

24 June 2002

Administrative Order No. 161
Series of 2002

GUIDELINES ON FUND MATCHING OF PROJECT PROPOSALS FOR EXTERNAL ASSISTANCE

I. Rationale

Poverty continues to be the focal concern that confronts the social welfare sector. The enormity of this problem necessitates re-thinking of development approaches not only to maximize resources but also to create strategic impact. To address this, the DSWD is undergoing changes in its roles, functions, organizational processes, corporate values, skills, technology and structure pursuant to Executive Order no. 15 series of 1998.

To fully respond to this development scenario, the generation and mobilization of resources have been adopted by the DSWD as part of its strategy to support social welfare and development projects emanating from both the Department and its various stakeholders.

In line with this, Department Order No. 2 Series of 2000 was issued creating the External Assistance Office (EAO). The EAO is primarily responsible for the generation of resources and promotion of projects requiring financial assistance from foreign and local sources for specific projects of the Department, Local Government Units (LGUs), Non-Government Organizations (NGOs), Peoples Organization (POs) and other intermediaries of social welfare and development. It is also responsible for monitoring externally funded projects to ensure their timely completion in accordance with donor's requirements.

As a result of the AHON-BAYAN initiative and advocacy campaigns of the Department to become more responsive to the needs of disadvantaged sectors, project proposals from various NGOs, POs and LGUs are steadily coming in. As active partners of the DSWD, NGOs, POs and LGUs are encourage to formulate and submit project proposals that will uplift the lives of the disadvantaged sectors, with the Department helping them in tapping external sources to fund their proposals. However, a rational selection system is required in submitting project proposals and/or linking-up proponents with external funding sources.

In consideration of the above, the External Assistance Office in coordination with the other units of the DSWD shall:

- a) categorize and assess project proposals and prioritize their endorsement to potential external funding institutions based on the latter's thrust and directions and

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V. Basic Information/ Supporting Documents to the Project Proposal

Project proposals must contain the following basic information and supporting documents:

A. Information on the Project Proposal

A.1 Description of Beneficiary/Proponent Organization

- a. Name of Organization
- b. Date Organized
- c. SEC registration date and number
- d. DSWD license date, number and place of issue
- e. Key Leaders/Contact Persons (2)
- f. Programs and Services
- g. Area of Operation and number of years in operation
- h. Previous Projects/Donors (last 3 years)
- i. Financial Position (assets, liabilities and net worth)

A.2. Project Information

- a. Project Title
- b. Project Type
- c. Project Site
- d. Estimated Project Period/Duration
- e. Number of Target Beneficiaries
- f. Project Objectives/Goals
- g. Description of the Project
- h. Project Components
- i. Project Implementation Scheme
- j. Budgetary Requirements
- k. Sustainability and Replication Potential

B. Basic Documents

1. SEC Registration
2. DSWD License/Accreditation certificates
3. Organizational structure of the proponent
4. Agency programs and services and its description
5. Profile of the Board of Directors of the proponent indicating the nationality, educational background and work experience of each member
6. Major Source of Funding of the proponent (indicate previous projects and donors)
7. Financial /income statement for at least two years audited by an independent auditor
8. List of staff/human resource complement indicating field of expertise and type of training activities attended

5. Repackage the project proposal for submission/endorsement to donor organization and / or NEDA;
6. Follow-up the approval and release of funds from the donor organization and to the proponent;
7. Notify the Field Office and concerned Bureaus/offices on action taken per submitted project proposal;
8. Perform liaisoning function on funded projects with focus on project accomplishment/progress and fund disbursement;
9. Submit the reports needed by the donor agency. For donations, prepare a report on the amounts received with the corresponding utilization;
10. Provide EXECOM and NDMC update reports on the status of DSWD fund sourcing activities and status of project proposals for funding;
11. Establish and maintain data bank of project proposals for external funding.

C.2 DSWD Field Offices

1. Review and assess project proposals for completeness of required basic information/documents;
2. Determine the proponent's track record in terms of their capability to implement project and the necessity for external funding;
3. Determine the necessity for external funding. Corollary to this, the Field Office must explore and tap available funding at the local level (e.g. through the AHON Bayan regional network, business groups, local foundation etc.). Project proposals would only be referred to the EAO if no funds can be sourced at the local level.
4. Submit/endorse proposals to the External Assistance Office;
5. Provide proponents with status of project proposals;
6. Monitor funded projects in terms of its operation based on donors' requirements;
7. Submit quarterly status reports and accomplishment of funded projects.

C.3 DSWD Social Technology Development Bureau

1. Develop projects dealing with innovative approaches/methods/ interventions to respond to current and emerging social issues and needs of target clientele as basis for project proposals for funding;
2. Conduct environmental scanning, research studies and program evaluation/audit to determine appropriate areas for social technology development which can be subject of external funding;
3. Initiate project development tie-ups with SWD intermediaries and stakeholders to facilitate replication/devolution of programs/projects;

C.4 DSWD Bureaus/Offices

1. Develop projects dealing with emerging priorities that require funding consistent or aligned with major functions;

VI. Termination of DSWD's Responsibility on Funded and Unfunded Projects


A. Funded Projects


The EAO in coordination with the donor agencies will conduct terminal evaluation on the project. Upon completion of the terminal evaluation report, the responsibility of the DSWD will be automatically terminated.

B. Unfunded Projects

After two (2) consecutive years of providing technical assistance and inclusion of the proposal in the fund matching cycle without any progress and/or positive result, the DSWD shall inform the proponent for the termination of its responsibility to the proposal submitted and advise the same to submit other types of project, if still interested. Likewise, all terminated project proposals shall be returned back to concerned proponents.

This order takes effect immediately and revokes previous orders inconsistent with it.


CORAZON JULIANO-SOLIMAN
Secretary

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Records Officer III