

REQUESTS FOR EXPRESSIONS OF INTEREST

ENGAGEMENT OF INDIVIDUAL CONSULTANT FOR KC-NCDDP OUTCOME SURVEY SECOND ROUND DATA COLLECTION AND ANALYSIS

REI No. KC-NCDDP/18-DSWD-009
(PR No. 2018083075)

1. The Republic of the Philippines, through the Department of Social Welfare and Development (DSWD) KALAHI-CIDSS-NCDDP, has received loan (Loan Agreement No.8335-PH) from the International Bank for Reconstruction and Development (IBRD) and intends to apply part of the loan payments under the contract for the **Engagement of Individual Consultant for KC-NCDDP Outcome Survey Second Round Data Collection and Analysis**.
2. KC-NCDDP is the scaled-up version of KC, which began implementation in 2003. KC has a measurable impact in basic service delivery, local-level trust and governance, and reducing poverty. Community participation, which the program facilitates, ensures that the sub-projects selected and implemented reflect local priority needs and that services delivered are of good quality. KC also increases accountability and transparency in governance, as engagement of local governments with community residents institutionalizes participatory, transparent, and accountable principles and practices into local planning and budgeting.

Given the current scale of the program, it is necessary to evaluate the extent to which it achieved its expected programs results, particularly in access to basic social services and community participation hence, the implementation of KC-NCDDP outcome survey (OS). This round of OS is the second in a row to provide further evidences on the successes of the program's predecessor that were uncovered through series of impact evaluations (IE) especially those that were conducted for KC-1 and KC-MCC.

3. The purpose of the outcome survey is to collect and analyze data to compute some of the key outcome indicators for which data will not be available from the KC-NCDDP database.

Specifically, the outcome survey will measure changes in access to services and level of participation of community members in KC-NCDDP areas. The outcome survey will also answer important questions about whether Community Driven Development (CDD) program are effective in delivering benefits to disadvantaged groups (indigenous peoples, women, geographically isolated, elderly, etc.) and at integrating women's interests into local infrastructure decisions, and whether they improve the communities' long-term ability to initiate and sustain collective investments.

4. Design and Methodology of the Research Project:

This research will be using pooled cross-section panel household data, from the baseline and first round OS datasets. Since expected outcomes of KC-NCDDP are to be measured in this study, the research will not be experimental, in which we are to establish causation. Furthermore, comparison of some subgroups will be done where applicable. It would seek to compare the differences in access and participation among KC communities across time and across subgroups.

5. Scope of Work, Deliverables and Outputs:

The consultant is expected to provide expertise on statistics and evaluation to the KC-NCDDP NPMO officers and staff in analysis of data. Specifically, he/she will be responsible for the following tasks:

- a. Review and provide inputs to the second round analysis plan and analytical framework;
- b. Enhance capacities of DSWD KC-NCDDP technical staff through provision of technical assistance along data cleaning, integrity checking and estimation of results; and
- c. Provide inputs/comments to the second round analysis report.

Based on the tasks listed above, the consultant is required to deliver the following outputs:

1. Comments to the second round analysis plan and analytical framework;
2. Data analysis training plan/design and technical assistance materials;
3. Conduct of data analysis training and workshop; and
4. Inputs to the draft second round survey report.

6. Qualifications of the consultant:

- a. A Bachelor's degree in Development Studies, Statistics, Community Development, Economics and other related social science disciplines;
- b. At least 10 years of experience in the areas of research, advanced data analysis, program development, statistics;
- c. Extensive experience in designing methodologies for at least five (5) impact evaluation or outcome evaluation studies;
- d. High proficiency in the use of standard statistical software packages, particularly Stata.
- e. Significant supervisory experience with demonstrated interpersonal and communication skills, ability to work independently while being able to provide guidance and transfer knowledge and skills to others;
- f. Excellent written and oral communication skills with strong ability to synthesize and analyze complex documents; and
- g. Significant knowledge about Kalahi-CIDSS/KC-NCDDP and DSWD.

7. Output/Deliverables and Payment Schedule:

Tranche	Deliverables	Due	Payment Tranche in Percentage %
1	Comments to the analysis plan and analytical framework	Week 3	20
2	Data analysis training plan/design and technical assistance materials	Week 9	45
	Conduct of data analysis training and workshop	Week 11	
3	Inputs to draft second round survey report	Week 19	35
Total			100%

The total contract cost is inclusive of all applicable taxes and other costs (travel and accommodation costs incurred in relation to the fulfillment of the Researcher's duties).

