

REQUEST FOR EXPRESSION OF INTEREST

ENGAGEMENT OF INDIVIDUAL CONSULTANT FOR THE KC-NCDDP IP-CDD (INDIGENOUS PEOPLES-CDD) PROCESS EVALUATION CONSULTANT

REI No. KC-NCDDP/19-DSWD-007
(PR No. 2019 051524)

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 Individual Consultant for the KC-NCDDP IP-CDD (Indigenous Peoples-CDD) Process Evaluation Consultant.**
2. **Objective of the Engagement:** The engagement of the Consultant aims to produce a comprehensive documentation report on the experiences of IP communities in conflict-affected areas that implemented peace-promoting local development projects through a CDD approach and immediate empirical results of introducing such strategy in areas that are governed by the principles of AD and Indigenous Knowledge, Systems, and Practices (IKSP). The report is expected to aid the KC-NCDDP management and staff craft policies, guidelines, mechanisms, and strategies towards process improvement and sustaining the principles and gains of the strategy for future implementation of similar modality.
3. **Scope of Work:** The Consultant is expected to provide expertise on qualitative data gathering and analysis in the context of process evaluation. Specifically, he/she will be responsible for the following tasks
 - a) Conduct archival/ desk review and analysis of relevant documents from KC-NCDDP, NCIP and OPAPP chosen ICCs/AD, including but not limited to:
 - Ancestral Domain/Municipal/barangay profile
 - Accomplished IP-CDD Forms/Checklists (ESMP, ESSC, IPP, etc.)
 - Subprojects funded (prioritized) and details
 - Field notes
 - Contact list of ACT members, volunteers/committees
 - Previous case studies, articles, other documentation reports

Submit desk review report.

- b) Prepare and submit Inception Report that contains the analysis and operational plan and specific timeline of the study
- c) Prepare and submit qualitative data collection tools e.g. FGD and KII guide questions and documentation template
- d) Gather data through the conduct of FGDs and KIIs in all four (4) sample ICCs in two (2) ADs:
 - KIIs with the AD Management Team (ADMT)

- KII with selected IPO representatives and tribal council/leaders
 - KIIs with municipal and barangay officials, including IPMRs
 - KIIs with NPMO, RPMO and key representatives
 - FGDs with ACT, community volunteers and residents
- e) Support data gathering activities with field observations on the actual implementation of the IP-CDD process paying close attention to standard compliance, quality of facilitation and outputs, and stakeholders' dynamics.
 - f) Prepare and submit two (2) progress reports containing data collection updates on the ground, preliminary findings, challenges encountered, actions taken and plans.
 - g) Analyse collected information and present findings to KC-NCDDP Management.
 - h) Prepare and submit draft process evaluation reports for NPMO review
 - i) Revise and submit final/packaged version of process evaluation report

4. Design and Methodology:

The primary design of this study will adopt a qualitative evaluation approach, with specific methodologies detailed below:

- a. Archival/desk review and analysis of relevant secondary data
- b. Field observation on ongoing IP-CDD activities and recall interviews.
- c. Group discussions with ACT and community volunteers and residents
- d. Key informant interviews (KIIs) with ADMT, indigenous peoples organization (IPO) representatives, tribal council/leaders, municipal and barangay officials including indigenous peoples mandatory representatives (IPMR), and representatives from National, Regional Program Management Offices.
- e. Analysis of findings in Field observations, KIIs, and FGDs

The process evaluation will cover six (6) ICCs in three (3) ADs. More specifically, selection of areas will be made based on the following characteristics:

- a. Presence and absence of updated ADSDPP in an AD
- b. Coverage of AD (e.g. traversing Regional/Provincial boundaries)
- c. Tenurial status of AD (e.g. on-process and approved CADT)
- d. Nature of SP proposed by the ICC (e.g. ADSDPP preparation, infrastructure)

5. Deliverables, Timelines and Payment Tranches:

- a. Inception Report that contains the analysis and operational plan and specific timeline of the study
- b. Data gathering instruments (KII, and FGD guide questions and documentation template)
- c. Draft process evaluation report containing: analysis findings per ICC/AD and consolidated
- d. Presentation of findings to KC-NCDDP Management
- e. Final/packaged version of Process Evaluation Report

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

Milestone (Deliverable)	Submission Schedule	Tranche
1. Inception report	Week 1	10%
2. Data gather instruments	Week 4	20%
3. Draft evaluation report	Week 12	35%
4. Presentation of findings	Week 14	35%
5. Final evaluation report	Week 16	
Total		100%

The total contract cost includes all of 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.

DSWD will normally require five (5) days of review for deliverables that would need approval. Processing of payments will only commence upon acceptance of deliverables. Payment will be made within thirty (30) days after receipt of the invoice.

