



Republic of the Philippines
Department of Social Welfare and Development
IBP Road, Constitution Hills, Quezon City
Telephone Nos. (02) 931-8101 to 07 Local 121 or 122
Email: bacsec@dswd.gov.ph

REQUEST FOR EXPRESSION OF INTEREST

ENGAGEMENT OF CONSULTANCY SERVICES [FIRM] FOR KC - NCDDP OUTCOME EVALUATION THIRD [3RD] ROUND DATA COLLECTION

REI N0. KC-NCDDP/19-DSWD- 001
(PR No. 2019031026)

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 loan (Loan Agreement No.8335-PH) from the International Bank for Reconstruction and Development (IBRD) and intends to apply part of the loan to payments under the contract for the Engagement of Consultancy Services [Firm] for KALAHI CIDSS - National Community Driven Development Project (KALAHI CIDSS - NCDDP) Outcome Evaluation Third [3rd] Round Data Collection.
2. The purpose of the outcome survey is to collect and analyze data and 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.
3. **Design and Methodology:**

The outcome survey has three rounds as designed. The first wave was implemented in 2017, the second was in 2018 and the last and final round would be this year, 2019. Like in the previous rounds, the current survey will involve the engagement of (i) a survey firm to collect household level and (ii) an individual consultant to guide project staff in the development of final report on KC-NCDDP beneficiaries' status along the level of accessing basic social services and participation to community activities. Baseline Information¹ will be used to track and assess progress/program results. The first item is the motivation of this document.

The research will not be experimental in which causation has to be established as several evaluation studies have already shown the positive impact of the Kalahi-CIDSS Program to communities. Rather, the outcome evaluation will be a longitudinal design of households under study.

Further, comparison of some subgroups will be done where applicable. It would seek to compare the differences in access and participation among KC communities across the following subgroups:

¹ The 3rd round KC-MCC IE datasets will serve as baseline data for KC-NCDDP Outcome Survey

4. Data collection shall require household survey from selected barangays of sampled KC-NCDDP municipalities in 15 regions. List of randomly selected municipalities, barangays and households will be provided by DSWD. Each household survey will take an average two (2) hours per household.

5. The tasks of the consulting firm are as follows:

- Design and develop operation, recruitment and supervision plans
- Develop survey instrument (together with DSWD) and guidelines for administering the instrument
- Create data entry program
- Translation of instruments
- Conduct pilot fieldwork for all instruments
- Prepare for fieldwork
- Conduct central training for all field staff especially the enumerators
- Collect, enter and clean data
- Prepare final field report and presentation

6. **Duration of the Assignment:**

Data sets will be submitted within five (5) months upon receipt of the Notice to Proceed (NTP). DSWD will revalidate data submitted by the survey firm for approximately four (4) weeks and must find them satisfactory before final tranche can be released.

7. **Staffing Requirement and Qualifications of the firm:**

The firm must have good credibility and known in the survey and research industry. It must have:

- At least ten (10) years of experience conducting quantitative and qualitative researches
- Conducted at least ten (10) surveys for social protection programs being implemented by National Government Agencies (NGAs), preferably of the Department of Social Welfare and Development
- Has worked with DSWD and/or Community Driven Development (CDD) Programs for researches in the last five (5) years.

A. Staff Requirements

The team should include Technical Team Leader and Data Manager as key personnel. Curriculum vitae shall be provided for individuals proposed to perform work under the contract as key personnel. In addition to the key personnel, the Firm is also expected to have the following support staff for this engagement.

B. Key Personnel Tasks

a. Technical Team Leader (TL):

The TL shall ensure overall management and quality control of the project. The TL should be employed for the duration of the contract. Specifically, the TL shall:

- In-charge of human resource management and coordination of all teams;
- Refine and/or develop the operation plan of the data collection implementation;
- Ensure financial management (this means that he/she has control over the budget and can make decisions about field logistics that have budget implications)

- Coordinate closely with DSWD Contract Manager (CM) on the progress and issues affecting the delivery of the required services; and
- Oversee the quality and timely preparation of the deliverables stated in the TOR.

b. Data Manager (DM)

The Data Manager (DM) will develop the data entry program for all the instruments. He/She should be employed for the duration of the contract and report to the TL. Specifically, the Data Manager shall:

- Design a data entry program for all the instruments;
- Design and lead the training for data encoders and editors;
- Manage the data cleaning receipt process in coordination with the regional field coordinators and field supervisors;
- Manage the data cleaning process in close coordination with the regional field coordinators and field supervisors; and
- Make periodic reports to DSWD about data quality (error rates, missing data etc.)

c. Other Personnel

The firm must be able to provide teams to complete data collection in 4-6 weeks. Other essential personnel are listed in Annex 1.

8. Implementation Timetable:

The Firm is expected to complete the undertaking is within five (5) months upon receipt of the Notice to Proceed (NTP).

