

# REQUEST FOR EXPRESSION OF INTEREST

## ENGAGEMENT OF INDIVIDUAL CONSULTANT FOR THE PROCESS EVALUATION FOR TIER 2 KC-NCDDP IMPLEMENTATION

REI NO. KC-NCDDP/18-DSWD- 008  
(PR No. 2018030839)

1. The Government of the Philippines (GOP), through the KALAHI CIDSS - National Community Driven Development Program (KC-NCDDP), has received a loan (Loan Agreement No. 8335-PH) from the International Bank for Reconstruction and Development (IBRD), intends to apply part of the loan to payments under the Contract for the Engagement of Individual Consultant for the Process Evaluation for TIER 2 KC-NCDDP Implementation.
2. As an incentive grant, Tier 2 Implementation will be Local Government Unit (LGU)-led following regular Community Empowerment Activity Cycle (CEAC) design and existing program manuals. Regional Program Management Office (RPMO) shall also engage service providers (replacing the Area Coordinating Team [ACT]) to hand hold and provide guidance and technical assistance to Local Government Units (LGUs) during implementation. Planning grants (i.e., CEAC funds and Technical Assistance Fund [TAF]) in proportion to community investment grants also shall 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 DSWD's delivery of protective services to areas prone to disasters by addressing remaining priority needs of communities in NCDDP Yolanda-affected areas using community driven development (CDD)/CEAC process; and
  - b. Build appreciation of LGUs on CDD for possible harmonization of CDD-local planning process (LPP) after NCDDP exit in the municipality.
3. The engagement of the consultant aims to produce a report documenting 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, mechanism and strategies towards process improvement and sustaining the principles and gains of the program, as part of its end-line objective.
4. **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. Focused group discussions (FGDs) with service providers, municipal coordinating team (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; and
- e. Analysis of findings in field observations, KIIs and FGDs.

Process evaluation will cover four (4) municipalities as study areas. Selection will be made in accordance to the representation of different characteristics that could affect Tier 2 implementation, as follows:

- a. Geographic location (island cluster considering GIDAs)
- b. Number of component barangays (small vs large coverage)
- c. NCDDP grouping (377 and 177)
- d. With special characteristics (conflict-affected, presence of Indigenous People [IPs])

To gather thorough information two (2) barangays will be visited per municipality to conduct participant observation, FGDs and KIIs.

The sample areas are as follows (**Note:** these areas are selected tentatively thus, subject to change if necessary.)

Region	Province	Municipality
Primary		
VI (Western Visayas)	Iloilo	San Dionisio
VI (Western Visayas)	Iloilo	Miagao
V (Bicol Region)	Sorsogon	Bulan
VIII (Eastern Visayas)	Northern Samar	San Isidro
Replacements		
CARAGA	Agusan del Norte	Las Nieves
CALABARZON	Quezon	Gumaca

## 5. Tasks, Deliverables and Expected Outputs:

The Consultant shall deliver (one) 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:
  - (1) Municipal/barangay profile
  - (2) CEAC monitoring data
  - (3) Accomplished NCDDP standard form/checklists (ESMP, ESSC, IPP, etc.)
  - (4) Subprojects funded and details
  - (5) Field notes
  - (6) Contact list of ACT members, volunteers/committees



- (7) Previous case studies, articles and 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 – eight (8) barangays
  - (1) KIIs with municipal and barangay officials
  - (2) KIIs with NPMO, RPMO and SRPMO key representatives
  - (3) FGDs service providers, MCT, 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 National Program Management Review (NPMO) review
- h. Submission of final/ packaged version of Process Evaluation Report

6. The contract duration is five (5) months from receipt of the Notice to Proceed (NTP)

**7. Qualification of the Consultant:**

- a. Must have Master’s Degree in social sciences or related discipline such as anthropology, sociology or community development;
- b. Must have five (5) years of experience in the conduct of assessment and/or evaluation of development programs/ projects;
- c. Must have experience in doing at least five (5) qualitative research through field observations, KIIs, FGDs and archival/ desk reviews;
- d. Must have headed the conduct of at least five (5) program/ project evaluation studies with at least 500 samples;
- e. Must have significant knowledge about DSWD KALAHYAN-CIDSS and/or CDD Programs

