

REQUEST FOR EXPRESSION OF INTEREST

HIRING OF CONSULTANT FOR THE ENGAGEMENT OF TECHNICAL WRITER FOR THE 2016 NATIONAL TALAKAYAN REPORT

REI No. KC-NCDDP/17-DSWD- 006
(PR No. 2017103558)

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 **Engagement of Technical Writer for the 2016 National Talakayan Report (NTR)**.
2. The main objective is to engage the services of one (1) technical writer to conduct national-level report writing based on the documents available. Specifically, the NTR writer is expected to gather, review, consolidate and write the summarized municipal and regional Talakayan reports, under the guidance of the Monitoring and Evaluation Unit.

3. Expected Output

The writer is expected to deliver final version of National Talakayan Report which shall be used to measure the achievement of the Program in achieving its main development objectives.

4. The tasks of the consulting firm are as follows:

- 1) Review of existing municipal and regional Talakayan reports. These reports contain quantitative data and results of focus group discussions
- 2) Communicate and coordinate with Regional M&E Specialists and staff to complete missing data and information
- 3) Coordinate with the Monitoring and Evaluation Unit for the report formatting.
- 4) Process and analyze data
- 5) Write the draft National Talakayan report following the agreed format
- 6) Upon review of the draft report by the Program Evaluation Unit, revise the output until such time the latter found it acceptable.

5. Duration of the Assignment:

It is expected that that the final version of the National Talakayan Report shall be completed in three (3) months from signing of contract.

6. Qualifications of the Individual Consultant:

The NTR writer must have at least 5 years' experience in quantitative and qualitative data processing and technical writing. In addition, he/she must have accomplished at least 3 technical reports similar to the expected output.

7. Implementation of Deliverables Timetable:

| Activities | Month 1 | | | | Month 2 | | | | Month 3 | | | | |
|---|---------|----|----|----|---------|----|----|----|---------|-----|-----|-----|-----|
| | W1 | W2 | W3 | W4 | W5 | W6 | W7 | W8 | W9 | W10 | W11 | W12 | W13 |
| Procurement and engagement of Technical Writer | | | | | | | | | | | | | |
| Review of Talakayan data and coordination with national & regional M&Es | | | | | | | | | | | | | |
| Processing and analysis of data | | | | | | | | | | | | | |
| Report Writing and submission of draft report | | | | | | | | | | | | | |
| Revision and Submission of Final Report | | | | | | | | | | | | | |

8. Criteria for Evaluation of Consultants:

| Description | Percentage (%) |
|--|----------------|
| Has at least a Bachelor's degree in communication arts or any social science disciplines Master Degree in abovementioned courses - 19-20% Bachelor's Degree in abovementioned courses - 15-18% | 20% |
| Minimum of 5 years' experience in quantitative data processing and technical report writing along community/local development and governance More than 7 years experience : 48-50% 5-7 years experience - 45-47% 3-4 years experience - 30-44% Less than 3 years - 0-29% | 50% |
| Must have accomplished at least 3 technical reports similar to the expected output. Conducted more than 3 technical reports similar to the expected output. - 28-30% Conducted 3 program/project evaluation studies - 20-27% With less than 3 program/project evaluation studies - 11-19% With experience in other report writing but not similar to the expected output - 0-10% | 30% |
| Total | 100% |
| Passing Rate: 80% | |

9. Payment Schedule:

| Tranche | Schedule of Payment | Percentage |
|----------------|---|------------|
| First Tranche | Will be paid upon signing of contract. | 10% |
| Second Tranche | Will be paid upon submission of the draft technical report. | 70% |
| Third Tranche | Will be paid upon submission of final report deemed acceptable by the end-user. | 20% |

10. Institutional Arrangement

The NTR writer will directly report to and work with the National Program Management Office – M&E Unit, specifically the Program Evaluation Team (end-user). He/she will also communicate with the regional M&E counterparts for the coordination of additional data.

1. 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.
2. 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
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NOEL M. MACALALAD
Assistant Secretary and
Bids and Awards Committee-II Chairperson

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

TERMS OF REFERENCE

| | | |
|----------------|---|---|
| TITLE | : | Hiring of a Technical Writer for the 2016 National Talakayan Report |
| Duration | : | Three (3) Months |
| | : | |
| Funding Source | : | KC-NCDDP |

I. Background:

The Municipal Talakayan or 'Talakayan' is an internal evaluation tool of KC-NCDDP that provides venue for democratic dialogue among community citizens, local government units and other key stakeholders¹ to discuss the local development condition of their municipality. Conducted annually, it highlights the utilization of available local data and statistics to collectively measure accomplishment and detect the remaining municipal development needs. Talakayan supports measuring the overall project development objectives of KC-NCDDP: (1) Increased access to basic services, (2) increased community participation in inclusive local development planning, budgeting and implementation, and (3) improved local governance and disaster risk reduction and management.

