



Republic of the Philippines
Department of Social Welfare and Development

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Administrative Order No. 06
Series of 2016

SUBJECT: Enhanced Guidelines on Social Technology Development

I. RATIONALE

The Department's Social Technology Bureau (DSWD - STB) responds to the emerging needs and trends that affect the lives of the poor, vulnerable and disadvantaged individuals, groups or families under two (2) key results areas: a) development of new social welfare (SWD) technologies; and b) enrichment of existing SWD programs.

The ST development framework specified in Administrative Order No. 34 Series of 2003 and Memorandum Circular No. 6, Series of 2011 is enhanced to provide the necessary alignment with the new developments, along social protection, as stated in the National Economic Development Authority - Social Development Committee (NEDA-SDC) Resolution No. 1 Series 2007. This also supports the Department's strategic goals, major final outputs, human development and poverty reduction.

To further ensure that ST projects contributes to the strategic roles of the Department, the STB has formulated its Strategic Plan (2014-2020) and 5-Year Social Technology Agenda to set in motion organizational improvements that is anchored on holistic and community driven development, and team-approach that harness multi-disciplinary experts, with improved results-based monitoring and evaluation (M & E).

II. LEGAL BASES

A. National Laws

Executive Order No. 15, Series of 1998. This EO redirected the functions of the Department of Social Welfare and Development from a direct service deliverer to a technical assistance provider as a result of the devolution of basic services to the local government units.

Republic Act 7160 or Local Government Code of 1991. Chapter 1, Section 3, item g states that "the capabilities of local government units, especially the municipalities and Barangays, shall be enhanced by

providing them with opportunities to participate actively in the implementation of national programs and projects.”

Executive Order 292 Instituting the Administrative Code of 1987. Section 3 of EO 292 provided the mandate of the Department to formulate, develop and implement plans, programs and projects in the field of social welfare and development. This EO ensures effective implementation of programs for public and private social welfare services.

Executive Order 221, Series of 2003. EO 221 redirected the functions of the DSWD from direct service to technical assistance and to serve as the lead agency and authority in the formulation, development and promotion of national social welfare and development (SWD) policies, plans and programs.

B. Department Issuances

The following Memorandum Circulars also guide the ST development that strengthens the Department’s operations and increases the synchronicity of the different OBSUs in the achievement of the Department’s strategic goals:

MC No. 1 Series of 2012 entitled, “*Reclustering of the Offices, Bureaus, Services and Units (OBSUs) at the DSWD Central Office.*” This aimed to (1) further strengthen the Department’s operations, and (2) increase the efficiency and synchronicity of the different OBSUs in the attainment of the DSWD’s vision, mission, and reform agenda.

MC No. 16, Series of 2014 or the “*Standards for the Functionality of Local Social Welfare and Development Offices (LSWDOs).*” This sets the indicators to measure the level of the functionality of the LSWDOs.

AO No. 44 Series of 2002. Also known as “*Guidelines in the Provision of Technical Assistance and Resource Augmentation (TARA)*” this is an integral part of Memorandum Circular No. 16, Series of 2014.

III. OBJECTIVES:

1. To provide clear operational direction on social technology development; and

2. To harmonize, integrate and align the social technology development with the Department's Strategic Goals and directions.

IV. COVERAGE

This Administrative Order shall apply to Central and Field Office initiated social technology development. Based on the Executive Order No. 15 Series of 1998 this also covers the particularly those partners in effectively implementing programs, projects, and services that will alleviate poverty and empower disadvantaged individuals, families and communities for an improved quality of life such as the local government units (LGUs), non-government organizations (NGOs), other national government agencies (NGAs), people's organizations (POs) and other members of civil society.

V. DEFINITION OF TERMS

This document contains the enhanced definition of terms,

1. **Holistic Approach** – This refers to the concept or theory that the behavior of a living being can be explained in terms of the behavior of all its parts instead of only one or a few of its parts. In social work problem solving methods or analysis, these help aim for an optimal service to clients and/or to maximize their potentials for change. This concept also promotes inclusive and multi-dimensional view that human beings. This is an integrated that considers the different levels of environment i.e., micro, mezzo and macro; and/or different needs e.g., physical, emotional, mental and spiritual.
2. **Models of Interventions** – may include SWD programs, projects, services, approaches, and strategies which result in behavior change and improved societal conditions.
3. **Social Protection** – constitutes policies and programs that seek to reduce poverty and vulnerability to risks and enhance the social status and rights of the marginalized by promoting and protecting livelihood and employment, protecting against hazards and sudden loss of income, and improving people's capacity to manage risks" (Source: NEDA-SDC Resolution No. 1, Series 2007).
4. **Social Technology (ST)** – is a customer driven and an innovative SWD model of intervention which utilizes multi-disciplinary theories and/or tested

method intended to improve social conditions and social functioning of the poor, disadvantaged, marginalized and vulnerable sectors.