6. Qualifications of Consultant:

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

- a. Must have Bachelor's degree in social sciences or related disciplines such as anthropology, sociology or community development;
- b. Must have at least 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) quantitative and qualitative research through field observations, key informant interviews, focus group discussion, archival/desk reviews;
- d. Must have headed the conduct of at least three (3) evaluation studies on development programs/projects of comparable size and coverage (IP-CDD project cost is around PHP220 Million) and with at least 500 samples;
- e. Must have conducted at least one (1) development research focusing on Indigenous Peoples/communities in conflict situation; and
- f. Must have significant knowledge about DSWD Kalahi-CIDSS and/or Community-Driven Development (CDD) Programs.

7. Evaluation Criteria: The consultant shall be procured using Section 11.6.1.2 World Bank (Individual Consultant Selection Timeline) of the KALAHICIDSS-NCDDP Program Procurement Guidelines (March 2017) and pursuant to the following criteria:

Description	%
BACKGROUND	
Has a Bachelor's degree in Social Sciences or related disciplines such as Anthropology, Sociology or Community Development.	20%
<i>Master's Degree (or higher) in abovementioned courses – 20%</i> <i>Bachelor's Degree in abovementioned courses – 18%</i>	
EXPERIENCE	
Has at least five (5) years of experience in the conduct of assessment and/or evaluation of development programs, preferably of government-implemented	20%
<i>More than 5 years of experience – 20%</i> <i>5 years of experience – 18%</i>	
Has experience in doing at least five (5) quantitative and qualitative researches through field observations, key informant interviews, focus group discussions, archival/desk reviews.	20%
<i>More than 5 quantitative and qualitative researches – 20%</i> <i>5 quantitative and qualitative researches – 18%</i>	
Has headed the conduct of at least three (3) evaluation studies on development programs/projects of comparable size and coverage (IP-CDD project cost is around PhP220 Million) and with at least 500 samples.	20%
<i>More than 5 evaluation studies on development programs/projects with at least 500 samples – 20%</i> <i>5 evaluation studies on development programs/projects with at least 500 samples – 19%</i> <i>4 evaluation studies on development programs/projects with at least 500 samples – 18%</i> <i>3 evaluation studies on development programs/projects with at least 500 samples – 15%</i>	
Has conducted at least one (1) development research focusing on Indigenous Peoples/Communities in conflict situation.	10%
<i>More than 1 development research on IPs – 10%</i> <i>1 development research on IPs – 7%</i>	
KNOWLEDGE OF THE PROGRAM/CDD	
Has significant knowledge about DSWD Kalahi-CIDSS and/or Community-Driven Development (CDD) Programs	10%
<i>Directly worked or conducted studies within or in cooperation with the Kalahi-CIDSS program – 10%</i> <i>Has worked or conducted studies on CDD programs aside from Kalahi-CIDSS program – 8%</i> <i>Has not worked or conducted studies on CDD programs or Kalahi-CIDSS but has some knowledge – 6%</i> <i>Has little knowledge or about CDD Programs – 4%</i>	
TOTAL	100%

The passing rate is eighty percent (80%).

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

9. 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.
10. 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 C. BUDIONGAN
Undersecretary and Chairperson
Bids and Awards Committee

Financial Proposal

REI No.: REI No. KC-NCDDP/19-DSWD-007

Lot No.	Particulars	Quantity	Total Contract Price <i>(including all applicable taxes, amount in Phil. Peso)</i>
1	Engagement of Individual Consultant for the KC-NCDDP IP-CDD (Indigenous Peoples-CDD) Process Evaluation Consultant	1 Lot	

Name of Consultant: _____

Signature: _____

Date: _____

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

TERMS OF REFERENCE

Title : **KC-NCDDP IP-CDD (INDIGENOUS PEOPLES – CDD) PROCESS EVALUATION**
Project Duration : **Four (4) Months**
Total Project Cost : **PhP**
Source of Fund : **KC-PAMANA Funds**

I. Background

In early 2017, the Office of the Presidential Adviser on the Peace Process (OPAPP) and Department of Social Welfare and Development (DSWD) agreed to expand their partnership under the Payapa at Masaganang Pamayanan (PAMANA) to support a Community Driven Development Program for Indigenous Peoples (IP-CDD), building on the experiences and lessons from previous KC-NCDDP and KC-PAMANA implementation. The latter has funded 4,123 subprojects in conflict-affected barangays in 67 municipalities. However, it was observed that the implementation of KC-PAMANA in the previous years did not necessarily provide IP communities with benefits considering that two thirds or 61% (of 12 to 15 million population) of the IPs are settled in Mindanao where the large portion of KC-PAMANA community grants were invested.