In 2016, a total of 294 municipalities in 15 regions have successfully conducted Municipal Talakayan where local and KC-NCDDP data were fully utilized as useful information in community feedbacking and local development planning. Municipal- and regional-level reports were submitted to NPMO thereafter summarizing quantitative data and documenting inputs from the stakeholders during focus group discussions. At the national level, these data should be consolidated and packaged into a National Talakayan Report (NTR) which will both serve as accomplishment report and a measure to the overall program development objectives of KC-NCDDP.

II. Objective of the Engagement:

The main objective is to engage the services of one (1) technical writer to conduct national-level report writing based on the documents available. Specifically, the NTR writer is expected to gather, review, consolidate and write the summarized municipal and regional Talakayan reports, under the guidance of the Monitoring and Evaluation Unit.

III. Tasks and Deliverables

The NTR Writer shall perform the following tasks:

¹ Community citizen, barangay and municipal officials, NGOs, PO, NGA's district offices and private sectors

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MR. CONSUELO C. AGOSTA
Social Welfare Officer IV

- 1) Review of existing municipal and regional Talakayan reports. These reports contain quantitative data and results of focus group discussions
- 2) Communicate and coordinate with Regional M&E Specialists and staff to complete missing data and information
- 3) Coordinate with the Monitoring and Evaluation Unit for the report formatting.
- 4) Process and analyze data
- 5) Write the draft National Talakayan report following the agreed format
- 6) Upon review of the draft report by the Program Evaluation Unit, revise the output until such time the latter found it acceptable.

IV. Expected Outputs

The NTR writer is expected to deliver final version of National Talakayan Report including processed data and NPMO comments and suggestions in the draft report. The final report should be submitted in MS Word format.

V. Institutional Arrangement

The NTR writer will directly report to and work with the National Program Management Office – M&E Unit, specifically the Program Evaluation Team (end-user). He/she will also communicate with the regional M&E counterparts for the coordination of additional data.

VI. Qualifications of the Technical Writer

The technical writer should have at least the following qualifications:

- 1) Has at least a bachelor's degree in communication or any social science disciplines
- 2) Minimum of 5 years' experience in quantitative and qualitative data processing and technical report writing along community/local development and governance
- 3) Must have accomplished at least 3 technical reports similar to the expected output.

The NTR writer will be subjected to qualification-based evaluation (QBE) procedure.

VII. Indicative Timetable

| Activities | Month 1 | | | | Month 2 | | | | Month 3 | | | | |
|---|---------|----|----|----|---------|----|----|----|---------|-----|-----|-----|-----|
| | W1 | W2 | W3 | W4 | W5 | W6 | W7 | W8 | W9 | W10 | W11 | W12 | W13 |
| Procurement and engagement of Technical Writer | | | | | | | | | | | | | |
| Review of Talakayan data and coordination with national & regional M&Es | | | | | | | | | | | | | |
| Processing and analysis of data | | | | | | | | | | | | | |
| Report Writing and submission of draft report | | | | | | | | | | | | | |
| Revision and Submission of Final Report | | | | | | | | | | | | | |

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Social Welfare Officer IV

Payment will be given to the NTR writer as follows:

- First tranche of 10% will be paid upon signing of contract
- Second tranche of 70% will be paid upon submission of the draft technical report
- Third tranche of 20% will be paid upon submission of final report deemed acceptable by the end-user.

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Evaluation Criteria for the Hiring of a
Technical Writer for the 2016 National Talakayan Report

| Description | % |
|---|-------------|
| Has at least a bachelor's degree in communication arts or any social science disciplines <i>Masters Degree in abovementioned courses – 19-20%</i> <i>Bachelor's Degree in abovementioned courses – 15-18%</i> | 20% |
| Minimum of 5 years' experience in quantitative and qualitative data processing and technical report writing along community/local development and governance <i>More than 7 years experience: 48-50%</i> <i>5-7 years experience – 45-47%</i> <i>3-4 year experience – 30-44%</i> <i>less than 3 years – 0-29%</i> | 50% |
| Must have accomplished at least 3 technical reports similar to the expected output. <i>Conducted more than 3 technical reports similar to the expected output. – 28-30%</i> <i>Conducted 3 program/project evaluation studies – 20-27%</i> <i>With less than 3 program/project evaluation studies - 11-19%</i> <i>With experience in other report writing but not similar to the expected output– 0-10%</i> | 30% |
| TOTAL | 100% |
| Passing Rate: 80% | |

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