

REQUEST FOR EXPRESSION OF INTEREST

ENGAGEMENT OF KC – NCDDP TO RESEARCH FIRM TO WORK ON THE THIRD-PARTY FINAL EVALUATION FOR CAPACITY BUILDING FOR 1000 PROJECT

REI -21-DSWD-KC-NCDDP-001
(PR No. 02-20001-PR-2021-03-00001)

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 grant agreement (Grant Agreement No.2015/SPE/0000400216) from the **Agencia Española de Cooperación Internacional para el Desarrollo (AECID)** and intends to apply part of the grant agreement to payments under the contract for the **Engagement of KALAHI CIDSS - Engagement of Research Firm to Work on the Third-Party Final Evaluation for Capacity Building for 1000 Project.**
2. The objective of the study is to assess and evaluate the effectiveness and responsiveness of the capacity-building provided to communities and LGU, the sustainability of gains through plans and practices that they adopted and draw lessons from these experiences.
3. **Design and Methodology:**

The study will employ a mixed-method approach in the conduct of the activity, using quantitative and qualitative data. The detailed design, methodology and instruments shall be prepared by the Firm and to be agreed upon with the DSWD.
4. Consulting Firm is expected to successfully deliver the prescribe in the Terms of Reference (TOR) and submit the required deliverables on time. The study shall require a total of 1,000 Capacity Building project that will be conducted in twenty (20) barangays in eight (8) municipalities, equally distributed among the four (4) regions where the project will be implemented, Regions V, VII, VIII and CARAGA.
5. The tasks of the consulting firm are as follows:
 - A. Quantitative and Qualitative Study
 1. Inception Report and Project Implementation Plan. The Inception Report shall contain the phases of the evaluation, implementation timeline, key deliverables and milestones and the operational plan that includes, among others, a detailed staffing plan.
 2. Draft Survey Instruments including a draft manual/guide on how to administer these instruments. These instruments shall include (i) quantitative data collection instrument, and (ii) qualitative data gathering tool.

3. Data Management and Analysis Plan
4. Report on Survey Teams' Training
5. Pilot Test Report
6. Progress Reports
7. Initial Evaluation Report including Final Clean Data Sets from gathered quantitative data
8. Initial Findings
9. Final Evaluation Report to be presented to the KALAHY-CIDSS Management and the AECID

B. Technical and Financial Audit

1. Progress Reports
2. Final Technical and Financial Audit Report including recommendations to be presented to the KALAHY-CIDSS Management and the AECID.

C. Final Consolidated Report

Relative to the expected deliverables, the Firm shall also be responsible for the conduct of the following tasks:

1. Archival/desk review and analysis of relevant KALAHY-CIDSS and LGU documents, including but not limited to:
 - a. Community and municipal profiles
 - b. KALAHY-CIDSS program implementation documents, including Capacity Building for 1000 Project
 - c. Details of capacity building activities conducted
 - d. Training Evaluation Report/Documentation
 - e. Community Disaster-related Plans
 - f. Case studies, articles and other reports
2. Review of related studies/research on capacity building for communities through various development programs of the Philippine Government.
3. Review of comparable capacity building analyses on programs done by other countries that have the same or related context with that of the KALAHY-CIDSS, such as the Kechamatan Development Program/PNPM of Indonesia, and others.
4. Training of survey teams prior to data collection to ensure uniform understanding of the standard data requirements and data quality.

6. Duration of the Assignment:

The project is expected to be implemented in two (2) months and payment will be made after acceptance of the output by Kalahi-CIDSS NPMO.

7. Implementation Timetable:

The Firm is expected to be implemented the undertaking is within two (2) months.

8. Qualification of the key personnel and evaluation criteria:

CRITERIA	RATING SCHEME	PERCENTAGE
QUALIFICATION OF KEY PERSONNEL		40%
Key Personnel has appropriate educational credentials	Has Post Graduate Degree = 10 Has Relevant Bachelor's Degree = 8 Has Bachelor's Degree but not relevant = 5 (Relevant Postgraduate Degrees are: Economics, Sociology, Political Science, Psychology, Demography, Population Studies, Public Health, Development Studies, Statistics, Development Management, Anthropology)	10%
Key Personnel has ten (10years) or more of survey research and / or survey management experience	Ten (10) or more years of experience in survey management and /or survey research = 15 9-5 years of experience = 13 Four (4) years or less of experience = 10	15%
Key Personnel has experience in conducting process evaluation studies	Has managed process evaluation projects and authored study reports or articles = 15 Has managed process evaluation projects = 13 Has co-authored study reports or articles on development related topics (such as poverty, child labor, cash transfer, etc.) = 10	15%
EXPERIENCE AND CAPACITY OF THE FIRM		60%
Years of experience working in conducting surveys and process evaluation studies	More than 5 years of experience in survey management, survey research, and process evaluation studies = 30 4-5 years of experience = 25 Less than 3 years of experience = 20	30%

