

REQUEST FOR EXPRESSION OF INTEREST

ENGAGEMENT OF PROOFREADER AND EDITOR FOR KC-NCDDP PROGRAM MANUALS

REI NO. KC-NCDDP/18-DSWD-001
(PR NO. 2018020464)

1. The Republic of the Philippines, through the Department of Social Welfare and Development (DSWD) KALAHY-CIDSS-NCDDP, has received funds from the Government of the Philippines (GOP) and intends to apply part of the loan payments under the contract for the **Engagement of Proofreader and Editor for KALAHY-CIDSS-NCDDP Manuals**.
2. The KALAHY-CIDSS-NCDDP is a poverty alleviation program of the National Government implemented by the DSWD which employs community-driven development (CDD) strategy by using approaches for achieving service delivery, poverty reduction and good governance outcomes by:
 - a. Helping communities in poor municipalities identify challenges around reducing poverty and make informed decisions on a range of locally identified options for development, including how this is made and in what form;
 - b. Giving communities control of resource to address local poverty; and,
 - c. Building the capacity of both state (including local governments) and civil society stakeholders to provide assistance and respond to call for support from poor communities as they implement development initiatives.
3. One of the identified effort to sustain gains and to prepare for the institutionalization of the CDD approach is to review and enhance standards and procedures used by the program to provide consistent references for knowledge management and transfer of technologies to local government and other partners. Series of writeshop activities were conducted to review program manuals and identify areas for enhancements. Outputs of these activities are draft manuals that need to undergo proofreading and editing in preparation for the dissemination to field offices and partners.
4. To this end, KALAHY-CIDSS-NCDDP intends to engage a **Proofreader and Editor** to provide services in proofreading and editing draft manuals. He/She is expected to partake in meetings convened to discuss expected outputs and deliverables, as well as, consultations to resolve issues encountered during his/her reading. Specifically, he/she should deliver the following tasks:
 - a. Review and check draft program manuals for text and grammar errors;
 - b. Apply edits for grammatical errors and check manuals for language continuity, sentence structure, paragraph lengths, word choices and missed words;

- c. Review and apply edits on content contradictions and inconsistencies of manuals;
 - d. Attend regular meetings called to discuss the preferences of the Management in editing the program manuals;
 - e. Submit edited and proofread manuals for approval and input changes preferred by the Management; and
 - f. Complete any other tasks related to his engagement that maybe reasonably requested by DSWD.
5. The contract duration is **twenty-four (24) weeks** from receipt of the Notice to Proceed (NTP).
6. **Qualification of the Proofreader and Editor:**
- a. Must have completed a degree in Communication and other related courses; with units or completed degree in Community Development, Development Studies, Public Administration and Governance is an advantage;
 - b. Must have at least five (5) years of experience in technical writing, editing and research;
 - c. Must have done proofreading and editing with the above scope of work as minimum deliverables of his/her engagement;
 - d. Must have been engaged and have successfully assisted in similar project/engagement; and
 - e. Must have the ability to interact and coordinate with process owners and all relevant stakeholders.
7. **Output/Deliverables and Payment Schedule:**

Sector	Deliverables	Timeline	Percentage of the Awarded Contract Cost (in PhP)
Preparation work and planning	<ul style="list-style-type: none"> ▪ Workplan 	Week 1	5%
Social Process	<ul style="list-style-type: none"> ▪ Disaster Response Operations Procedure 	Week 2 to	25%
Community-Based Procurement	<ul style="list-style-type: none"> ▪ Community-Based Procurement Book 1 to 3 		
Community Based Finance	<ul style="list-style-type: none"> ▪ Community-Based Finance Manual ▪ Financial Management Sub-Manual 	Week 23	20%

Community-Based Infrastructure	<ul style="list-style-type: none"> ▪ Community-Based Infrastructure Manual Volume 1 to 2 		
Monitoring and Evaluation	<ul style="list-style-type: none"> ▪ Monitoring and Evaluation Sub-Manual ▪ Municipal Talakayan ▪ Grievance Redress Handbook ▪ Geo-tagging Guidelines 		25%
Environmental and Social Safeguards	<ul style="list-style-type: none"> ▪ Implementing a Culture Sensitive CEAC with Indigenous Communities: A Field Guide ▪ Environmental and Social Safeguard and Framework 		20%
Evaluation	<ul style="list-style-type: none"> ▪ Report 	Week 24	5%
TOTAL			100%

The total contract cost is inclusive of all applicable taxes.

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	Points
A. Education/Studies	40
Completed degree in Communication and other related courses; with units or completed degree in Community Development, Development Studies, Public Administration and Governance is an advantage	40
B. Experience	60
Has at least five (5) years of experience in technical writing, editing and research	20
Has done proofreading and editing work	20
Has been engaged and have successfully assisted in similar project/engagement	20
TOTAL	100

The passing rate/score is Eighty-Five Percent (85%).

9. The DSWD now invites interested individuals to indicate their interest in providing the services. Interested individuals must submit their Expressions of Interest and comprehensive Curriculum Vitae in the address indicated below or through e-mail at quotations@dswd.gov.ph not later than 05:00 P.M. of 04 April 2018.