9. Evaluation Criteria of the Firm and its Key Personnel :

Evaluation Criteria / Features	Points
A. EXPERIENCE OF FIRM	50
1. Has at least ten (10) years of experience conducting quantitative and qualitative	10
2. Has conducted at least ten (10) surveys conducted with at least 1000 respondents in each survey and similar in size and complexity in the last ten (10) years	10
3. Has conducted at least ten (10) surveys for social protection programs being implemented by National Government Agencies (NGAs), preferably of the DSWD	10
4. Has worked with of DSWD and/or Community Driven Development (CDD) Programs for researches in the last five (5) years.	10
B. KEY PERSONNEL	40
Team Leader (TL)	20
1. Has at least five (5) years of experience managing quantitative and qualitative researches of similar size and complexity	15

2. Has master' degree in economics, statistics, communication research, anthropology or related field in the social sciences.	5
Data Manager (DM)	20
1. Has at least five (5) years of experience managing large data sets.	10
2. Has managed at least two (2) projects requiring STATA.	5
3. Has a Bachelor's degree in economics, statistics, computer science or related field in information management.	5
C. APPROACH, METHODOLOGY AND WORK PLAN	10
1. Viability of the work plan and schedule, time management, etc.	10
Total Score	100
Passing Score	85

10. Deliverables and Payment Schedule:

No.	Deliverable	Submission Schedule	Payment Tranche	%
1	Draft Inception report	Week 1	1	10
2	Draft survey instrument with field manual	Week 3	2	20
3	Draft data entry program and manual	Week 4		
4	Draft pilot test report and revised instruments and field manual	Week 6		
5	Post-pilot test translated instruments	Week 8		
6a	Staffing plan, revised instruments and its translated version, data entry program and all relevant permits	Week 10	3	20
6b	Training documentation report	Week 12		
7a & 7b	Bi-Weekly Survey Reports	Weeks 15 & 16	4	30
7c	Clean Datasets and Data User's Manual	Week 19		
8	Final data collection report and presentation	Week 22	5	20
			Total	100

DSWD KC-NCDDP NPMO shall pay the firm in the amount not to exceed **Estimated Budget Cost (EBC)**. The awarded Contract Price includes all of the Firm's costs and profits and including any tax obligation that may be imposed on the firm.

The Firm shall complete all activities within the time frame specified by the Deliverable and Payment Schedule table. 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 15 to 30 days after receipt of invoice.

11. REPORTING AND WORKING ARRANGEMENTS:

DSWD ensures the overall implementation of the study and compliance with the approved methodology. The technical team at DSWD, led by the KC-NCDDP National M&E Specialist (who will act as Contract Manager), will have the following responsibilities:

- Manage the contract with the Firm;
- Review and approve the deliverables submitted;
- Provide the required data and documents to the Firm; and
- Facilitate the coordination and review with WB and ADB.

The Firm shall submit the deliverables based on the prescribed schedule for review and acceptance by DSWD. In the event that there will be comments from DSWD, in close consultation with DSWD, the Firm shall make the necessary revisions before submitting the final version of the deliverable.

Each deliverable should be first submitted in a draft format to DSWD. Based on the results of discussion, the Firm will make the necessary changes and then will submit a final deliverable.

DSWD will also provide orientation on KC-NCDDP, as well as inputs and comments on methodology as it addresses the key study questions relevant to the KALAH-I- CIDSS evaluation. It will provide assistance in coordinating with the concerned LGUs. DSWD is also partly responsible for drafting and finalizing the quantitative instrument. DSWD will also be part of the observation team during the training, pilot test and actual data collection to ensure quality control.

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 firm 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;
 - 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.
14. The consulting firm shall be selected through World Bank – Consultant Qualification Selection (CQS) procedure in accordance with Program Procurement Guidelines for National Program Management Office (NPMO) and Regional Management Office (March 2017). 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 bacsec@dswd.gov.ph not later than 05:00 p.m. of 31 May 2019.

THE CHAIRPERSON

DSWD Bids and Awards Committee

c/o BAC Secretariat, Procurement Service

DSWD Central Office

IBP Road, Constitution Hills, Quezon City

Fax No. (02) 951-7116

Telephone Nos. (02) 931-8101 to 07 Local 122 or 124

(Original Signed)

ATTY. AIMEE S. TORREFRANCA-NERI

Assistant Secretary and

Bids and Awards Committee Vice - Chairperson

ANNEX 1

ANNEX 1: DESCRIPTION OF NON-KEY STAFF

The Firm is not permitted to contract anyone who has another job in addition to work on this contract as this survey demands full-time work for several months. Thus, the Firm should not employ contracted government or private employees as their fieldworkers since they cannot work full time. If DSWD discovers that the Firm has hired anyone who has another job simultaneous to fieldwork, that person must be immediately replaced. In such case, costs for hiring new staff (e.g. training) must be shouldered by the Firm.

DATA AND ADMINISTRATIVE TEAM

a. Data Editor/Technical Assistant

The data editors help the Data Manager (a) manage and train data assistants; (b) receive and store data files, filled-out questionnaires, and field reports (c) responsible for quality control of encoded household surveys; (d) assist in the data cleaning process; (e) assist the Data Manager in transferring files to a statistical software package, such as STATA. The data editors should have a Bachelor's degree, have experience doing data cleaning or editing in at least two (2) previous household surveys, and preferably have experience with STATA or another statistical software package. The data editors report to the Data Manager. These people will likely not work in the field, but be involved in cleaning at the survey team headquarters. They will be employed from the training, through the entire data entry process plus two weeks once data entry is completed in order to help prepare the final datasets. The data editors must be proficient in English and Tagalog.

b. Administrative Assistant

Administrative assistant helps with all logistical aspects of the surveys such as booking training locations, obtaining permits, making payments, managing the scanning process, and any other work necessary to make the survey possible.