Currently, the Program is being implemented in all regions of Mindanao except ARMM (Autonomous Region of Muslim Mindanao). It covers IP communities affected by or vulnerable to conflict, had already graduated from the KC-PAMANA Program and correspondingly with on-process or approved Certificate of Ancestral Domain Title (CADT). At the end of its implementation, KC-PAMANA IP-CDD is expected to:

- i. Deliver basic services to IP communities through supporting the implementation of the Ancestral Domain Sustainable Development Protection Plan (ADSDPP);
- ii. Strengthen partnership of local governance institutions and the Indigenous Political Structures (IPS);
- iii. Build communities' resilience to conflict.

But the technology requires huge foundational efforts to facilitate seamless achievement of its objectives, considering its design of catering the needs of IPs based on their Ancestral Domain. The design is relatively complex compared to when they are grouped by political boundaries that adds up to the challenge, leading to the creation of additional program structures to help ensure proper and timely delivery of quality services.

While the potential of IP-CDD in helping IP communities is being tested, and considering its salient features mentioned above, it is timely and relevant to assess the responsiveness and appropriateness of the tool. Hence, the proposal of conducting a process evaluation (PE).

MARIA C. VILLANAR
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IV. Design and Methodology

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- c. Group discussions with ACT and community volunteers and residents
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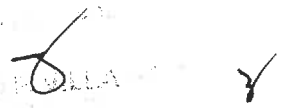
V. Scope of Work

The consultant is expected to provide expertise on qualitative data gathering and analysis in the context of process evaluation. Specifically, he/she will be responsible for the following tasks

- a) Conduct archival/ desk review and analysis of relevant documents from KC-NCDDP, NCIP and OPAPP chosen ICCs/AD, including but not limited to:
 - Ancestral Domain/Municipal/barangay profile
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 - FGDs with ACT, community volunteers and residents



- e) Support data gathering activities with field observations on the actual implementation of the IP-CDD process paying close attention to standard compliance, quality of facilitation and outputs, and stakeholders' dynamics.
- f) Prepare and submit two (2) progress reports containing data collection updates on the ground, preliminary findings, challenges encountered, actions taken and plans.
- g) Analyse collected information and present findings to KC-NCDDP Management.
- h) Prepare and submit draft process evaluation reports for NPMO review
- i) Revise and submit final/package version of process evaluation report

VI. Deliverables and Outputs

- a. Inception Report that contains the analysis and operational plan and specific timeline of the study
- b. Data gathering instruments (KII, and FGD guide questions and documentation template)
- c. Draft process evaluation report containing: analysis findings per ICC/AD and consolidated
- d. Presentation of findings to KC-NCDDP Management
- e. Final/package version of Process Evaluation Report

VII. Indicative Timeline

The engagement is expected to run for a four (4)-month period as indicated in the work plan provided below:

MAIN ACTIVITIES	MONTH 1				MONTH 2				MONTH 3				MONTH 4			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1. Preparation and submission of inception report																
<i>Deliverable 1: Inception Report</i>																
2. Development of survey instruments and data analysis plan																
<i>Deliverable 2: Data gathering instruments</i>																
3. Data collection and field observation																
4. Preparation and submission of draft evaluation report																
<i>Deliverable 3: Draft evaluation report</i>																
5. Presentation and submission of final evaluation report																
<i>Deliverable 4: Presentation of findings</i>																

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MAIN ACTIVITIES	MONTH 1				MONTH 2				MONTH 3				MONTH 4			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
<u>Deliverable 5: Final evaluation report</u>																

VIII. Reporting and Working Arrangements

Kalahi-CIDSS-NCDDP NPMO will oversee the engagement of the Consultant. The consultant will report directly to the National Project Manager of Kalahi-CIDSS-NCDDP and will work closely with NPMO M&E Unit, particularly with the program evaluation group.

Kalahi-CIDSS-NCDDP NPMO will be responsible for coordinating with all concerned DSWD Field Offices and other stakeholders with regards to the implementation of the study.

Kalahi-CIDSS-NCDDP will facilitate administratively the conduct of meetings and other similar activities which is beyond the scope of the consultant;

All outputs produced by the consultant under this engagement shall be considered as property of the DSWD. The department shall likewise have the exclusive rights to the output, which include but not limited to, publishing and disseminating the reports even after the end of the contract with the Consultant.

The Consultant may not dispose of or otherwise make use of such documents without the prior written approval of DSWD.

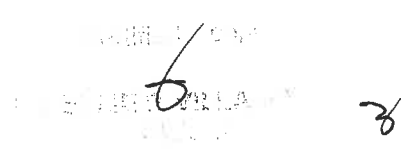
All documents submitted with amendments, further inputs/recommendations from KC-NCDDP-NPMO based on group reviews and desk reviews shall be further finalized and re-submitted to the project management team.