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



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

TERMS OF REFERENCE

ENGAGEMENT OF AN EXTERNAL CONSULTANT TO SERVE AS PROOFREADER AND EDITOR FOR KC-NCDDP PROGRAM MANUALS

I. BACKGROUND:

The Kalahi-CIDSS (Kapit-Bisig Laban sa Kahirapan – Comprehensive and Integrated Delivery of Social Services) is a poverty alleviation program of the National Government implemented by the Department of Social Welfare and Development (DSWD) which employs community-driven development (CDD) strategy. This strategy uses approaches for achieving service delivery, poverty reduction, and good governance outcomes by:

- a. Helping communities in poor municipalities identify challenges around reducing poverty and make informed decisions on a range of locally identified options for development, including how this is made and in what form;
- b. Giving communities control of resource to address local poverty; and
- c. Building the capacity of both state (including local governments) and civil society stakeholders to provide assistance and respond to call for support from poor communities as they implement development initiatives.

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.

Recently conducted KC-NCDDP Mid-Term Review results focused on ensuring program milestones and targets are met while recalibrating strategies and rethinking objectives to sustain gains and benefits of the program to prepare for the program's conclusion by 2019. Recalibrated strategies set off the development of the Kalahi-CIDSS Roadmap from 2014 - 2019. For 2017-2019, the Program directive for the NCDDP is to increasingly focus on community organizing, strengthening community engagement with local government units (LGUs), and sustaining benefits from applied CDD approaches.

II. SCOPE OF WORK

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

One of the identified effort to sustain gains and to prepare for the institutionalization of the community driven development approach is to review and enhance standards and procedures used by the program, this is to provide consistent references for these gains supporting CDD knowledge management and transfer of technologies to local government and other partners. Series of writeshop activities were conducted to review program manuals and identify areas for enhancements. Outputs of these activities are draft manuals that need to undergo proofreading and editing in preparation for the dissemination to field offices and partners.

An external consultant will be engaged to provide services in proofreading and editing draft manuals. He/she is also expected to partake in meetings convened to discuss expected outputs and deliverables as well as consultations to resolve issues encountered during his/her reading. Specifically, he/she should deliver the following tasks:

1. Review and check draft program manuals for text and grammar errors.
2. Apply edits for grammatical errors and check manuals for language continuity, sentence structure, paragraph lengths, word choices and missed words.
3. Review and apply edits on content contradictions and inconsistencies of manuals.
4. Attend regular meetings called to discuss the preferences of the Management in editing the program manuals.
5. Submit edited and proofread manuals for approval and input changes preferred by the Management.
6. Complete any other tasks related to this engagement that may be reasonably requested by DSWD

III. OUTPUT/DELIVERABLES AND PAYMENT SCHEDULE

Cost parameters for the payment for the services based on technicalities and complexities of the contents of the program. The external consultant should have a good understanding of technical terms and processes used per program manual.

Sector	Activity/Program Manual/Deliverables	Timeline	Budget
Preparation work and planning	<ul style="list-style-type: none"> • Workplan 	1 st week of May	5%
Social Process	<ul style="list-style-type: none"> • Disaster Response Operations Procedures (DROP) 	May to October	25%
Community-Based Procurement	<ul style="list-style-type: none"> • Community Based Procurement Book 1 - 3 		
Community-Based Finance	<ul style="list-style-type: none"> • Community Based Finance Manual • Financial Management Sub-Manual 		20%
Community-Based Infrastructure	<ul style="list-style-type: none"> • Community Based Infrastructure Manual Vol. 1 - 2 		

Monitoring and Evaluation	<ul style="list-style-type: none"> • Monitoring and Evaluation Sub-Manual • Municipal Talakayan • Grievance Redress Handbook • Geo-tagging Guidelines 		25%
Environmental and Social Safeguards	<ul style="list-style-type: none"> • Implementing a Culture Sensitive CEAC with Indigenous Communities: A Field Guide • Environmental and Social Safeguard Framework 		20%
Evaluation	<ul style="list-style-type: none"> • Report 	4 th week of October	5%
			Total 100%

Meetings will be conducted as pre-activity to discuss the expected deliverables, timeline and deadline, and for the submissions of output to get the external consultant’s insights and concerns pertaining to content consistencies per program manual as well as incorporation of comments of the Management.

The external consultant is also required to submit a workplan, including meetings and consultations and presentations to complete the output. This should be submitted during the pre-activity phase of the engagement. Activities should be spread in 6-month engagement.

IV. QUALIFICATIONS OF THE EXTERNAL CONSULTANT (PROOFREADER AND EDITOR)

The external consultant must have good credibility, generally performed proofreading and editing work and must possess the following:

- Must have completed degree in Communication and other related courses; with units or completed degree in Community Development, Development Studies, Public Administration and Governance is an advantage.
- Must have at least five (5) years of experience in technical writing, editing and research.
- Must have done proofreading and editing with the above scope of work as minimum deliverables in his/her engagement.
- Must have been engaged and have successfully assisted in similar project/engagement.
- Must have the ability to interact and coordinate with process owners and all relevant stakeholders performing the tasks outlined in this TOR

V. CRITERIA IN ENGAGING THE SME (PROOFREADER AND EDITOR)

CRITERIA	POINTS
A. EDUCATION/STUDIES	40
1. Completed degree in Communication and other related courses; with units or completed degree in Community Development, Development Studies, Public Administration and Governance is an advantage	40
B. EXPERIENCE	60
1. Has at least five (5) years of experience in technical writing, editing and research	20
2. Has done done proofreading and editing work	20
3. Has been engaged and have successfully assisted in similar project/engagement.	20

The external consultant will be engaged pursuant to the applicable procedure of the approved KC-NCDDP Program Procurement Guidelines, section 11.6.

Payment:

Payment will be based on the actual output duly certified and accepted by the KC-NCDDP Deputy National Program Director or her authorized representative in accordance to the outputs/deliverables.