SURVEY TEAM

Regional Field Coordinators (at least 4, to manage field supervisors)

The Regional Field Coordinator is responsible for spearheading the implementation of data collection in their respective regional assignments. Working in close coordination with the supervisors in the field, he/she is expected to monitor the field work set-up, data quality and progress. His/her main tasks are: (a) make a weekly accomplishment plan based on the field conditions, and brief supervisors on the plan; (b) monitor the arrangements and/or troubleshoot difficult situations in problem municipalities or barangays; (c) Work with the DM on the progress of the data collection and issues; (d) Report to the TL on a weekly basis on the progress of the data collection. He/she should have a demonstrated ability to lead a multi-disciplinary team to achieve specific and measurable results, preferably with at least two (2) years of experience in managing household surveys. All Regional Field Coordinators (RFC) should be fluent in English, Tagalog and preferably Bicolano (if work is in Luzon) and Bisaya (if work is in Visayas and Mindanao). The RFCs shall be evaluated according to the following qualifications:

- Experience implementing at least two (2) household surveys;
- At least two (2) years of experience managing household surveys;
- Fluent in English and Tagalog, preferably Bisaya or Bicolano for those proposed RFC in Visayas/Mindanao and Luzon, respectively; and
- Bachelor's degree in a related field preferred

DATA COLLECTION TEAM (at least 5 per team): Each team will cover several municipalities and will be managed by the field supervisor.

a. Field Supervisors (1 per team)

The supervisor is responsible for organizing and supervising the implementation of the survey at the municipal/barangay level. The supervisor is expected to be in the field, mostly with the interviewers, during the implementation of the survey. His/her main tasks are: (a) making a daily work plan based on the field conditions, and briefing team members on the latest field conditions (e.g., where they will go each day and how long it should take them to get there); (b) making advance arrangements for the survey by announcing the survey to barangay captains and municipal mayors; (c) setting up base-camp to ensure smooth implementation of the survey; (d) conduct barangay and municipality level interviews; (e) Supervising and supporting interviewers in conducting interviews (i.e., quality control and answering questions); (f) accompanying interviewers on 10% of field interviews; (g) physically check 20% of completed questionnaires to identify errors made by the interviewers; (h) visit at least one (1) household per barangay to do back-check; (i) conducting daily evaluation of survey progress; (j) sending filled-out questionnaires, periodic reports on survey progress and other supporting documents to Key Personnel offices; (k) managing financial and logistical aspects of the field teams, such as helping the teams rent motorbikes, get from one place to another safely, etc. All supervisors must be fluent in English, Tagalog, and the province's local language in order to administer the household surveys.

b. Data Assistant/Encoder (1 per team)

The data assistant's primary role is to check completed questionnaires submitted by interviewers (after interviewers have checked the completed questionnaires themselves), give back to interviewers for correction or re-interview if questionnaires are incomplete or unclear, enter the data with minimal error, ensure that the data are secure (most importantly backing up data). He/she should have a bachelor's degree, and have experience doing data cleaning or editing with automated data entry programs in two (2) previous household surveys. The data assistant must be proficient in English and Tagalog, and the Firm must ensure that there are a sufficient numbers of data assistants fluent in the languages that the surveys are written in.

c. Interviewers (at least 3 per team)

Interviewers will be responsible for collecting the data at the household level, conducting cross error checks to ensure the data are truthful and valid. The Firm may want to select several interviewers to assist in the survey preparation activities. Interviewers should have at least a bachelor's degree and experience as an interviewer. The interviewers are also required to be familiar with requirements for obtaining permissions for surveys, field protocols for ensuring data quality. All interviewers on each team must be fluent in English, Tagalog, and the province's local language in order to administer the household survey.

TERMS OF REFERENCE

TITLE	:	KC-NCDDP Third Round Outcome Survey (<i>Engagement of a Survey Firm for the Third Round Outcome Survey Data Collection</i>)
DURATION	:	JUNE TO OCTOBER 2019
Budget Requirement	:	PhP
Source or Fund	:	KC-NCDDP PMED Funds

I. INTRODUCTION

Kapit-Bisig Laban sa Kahirapan-Comprehensive and Integrated Delivery of Social Services National Community Driven Development Program (Kalahi-CIDSS NCDDP, or KC-NCDDP) 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 targeted 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)** approach¹. 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.

The program is implemented through the Community Empowerment Activity Cycle (CEAC), a four-stage community development process that involves: (i) social preparation; (ii) community planning; (iii) community-managed implementation; and (iv) community monitoring. Wherein, at the end of the process, it is expected that citizens, especially the poor and marginalized, in a barangay or municipality are able to meaningfully participate in local development programming and implementation. If there will be

Kalahi-CIDSS (KC) or KC (the predecessor program of KC-NCDDP), which began implementation in 2003, has had 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.

Started in 2014, KC-NCDDP was able to complete a total of 25,469 subprojects across KC-NCDDP major municipality group classifications: 177², 377³ and 293⁴, which benefitted approximately 6.63 million households⁵. Some examples of subprojects financed by the program are 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- and post-harvest and multi-purpose facilities, community centers/multi-purpose buildings, small scale irrigation and community transport;
- **Environmental protection and conservation:** drainage, river/flood control, sea wall, soil protection (rip rap), artificial coral reef sanctuary and sanitation facilities; and
- **Skills training and capability building.**

Because of the scale of the program – covering about 19,697 barangays in 847 municipalities in 58 provinces, it is necessary to evaluate the program outcomes hence, the conduct of three (3) rounds of Outcome Survey for KC-NCDDP. The first two rounds were conducted in 2017 and 2018 with the support from WB and ADB. The last and final round as programmed, is expected to generate measureable changes along households' level of access to basic social service and their participation to community activities, after almost five years of implementation. For this to

¹ KALAHI-CIDSS FACT SHEET

² Non-poor but Yolanda-affected

³ Poor and Yolanda-affected

⁴ Poor but not Yolanda-affected

⁵ Program data as of December 2018

materialize, the program will be requiring the services of a survey firm to help out in the data collection and an Expert to provide guidance in data processing, analysis and report preparation. The activity is thus proposed.

