

## Terms of Reference

<b>Project</b>	Beneficiary FIRST Social Protection (SP) Project
<b>Expertise</b>	Project Coordinator
<b>Ref. No.</b>	PH-DSWD-241640-CS-INDV
<b>Office Assignment</b>	Project Management Unit under the Planning, Monitoring, and Evaluation Division of Pantawid Pamilya NPMO
<b>Timeline</b>	5 Months with possible extension to 3 years subject to performance assessment and the budget availability

### I. Background

Social protection is one of the cross-cutting strategies of the Philippine Development Plan (PDP) 2017-2022, medium-term development plan to operationalize Ambisyon Natin 2040. Its main objective is to attain inclusive economic growth in the country and sustained poverty reduction. To achieve these goals, the PDP calls inter alia for a broad-based access to development opportunities through increased investment in human capital (education and health) and improved access to infrastructure, finance, land, and other assets. For effective social protection, the PDP lays out the needs for developing effective and responsive safety nets, in particular providing direct CCTs to the poor, and converging social protection programs for priority beneficiaries and target areas.

The Government of the Philippines and the World Bank has approved a USD600 million investment project financing loan for the Beneficiary FIRST Social Protection (SP) project. The project development objective is to mitigate the impacts of COVID-19 on the welfare of low-income households and strengthen SP delivery systems to be adaptive and efficient. The strengthened SP delivery systems would be captured by indicators on targeting, digital payment, and information systems. It will be implemented and monitored through the performance-based conditions (PBCs) for five years. This project is not limited only to Pantawid Pamilyang Pilipino Program encompassing various Offices/ Bureaus/ Services/ Units (OBSUs) in the Department. With these, it has been agreed by the DSWD Management and World Bank to hire a Project Coordinator who will support implementation and monitoring of the project.

The World Bank support through this project will continue to be critical for the consolidation of gains from the 4Ps and for its continued strengthening through a political transition and under a new administration. The Bank's support has been essential to strengthening the integrity of the 4Ps, including key systems such as targeting, grievance redress, and upgrade of the MIS that have enhanced the legitimacy and credibility of the program. This was helpful in supporting the nascent program expansion and upgrading in 2021 and beyond. It will likewise be important in supporting the program, including its strong governance elements to date.

### II. Project Description

As the title of the project – Beneficiary FIRST, where FIRST stands for Fast, Innovative, and Responsive Service Transformation – suggests, the project aims to take the beneficiary-centered approach through its support for provision of benefits and service delivery. The Beneficiary FIRST has three (3) project components and five (5) sub-components as follows:

**Component 1: Support for Cash Grants of the Pantawid Program (US\$578.5 million)** This component combines rapid financing support for the Government of the Philippines (GoP) to mitigate the negative welfare impacts of the COVID-19 pandemic on 4Ps households with longer-term resources to enable DSWD's efforts to prepare for future shocks. This is a significant support for adaptive SP in that it helps the government: (i) maintain the implementation of the 4Ps even during the unprecedented shock of COVID-19; (ii) enhance 4Ps beneficiary households' resilience; and (iii) prepare for future shocks.

*Subcomponent 1.1:* Immediate COVID-19 response (US\$298.5 million) - The rapid financing would be disbursed against the expenses for cash grants paid to 4Ps beneficiaries during the first year of the project implementation, given the urgent needs for funds during the response phase of the COVID-19 pandemic.

*Subcomponent 1.2:* PBC-based support (US\$280 million) - From the second year onward, financing would be disbursed against the achievement of performance targets which serve as indicators of improvements in beneficiary experience, efficiency, and equity of SP programs.

**Component 2: Social Protection Delivery System and Project Management (US\$20 million)**

*Subcomponent 2.1:* SP Delivery Systems for enhanced beneficiary experience - This includes digital payments, grievance redress system, 4Ps adaptation to 'new normal' and linkage to ECT

*Subcomponent 2.2:* SP Delivery Systems for the efficiency of business process and information systems - It will support Digital transformation strategy and information systems upgrades and the project will support the DSWD to develop, adopt, and implement a medium-term digital transformation strategy, Data Governance and Unified Beneficiary Database

*Subcomponent 2.3:* SP Delivery Systems for equity through an objective targeting mechanism- Adoption of Listahanan 3 for targeting, CBMS and targeting strategy, Project management

**Component 3: Contingent Emergency Response (US\$0 million)**

The objective of the contingent emergency response component (CERC), with a provisional zero allocation, is to allow for the reallocation of financing to provide an immediate response to an eligible crisis or emergency, as needed.