CRITERIA	RATING SCHEME	PERCENTAGE
Number of completed survey and process evaluation studies / projects in the last 5 years	More than 5 completed survey and process evaluation studies/projects = 30 3-5 completed survey and process evaluation studies/projects = 25 1-2 completed survey and process evaluation studies/projects = 20	30%
TOTAL		100%
PASSING SCORE: 65%		

9. Evaluation of Technical Proposal and Financial Proposal

CRITERIA		PERCENTAGE
A. Approach, Methodology and Work Plan		90%
1. Understanding and Compliance with Requirements	a. Does the proposal demonstrate firm understanding of the requirements and goals set forth in the scope of work?	15%
	b. Does the proposal address each requirement and goal set forth in the scope of work?	10%
	c. Does the firm/key personnel/staff have experience in conducting national surveys and validation studies?	10%
2. Soundness of approach	a. Does the proposal include a complete plan (itemized) to accomplish each requirement and goal?	10%
	b. Does the proposal indicate that expected/proper level of effort corresponds to each requirement and goal?	10%
3. Responsiveness of Research Design and Work Plan to the objectives of the project	a. Does the proposal indicate strategies to ensure that the requirements and goals will be met on schedule?	10%
4. Qualifications and Competence of Consultant and Personnel	a. Does the proposal indicate staff complement for all activities covered in the project?	15%

CRITERIA		PERCENTAGE
A. Approach, Methodology and Work Plan		90%
	b. Do the key personnel/staff have the competence to conduct/implement the activities covered in the project?	5%
	c. Does the proposal indicate conduct of training/capacity building for hired staff (e.g., enumeration and encoding)?	5%
B. Budgetary Requirements		10%
Viability of the Proposed Budget		10%
TOTAL		100%

10. Deliverables and Payment Schedule:

DELIVERABLES	TRANCHES	SCHEDULE	PERCENTAGE
Inception Report and Project Implementation Plan. The Inception Report shall contain the phases of the evaluation, implementation timeline, key deliverables and milestones and the operational plan that includes, among others, a detailed staffing plan.	FIRST TRANCHE	Upon acceptance of the Inception and Project Implementation plan Week 4	20%
Draft Survey Instruments including a draft manual/guide on how to administer these instruments. These instruments shall include (i) quantitative data collection instrument, and (ii) qualitative data gathering tool.	SECOND TRANCHE	Upon approval and acceptance of the survey instruments and manual guide Week 4	10%
Data Management and Analysis Plan	THIRD TRANCHE	Upon acceptance of the reports and plan required Week 9	40%
Report on Survey Teams' Training			
Pilot Test Report			
Progress Reports			

DELIVERABLES	TRANCHES	SCHEDULE	PERCENTAGE
Initial Evaluation Report including Final Clean Data Sets from gathered quantitative data	FOURTH TRANCHE	Upon acceptance of the Final Evaluation Report	30%
Initial Findings		Week 10	
Final Evaluation Report to be presented to the KALAH-CIDSS Management and the AECID			
Total			100%

11. REPORTING AND WORKING ARRANGEMENTS:

A. Responsibilities of the DSWD KALAH-CIDSS

1. Execute the engagement of the Research Firm;
2. Provide over-all guidance on the implementation of the study to ensure the achievement of the objectives of the study;
3. Approve and accept the Consulting Firm's deliverables/outputs based on set evaluation criteria;
4. Evaluate and recommend for approval the Consulting Firm's payment/billing request;
5. Coordinate with all concerned DSWD Field Offices and other stakeholders to facilitate the implementation of the study;
6. Provide available and relevant data, information and related studies upon request of the Consulting Firm; and
7. Shall have ownership and the exclusive rights to the all outputs of this engagement, including their publication and dissemination, among others;