8. 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:

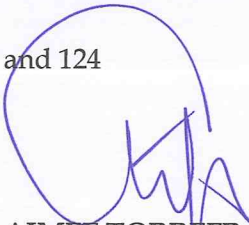
Description	Points
Background:	
Has a Bachelor's degree in Development Studies, Statistics, Community Development, Economics and other related social science disciplines	20%
Master's Degree (and higher) in abovementioned courses – 20%	
Bachelor's Degree in abovementioned courses – 19%	
EXPERIENCE	
Has at least ten (10) years of experience in the areas of research, advanced data analysis, program development and statistics	20%
More than 10 years of experience – 20%	
10 years of experience – 18%	
Has extensive experience in designing methodologies for at least five (5) impact evaluation or outcome evaluation studies	15%
More than 5 impact evaluation or outcome evaluation studies' methodology designed – 15%	
5 impact evaluation or outcome evaluation studies' methodology designed – 13%	
Has high proficiency in the use of standard statistical software packages, particularly Stata	15%
Advanced proficiency – 15%	
High proficiency -13%	
Has significant supervisory experience with demonstrated interpersonal and communication skills, ability to work independently while being able to provide guidance and transfer knowledge and skills to others	10%
Managed and trained research team/s with no less than 10 members – 10%	
Managed and trained research team/s with less than 10 members – 8%	
Others	
Has excellent written and oral communication skills with strong ability to synthesize and analyze complex documents	5%
Excellent written and oral communication skills – 5%	
Satisfactory written and oral communication skills – 3%	
Has significant knowledge about KC-NCDDP/CDD and DSWD	15%
Directly worked or conducted studies within or in cooperation with the Kalahi-CIDSS program – 15%	
Has worked or conducted studies on CDD programs but did not within or in cooperation with the Kalahi-CIDSS program – 13%	
Has not worked or conducted studies on CDD programs or Kalahi-CIDSS but has some knowledge – 8%	
Has little knowledge or about CDD Programs – 5%	
TOTAL	100%
Passing Rate:	80%

Note: Failure to meet the minimum requirement will be given zero (0) point on the specific item.

9. 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 not later than **05:00 P.M. of 20 November 2018**
10. 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.¹

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



ATTY. AIMEE TORREFRANCA-NERI
Undersecretary and Chairperson
Bids and Awards Committee

¹ 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

TERMS OF REFERENCE (TOR)

ENGAGEMENT OF A CONSULTANT FOR THE KC-NCDDP OUTCOME SURVEY SECOND ROUND DATA COLLECTION AND ANALYSIS

1 PROJECT OVERVIEW

1.1 Introduction:

Kapit-Bisig Laban sa Kahirapan-Comprehensive and Integrated Delivery of Social Services National Community Driven Development Program (Kalahi-CIDSS (KC)-NCDDP) is a poverty-reduction program of the Department of Social Welfare and Development (DSWD) which employs community-driven development (CDD) approach that gives citizens control over decision and resources so they can undertake localized solutions to identified community problems. More specifically, KC-NCDDP provides and facilitates capacity-building activities, strengthening local governing institutions, and provision of small grants to finance community-led activities, towards enabling community citizens to implement local solutions that address social welfare and development needs and helping LGUs deliver quality and inclusive basic services to address the needs of their citizens.

KC-NCDDP is the scaled-up version of KC which began implementation in 2003. KC has a measurable impact in basic service delivery, local-level trust and governance, and reducing poverty. Community participation, which the program facilitates, ensures that sub-projects selected and implemented reflect local priority needs and that services delivered are of good quality. KC also increases accountability and transparency in governance, as engagement of local governments with community residents institutionalizes participatory, transparent, and accountable principles and practices into local planning and budgeting.

Since KC-NCDDP implementation in 2014, the program was able to contribute to building and providing communities access to basic infrastructure facilities and services such as the following:

- **Basic social services:** community water systems, school buildings, day care centers, barangay health stations, electrification, and tribal housing/shelter;
- **Basic access infrastructure:** access roads, small bridges/footbridges and access trails;
- **Community production, economic support and common services facilities:** community economic enterprise training, equipment and materials support sub-projects, pre-harvest and post-harvest, multi-purpose facilities and small scale irrigation;
- **Environmental protection and conservation:** drainage, river/flood control, sea wall, artificial coral reef sanctuary and sanitation facilities; and
- **Skills training and capability building sub-projects:** capacity building, trainings, feasibility studies

As of December 2017, the program was able to complete a total of 20,184 subprojects (SPs) across KC-NCDDP major municipality groups classification: 177², 377³ and 293⁴. The completed SPs benefit 4,628,217 households and amount to a total project cost of Php 20.05 billion, of which Php 19.05 billion are KC community grants⁵.