### III. Scope of Work/ Task

The Project Coordinator will be tasked to review, monitor, and oversee the implementation of the Beneficiary FIRST. S/he will be hired to work with NPMOs, development partners, oversight agencies, project beneficiaries, and other stakeholders in order to undertake the following required tasks during this assignment:

1. Review background information on Beneficiary FIRST and other 4Ps relevant documents such as the Public Appraisal Document (PAD), loan agreement, procurement plan, and safeguards framework. The Project Coordinator shall also review related materials such as the NHTS-PR and Pantawid Family Operations Manuals; publications made under the Project such as Mentoring Guides, Capacity Building Strategy/Framework for Social Protection, Social

Protection Operational Framework; Policy Analysis and Research on Social Protection; and Implementation Support Mission (ISM) Reports (Aide Memoires). The list of all relevant documents for review will be provided by the NPMO.

2. Provide technical assistance in the monitoring and assessment of status and progress of project's objectives, components, and activities.
3. Assess procurement activities, loan disbursements, audit reports and monitoring reports to help the Project Management Office identify and understand problems that need to be addressed.
4. Collection of information and preparation of data on key performance indicators set forth in Schedule 4 of the project's Loan Agreement in relation to monitoring and evaluation of project implementation to date.
5. Prepare and submit progress report integrating the results of project assessment on the progress achieved in project implementation, as well as including recommendations to ensure efficient project implementation and achievement of development objectives for the remaining project period.
6. Assist the Government in preparing and conducting joint review mission with development partners, workshops and similar project activities.
7. May also work with PIDS/ other agencies in the design and implementation of Impact Evaluation 4 (IE4).

Assessment, findings, and other reportorial requirements shall be submitted to the Immediate Supervisor as basis for decision-making and reporting to the development partners and DSWD Management. Following the timeframes and deliverables detailed in Annex 1, the Project Coordinator will also organize, facilitate and represent during meetings, workshops, and field visits with development partners and oversight agencies related to these projects.

#### **IV. Expected Outputs**

The Project Coordinator shall submit a Work Plan that will be approved by DSWD and the World Bank. Afterwards, a draft Progress Report of the BFIRST covering all issues described under the scope of work will be submitted semesterly starting June 2021. Preparation and facilitating meetings with development partners and oversight agencies shall be conducted from June 2021 to December 2021. Follow-up reportorial reports on the BFIRST to concerned offices for consolidation and submission to management. The Project Coordinator is also expected to submit a report on the progress of the commitments to BFIRST Project and carry out the following activities:

1. Procurement Plan
2. Stakeholders Engagement Plan
3. Semesterly updates of B-FIRST Results Framework
4. Environment and Social Commitment Plan
5. Annual Work Plan and Budget (AWPB)
6. Comments and updates of the aide memoire
7. Presentation materials for the meetings/consultations with different stakeholders
8. Conduct of the Joint Review Mission

## 9. Preparation and submission of the Midterm Review Report (MTR)

### **V. Reporting**

The Project Coordinator shall be directly reporting to the National Program Manager of Pantawid National Program Management Office. The Project Coordinator shall likewise oversee the implementation of the Beneficiary FIRST Project, recommend and present progress of the project targets and outputs specified in the loan covenant and project manual.

### **VI. Required Knowledge, Experience, and Competencies**

The Project Coordinator should meet the qualification requirements below. He/She shall submit a curriculum vitae, relevant completed projects, and other qualification requirements as well as relevant sample work as means of verification.

- a. A Bachelor's degree, preferably with masteral units in Public Administration/Management, Urban/Regional Planning, Economics, or other fields related to public management, governance, or project management
- b. At least five (5) years supervisory experience in project management in at least three (3) of these areas: strategic planning, M&E, policy formulation and review, social research, quality assurance, data/ information management, or organizational development
- c. With adequate supervisory/managerial trainings
- d. Extensive experience, preferably with an international organization/agency, in handling development projects and/or programs for social welfare or social protection in Asia particularly in the Philippine setting is an advantage
- e. Significant experience in conducting or implementing mid-term reviews or program review and evaluation involving all facets of planning, implementation, or documentation of best practices, preferably with an international organization or agency
- f. Exceptional communication skills particularly on facilitation, integration, and consensus-building skills at all levels of management, and outstanding writing skills
- g. Should have experience in developing strategic documents to international standards
- h. In-depth understanding of issues on social welfare and development programs and sound understanding of the policy issues and problems facing the Philippine social welfare and development sector

