

Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

IBP Road, Constitution Hills, Quezon City
Telephone No. (02) 931 8101 local 121 or 122
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INDIVIDUAL CONSULTANT SELECTION (WORLD BANK)
REQUEST FOR EXPRESSION OF INTEREST (REI)

**ENGAGEMENT OF RESEARCHER FOR DATA GATHERING ON
KALAHI-CIDSS-NCDDP AND VOLUNTEERISM: A RAPID ANALYSIS**

REI No. KC-NCDDP/19-DSWD-006
(PR No. 2019 051526)

1. The Republic of the Philippines, through the Department of Social Welfare and Development (DSWD), KALAHI-CIDSS-NCDDP, has received funds from the Government of the Philippines (GOP) and World Bank (WB) and intends to apply part of the funds under the contract for the **Engagement of a Researcher for Data Gathering on KALAHI-CIDSS-NCDDP and Volunteerism: A Rapid Analysis.**
2. **Objective of the Study and Key Questions:** The study will aim to provide validation as well as local context to the findings on volunteering above. The study will have the following key research question: **What are the effects of volunteering in KC NCDDP to economic development, social cohesion, and the volunteers as individuals?**

Along this line, specific questions will be as follows:

- 1) What is the general profile of KC-NCDDP volunteers?
 - a. Demographic picture of the KC-NCDDP volunteer (age, sex, occupation, education, etc.)
 - b. Length of volunteering in Kalahi-CIDSS
 - c. Reasons for volunteering
 - d. Number and type of trainings received
 - e. Dynamism (frequency and quality of participation)
 - f. Perception of self-efficacy among volunteers
- 2) What is the estimated value of volunteer work done under KC-NCDDP?
- 3) What is/are the effect/s of volunteering in KC-NCDDP on:
 - a. Connections among community volunteers? Among the rest of the community members?
 - b. Social networks and community cohesion?
 - c. Civic participation (participation non-government work that promotes the quality of life within the community)?
 - d. Participation in local public governance?
 - e. What is/are the positive and negative effect/s of volunteering on volunteers as individuals? Are there differences in effects of volunteering between men and women volunteers?

3. Objective of the Engagement

This Term of Reference outlines the scope of work of an individual consultant who will conduct data gathering activities on volunteerism in specific areas of coverage. The outputs of this engagement will be included in an analytical report on volunteering in KC-NCDDP.

The selected consultant is expected to successfully implement the activities prescribed in this TOR and submit the required deliverables on time.

4. **Design and Methodology:** This study will use a mixed-method design, using both quantitative and qualitative data. Quantitative data will be used to answer most of the items in Question 1 (General Profile of the KC NCDDP volunteer) and part of Question 2 (Estimated value of volunteering). Review of secondary data as well as a survey will be employed for this purpose. Qualitative data will be used to answer Question 3 (Effects of Volunteering). For this purpose, review of secondary qualitative data as well as KIIs and FGDs will be employed.

Methodology

The study will use the following methodologies for a qualitative and quantitative output:

- 1) Archival/ Desk review and analysis of relevant documents, including but not limited to the following: Volunteer Profile, manuals, field guides, feedback reports, previous case studies, articles, and other documentation. These will input into the general profile of community volunteers.
- 2) Survey: the survey will seek to answer questions about community participation, awareness of community needs, awareness of governance, and non-SP-related benefits. Target participants will be community members and community volunteers.
- 3) Key Informant Interviews: the KIIs will seek to answer questions on contribution of community volunteers in the community and barangay LGUs. Target participants will be RCDS, barangay captains, and select community volunteers not part of the FGD.
- 4) Focus Group Discussions: the KIIs will seek to answer questions on contribution of community volunteers in the community and municipal LGUs, and the learnings of community volunteers and application of these learnings. Target participants will be ACTs, MCTs, and community volunteers.

Scope of the Research:

For this activity proposal, ten (10) provinces will be visited, ideally all from different RPMOs, wherein KIIs and FGDs will be conducted in two (2) municipalities per province, and two (2) barangays per municipality. A total of twenty (20) municipalities and forty (40) barangays will be covered.

5. **Scope of Work:** The consultant is expected to conduct data gathering activities in ten (10) provinces (see Annex) covering two (2) municipalities per province, and two (2) barangays per municipality. Specifically, s/he will:
- 1) Prepare and submit Inception Report that contains the analysis and operational plan and specific timeline of the study
 - 2) Prepare and submit qualitative data collection tools e.g. FGD and KII guide questions and documentation template
 - 3) Conduct Archival/Desk review and analysis of relevant documents, including but not limited to the following: Volunteer Profile, manuals, field guides, feedback reports, previous case studies, articles, and other documentation on assigned areas
 - 4) Administer a Survey to 30 volunteers and 30 non-volunteers per municipality; respondents must not be included in KIIs or FGDs.
 - 5) Conduct Key Informant Interviews: RCDS in charge of the provinces assigned to them, 8 barangay captains, and 8 community volunteers not part of the FGD
 - 6) Conduct Focus Group Discussions: 4 ACTs, 4 MIAC/MCTs, and 8 groups of community volunteers
 - 7) Prepare and submit an analytical report on volunteering covering ten (10) provinces, and containing two separate case studies (one per municipality), for a total of 20

- municipalities/case studies. Attachments will include data analysis from survey, KII, and FGDs
- 8) Prepare and submit a final evaluation report containing analytical reports from other volunteerism researchers

6. Expected Outputs

The consultant is expected to have the following outputs:

- a. Inception Report that contains the analysis plan
- b. Data gathering instruments (KII, and FGD questionnaires, documentation template)
- c. Field Analytical report on volunteering covering ten (10) provinces and containing two separate case studies (one per municipality) per province, for a total of 20 municipalities/case studies. Attachments will include raw data and data analysis from survey, KII, and FGDs.
- d. Final evaluation report containing analytical reports from other researchers.