II. OBJECTIVES OF THE OUTCOME EVALUATION

Mainly, the purpose of the KC-NCDDP third round 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 (i) access to services and (ii) level of participation of community members in KC-NCDDP areas since its inception in 2014. The outcome survey will also answer important questions whether CDD program is effective in delivering benefits to disadvantaged groups (indigenous peoples, women, geographically isolated, elderly and persons with disability) and at integrating indigenous peoples' and women's interests into local infrastructure decisions, and whether they improved the communities' long-term ability to initiate and sustain collective investments.

III. DESIGN AND METHODOLOGY

The outcome survey has three rounds as designed. The first wave was implemented in 2017, the second was in 2018 and the last and final round would be this year, 2019. Like in the previous rounds, the current survey will involve the engagement of (i) a survey firm to collect household level and (ii) an individual consultant to guide project staff in the development of final report on KC-NCDDP beneficiaries' status along the level of accessing basic social services and participation to community activities. Baseline Information⁶ will be used to track and assess progress/program results. The first item is the motivation of this document.

The research will not be experimental in which causation has to be established as several evaluation studies have already shown the positive impact of the Kalahi-CIDSS Program to communities. Rather, the outcome evaluation will be a longitudinal design of households under study.

Further, comparison of some subgroups will be done where applicable. It would seek to compare the differences in access and participation among KC communities across the following subgroups:

IV. OBJECTIVES OF THE ENGAGEMENT

The selected data collection firm is expected to successfully implement the data collection plan prescribed in this TOR and submit the required deliverables on time.

V. SCOPE OF WORK

A. General Overview of the Assignment

The data collection shall require household survey from selected barangays of sampled KC-NCDDP municipalities in 15 regions. List of randomly selected municipalities, barangays and households will be provided by DSWD. Each household survey will take an average two (2) hours per household.

B. Description of Tasks and Deliverables

a. Overview of Tasks

The tasks for the Survey Firm are as follows:

- Design and develop operation, recruitment and supervision plans
- Develop survey instrument (together with DSWD) and guidelines for administering the instrument
- Create data entry program
- Translation of instruments
- Conduct pilot fieldwork for all instruments
- Prepare for fieldwork
- Conduct central training for all field staff especially the enumerators

⁶ The 3rd round KC-MCC IE datasets will serve as baseline data for KC-NCDDP Outcome Survey

- Collect, enter and clean data
- Prepare final field report and presentation

b. Deliverable Guidelines

The Firm shall submit to DSWD the draft version of the deliverables described below for review. Usual turn-around time is seven (7) days except for the final two (2) deliverables: (i) cleaned datasets; and (ii) data collection report.

Unless stated otherwise, the following serve as guidelines in the submission of deliverables:

- Generally, written reports shall be submitted in the following forms: (a) one (1) printed copy; (b) one electronic copy in Portable Document Format (PDF); and (c) one electronic copy in MS Word format;
- In the case of the survey data, electronic copies of the survey database must be in STATA (.dta) format with password encrypted;
- All reports shall include a dated Cover Letter with the distribution list, and shall note key issues of interest in the report for management's attention;
- All reports shall include a Table of Contents and a one-page Executive Summary; and
- With the exception of color photographs, photos should be formatted for monochrome printing and copying.

c. Description of Tasks and Deliverables

Task 1: Prepare operational, recruitment, and supervision plans

The Firm shall develop the plans in consultation with DSWD. Initial consultations will be made to level off the expectations and understanding of the engagement. This will include:

- Recruitment plan describing in detail how the Firm will recruit its key staff and field members. The recruitment plan should also present the strategy for training the data collection team. The Firm should build enough teams to finish data collection in four (4) weeks.
- Translation plan, specifying the different languages needed (at least Tagalog, Kinaray-a, Aklanon, Iluko, Bicol, Hiligaynon/Ilonggo, Cebuano, and Waray). The Firm should feel free to suggest translations in more languages if necessary.
- Implementation timeline, including detailed schedule for visiting each barangay, considering holidays and plans for alternate visits in cases of severe weather.
- Plan for piloting the survey.
- Training plan for field staff especially the enumerators.
- A list of permits and letters required to conduct fieldwork and when those will be obtained.
- Strategies for developing data entry software and conducting data entry, validation and cleaning. DSWD requires rigorous validation of encoded data. The survey firm should have a clear plan/process on ensuring reliability of all information in the database.
- Details on how the field offices/basecamps will be organized and located, and include a detailed plan of travel for interviewers, (for example, how many return visits are feasible to a household if there are missing data that the fieldworker cannot collect in one visit).
- Supervision plan, detailing where and when key staff/management team will go to the field to supervise fieldwork. During fieldwork, the field supervisors should spend all their time in the field supervising data collection in their region. The regional field coordinator on the other hand, should visit at least 30 percent of the subject areas under him/her.
- Plan for disseminating survey changes and updates to all survey teams, as well as the process of issues/concerns intake and cascading of resolutions.

Note about remote and/or conflict-affected municipalities: The Firm should be aware that some of the municipalities/barangays in this study are located in remote areas or areas affected by past or ongoing conflict. Some of the barangays and households in these areas are located in areas only accessible by very poor roads or rivers, or on small islands that can only be reached by boats that are not operated daily. When drafting a work plan, the Firm must consider time and transport cost in reaching these areas. The Firm should also specifically address how field teams are going to reach these areas, and describe contingency plans in case of accessibility issues due to weather, such as floods or rough sea conditions, or conflict. Based on the experiences from previous survey rounds, DSWD can assist the Firm in planning routes to reach the areas.