## Annex 1

### 1. DETAILED SCOPE OF WORK OF THE PROJECT COORDINATOR

- a. Attend a one day briefing session to:
  - i. Discuss and agree on the interpretation of the Department's Social Protection Projects with the Development Partners such as the SWDRP II-AF, Beneficiary FIRST and other foreign related loans
  - ii. Discuss and agree on the Specialist's Terms of Reference (TOR)
  - iii. Receive an orientation on the process
  - iv. Obtain relevant data sources and other documents
  - v. Agree on the timelines and deliverables
  - vi. Agree on the format of reports to be submitted
- b. Organize and coordinate the set-up of reference group meetings and individual interviews whenever necessary with DSWD staff, development partners and other partner agencies for the Beneficiary FIRST
- c. Facilitate workshops with interested stakeholders (reference groups) whenever necessary:
- d. Conduct interviews with relevant stakeholders
- e. Study and analyze primary and secondary data received
- f. Prepare a review of the CVS, Spot checks, and other monitoring-related aspects of the project
- g. Prepare a Joint Review Report for the thematic area/component
- h. Present official development assistance project reports during mission/meetings whenever necessary
- i. Participate in the stakeholder consultations and document contributions from stakeholders
- j. Prepare and submit the Progress and Midterm Report for Beneficiary FIRST; Updates on ESCP, Stakeholders Engagement Plan; Annual Work and Budget Plan; Procurement Plan
- k. Fulfill contracting agency's reporting requirements
- l. Lead in the conduct of the foreign related activities under the Special Order No. 2171 particularly the Beneficiary FIRST Project and other related activities as advised by the Immediate Supervisor
- m. Provide consultative and advisory support to the team related to World Bank Loan
- n. Initiate the development of plans, projects, operating standards and administrative techniques in the attainment of the objectives and functions of the project
- o. Present the overall review report during Consultation Meetings
- p. Document the inputs/comments from Consultation Meetings
- q. Write, revise, and finalize the overall midterm report
- r. Discuss and agree on a dissemination schedule with the Pantawid Pamilya MTR Team
- s. Prepare additional dissemination tools for DSWD, World Bank and the other stakeholders, as the need arises

### 2. TIMEFRAMES AND DELIVERABLES

Prior to the commencement of the Project Coordinator, he/she should provide a work plan (review schedule) including approaches that will be taken while carrying out the activities and deliverables based on relevant project documents.

<b>DELIVERABLE</b>	<b>TIMELINE</b>
1. Onboarding and briefing session with the Project Coordinator and M&E Specialist	Within 5 days from receipt of Notice to Proceed (NTP)
2. Submission of Inception Report including a Work Plan	Within 10 days from receipt of NTP
3. Lead/ facilitate meetings and activities with Development Partners related to Special Order No. 2171 s. 2020, Beneficiary FIRST, and foreign-related development loans, whenever necessary	Months 1-5
4. Preparation and submission of documentation report, feedback report, summary of agreements 3-5 days after the completion of the activity	Months 1-5
5. Gathering of documents and other relevant reports needed to deliver the Beneficiary FIRST commitments and other foreign-related loans	Months 1-5
6. Preparation and submission of reports that may be required by the FMS, COA, PDPB, and oversight agencies in relation to the Beneficiary FIRST loan commitments	Months 1-5
7. Submission of Monthly Progress Report for the National Project Director that includes assessment and recommendations to help identify and understand problems that need to be addressed	Every end of the month, Months 1-5
8. Lead/Facilitate the Annual Work Plan and Budget for CY 2022 Planning Workshop	Month 2
9. Submission of the Annual Work Plan and Budget for CY 2022 and Updated Procurement Plan	Month 3
10. Prepare and submit the reports requested by the World Bank in preparation for the Implementation Support Mission (ISM) such as but not limited to Beneficiary FIRST Environmental Social Commitment Plan (ESCP), Stakeholder's Engagement Plan, Results Monitoring Framework, Implementation Status Report, Updates on Aide Memoire	Month 3-4
11. Lead/Facilitate the Semestral Joint Review Mission	Month 3
12. Lead the preparations for the Mid-Term Review scheduled in the 1 <sup>st</sup> Quarter of 2022	Month 5
13. Prepare and submit a draft Midterm Report (MTR) for the Beneficiary FIRST	