5. **Social Technology Development** – is the systematic process of building SWD model of interventions which starts from conceptualization, design formulation, pilot testing, evaluation and documentation, and marketing and promotion. This process also applies to the enhancement of existing SWD models of interventions.
6. **Team Approach** - a form of a collaborative approach as opposed to “silo mentality” or inability to operate with any other system. The whole team recognizes that in order for the team to be successful, members are interconnected and committed to share for the success of an ST project or undertaking. Each member is committed to share their skills, information, and knowledge or field expertise. Members of these teams may belong to external offices or different divisions. However, they readily accept assignment, to facilitate the task or activities of the ST projects in the context of teamwork.

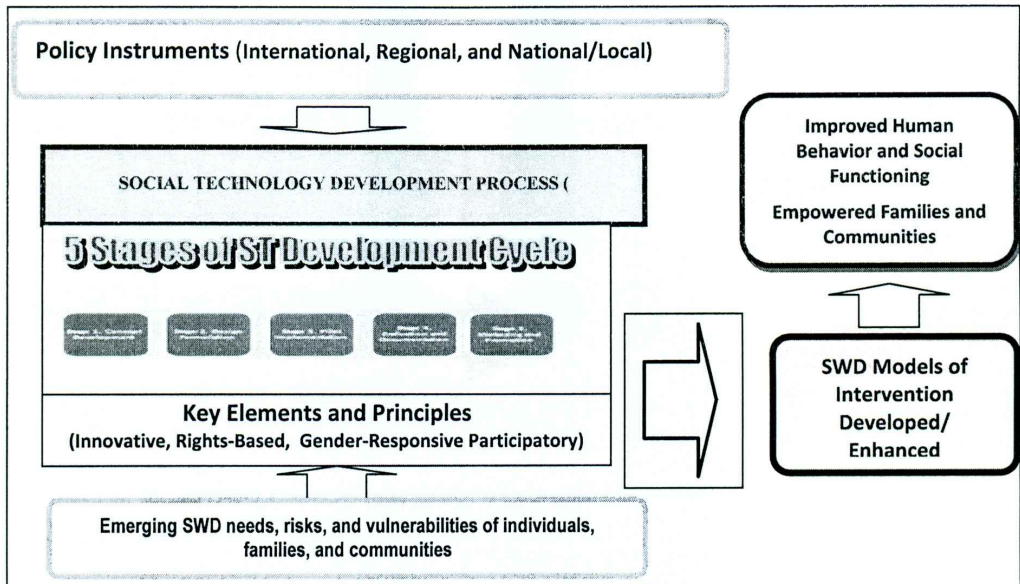
VI. ENHANCED FRAMEWORK

This section provides the streamlined version of the STB's business processes. The following contains the five (5) stages of ST development cycle (i.e., from six (6) stages), ensuring further that the ST models of interventions developed and enhanced are anchored on Social Protection and Human Development.

The underlying purpose of ST development not only to buffer the effects of emerging trends but to provide critical services, to protect the poor, disadvantaged and vulnerable against the risks and vulnerabilities towards the improved quality of life of beneficiaries. STs as relevant SWD model of interventions contributes to Reform Area 2: Providing faster and better protection through improved and appropriate models for better and faster programs and services as pursued by the Department in 2008 as part of the National Sector Support for Social Welfare and Development Reform Project (NSSWDRP).

At the same time, it aims to protect the poor, disadvantaged and vulnerable against the risks and vulnerabilities, towards an improved

quality of life. Figure 1 below illustrates the Enhanced Framework on Social Technology Development:



This STB 5-year ST Agenda was formulated by the Bureau together with the concerned bureaus, services, and units (OBSUs), Field Office - Social Technology Units (FO-STUs), and LGU partner. It was designed to effectively respond to clientele needs, with results-based outcome and contributes to the Strategic Goals, Performance Governance System (PGS) Journey, Strategic Goals, Strategic Initiatives, Performance Planning, and other related programs.