**8. Output/Deliverables and Payment Schedule:**

Milestone (Deliverable)	Payment Tranche
Inception Report	10%
Data Gathering Instruments	35%
Fieldwork Updates/Progress Reports	25%
Final/Progress Evaluation Report Presentation of Findings	30%

The total contract cost is inclusive of all applicable taxes, professional service fees and operational expenses including scoping, development of research tools, piloting, data gathering, supplies, logistical costs and all research-related meetings. Furthermore, the consultant shall shoulder all the travel and accommodation costs of no more than two (2) staff who will be observing the quality data collection during field work.

9. This project shall be procured using Section 11.6.1.2 World Bank (Individual Consultant Selection) of the KALAHI-CIDSS-NCDDP Program Procurement Guidelines (March 2017) and pursuant to the following criteria:

Criteria	Points
<b>Education/Studies</b>	
Has a Master's Degree in Social Sciences or related discipline, such as, Anthropology, Sociology and Community Development	20%
Doctorate Degree in the above-mentioned courses - 20%	
Master's Degree in the above-mentioned courses - 18%	
<b>Experience</b>	
Has at least five (5) years of experience in the conduct of assessment and/or evaluation of development programs	20%
More than 5 years of experience - 20%	
5 years of experience - 18%	
Has experience in doing at least five (5) qualitative researches through field observations, KIIs, FGDs and archival/desk reviews	20%
More than 5 quantitative and qualitative researches - 20%	
5 quantitative and qualitative researches - 18%	
Has conducted at least five (5) evaluation studies with at least 500 samples	30%
More than 7 evaluation studies with at least 500 samples - 30%	
7 evaluation studies with at least 500 samples - 29%	
6 evaluation studies with at least 500 samples - 28%	
5 evaluation studies with at least 500 samples - 27%	
<b>Knowledge of the Program/CDD</b>	
Has significant knowledge about DSWD KALAHI-CIDSS and/or CDD Programs	10
Directly worked or conducted studies within or in cooperation with the KALAHI-CIDSS Program - 10%	
Has worked or conducted studies on CDD programs but did not within or in cooperation with the KALAHI-CIDSS program - 8%	
Has not worked or conducted studies on CDD programs or KALAHI-CIDSS but has some knowledge - 6%	
Has little knowledge or about CDD programs - 5%	
<b>TOTAL</b>	<b>100</b>

The passing rate/score is **Eighty Percent (80%)**.


10. The DSWD now invites interested individuals to indicate their interest in providing the services. Interested individuals must submit their Expressions of Interest, Comprehensive Curriculum Vitae and BIR Certificate of Registration in the address indicated below or through e-mail at [quotations@dswd.gov.ph](mailto:quotations@dswd.gov.ph) not later than 05:00 P.M. of 31 August 2018.
11. The Consultant shall be required to issue Official Receipt (OR) as acceptable evidence of receipt of payment for disbursements. Nonetheless, the DSWD will not hold payments of Consultants in case they are unable to issue an (OR). An Acknowledgement Receipt shall be asked, in lieu of OR, as evidence of payment. If the DSWD is the sole source of income of the Consultant, he/she may avail of the substituted filing and will not be required to issue an OR, in which case a Notice of Availment of Substituted Filing of Percentage Tax Return shall be submitted by the Consultant.<sup>1</sup>

**THE CHAIRPERSON**

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**LUZVIMINDA C. ILAGAN**  
Undersecretary and Chairperson  
Bids and Awards Committee

By:

  
**MARIE ANGELA S. GOPALAN**  
Director IV and Vice-Chairperson  
Bids and Awards Committee

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<sup>1</sup> In accordance to the Memorandum issued by the Office of the Undersecretary, General Administration and Support Services Group, Department of Social Welfare and Development dated 07 February 2017