Deliverable 1: Draft operational, recruitment and supervision plans (Inception Report)

The operational, recruitment and supervision plan which includes details on recruitment, core staff qualifications, field management, and key staff supervision. A draft of the operational, recruitment and supervision plan along with a detailed budget and list of references is due at the proposal stage.

Task 2: Develop survey instrument and field manual for administering the survey

The Firm shall develop the survey instrument in consultation with DSWD. Survey content and inputs to the field manual will be provided by DSWD, and the Firm shall design the instrument in order to have easier data entry.

Deliverable 2: Draft survey instrument with field manual

Task 3: Develop a data entry program and manual

The data manager is responsible for preparing the data entry program that will be used to enter questionnaire data in the field. During actual field work, each field team must complete the data entry of the household survey before leaving for the next barangay.

Regardless of whether the Firm uses handheld devices or laptop computers, the data entry program should be designed to catch as many errors or inconsistencies as possible during fieldwork, so that errors and inconsistencies can be resolved either directly by the interviewer or data encoder. If necessary, field interviewers may have to revisit respondents to resolve inconsistencies or omissions.

The Firm is expected to demonstrate the data entry program for DSWD before the field pilot and the program must be ready for use during the pilot.

Deliverable 3: Draft data entry program and manual

Task 4: Conduct pilot tests

Within a month of submitting the operational, recruitment and supervision plans, the Firm shall implement a pilot of the survey instrument and procedures. The field pilot will take place over approximately five (5) days (1 day for training, 2 days for the actual pilot, 1 day clearing and 1 day for travel). The firm will pilot the Filipino version of the questionnaire.

The primary objectives of the pilots are to:

- Allow the Firm to familiarize itself with the instruments through training/hands-on practice on filling-out of questionnaires;
- Test the logistics (such as field mobilization, potential locations of basecamps) and time necessary for completing data collection in each barangay; and
- Test the draft instruments. Testing the draft instruments will include identifying any exercises/questions that are not working as currently framed as well as recommend changes.

DSWD will make the final decision on which changes will be incorporated and send revised instruments to the Firm. The Firm will then reconfigure all translated instruments based on revision from DSWD.

At least one (1) recruited Regional Field Coordinator, three (3) Field Supervisor and one (1) technical staff involved in the project should be involved in the pilot. DSWD will join the pilot as observers. DSWD may also invite officials from World Bank to join the pilot.

Diversity in the barangay for the pilot is essential since this will allow the Firm to properly test the draft instruments and to see how they work in different environments (e.g. populated barangay versus less-populated barangay; remote versus close to the main road; level of participation to KC activities, etc.). As noted above, it is recommended that the pilot take place in at least three (3) barangays that reflect the diversity of the sample, in selected sample barangays or municipalities. The Firm can propose the pilot locations to be approved by DSWD.

Deliverable 4: Draft pilot test report and revised instruments and field manual

- The pilot test report should cover the names of the barangays visited, the average time required to administer the instrument, and any recommendations on how to improve operational plans outlined in Deliverable 1.
- After the pilot, the Firm will propose recommendations for improving the instrument and manual, to be discussed with DSWD. After the proposed instrument revisions are approved by DSWD, the Firm will be responsible for revising the instruments and manuals.

Task 5: Translation of instruments (Cognitive Version)

The Firm will be responsible for translating the household survey instrument into at least Tagalog, Kinaray-a, Aklanon, Iloko, Bicol, Hiligaynon/Ilonggo, Cebuano, Maguindanaon and Waray and any other additional languages needed. In order to allow adequate time for translations and corrections, the Firm should begin working on translations as soon as the pre-pilot version of the instruments was submitted to DSWD, and then after the pilot the Firm should modify the translations as needed. The Tagalog version will be piloted in selected municipalities and changes to the instrument will be sent to the Firm after the pilot for inclusion or revision of the translations.

Deliverable 5: Post-pilot test translated instruments

This should include the revised Filipino-English version of the instrument that was pilot tested.

Task 6: Prepare for fieldwork

i. Select field teams

DSWD recommends that team members are recruited and screened using a rigorous process and reference checks. The DSWD may propose a different staffing plan based on what it deems is most effective and efficient given the data collection requirements.

ii. Prepare research permits

The Firm is responsible for obtaining relevant permits/clearances from DSWD (as well as other government- national and/or local – and such other entities that may require permits) before starting the fieldwork, and if the Firm sends interviewers into the field before the interview schedule, it is responsible for covering the cost until interviewing begins. Note that each municipality may need a specific, unique permit. Note further that there may be cases when a permit is issued only upon a courtesy call to the Local Chief Executive. It is then the responsibility of the Firm to determine what the situation calls for. It is also responsible for contacting local DSWD offices and local facilitators, barangay captains, and municipal heads. It is strongly recommended that the firm should secure all the necessary permits at least one week before the actual survey. As designed, the survey should not be disclosed to the municipal/barangay officials as much as possible. But in the event where non-disclosure of such information may result to compromising the survey activities and/or putting the field teams' safety at risk, the Firm has the option to divulge the official objectives of the activity or coordinate immediately with the research team of KC-NCDDP at the DSWD Central Office for appropriate intervention.

iii. Prepare instruments and field manual

After the pilot, the Firm should modify the translations of all instruments based on changes made during the pilot. A cognitive review should be held to validate translation of questionnaires.

The Firm should print all data collection instruments before the start of actual data collection.

Meanwhile, the field manual is not required to be translated in other local languages – English version would suffice. The Firm should ensure that each member of the data collection teams has his/her own copy of the manual for proper guidance.

iv. Prepare and conduct training of all field staff

The Firm should hold a central training of all its field staff and key staff involved in the project right after the revision of instruments (including the translated ones) based on the pilot test results.