VII. SOCIAL TECHNOLOGY DEVELOPMENT

The social technology development starts with the process of identifying SWD gaps, emerging needs and trends and or prioritizing a specific and evidenced-based burning social issues that affect the sectors of children, youth, women, family, older persons, persons with disabilities, indigenous peoples and displaced persons, etc.

The “*process triggers*” in ST development refer to emerging SWD needs that address risks, and vulnerabilities of individuals, families, and communities and requires prompt response or action of the Department. This series of actions start from studying emerging trends and carefully identifying SWD gaps that lead to the development of immediate ST services or provision of critical action or response.

Examples of these internal and external processes that serve as ST development triggers are as follows:

Internal Context

- Lead in Social Protection and Chair of the Human Development Cluster
- Strategic Goals / Initiatives, from CY 2016 - 2030 or overarching vision of becoming “the world’s standard for the delivery of coordinated social services and social protection for poverty reduction by 2030”
- Reform Agenda (Reform Area 2: Better and faster programs and services)
- Convergence Strategy
- Performance Governance System and Balance Score Card (PGS-BSC) for process excellence, resource stewardship, and organizational excellence.
- DSWD’s Comprehensive 5-Year Social Technology Agenda

External Context

- Policy Instruments (International, National Laws, Regional, and /or Local Resolutions)
- Research/feasibility studies, SPDR / SP VAM results
- Emerging Needs and Trends / Emerging SWD needs, risks, and vulnerabilities of individuals, families, and communities (i.e., based on the Global / (ASEAN Region, national and local situationers)
- Environmental Challenges and Risks (Disaster Events and New Normal phenomenon, or future scenario, etc.)

The data from the National Household Targeting System and readily available researches are utilized to promote evidenced and need-based strategies while processes are guided with the core themes, principles and elements of innovation and responsive programs. These are also anchored on human rights, gender- and human rights based and participatory, culture- sensitive and developmental approaches, etc.)

Stakeholders are consulted and are actively involved in every stage / processes, pilot implementation, monitoring and project evaluations and documentation of ST products as "*models of intervention*".

Since social risk and vulnerabilities often lead to further impoverishment of the poor individuals, families, sectoral groups or communities, the ST gaps and process triggers will be analyzed and prioritized for appropriate and relevant SWD models and strategies, SP initiatives that contribute to human development, social protection, poverty reduction for and with the poor, along social welfare and social protection.

The ST process includes ST Marketing and Promotion. Through social marketing, successfully completed ST projects shall be subjected for adoption, institutionalization or replication in other localities. After the project had been pilot tested, such as IEC development, social marketing and replication activities plan are formulated and implemented together with the FOs/ and concerned partners/ LGUs/NGOs for the final adoption and replication.

VIII. GENERAL POLICY

The STB Bureau shall engage a multi-disciplinary pool of experts(internal and external to DSWD), different Offices, Bureaus and Services (OBSs) in the Department and other stakeholders in the development of social technology.

1. The Bureau shall adopt a team approach throughout the social technology development process. The Bureau may convene a core team and multidisciplinary team for technical assistance on ST processes and activities.
2. In developing the ST projects, the holistic approach will be used.
3. The project team approach in social technology development will be adopted.
4. The approved Results-Based Monitoring and Evaluation (RBME) will be utilized in monitoring and assessing ST projects.
5. If tasks and activities are beyond the expertise of the project staff, the Bureau may also outsource services of consultants/specialists in their respective field of expertise related to social technology development.

6. Pilot areas shall be selected based on the ff. criteria: High incidence areas; Models being pilot tested; Support of LCEs; Availability of resources/funds, and/or Instructions of the Head of Cluster / Execom. There shall be 2 – 6 pilot areas per region.
7. If during the pilot implementation, the technology is found ineffective and confirmed by the mid-term evaluation, the design may be enhanced / revised. ST project may be discontinued based on assessment or progress monitoring report, with proper documentation
8. Transition period for completed projects will begin 3 months after turn over. STB in consultation with the concerned OBS shall develop transition plan prior to actual turn-over of the model of intervention. Roles of each agency in the project transition will be stipulated in the enhanced project guideline/AO.
9. Unless the receiving OBS / NPMO commits to include a transition funds for the ST project for turnover, transition fund shall include in the WFP for the succeeding year of the proponent OBS.
10. The Department shall provide budget allocation to FOs for social marketing activities in LGUs to include those LGUs which have signified interest for replication of project. Transition funds shall be provided for the completed projects to the PSB and LGUs. The fund for social marketing will be applied the following year.
11. The Field Office shall conduct social marketing of the completed social technology while the STB staff will serve as resource person specifically in its implementation. To speed up process of adoption or replication, social marketing may be conducted in coordination with concerned LGUs/CSOs, etc.
12. The means of verification (MOV) for successful social marketing and ST a transition, adoption and replication will be the Expression of Intent (EOIs), signed MOA and resolutions from the LGUs.