IX. Qualifications of the Individual Consultant

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

- a. Must have Bachelor’s degree in social sciences or related disciplines such as anthropology, sociology or community development;
- b. Must have at least 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) quantitative and qualitative research through field observations, key informant interviews, focus group discussion, archival/desk reviews;
- d. Must have headed the conduct of at least three (3) evaluation studies on development programs/projects of comparable size and coverage (IP-CDD project cost is around PhP220 Million) and with at least 500 samples;
- e. Must have conducted at least one (1) development research focusing on Indigenous Peoples/communities in conflict situation; and
- f. Must have 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.



X. Implementation Arrangements

KC-NCDDP NPMO will oversee the engagement of the Service Provider. The consultant will report directly to the National Project Manager of KC-NCDDP and will work closely with NPMO Planning, Monitoring and Evaluation Unit, particularly with the program evaluation group.

KC-NCDDP NPMO is responsible for coordinating with DSWD FOs/RPMOs, CSOs, and other stakeholders with regards to the implementation of the study.

All outputs produced by the consultant under this engagement shall be considered as property of the Department of Social Welfare and Development. The department shall likewise have the exclusive rights to the output, which include but not limited to, publishing and disseminating the reports even after the end of the contract with the Service Provider.

XI. Deliverable and Payment Schedule

The Kalahi-CIDSS-NCDDP NPMO shall pay the consultant an amount not exceeding **PhP** _____, for all services satisfactorily rendered and complying with the agreed deliverables. This amount has been established based on the understanding that this includes all of 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.

A handwritten signature is written over a faint circular stamp. To the right of the signature is a handwritten number '8'.

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

Milestone (Deliverable)	Submission Schedule	Tranche	Amount (PHP)
1. Inception report	Week 1	10%	
2. Data gather instruments	Week 4	20%	
3. Draft evaluation report	Week 12	35%	
4. Presentation of findings	Week 14	35%	
5. Final evaluation report	Week 16		
Total			

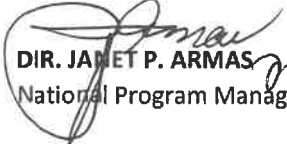
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**Evaluation Criteria for the Hiring of KC-NCDDP IP-CDD (INDIGENOUS PEOPLES – CDD) PROCESS EVALUATION
Consultant (Individual)**

Description	%
BACKGROUND	
Has a Bachelor's degree in Social Sciences or related disciplines such as Anthropology, Sociology or Community Development. <i>Master's Degree (or higher) in abovementioned courses – 20%</i> <i>Bachelor's Degree in abovementioned courses – 18%</i>	20%
EXPERIENCE	
Has at least five (5) years of experience in the conduct of assessment and/or evaluation of development programs, preferably of government-implemented <i>More than 5 years of experience – 20%</i> <i>5 years of experience – 18%</i>	20%
Has experience in doing at least five (5) quantitative and qualitative researches through field observations, key informant interviews, focus group discussions, archival/desk reviews. <i>More than 5 quantitative and qualitative researches – 20%</i> <i>5 quantitative and qualitative researches – 18%</i>	20%
Has headed the conduct of at least three (3) evaluation studies on development programs/projects of comparable size and coverage (IP-CDD project cost is around PhP220 Million) and with at least 500 samples. <i>More than 5 evaluation studies on development programs/projects with at least 500 samples – 20%</i> <i>5 evaluation studies on development programs/projects with at least 500 samples – 19%</i> <i>4 evaluation studies on development programs/projects with at least 500 samples – 18%</i> <i>3 evaluation studies on development programs/projects with at least 500 samples – 15%</i>	20%
Has conducted at least one (1) development research focusing on Indigenous Peoples/Communities in conflict situation. <i>More than 1 development research on IPs – 10%</i> <i>1 development research on IPs – 7%</i>	10%
KNOWLEDGE OF THE PROGRAM/CDD	
Has significant knowledge about DSWD Kalahi-CIDSS and/or Community-Driven Development (CDD) Programs <i>Directly worked or conducted studies within or in cooperation with the Kalahi-CIDSS program – 10%</i> <i>Has worked or conducted studies on CDD programs aside from Kalahi-CIDSS program – 8%</i> <i>Has not worked or conducted studies on CDD programs or Kalahi-CIDSS but has some knowledge – 6%</i> <i>Has little knowledge or about CDD Programs – 4%</i>	10%
TOTAL	100%
Passing Rate:	80%

Note: Failure to meet any of the minimum criteria will be deemed disqualified.

Approved/Disapproved:


DIR. JANET P. ARMAS
National Program Manager, KC-NCDDP