It is recommended that the training take six (6) days total, including 2 days of in-house training, 1 day of mock-interviews, 1 day for review and correction of instrument translations by field teams, and 1 day for wrap-up. Each interviewer should complete the administration of the tool during mock-interviews.

The training materials should cover research ethics, the content of the instruments, data collection protocols, administration protocols, data checking/validation and entry protocols, database management systems and field management.

It is recommended that the Firm records attendance during the training. All participants must attend every training session, and should not continue to participate in the fieldwork if they have unexcused absences.

Note that the Firm is required to begin fieldwork at most one (1) week after training. Otherwise, the field supervisor must conduct a refresher session before the team begins surveying.

***Deliverable 6a:** Staffing plan, revised instruments and its translated version, data entry program and all relevant permits*

- The staffing plan includes the names of technical and field team members, their roles, CVs (for TL and DM only), evidence of their qualifications, and contracting periods.
- Copy of permits and a report on its completion.
- Translated instruments: Version of translated instruments where changes from cognitive review were incorporated. The firm should provide summary of changes in the instruments per language.
- Revised instruments and data entry program: Central training version

***Deliverable 6b:** Training documentation report*

- The report should reflect the highlights of the training conducted for all field staff and technical staff involved in the project.
- The report should include as attachments all of the outputs generated during the central training such as the revised survey instruments, field manual and data entry program.

Task 7: Collect, enter and clean data

Data collection should be completed within four (4) weeks after it started. DSWD reserves the right to conduct random checks of data collection activities.

The Firm should provide two (2) bi-weekly survey reports during the survey period to update DSWD about the status of data collection per barangay visited. Aside from the biweekly reports, DSWD suggests that the Firm deliver the encoded raw data from the first barangays surveyed by each team in order to promptly address and resolve any issues.

i. Data collection

Upon arriving in each barangay, the survey team should go to the barangay hall for courtesy call and ask some relevant information for the survey implementation in the barangay.

The household survey includes modules that must be asked to a gender-specific respondent. Multiple household members can help provide responses for each module except for the gender-specific respondent modules.

The Firm must do the following as part of the household and gender-specific respondent identification process:

- If the gender-based respondent is unavailable, try to get back some other time if within the survey period. If the respondent is really not available, look for another household member aged 15 years old and above of the same gender.
- If there is no member of the same gender, then interview a household member aged 15 years old and above of the opposite gender.
- If there is only one member of the household aged 15 and above during the time of the interview, that person can automatically be the gender-based respondent.

Replacement of sample barangays should be addressed on a case by case basis. The Firm should inform DSWD of such instances before reaching a decision. DSWD will take control of the list of possible replacement barangays/municipalities – the list will not be provided to the Firm.

During fieldwork, all interviewers must complete interviews with households within a single barangay before moving on to the next municipality.

ii. Communication with key staff and sending questionnaires and data

The Firm is responsible for ensuring regular communication (through its Management Information System/MIS) between the field teams and the DSWD Central Office to ensure that progress and lessons learned during the implementation are captured, problems are resolved, and innovations are adopted. This could include daily communication between team leaders, regional field coordinators, data manager and field supervisors.

It is recommended that field supervisors/data assistants (encoders) send all filled-out/completed questionnaires, as well as other supporting documents (if any) to the team leader/data manager from the field every week. The Firm is responsible for ensuring that field teams have enough funding to complete this task.

iii. Data quality during interviewing

The Firm is also responsible for collecting the highest quality data possible and subjecting interviewers and data to great scrutiny to ensure quality. It is recommended that field supervisors and regional field coordinators conduct three (3) kinds of data quality checks.

- Observation: Field supervisors and regional field coordinators accompany the interviewers while they are doing the interview to observe and support interviewers. With this, field supervisors can check if the interviewer understands interview questions and if these are effectively conveyed, and can coach the interviewer on how to improve the interview process if problems arise. Field supervisors must accompany interviewers for at least 10% of interviews.
- Checking the completed questionnaires: Field supervisors will physically check 20% of completed questionnaires to identify errors made by the interviewers.
- Back-checks: Field supervisors or regional field coordinators visit at least one (1) household per barangay to ask a specific set of items in the questionnaire (at most five (5) items). Households that will be observed will not be backchecked.
- Other steps to maintain data quality: The Firm should propose methods to ensure the data collected is of highest quality.

Additionally, DSWD will assign its own regional observers for the data collection. The Firm and DSWD can collaborate and agree upon ways in which the observers can help ensure data quality without disrupting the actual survey. In particular, observers will visit survey locations to ensure the protocols discussed during the pilot testing are being followed as well as to provide assistance in case of additional questions from the field teams. Observers will randomly observe interviewers implementing the survey to offer them and the field team feedback. The field team should use the observer's feedback to improve survey quality. If the observers uncover that survey protocols are not followed (filling in false information, etc.) the Firm will be responsible for re-administering all surveys affected by this breach in protocol at its own expense. For the sake of data quality control, the Firm is required to fire any interviewer found to be filling out false information and re-administering the surveys completed by the interviewer.

iv. Data entry and cleaning

Data editors/technical assistants are responsible for starting the data cleaning process as soon as they receive data from the field. This process should include checking the accuracy of data received, such as respondents' identification and linkages among questions (meaning the skip patterns and relationships across questions).

Data quality controls should also be enforced especially along data entry. In order to ensure quality, editors must recheck data immediately after data assistants have completed encoding household information.