IX. IMPLEMENTING PROCEDURES

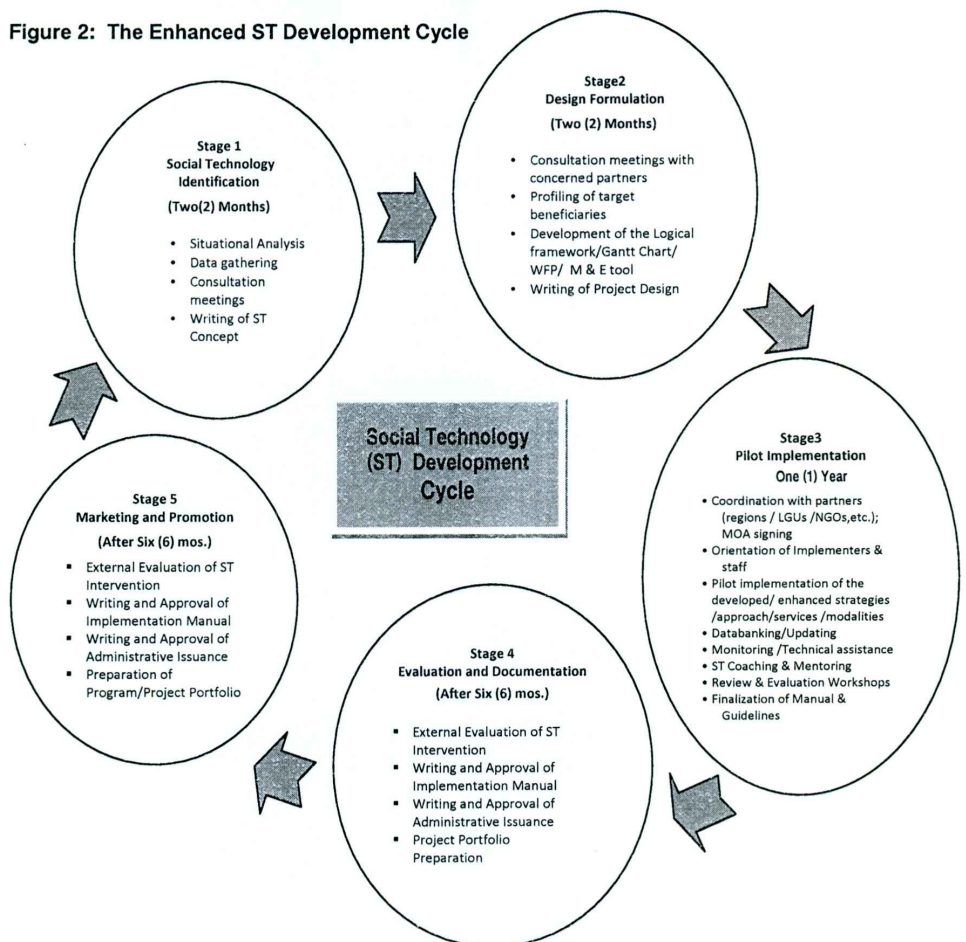
This enhanced guideline shall have five (5) stages, namely: Stage 1: Social Technology Identification; Stage 2: Design Formulation; Stage 3: Pilot

Implementation; Stage 4: Evaluation and Documentation; and Stage 5: Marketing and Promotion.

This process involves a series of activities that start from concept development, design formulation, pilot implementation; evaluation and documentation and marketing and promotion. The output of this process is a model of intervention, which results in improved human behavior and social conditions of the beneficiaries.

The brief descriptions, deliverables, time duration and procedures of the different stages are enumerated below:

Figure 2: The Enhanced ST Development Cycle



Stage 1. Concept Development

This is an initial process of identifying and prioritizing the emerging needs of the poor, vulnerable, disadvantaged group through conduct of a brief environmental scanning / situational analysis before embarking on ST development process. Empirical data are gathered or secondary researches are utilized. Enhancement of program is subsumed under this process. However the basis shall be recent program assessments or evaluation of implementing units/stakeholders.