7. The following are the target Regions and Provinces (Annex):

- a. Region VIII – Eastern Samar and Northern Samar
- b. Region XII - Sultan Kudarat and Cotabato (North Cotabato)
- c. Region IV MIMAROPA – Occidental and Oriental Mindoro
- d. Region VI – Iloilo and Antique
- e. Region V – Sorsogon and Masbate

Replacement (in case the RPMO is not available) :

- a. Region X – Bukidnon and Misamis Oriental
- b. Region CARAGA – Agusan del Norte and Agusan del Sur

8. Timelines:

Activities	Month 1			Month 2				Month 3				Month 4				
	W 1	W 2	W 3	W 4	W 5	W 6	W 7	W 8	W 9	W 10	W 11	W 12	W 13	W 14	W 15	W 16
Inception Report (output 1)																
Archival/ Desk review and analysis of relevant documents																
Data gathering tools																
Data gathering																
Report writing and analysis, review and revision of reports																

More than Seven (7) years experience 25% <i>Seven (7) years of experience – 24%</i> <i>Six (6) years of experience – 23%</i> <i>Five (5) years of experience – 22%</i>	
Must have conducted at least five (5) quantitative and qualitative researches involving survey, and/or key informant interviews and/or focus group discussions and archival/desk reviews. <i>More than Seven (7) researches conducted – 30%</i> <i>Seven (7) researches conducted – 28%</i> <i>Six (6) researches conducted – 27%</i> <i>Five (5) researches conducted – 26%</i>	30
Knowledge of the Program/CDD	
Have a good conceptual understanding of community, local development and community empowerment. Familiarity with the KALAHI-CIDSS-NCDDP Project is an advantage <i>Directly worked or conducted studies within or in cooperation with the Kalahi-CIDSS Program – 25%</i> <i>Has worked or conducted studies on CDD programs aside from Kalahi-CIDSS Program – 22%</i> <i>Has not worked or conducted studies on CDD programs or Kalahi-CIDSS but has some knowledge – 20%</i> <i>Has little or no knowledge about CDD Programs – 15%</i>	25
Total:	100

The passing rate is **eighty percent (80%)**.

*Note: Failure to meet any of the minimum requirement will be deemed disqualified. On the other hand, qualified applicants will be invited for interview.

12. Payment Schedule:

Payment will be made in four (4) tranches upon submission and acceptance of the following:

Milestone (Deliverable)	Submission Schedule	Tranche
Inception Report	Week 2	1 st Tranche (15%)
Desk Review Report and Data Gathering Instruments	Week 7	2 nd Tranche (25%)
Field Analytical Report	Week 14	3 rd Tranche (30%)
Final Evaluation Report	Week 16	4 th Tranche (30%)
Total		

The total contract cost has been established based on the understanding that this includes all the consultant's costs and profits including travel and accommodation costs incurred in relation to the fulfillment of the consultant's duties and including any tax obligation that may be imposed on the consultant.

13. Contract Duration: Four (4) months from issuance of Notice to Proceed (NTP).

14. The DSWD now invites interested individuals to indicate their interest in providing the services. Interested individuals must submit the following documents in the address indicated below or through e-mail at quotations@dswd.gov.ph not later than **05:00 P.M. of 28 August 2019**.

- a. Expression of Interest;
- b. Comprehensive Curriculum Vitae indicating the complete and accurate description of previous engagements relevant to the above-mentioned evaluation criteria;
- c. Simple Financial Proposal (Annex A); and

d. BIR Certificate of Registration

15. The Consultant shall be required to issue Official Receipt (OR) as acceptable evidence of receipt of payment for disbursements.

THE CHAIRPERSON

Bids and Awards Committee

c/o Bids and Awards Committee Secretariat

Procurement Management Service

DSWD Central Office

IBP Road, Constitution Hills, Quezon City

Facsimile No.: (02) 951 7116

Telephone Nos.: (02) 931 8101 to 07 local nos. 122, 123 and 124



FELICISIMO CALACAT BUDIONGAN

Undersecretary and Chairperson

Bids and Awards Committee

Financial Proposal

REI No. KC-NCDDP/19-DSWD-006

Lot No.	Particulars	Quantity	Total Contract Price <i>(including all applicable taxes, amount in Phil. Peso)</i>
1	Technical Audit (Engagement of a research firm for the technical assessment of completed KC-NCDDP-funded subprojects)	1 Lot	

Name of Consultant: _____

Signature: _____

Date: _____