If the data encoded needs clarification from the field and the team is still in the field, the data manager must clarify discrepancies with the field team.

The Firm should have a team of data editors enough to ensure data cleaning and validation take no more than four (4) weeks/one (1) month.

v. Team accommodation and cohesion, and daily activities of fieldworkers

Each field team MUST be based in the barangay where they are conducting the enumeration for the duration of the data collection. A basecamp is usually a house in the survey barangay that is rented for a short time by the team (usually arranged by the field supervisor). All interviewers must reside together in a basecamp or hub where field supervisors can oversee their work and where interviewers can work together to share field questions and concerns, and get advice from field supervisors. The basecamp will also allow teams' access to office facilities for filing, data management and communication with the core/management team. There are no exceptions to every individual residing in the basecamp, even if their home is near the fieldwork location.

If due to some extenuating circumstance (e.g. safety), there is no basecamp accommodation available in the sample barangay, teams are permitted to reside elsewhere in the municipality, as long as they are residing together or in close proximity.

After completing interviews, interviewers are expected to retreat to the basecamp to edit and review questionnaires completed earlier in the day, especially checking for questions that have not been asked or are left blank or if skip patterns have not been followed. After the checking is complete, interviewers must turn over the questionnaires to the field supervisor, who will review questionnaires and resolve any questions or inconsistencies with the interviewers. Interviewers may have to return to the respondents to clarify answers if inconsistencies arise through their self-checking or supervisor review.

vi. Questionnaire preservation and storage

Once the data entry is completed, the Firm should turn over all questionnaires to DSWD.

Deliverable 7a-b: Bi-Weekly Survey Reports

- Fortnightly reports per barangay visited that contain at least the following: fieldwork completion date, number of household (HH) interviews completed, number of HH interviews encoded, number of HH interviews observed, number of HH interviews spot-checked, number of HH interviews back-checked, number of households replaced and reasons, number of principal respondent replacements and reasons, number of gender-specific respondent replacements and reasons, and any issues/comments/observations)
- Fortnightly data files in Stata format (.dta). If the firm primarily uses other statistical software, it is its responsibility to convert file into Stata format and ensure 100% conversion accuracy. The Firm should give DSWD access to the data management systems or send raw files over e-mail – apply encryption whenever necessary for security of information.

Deliverable 7c: Clean Datasets and Data User's Manual

Final deliverables are clean survey datasets in Stata format (.dta), with variables in English, and a data manual defining variables. It is expected that data entry and cleaning will take at least four (4) weeks. Clean data should be submitted with a brief on the data entry and treatment.

Task 8: Prepare a Final Data Collection Report and Presentation

The Firm will be required to deliver to DSWD a final data collection report and presentation in English to DSWD based on the tasks carried out during the data collection process. This will be a comprehensive, professional report. A proposed outline for the report is found in Annex 2.

Deliverable 8: Final Data Collection Report and Presentation

The data collection report should include (See Annex 2 for the proposed report outline):

- Any difficulties encountered during data collection, entry and cleaning, response rate, error rate and recommendations for subsequent rounds.
- Survey design documents including instruments for survey and interviewer manuals.
- Summary of bi-weekly reports for the study (with the daily report of the team in the appendix)
- Survey operation report noting how tasks were being allocated for preparation, piloting of the questionnaire, selection of field staff, training of field staff, conducting cascading session, data collection field work, data process, data entry, and cleaning.
- Notes on how the interviewees responded to questions, recommendations on what would need to be changed for subsequent rounds of data collection.
- Common data collection/encoding errors.
- Field report of transportation routes to hard-to-reach barangay

VI. DURATION OF THE ASSIGNMENT

The services of the Firm are likely to commence no later than June 2019. It is expected that data sets will be submitted within five (5) months of the contract. DSWD will revalidate data submitted by the survey firm for approximately four (4) weeks and must find them satisfactory before final tranche can be released.

VII. STAFFING REQUIREMENTS AND QUALIFICATIONS OF THE FIRM

The Firm must have good credibility and known in the survey and research industry. It must have:

- At least ten (10) years of experience conducting quantitative and qualitative researches;
- Conducted at least ten (10) surveys with at least 1000 respondents in each survey and similar in size and complexity in the last ten (10) years;
- Conducted at least ten (10) surveys for social protection programs being implemented by National Government Agencies (NGAs), preferably of the DSWD; and
- Has worked with DSWD and/or CDD Programs for researches in the last five (5) years.

A. Staff Requirements

Provided below are key personnel requirements to perform the necessary tasks. The team should include a Technical Team Leader and Data Manager as key personnel. Curriculum vitae shall be provided for individuals proposed to perform work under the contract as key personnel. In addition to the key personnel, the Firm is also expected to have the following support staff for this engagement.

B. Key Personnel Tasks

a. Technical Team Leader (TL)

The TL shall ensure overall management and quality control of the project. The TL should be employed for the duration of the contract. Specifically, the TL shall:

- Be in charge of human resource management and coordination of all teams;
- Refine and/or develop the operation plan of the data collection implementation;
- Ensure financial management (this means that s/he has control over the budget and can make decisions about field logistics that have budget implications);
- Coordinate closely with DSWD Contract Manager (CM) on the progress and issues affecting the delivery of the required services; and
- Oversee the quality and timely preparation of the deliverables stated in the TOR.

b. Data Manager (DM)

The Data Manager (DM) will develop the data entry program for all the instruments. He/she should be employed for the duration of the contract and report to the TL. Specifically, the Data Manager shall:

- Design a data entry program for all the instruments;
- Design and lead the training for the data encoders and editors;
- Manage the data receipt process in coordination with the regional field coordinators and field supervisors;