For a period of 2 weeks to one month, there shall be a review of literature and research on the dynamics /characteristics and the social environment of the target population and gaps in existing programs/services, including LGU, NGO initiatives. The data of the National Household Targeting System (NHTS), Data-Bank and Information Management System, PDPB's Research and Evaluation Division and studies of other external sources shall be utilized.

Immediately after the research report has been submitted, consultation with other partner agencies and implementers, bureaus, offices, are conducted to come up with the concept paper for a new or enhanced ST. The concept / idea shall be prepared by the STB / STU technical staff who shall submit the document for official approval of the ff.: Division Chief/ Director/ Cluster Head.

Available results of the Social Protection Development Report (SPDR), risk and vulnerability assessment done in the municipality/city, updated data research studies/documentation, etc. shall serve as empirical basis /references for the ST conceptualization.

If research data are available, the project conceptualization writing shall not exceed **two (2) months** (See Annex A. Template of Concept Paper).

Stage 2: Design Formulation

After approval of the concept /idea, the next step shall be the ST design formulation. This operationalizes the project concept through determining the affected sectors/ beneficiaries, project components and resource requirements including identifying the Project Team.

Based on the approved concept, there shall be a pre-consultation and actual workshop activity to design the proposed model of intervention with key inter-agency and implementing partners including target beneficiaries.

Consultation shall be conducted with potential target clientele and stakeholders identified implementers on training needs, identification of pilot sites, and validation of data in the stipulated area, estimation of time frames and budgetary requirements, and tentative agreements with the stakeholders, implementers, and target population.

The project inputs, desired result and outcome as well as detailed procedures for implementation, monitoring and evaluation are defined during this stage.

This includes preparation of the work and financial plan and geographical areas; role delineation / assignments, responsibilities, standards to be observed and performance indicators, for project implementers as well as training requirements on how to implement the project.

The project design is approved by the Director and transmitted for final approval of the Cluster Head, through Channels, for issuance of Department Order. This is the directive to pursue the pilot testing of the approved ST project design and the release of budget allocation.

Key activities may include consultation meetings and ST design writeshops and related project designing activities with concerned partners; planning for the development of the logical framework / Gantt Chart / WFP / M & E tool and actual.

The required output is the ST Design which will include results framework, Gantt chart, Work and Financial Plan, and Monitoring and Evaluation Tool.

ST indicators shall be based on project specific design, activities, outcomes, clear indicators; and agreed upon tools / measure of success. These are enhanced based on the final PREW wherein the ST project outcome is measured.

The preparation of project design shall not exceed **two (2) months** upon approval of the project concept (See Annex A. ST Design Template).

Stage 3: Pilot Implementation

After the approval of the project design of the newly developed or enhanced ST will proceed to Stage 3: Pilot Implementation. The approved ST design (i.e., of specific sectoral groups, namely, the children, youth, poor families, women, older persons (OP), persons with disability (PWD), indigenous peoples (IP), and internally displaced persons (IDP) shall be pilot tested by the project focal and FO /STU in the targeted regional sites.

This project team composed of STB project focal persons, STU focal persons and implementing partners' shall test out the proposed intervention whether the technology is useful, relevant, responsive or effective. Following the team approach, at least two (2) members of the staff carry out / manage an ST project, to ensure continuity of implementation of a project. They will serve as primary and alternate project focal person. They will also work together throughout the duration of pilot implementation.

ST pilot-test implementation of ST interventions, strategies /approach/services /modalities to address the needs / conditions of target beneficiaries shall be based on the stated period of implementation as contained in the approved Work and Financial Plan.

There shall be a Memorandum of Agreement (MOA), which describes the key agreements of both parties, duly signed by the FO regional director and the Local Chief Executives/Head of the intermediary agency for formality and validity. The pilot project shall be launched together with parties concerned.

The designated focal persons of STB, together with the FO / LGU / NGO partners, shall provide initial ST orientation, capability building / demonstration sessions of pilot project on programs shall also be provided, as needed. Monitoring, technical assistance and resource augmentation shall be provided on a quarterly basis. Resource augmentation shall adhere to standard costs of services whenever possible.