B. Responsibilities of the Consulting Firm/Agency

1. Report directly to the National Program Manager of KALAH-CIDSS and work closely with the KALAH-CIDSS NPMO Planning, Monitoring and Evaluation Division (PMED) on the implementation of the study;
2. Adhere and complete the requirements for the DSWD Research and Evaluation Policy - Memorandum Circular No. 9 series 2019 and the DSWD Research Protocol - Memorandum Circular No. 10 series 2019.
3. Timely submission of deliverables and outputs reflected in Section V of this TOR;
4. Facilitate the conduct of meetings/workshops and other similar activities;
5. Provide the equipment and other logistical requirements necessary for the conduct of the study;
6. Submit all outputs produced under this engagement to the DSWD as these are considered as properties of the DSWD;

7. Shall not dispose of nor make use of its outputs from this study without a prior written approval from the DSWD;
8. Shall not disclose any information regarding the results of this study nor the Firm's recommendations without the prior consent from the DSWD;
9. Shall be responsible for the safety of its staff in the performance of this study and shall not hold the DSWD liable for any damage, loss nor any untoward incident that may occur during the conduct of the study; and
10. Observe international and national ethical standards of evaluation practice.


12. SERVICES AND FACILITIES TO BE PROVIDED BY DSWD:

DSWD shall make available to the Firm all relevant information, documents, etc. both in hard and electronic copies (where necessary). All documents so provided will remain the property of the DSWD. The Firm may not dispose of or otherwise make use of such documents without prior written approval of DSWD.



13. The DSWD now invites interested consulting firms to indicate their interest in providing the services. Interested consultancy firms must submit their Expression of Interest (EOI). The EOI must include the following information: a) Profile of the Firm (with proofs of engagements such as Notice of Award, Notice to Proceed and the like); b) Details on the firm's knowledge and experience in conducting quantitative and qualitative researches and surveys; and c) Curriculum Vitae's of their key personnel to be assigned to the project (with TOR or diploma and proof of experiences such as certificates, proof of engagements and the like).
14. The consulting firm shall be selected through World Bank – Consultant Qualification Selection (CQS) procedure in accordance with Program Procurement Guidelines (March 2017) for KALAHI CIDSS – National Community Driven Development Program (KC-NCDDP). Interested consulting firm 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 quotations@dswd.gov.ph not later than **05:00 p.m. of 04 June 2021**.

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



RENE GLENO. PAJE
Undersecretary and Chairperson
Bids and Awards Committee



TERMS OF REFERENCE (TOR)

Title	: Engagement of Research Firm to Work on the Third-Party Final Evaluation for Capacity Building for 1000 Project
Project Duration	: One (2) Months
Budget Requirement	: PhP4,952,433.36
Source of Fund	: AECID Funds

I. BACKGROUND/RATIONALE

The Kapit-bisig Laban sa Kahirapan-Comprehensive and Integrated Delivery of Social Services (KALAHI-CIDSS) is a poverty-reduction program of the Department of Social Welfare and Development (DSWD) that aims to improve access to basic social services of poor communities. It works by empowering communities in target poor and disaster-affected municipalities to identify their own needs, and collectively implement and manage solutions to these needs. This is known as the Community-Driven Development (CDD) approach. It provides and facilitates capacity-building activities, towards enabling community citizens to implement local solutions that address social welfare and development needs and helping Local Government Units (LGUs) deliver quality and inclusive basic services to address the needs of their citizens.

KALAHI-CIDSS, which began its implementation in 2003, has the primary development objectives to achieve improved access to basic services, improved local governance and people empowerment. Results of previous program impact evaluation studies indicated that the project has measurable impacts on beneficiaries along these development areas.

The expansion of the project into the National Community-Driven Development Program (NCDDP) in 2014 added focus on disaster-risk reduction to restore basic social services and rebuild communities affected by Typhoon Haiyan (Yolanda). The scaled-up Program, funded by the World Bank (WB), Asian Development Bank (ADB) and the Government of the Philippines (GoP), covered 847 municipalities, of which 554 were Haiyan-affected.