² Non-poor municipalities but Yolanda-affected

³ Poor municipalities and Yolanda-affected

⁴ Non-Yolanda-affected but poor municipalities

⁵ Final Q4 Report as of April 11, 2018

Given the current scale of the program, it is necessary to evaluate the extent to which it achieved its expected program results, particularly in access to basic social services and community participation hence, the implementation of KC-NCDDP outcome survey (OS). This round of OS is the second in a row of program outcome evaluations intended to measure specific outcomes of interest and to provide further evidences on the successes of the program's predecessor that were uncovered through series of impact evaluations (IE) especially those that were conducted for KC-1 and KC-MCC⁶.

1.2 Objectives of the Outcome Evaluation

The purpose of the outcome survey is to collect and analyze data to compute some of the key outcome indicators for which data will not be available from the KC-NCDDP database.

Specifically, the outcome survey will measure changes in access to services and level of participation of community members in KC-NCDDP areas. The outcome survey will also answer important questions about whether CDD program are effective in delivering benefits to disadvantaged groups (indigenous peoples, women, geographically isolated, elderly, etc.) and at integrating women's interests into local infrastructure decisions, and whether they improve the communities' long-term ability to initiate and sustain collective investments.

1.2.1 Design and Methodology

This research will be using pooled cross-section panel household data, from the baseline and first round OS datasets. Since expected outcomes of KC-NCDDP are to be measured in this study, the research will not be experimental, in which we are to establish causation. Furthermore, comparison of some subgroups will be done where applicable. It would seek to compare the differences in access and participation among KC communities across time and across subgroups.

2 OBJECTIVES OF THE ENGAGEMENT

The engagement of the consultant aims to produce a sound second round outcome evaluation report based on the baseline and second round household survey data.

3 SCOPE OF WORK

The consultant is expected to provide expertise on statistics and evaluation to the KC-NCDDP NPMO officers and staff in analysis of data. Specifically, he/she will be responsible for the following tasks:

- a. Review and provide inputs to the second round analysis plan and analytical framework;
- b. Enhance capacities of DSWD KC-NCDDP technical staff through provision of technical assistance along data cleaning, integrity checking and estimation of results; and
- c. Provide inputs/comments to the second round analysis report.

4 DELIVERABLES AND OUTPUTS

Based on the tasks listed above, the consultant is required to deliver the following outputs:

1. Comments to the second round analysis plan and analytical framework
2. Data analysis training plan/design and technical assistance materials
3. Conduct of data analysis training and workshop
4. Inputs to the draft second round survey report

⁶ The recent one (endline survey) was completed last 2016 wherein, its household datasets were adopted for the OS baseline analysis.

5 DURATION OF THE ASSIGNMENT

It is expected that overall duration of the assignment would be five (5) months.

6 IMPLEMENTATION TIMETABLE

The consultant is expected to complete this undertaking within five (5) months. The major activities that must be undertaken are summarized below:

Table 2. Implementation Timetable

Activity	Month 1				Month 2				Month 3				Month 4				Month 5			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Task 1. Review and provide comments to the analysis plan and analytical framework																				
<i>Deliverable 1. Comments to the analysis plan and analytical framework</i>																				
Task 2. Enhance capacities of DSWD technical staff in data cleaning, integrity checking and results estimation																				
<i>Deliverable 2. Data analysis training plan/design and technical assistance materials</i>																				
<i>Deliverable 3. Conduct of data analysis training and workshop</i>																				
Task 3. Provide inputs/comments to second round survey report																				
<i>Deliverable 4. Inputs to second round survey report</i>																				

Task
 Deliverable
 Review, acceptance and payment

Note: Gray-shaded cells represent the duration of data cleaning, integrity checking, validation and writing of draft second round report. Further during this period, the Consultant is expected to attend to all succeeding concerns that would arise after data analysis training.

7 DESIRED QUALIFICATION OF THE CONSULTANT

The post requires a committed professional who can meet the desired deliverables and outputs of the project. The expert must have an intensive prior experience in research, evaluation, data analysis and program development such as, but not limited to community-based development up to national and international developmental projects. He/she must have in-depth understanding on the poverty-reduction programs of the Philippine government with balanced theoretical and practical knowledge in program evaluation and conceptualization.