The duration of Pilot Implementation shall be one (1) year. The required output is a Pilot Implementation Report (See Annex A. Template for Pilot Implementation Report).

Stage 4: Evaluation and Documentation

While documentation of ST implementation is a built in process in all stages, the documentation at this stage provides an in-depth analysis, determining the value of the model of intervention developed, its applicability, responsiveness and sustainability. A post project evaluation, project validation shall be conducted as well as full documentation, impact assessments, etc. to provide operational recommendations.

The goal of documenting results of pilot-tested projects is to illustrate effectiveness of new or enhanced strategies, approaches or ST interventions to serve as a model, tool or guide that will be used to help transform the assisted individuals, families and communities. The IEC materials (e.g., primer, flyers, audio-video presentation, brochures, print and broadcast media, etc.) shall be used for information dissemination and advocacy. Other

methods and strategies shall also be used in orientation meetings/conferences, letter writing, website uploading, or technical assistance.

Project focal staff shall have the primary role / responsibilities of evaluating and fully documenting the completed project, product knowledge packaging, capturing the complete results of pilot test, providing the conclusions and lessons learned from the ST pilot test undertakings.

The product knowledge generated shall be made available in the KEC or transmitted back to LGUs, decision makers and the general public who will utilize the ST documents or basis for program implementation to improve the situations / quality of life of beneficiaries.

Other key activities include the ff.: Preparation of ST Project/ Program Portfolio; writing and approval of Administrative Issuance for Pilot Implementation; Drafting and Completion of the Manual of Operations; Enhancement of Administrative Issuance and Project /Program Portfolio; and Preparation of Project Turn-over Report (i.e., for the Protective Services Bureau (PSB), concerned FO or NPMO, for the implementation of ST as a regular program.

The required output from this process are the ff.: Program/Project Portfolio which contains the evaluation report, Concept Paper, Design, Pilot Implementation Report, Implementation Manual and an administrative issuance for implementation (See Annex A for Template for Implementation Manual).

The evaluation and documentation process shall not exceed **six (6) months**.

The following are also included in this Stage:

- Conduct of Training for Trainers (TOT) by the PSB for ST projects that are turned over for national implementation (i.e., national projects implemented from newly passed laws or amended laws especially the laws wherein the DSWD is indicated as the lead agency).
- Dissemination of copies of the enhanced guidelines, manual and IEC/advocacy materials during the turn-over or upon completion turn-over of the completed technology and to STUs for social marketing.
- Conduct of follow-up assessment / evaluation, report preparation and updating shall be pursued by ST the project focal staff/ Division Chief in coordination with the RMEO, Multidisciplinary Pool of Experts and Protective Services Bureau of the OPG Cluster.
- Completion / finalization of the Manual of Operations of the ST Project.

Stage 5: Marketing and Promotion

The Stage 5 is the process wherein a successfully pilot tested ST projects are presented in appropriate venues towards ST adoption, replication i.e., to the Local Chief Executives, City/Municipal Social Welfare and Development Officers, heads of NGOs, academe, and other agencies / organizations interested in adopting the technology etc.. There are two (2) thrusts in Stage 5: a) adoption of the completed ST in LGUs that served as host of the pilot test undertaking; and b) adoption of the non-host LGUs as part of the project replication process.

The goal of this stage is to ensure that the adopted and replicated ST projects will be funded as regular programs by the LGUs, for sustainability and utilization of the SWD interventions for the continuous improvement of the quality of life of the disadvantaged sectors.

All projects shall be properly documented including those STs that were not pilot tested nor turned over for national implementation. ST projects that were not turned over shall be retained at the STB. They will be shared as product knowledge to the KEC for possible utilization by LGUs and other stakeholders who may be interested in the technology.

The following are part of the social marketing processes and activities:

- Development of IEC materials (e.g., primer, flyers, audio-video presentation, brochures, etc.)
- Information dissemination and advocacy of ST methods and strategies through orientation meetings/conferences letter writing, website uploading, or technical assistance.
- Ensuring that concrete outputs of these activities at the regions / LGUs are signed Expression of Interest or MOA or resolutions.

Prior social marketing in sixteen (16) regions, the ST project portfolio shall be prepared to include the ff.: Enhanced program guidelines as an approved AO, signed by the Department Secretary; enhanced program manual; reports on monitoring and technical assistance visits; terminal report, fund utilization; proceedings of orientation and project capacity-building or demonstration activities that were conducted including modules developed and enhanced; proceedings of mid-term evaluation and terminal review and evaluation workshops, turn-over report, etc.); documentation / Project Portfolio (e.g., Quarterly Progress Reports with Statistical Summary).