In 2016, La Agencia Española de Cooperación Internacional para el Desarrollo (AECID) gave PhP18.8M for the implementation of thematic technical assistance (TA) grants and to strengthen the DRRM lens of the Program through the Capacity Building for 1000 Project. The grant aimed to capacitate communities to help disaster-affected municipalities become

resilient and empowered during disaster. The project was implemented in Regions V, VII, VIII, and CARAGA.

II. OBJECTIVES OF THE STUDY AND ENGAGEMENT

The local research firm will undertake the Third-Party Final Evaluation of the Capacity Building for 1000 Project covering project implementation from 2016-2019, based on a research design agreed upon with the DSWD.

The objective of the study is to assess and evaluate the effectiveness and responsiveness of the capacity-building provided to communities and LGU, the sustainability of gains through plans and practices that they adopted and draw lessons from these experiences.

More specifically, the research firm is expected to cover in its report:

1. The benefits gained for the capacity-building interventions provided and their significance;
2. Significant differences/improvements in the people's way of living before and after capacity-building was conducted;
3. Efficiency of plans employed/being employed to sustain gains from the project, to include effectiveness of strategies;
4. Impact of the project in terms of skills/capacities of communities involved in the project;
5. Impact in terms of increased awareness and strengthened convergence of various disaster risk reduction management (DRRM) programs of the LGUs;
6. Impact in terms of developing partnerships;
7. Capacity building and its effect in the formation of People's Organizations (POs);
8. Areas for improvement in terms of technical assistance provision for future similar initiatives.

III. DESIGN AND METHODOLOGY

The study will employ a mixed-method approach in the conduct of the activity, using quantitative and qualitative data. The detailed design, methodology and instruments shall be prepared by the Firm and to be agreed upon with the DSWD.

IV. SCOPE OF WORK

The study will be conducted in twenty (20) barangays in eight (8) municipalities, equally distributed among the four (4) regions where the project was implemented, that is, Regions V,

VII, VIII and CARAGA. Target respondents shall be individuals and key stakeholders who directly participated and/or benefitted from the capacity building such as the, Municipal Inter-agency Committee (MIAC), Barangay/Municipal Local Government Unit (B/MLGU) Officials, Municipal Disaster Risk Reduction and Management Committee (MDRRMC) Representatives, Area Coordination Team (ACT) /Regional Project Management Office (RPMO)/National Program Management Office (NPMO) staff, community volunteers, residents, and others.

In case a replacement in sample areas is necessary, the Firm shall coordinate with the KALAHI-CIDSS National Program Management Office for proper processing and consent.

V. DELIVERABLE AND OUTPUTS

The firm is expected to deliver the following:

1. Quantitative and Qualitative Study
 - a. Inception Report and Project Implementation Plan. The Inception Report shall contain the phases of the evaluation, implementation timeline, key deliverables and milestones and the operational plan that includes, among others, a detailed staffing plan.
 - b. Draft Survey Instruments including a draft manual/guide on how to administer these instruments. These instruments shall include (i) quantitative data collection instrument, and (ii) qualitative data gathering tool.
 - c. Data Management and Analysis Plan
 - d. Report on Survey Teams' Training
 - e. Pilot Test Report
 - f. Progress Reports
 - g. Initial Evaluation Report including Final Clean Data Sets from gathered quantitative data
 - h. Initial Findings
 - i. Final Evaluation Report to be presented to the KALAHI-CIDSS Management and the AECID
2. Technical and Financial Audit
 - a. Progress Reports
 - b. Final Technical and Financial Audit Report including recommendations to be presented to the KALAHI-CIDSS Management and the AECID;
3. Final Consolidated Report

Relative to the expected deliverables, the Firm shall also be responsible for the conduct of the following tasks:

1. Archival/desk review and analysis of relevant KALAHY-CIDSS and LGU documents, including but not limited to:
 - a. Community and municipal profiles
 - b. KALAHY-CIDSS program implementation documents, including Capacity Building for 1000 Project
 - c. Details of capacity building activities conducted
 - d. Training Evaluation Report/Documentation
 - e. Community Disaster-related Plans
 - f. Case studies, articles and other reports
2. Review of related studies/research on capacity building for communities through various development programs of the Philippine Government.
3. Review of comparable capacity building analyses on programs done by other countries that have the same or related context with that of the KALAHY-CIDSS, such as the Kecamatan Development Program/PNPM of Indonesia, and others.
4. Training of survey teams prior to data collection to ensure uniform understanding of the standard data requirements and data quality.