- Manage the data cleaning process in close coordination with the regional field coordinators and field supervisors; and
- Make periodic reports to DSWD about data quality (error rates, missing data etc.)

c. Other Personnel

The firm must be able to provide teams to complete data collection in four (4) weeks. Other essential personnel are listed in Annex 1.

vi) IMPLEMENTATION TIMETABLE

The Firm is expected to complete this undertaking within six (6) months. The major activities that have to be undertaken are summarized below:

Table 1. Timetable of Activities

Activity	Month 1			Month 2			Month 3			Month 4			Month 5			Month							
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		16	17	18	19	20	21	22
Task 1: Prepare operational, recruitment, and supervision plans																							
Deliverable 1: Draft inception report																							
Task 2: Develop survey instrument and field manual for administering the instrument																							
Deliverable 2: Draft survey instrument with field manual																							
Task 3: Develop a data entry program and manual																							
Deliverable 3: Draft data entry program and manual																							
Task 4: Conduct pilot tests																							
Deliverable 4: Draft pilot test and report and revised instruments and field manual																							
Task 5: Translation of instruments (cognitive version)																							
Deliverable 5: Post-pilot translated instruments																							
Task 6: Prepare for fieldwork																							
Deliverable 6a: Staffing plan, revised instruments and its translated version, data entry program and all relevant permits																							
Deliverable 6b: Training documentation report																							
Task 7: Collect, enter and clean data																							
Deliverable 7a-b: Bi-Weekly Survey Reports																							
Deliverable 7c: Clean Datasets and Data User's Manual																							
Task 8: Prepare a Final Data Collection Report and Presentation																							
Deliverable 8: Final data collection report and presentation																							

Task	Deliverable deadline	Review / acceptance / payment
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Task	Deliverable deadline	Review / acceptance / payment
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vii) **EVALUATION CRITERIA FOR THE FIRM AND ITS KEY PERSONNEL**

The evaluation criteria for the selection of Firm including its key personnel are presented below:

Table 2: Criteria, Sub-criteria, and Point System for Evaluation of Survey Firm

Evaluation Criteria / Features	Points
A. EXPERIENCE OF FIRM	50
1. Has at least ten (10) years of experience conducting quantitative and qualitative researches	10
2. Has conducted at least ten (10) surveys conducted with at least 1000 respondents in each survey and similar in size and complexity in the last ten (10) years	10
3. Has conducted at least ten (10) surveys for social protection programs being implemented by National Government Agencies (NGAs), preferably of the DSWD	20
4. Has worked with DSWD and/or CDD Programs for researches in the last five (5) years.	10
B. KEY PERSONNEL	40
a. Team Leader	20
1. Has at least five (5) years of experience in managing quantitative and qualitative researches of similar size and complexity	15
2. Has a Masters' degree in economics, statistics, communication research, anthropology or related field in the social sciences	5
b. Data Manager	20
1. Has at least five (5) years of experience managing large data sets	10
2. Has managed at least two (2) projects requiring STATA	5
3. Has a Bachelors' degree in economics, statistics, computer science or related field in information management	5
C. APPROACH, METHODOLOGY AND WORK PLAN	10
1. Viability of the Work Plan and Schedule, time management, etc.	10
TOTAL SCORE	100
<i>Passing Score</i>	<i>85</i>

viii) **DELIVERABLES AND PAYMENT SCHEDULE**

DSWD KC-NCDDP NPMO shall pay the firm an amount not to exceed **Estimated Budget Cost (EBC)**. The awarded Contract Price includes all of the Firm's costs and profits and including any tax obligation that may be imposed on the firm.

The Firm 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

No.	Deliverable	Submission Schedule	Payment Tranche	%
1	Draft Inception report	Week 1	1	10
2	Draft survey instrument with field manual	Week 3	2	20
3	Draft data entry program and manual	Week 4		
4	Draft pilot test report and revised instruments and field manual	Week 6		
5	Post-pilot test translated instruments	Week 8		

6a	Staffing plan, revised instruments and its translated version, data entry program and all relevant permits	Week 10	3	20
6b	Training documentation report	Week 12		
7a & 7b	Bi-Weekly Survey Reports	Weeks 15 & 16	4	30
7c	Clean Datasets and Data User's Manual	Week 19		
8	Final data collection report and presentation	Week 22	5	20
Total				100

ix) REPORTING AND WORKING ARRANGEMENTS

a. Roles and Responsibilities

DSWD shall ensure the overall implementation of the study and compliance with the approved methodology. The technical team at DSWD, led by the KC-NCDDP National M&E Specialist (who will act as Contract Manager), will have the following responsibilities:

- Manage the contract with the Firm;
- Review and approve the deliverables submitted;
- Provide the required data and documents to the Firm; and
- Facilitate the coordination and review with WB and ADB.

The Firm shall submit the deliverables based on the prescribed schedule for review and acceptance by DSWD. In the event that there will be comments from DSWD, in close consultation with DSWD, the Firm shall make the necessary revisions before submitting the final version of the deliverable.

Each deliverable should be first submitted in a draft format to DSWD. Based on the results of discussion, the Firm will make the necessary changes and submit a final deliverable.

DSWD will also provide orientation on KC-NCDDP, as well as inputs and comments on methodology as it addresses the key study questions relevant to the KC-NCDDP evaluation. It will provide assistance in coordinating with the concerned LGUs. DSWD is also partly responsible for drafting and finalizing the quantitative instruments. DSWD will also be part of the observation team during the training, pilot test and actual data collection to ensure data quality.

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 the prior written approval of DSWD.