The Field Office shall conduct social marketing of the completed ST projects while the STB focal staff of ST implementation will serve as resource person. The means of verification (MOV) for successful social marketing and project transition are the Expression of Intent (EOIs), signed LGU MOA and resolutions.

After the social marketing activities, the FOs shall also encourage LGUs to submit letters of intent and approved local resolutions, to institutionalize the successfully tested and to transfer the responsibility of ST implementation and monitoring of the project from the STB as a regular program

The STB will engage the Regional Directors, Division Chiefs, and Field Office focal persons for follow-up activities with the LCEs, P/C/MSWDOs/NGOs which submitted an expressed interest to adopt ST projects. The FOs shall conduct engagement meeting with the LGUs, immediately after the ST orientation meetings/advocacy activities in order to sustain the interest of those agencies/offices that expressed interest to adopt the technology.

The marketing and promotional activities are conducted within **six (6) months** after the conduct of the Terminal Review and Evaluation Workshop.

Note: See also Annex B. Summary of Key Activities, Timeline and Outputs, for complete template by stages.

X. EFFECTIVITY

This Administrative Order shall take effect immediately and supersedes Memorandum Circular 6 series of 2011 and other issuances with inconsistent provisions therein.

Issued in Quezon City, this 10th day of MAY 2016.


CORAZON JULIANO-SOLIMAN
Secretary

Certified Copy:


EMYLOU P. MIRAVALLS
OIC-Chief, General Services Division

ANNEX A TEMPLATES

CONCEPT PAPER

Format	Substance
1. Title	
2. Rationale	<p>Indicate the situationer based on researches, review of related literature, consultation and monitoring reports</p> <p>Answers the question: What is the issue? Why is there a need to develop the social technology/ program?</p>
3. Description of Concept /Idea	<p>Highlight of concept/idea being introduced in terms of strategy and approach to include:</p> <ul style="list-style-type: none"> ✓ theories/tested methods ✓ if such is part of the bigger or existing program ✓ objective of the intervention ✓ proposed activities and related outputs or results ✓ Target timeframe
4. Target Area/Clientele	<p>Indicate area of coverage</p> <p>Indicate the population/sector intended to be served</p>
5. Implementing Partners	Describe the engagement of key partners in the pilot implementation

PROGRAM/PROJECT DESIGN

Format	Substance
Rationale	<p>Indicate the situationer based on researches, review of related literature, consultation and monitoring reports</p> <p>Answers the question: What is the issue? Why is there a need to develop the social technology/ program?</p>
Legal Base	Includes discussion on legal basis in accordance with International Instruments and local laws/legislations/policies
Brief Description	Summary of the SWD intervention /social technology
Objectives	General and specific
Components	Description of the key intervention to be delivered/tested
Implementing Procedure	<p>Social Preparation</p> <p>Profiling of Beneficiaries</p> <p>Implementation of key component activities</p> <p>Monitoring</p> <p>Evaluation</p> <p>Recording</p>
Budgetary Requirements	total implementation cost
Timeframe	Indicate the duration of the project/program/intervention implementation
Institutional Arrangement	Includes discussion of the delineation of roles and functions of the project management team/partners from

Format	Substance
	National level to the Regional level down to LGUs and other partner agencies/stakeholders
Monitoring and Evaluation	Consider the Result-Based M and E This should include the ff.: i) expected measures of success or indicators to be used in measuring relevance, responsiveness and effectivity; ii) policy instrument; iii) framework for addressing the situation; iv) target timeframe to define whether it includes the four phases or implementation only; and v) sector or geographic area most affected.
Annexes - Gantt Chart - Logical Framework - Work and Financial Plan - Submission of Approved Annual WFP - M and E Tool	

PILOT IMPLEMENTATION REPORT

Format	Substance
1. Description	<ul style="list-style-type: none"> - why the project was conceptualized - description of the project - goals/specific Objectives - Area and Target beneficiaries - Period of implementation
2. Result of Pilot Implementation (Plan/Target vis-a-vis Accomplishment)	<p>Should be based on Logframe (Activities- Output- Outcome) to highlight the following:</p> <p>Preparatory Activities</p> <ul style="list-style-type: none"> - Contracting with LGU/NGO - Launching of the program in the pilot areas - Work through FOs with LGU/NGAs <p>Implementation</p> <ul style="list-style-type: none"> - Services Rendered - Budget/Fund Utilization - With particular focus on the psychosocial conditions of target beneficiaries - Supervision - Training - Monitoring and Documentation - Technical Assistance Provision - Post-training or critiquing session (i.e., 1-2 months after the training activity) - Proposed program revision/enrichment