The expert must have the following qualifications:

1. A Bachelor's degree in Development Studies, Statistics, Community Development, Economics and other related social science disciplines;
2. At least 10 years of experience in the areas of research, advanced data analysis, program development, statistics;

3. Extensive experience in designing methodologies for at least five (5) impact evaluation or outcome evaluation studies;
4. High proficiency in the use of standard statistical software packages, particularly Stata.
5. Significant supervisory experience with demonstrated interpersonal and communication skills, ability to work independently while being able to provide guidance and transfer knowledge and skills to others;
6. Excellent written and oral communication skills with strong ability to synthesize and analyze complex documents; and
7. Significant knowledge about Kalahi-CIDSS/KC-NCDDP and DSWD.

The individual consultant will be subjected to qualification-based evaluation (QBE) procedure. The evaluation criteria are as follows:

Table 2: Criteria and Point System for Evaluation of Consultants

Description	%
BACKGROUND	
Has a Bachelor's degree in Development Studies, Statistics, Community Development, Economics and other related social science disciplines	20%
<i>Master's Degree (and higher) in abovementioned courses – 20%</i> <i>Bachelor's Degree in abovementioned courses – 19%</i>	
EXPERIENCE	
Has at least ten (10) years of experience in the areas of research, advanced data analysis, program development and statistics	20%
<i>More than 10 years of experience – 20%</i> <i>10 years of experience – 18%</i>	
Has extensive experience in designing methodologies for at least five (5) impact evaluation or outcome evaluation studies	15%
<i>More than 5 impact evaluation or outcome evaluation studies' methodology designed – 15%</i> <i>5 impact evaluation or outcome evaluation studies' methodology designed – 13%</i>	
Has high proficiency in the use of standard statistical software packages, particularly Stata	15%
<i>Advanced proficiency – 15%</i> <i>High proficiency – 13%</i>	
Has significant supervisory experience with demonstrated interpersonal and communication skills, ability to work independently while being able to provide guidance and transfer knowledge and skills to others	10%
<i>Managed and trained research team/s with no less than 10 members – 10%</i> <i>Managed and trained research team/s with less than 10 members – 8%</i>	
OTHERS	
Has excellent written and oral communication skills with strong ability to synthesize and analyze complex documents	5%
<i>Excellent written and oral communication skills – 5%</i> <i>Satisfactory written and oral communication skills – 3%</i>	
Has significant knowledge about KC-NCDDP/CDD and DSWD	15%

Directly worked or conducted studies within or in cooperation with the Kalahi-CIDSS program – 15%	
Has worked or conducted studies on CDD programs but did not within or in cooperation with the Kalahi-CIDSS program – 13%	
Has not worked or conducted studies on CDD programs or Kalahi-CIDSS but has some knowledge – 8%	
Has little knowledge or about CDD Programs – 5%	
TOTAL	100%
Passing Rate:	80%

Note: Failure to meet the minimum requirement will automatically be given zero (0) point on the specific item.

8 DELIVERABLES AND PAYMENT SCHEDULE

DSWD KC-NCDDP NPMO shall pay the consultant an amount not to exceed Php 604,500.00. 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.

The consultant shall complete all activities within the time frame specified by the Deliverable and Payment Schedule table below. DSWD will normally require five (5) days of review for deliverables that would need approval.

The Deliverable and Payment Schedule also presents the corresponding payment terms as they relate to the deliverables of this assignment. Processing of payments will only commence upon acceptance of deliverables. Payments will be made within 30 days after receipt of invoice.

Table 3: Deliverable and Payment Schedule

Tranche	Deliverable	Due Date	% of
1	Comments to the analysis plan and analytical framework	Week 3	20
2	Data analysis training plan/design and technical assistance	Week 9	45
	Conduct of data analysis training and workshop	Week 11	
3	Inputs to draft second round survey report	Week 19	35
TOTAL			100

9 REPORTING AND WORKING ARRANGEMENTS

1. DSWD shall make available to the consultant 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 consultant may not dispose of or otherwise make use of such documents without the prior written approval of DSWD.
2. The DSWD shall work closely with the consultant to ensure that agreed deliverables and outputs in this TOR are delivered as scheduled.
3. Facilitate administratively the conduct of meetings and other similar activities which is beyond the scope of the consultant;

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.