VI. QUALIFICATIONS OF THE FIRM AND EVALUATION CRITERIA

Evaluation Criteria of Service Provider

CRITERIA	RATING SCHEME	PERCENTAGE
QUALIFICATION OF KEY PERSONNEL		40%
Key Personnel has appropriate educational credentials	<ul style="list-style-type: none"> · Has Post Graduate Degree = 10 · Has Relevant Bachelor's Degree = 8 · Has Bachelor's Degree but not relevant = 5 (Relevant Postgraduate Degrees are: Economics, Sociology, Political Science, Psychology, Demography, Population Studies, Public Health, Development Studies, Statistics, Development Management, Anthropology)	10%
Key Personnel has ten (10years) or more of survey research and / or survey management experience	<ul style="list-style-type: none"> · Ten (10) or more years of experience in survey management and /or survey research = 15 · 9-5 years of experience = 13 · Four (4) years or less of experience = 10 	15%
Key Personnel has experience in conducting process evaluation studies	<ul style="list-style-type: none"> · Has managed process evaluation projects and authored study reports or articles = 15 · Has managed process evaluation projects = 13 · Has co-authored study reports or articles on development related topics (such as poverty, child labor, cash transfer, etc.) = 10 	15%

EXPERIENCE AND CAPACITY OF THE FIRM		60%
Years of experience working in conducting surveys and process evaluation studies	<ul style="list-style-type: none"> · More than 5 years of experience in survey management, survey research, and process evaluation studies = 30 · 4-5 years of experience = 25 · Less than 3 years of experience = 20 	30%
Number of completed survey and process evaluation studies / projects in the last 5 years	<ul style="list-style-type: none"> · More than 5 completed survey and process evaluation studies/projects = 30 · 3-5 completed survey and process evaluation studies/projects = 25 · 1-2 completed survey and process evaluation studies/projects = 10 	30%
TOTAL		100%
PASSING SCORE: 65%		

Evaluation of Technical Proposal and Financial Proposal

CRITERIA		PERCENT AGE		
A. Approach, Methodology and Work Plan		90%		
1. Understanding and Compliance with Requirements	a. Does the proposal demonstrate firm understanding of the requirements and goals set forth in the scope of work?	15%		
	b. Does the proposal address each requirement and goal set forth in the scope of work?	10%		
	c. Does the firm/key personnel/staff have experience in conducting national surveys and validation studies?	10%		
2. Soundness of approach	a. Does the proposal include a complete plan (itemized) to accomplish each requirement and goal?	10%		
	b. Does the proposal indicate that expected/proper level of effort corresponds to each requirement and goal?	10%		
3. Responsiveness of Research Design and Work Plan to the objectives of the project	a. Does the proposal indicate strategies to ensure that the requirements and goals will be met on schedule?	10%		

4. Qualifications and Competence of Consultant and Personnel	a. Does the proposal indicate staff complement for all activities covered in the project?	15%		
	b. Do the key personnel/staff have the competence to conduct/implement the activities covered in the project?	5%		
	c. Does the proposal indicate conduct of training/capacity building for hired staff (e.g., enumeration and encoding)?	5%		
B. Budgetary Requirements		10%		
Viability of the Proposed Budget		10%		
TOTAL		100%		

Passing Rate – 75%

VII. DURATION AND IMPLEMENTATION TIMELINE

The proposed Project is expected to be implemented in two (2) months. The indicative work plan and schedule is presented below.

Major Activities	Month 1				Month 2				Expected Outputs
	1	2	3	4	5	6	7	8	
Preparation and submission of Inception Report									Inception Report; Project Implementation Plan
Presentation of the research plan to NPMO and Research Committee									Research Plan
Preparation and presentation of Survey Instruments									Survey Instruments
Conduct of Pilot Test									Pilot Test Report
Conduct of Study									
Conduct of Technical and Financial Audit									Technical and Financial Audit Report
Preparation of Final Report/s									Final Report

Presentation of the final results to NPMO and Research Committee																	Research Outcome
Preparation and submission of progress reports																	Progress Reports