Format	Substance
Assessment and Analysis	<ul style="list-style-type: none"> - Strengths and Weaknesses - Issues and Concerns - Facilitating and Hindering Factors - Cost Effectiveness - Good Practices - Immediate results/benefits to clients - Lessons learned (to include revisions and changes made)
Conclusion and Recommendation	<ul style="list-style-type: none"> - Conclusion should focus on whether the technology is relevant, responsive and effective

MANUAL OF OPERATIONS

Format	Content
Foreword	
Chapter I. Rationale	Discussion on the project background and the relevance of model of intervention
Chapter III. Legal Bases	Discussion on international instruments and local laws/legislations/policies
Chapter IV. Description and Objectives	Summary of the SWD intervention /social technology/components/ area of coverage and target beneficiaries
Chapter V. Implementing Procedure	<p>detailed discussion of the operational procedure of the ST implementation</p> <p>Add / highlight Case Management Section if used in the model of intervention</p>
Chapter VI. Monitoring and Evaluation	consider the results based monitoring and evaluation
Chapter VII. Resources Needed/ Means of Implementation	budget, staff, equipment and others
Annexes	

Note: Guidelines for Program/Project Implementation should follow the Department's Guide for Administrative Issuances

SUMMARY OF KEY ACTIVITIES, TIMELINES AND OUTPUTS

Stage 1: Concept Development Time Frame: Two (2) Months	Stage 2: Design Formulation Time Frame: Two (2) Months.	Stage 3: Pilot Implementation Time Frame: One (1) Year	Stage 4: Evaluation and Documentation Time Frame: Six (6) mos.	Stage 5: Marketing and Promotion Time Frame: Six (6) mos.
Key Activities: <ul style="list-style-type: none"> ▪ Data gathering ▪ Situational Analysis ▪ Consultation meetings 	Key Activities: <ul style="list-style-type: none"> ▪ Consultation meetings with concerned partners ▪ Profiling of target beneficiaries ▪ Development of the Logical framework/Gantt Chart/WFP/ M & E tool ▪ Writing of project design 	Key Activities: <ul style="list-style-type: none"> ▪ Coordination with regions/LGUs/NGOs ▪ MOA signing ▪ Orientation of Implementers & staff ▪ Pilot implementation of the developed/enhanced strategies /modalities ▪ Creation & updating of data base ▪ Monitoring Technical assistance ▪ Coaching & mentoring ▪ Review &evaluation workshops ▪ Documentation ▪ Finalization of manual & guidelines 	Key Activities: <ul style="list-style-type: none"> ▪ External Evaluation of Intervention ▪ Writing and approval of Implementation Manual ▪ Writing and approval of Administrative Issuance ▪ Preparation of Program/Project Portfolio 	Key Activities: <ul style="list-style-type: none"> ▪ Formulation of ST marketing plan ▪ Development and dissemination of information and advocacy/ IEC materials ▪ Orientation/ST presentation by STB and FO STU focal persons. in proper venues/ meeting/ conference ▪ Printing and dissemination of manuals & guidelines
	Output: <ul style="list-style-type: none"> ▪ Project Design ▪ Pilot Implementation Guide lines 	Output: <ul style="list-style-type: none"> ▪ Signed MOA Modules ▪ Proceedings of project capacity-building or demonstration activities ▪ Quarterly Progress Reports ▪ Report of monitoring and technical assistance visits ▪ Proceedings of mid-term evaluation and terminal review and evaluation workshops ▪ Terminal Report ▪ Finalized Guidelines ▪ Finalized Manual 	Output: <ul style="list-style-type: none"> ▪ Evaluation Report ▪ Implementation Manual ▪ Administrative Issuance ▪ Program/ Project Portfolio ▪ Project turn-over Report 	Output: <ul style="list-style-type: none"> ▪ Letter of Intent ▪ Approved Local Resolution adopting the project ▪ Report on Marketing and Promotion activities

Note: The required output at each stage must be complied with prior to advancement to the next stage.