
1. Directly worked or conducted studies within or incooperation with the Kalahi CIDSS Program	10
2. Has worked or coinducted studies on CDD programs but did not within or in cooperation with the Klahi-CIDSS program	8
3. Has not worked or conducted studies on CDD programs of Klahi CIDSS but has some knowledge	7
4. Has little or no knowledge or about CDD Programs	4
Total Score	<b>100</b>
Passing Score	<b>80</b>

## 8. Deliverable and Payment Schedule

#	Deliverable	Tranches	Percent
1	Inception report	1 <sup>st</sup> Tranche	20%
2	Final date gathering instruments after review and piloting	2 <sup>nd</sup> tranche	30%
3	Submission of final draft report and presentation findings	3 <sup>rd</sup> tranche	30%
5	Final packaged version of the process evaluation report	4 <sup>th</sup> tranche	20%
<b>TOTAL</b>			<b>100</b>

The DSWD now invites interested Individual Consultant to indicate their interest in providing the services. Expressions of Interest (EOI) must be delivered to the address below or through email at [bacsec@dswd.gov.ph](mailto:bacsec@dswd.gov.ph) not later than ~~15 December 2017~~ at 5:00P.M. The EOI must include information and documentation of the interested consultant on: a) profile of the applicant, b) Details on the applicant's knowledge and experience in conducting quantitative and qualitative researches and evaluation process. Incomplete expressions of interest submitted after the deadline will be disregarded.

Further information may be obtained at the address below during office hours from 8:00 a.m. to 5:00 p.m.

### THE CHAIRPERSON

DSWD Bids and Awards Committee - II  
c/o BAC Secretariat, Procurement Service  
DSWD Central Office  
IBP Road, Constitution Hills, Quezon City  
Telefax Nos. (02) 951-7116 and 931-6139  
Trunkline Nos. (02) 931-8101 to 07 Locals 122 or 124

**NOEL M. MACALALAD**  
Assistant Secretary and  
Bids and Awards Committee-II Chairperson

12/11

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

RESEARCH ACTIVITY PROPOSAL

I. Background Information

Title	:	Process Evaluation for Tier 2 KC-NCDDP Implementation
Inclusive Dates	:	Six (6) Months
Total Budget	:	PhP
Source of Fund	:	KC-NCDDP

II. Rationale:

The National Economic and Development Authority Board approved KALAHI CIDSS-NCDDP on 18 January 2013. It has an estimated cost of \$1.132 billion<sup>1</sup>, 33% of which (or \$372.1 million) was provided by the Asian Development Bank as an emergency assistance loan to the Government of the Philippines to support KC-NCDDP implementation.

Due to fluctuations in foreign exchange rates, KC-NCDDP has available funds (i.e., foreign exchange gains from ADB loan assistance) amounting to about PhP2.6 billion. Given that there are still unaddressed/unmet/remaining priority needs of NCDDP communities, the funds shall be used starting this year as incentive grant to good performing Yolanda-affected municipalities to address said needs, which now called as Tier 2.<sup>2</sup>

As an incentive grant, Tier 2 implementation will be LGU-led following the regular CEAC design and existing program manuals. RPMO shall also engage service providers (replacing the ACT) to handhold and provide guidance and technical assistance to LGUs during implementation. Planning grants (i.e., CEAC funds and Technical Assistance Fund) in proportion to community investment grants shall also be made available, for the RPMOs to manage working within their total budget allocation for Tier 2. The two (2) main objectives of Tier 2 implementation are:

- a) Enhance the Department's delivery of protective services to areas prone to disasters by addressing remaining priority needs of communities in NCDDP Yolanda-affected areas using CDD/CEAC processes; and
- b) Build appreciation of LGUs on CDD for possible harmonization of CDD-LPP (local planning process) after NCDDP exit in the municipality.

As of July 2017, out of 115 municipalities approved for Tier 2 funding<sup>3</sup>, 21 municipalities have already conducted the Municipal Inter-Barangay Forum (MIBF) that prioritized a total of 129 subprojects for funding. The rest of the municipalities have ongoing social preparation activities.

With this ongoing new incentive grant, it is important for the Program to conduct third-party process

<sup>1</sup> Dollar-to-Peso conversion based on ADB L3100-PHI: KALAHI-CIDSS National Community-Driven Development Project is \$1 = PhP44.99

<sup>2</sup> Guidance Note on the implementation of Tier 2 KC-NCDDP Funding, December 2016

<sup>3</sup> Based from RPMO's endorsement of good performing LGUs and NPMO's concurrence stated in the office memorandum dated 24 February 2017 with subject: Municipal Grant Allocation for Municipalities Approved for KC-NCDDP Tier 2 Implementation

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JOHELLIE R. VILLA-PACALA  
SWO III



evaluation to track its implementation where the LGU is at the forefront of applying the CEAC in its local planning, budgeting and implementation. This study proposal aims to document and evaluate the Tier 2 implementation experience in selected LGU beneficiaries and understand the factors that may contribute on how to effectively harmonize the CDD in the regular local planning process.

### III. Objectives and Key Research Questions

The main objective of the process evaluation is to fully document the experiences of municipalities that have received Tier 2 incentive grant. The study is also expected to capture the immediate results and the facilitators/barriers to the successful integration of CDD into the local planning process. Specifically, the following key research questions are expected to be answered:

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- 6) How have gender policies and mechanisms implemented in the area? Were there challenges? If so, what are these and how were these addressed?
- 7) What are the immediate benefits of Tier 2 implementation in terms of basic service delivery, community empowerment and local governance?
- 8) What are the factors/barriers that could facilitate/impede the successful integration of CDD practices/principles the regular local planning process of the LGU? What are needed to sustain this?

### IV. Research Design and Methodology

The process evaluation will generally follow a qualitative evaluation approach combining the following methodologies:

- a) Archival/desk review and analysis of relevant administrative data
- b) Field observation on ongoing CEAC activities (in areas applicable)
- c) Group discussions with service providers, MCT, community volunteers, residents and Municipal Inter-Agency Committee
- d) Key informant interviews (KIIs) with stakeholders (municipal and barangay officials, representatives from National, Regional and Sub-regional Program Management Offices
- e) Analysis of findings in Field observations, KIIs, and FGDs