VIII. INDICATIVE BUDGET

The proposed budget for engagement is Four Million Nine Hundred Fifty Two Thousand Four Hundred Thirty Three and 16/100 pesos (PhP4,952,433.36) to be charged against AECID Funds and is inclusive of the Firm’s professional fee, operating expenses and other expenses that may be incurred by the service provider during the course of this project such as but not limited to expenses during survey, taxes, and other government obligations. A detailed breakdown of the budget shall be presented by the Firm, as part of its work plan. The indicative detailed breakdown of the budget is shown below:

Particulars	Qty	Unit	Period	Amount	Total (PhP)
Quantitative Research Survey	1	Study	4 week	2,116,216.68	2,116,216.68
Qualitative Research Survey	1	Study	3 week	2,116,216.68	2,116,216.68
Technical and Financial Audit	1	Audit	3 weeks	720,000.00	720,000.00
Total					4,952,433.36

IX. PAYMENT SCHEDULE

Quantitative and Qualitative Study

DELIVERABLES	TRANCHES	SCHEDULE	PERCENTAGE
Inception Report and Project Implementation Plan. The Inception Report shall contain the phases of the evaluation, implementation timeline, key deliverables and milestones and the operational plan that includes, among others, a detailed staffing plan.	FIRST TRANCHE	Upon acceptance of the Inception and Project Implementation plan Week 4	20%
Draft Survey Instruments including a draft manual/guide on how to administer these instruments. These instruments shall include (i)	SECOND TRANCHE	Upon approval and acceptance of the survey instruments and manual guide	10%

quantitative data collection instrument, and (ii) qualitative data gathering tool.		Week 4	
Data Management and Analysis Plan	THIRD TRANCHE	Upon acceptance of the reports and plan required	40%
Report on Survey Teams' Training			
Pilot Test Report		Week 9	
Progress Reports			
Initial Evaluation Report including Final Clean Data Sets from gathered quantitative data	FOURTH TRANCHE	Upon acceptance of the Final Evaluation Report	30%
Initial Findings		Week 10	
Final Evaluation Report to be presented to the KALAH-CIDSS Management and the AECID			
Total			100%

Technical and Financial Audit

Progress Reports	30% Week 4
Final Technical and Financial Audit Report including recommendations to be presented to the KALAH-CIDSS Management and the AECID;	40% Week 9
Final Consolidated Report	30% Week 10
Total	100%

The Research Firm shall complete all activities within two (2) months. Payment shall be made after acceptance of output by Kalahi-CIDSS NPMO.

X. IMPLEMENTATION ARRANGEMENTS/RESPONSIBILITIES

A. Responsibilities of the DSWD KALAH-CIDSS

1. Execute the engagement of the Research Firm;
2. Provide overall guidance on the implementation of the study to ensure the achievement of the objectives of the study;
3. Approve and accept the Consulting Firm's deliverables/outputs based on set evaluation criteria;
4. Evaluate and recommend for approval the Consulting Firm's payment/billing request;
5. Coordinate with all concerned DSWD Field Offices and other stakeholders to facilitate the implementation of the study;
6. Provide available and relevant data, information and related studies upon request of the Consulting Firm;
7. Shall have ownership and the exclusive rights to the all outputs of this engagement, including their publication and dissemination, among others;

B. Responsibilities of the Consulting Firm/Agency

1. Report directly to the National Program Manager of KALAH-CIDSS and work closely with the KALAH-CIDSS NPMO Planning, Monitoring and Evaluation Division (PMED) on the implementation of the study;
2. Adhere and complete the requirements for the DSWD Research and Evaluation Policy - Memorandum Circular No. 9 series 2019 and the DSWD Research Protocol - Memorandum Circular No. 10 series 2019.
3. Timely submission of deliverables and outputs reflected in Section V of this TOR;
4. Facilitate the conduct of meetings/workshops and other similar activities;
5. Provide the equipment and other logistical requirements necessary for the conduct of the study;
6. Submit all outputs produced under this engagement to the DSWD as these are considered as properties of the DSWD;
7. Shall not dispose of nor make use of its outputs from this study without a prior written approval from the DSWD;
8. Shall not disclose any information regarding the results of this study nor the Firm's recommendations without the prior consent from the DSWD;
9. Shall be responsible for the safety of its staff in the performance of this study and shall not hold the DSWD liable for any damage, loss nor any untoward incident that may occur during the conduct of the study;
10. Observe international and national ethical standards of evaluation practice.