

REQUEST FOR EXPRESSION OF INTEREST

ENGAGEMENT OF KC – NCDDP ORGANIZATIONAL DEVELOPMENT CONSULTANT

REI No. KC-NCDDP/17-DSWD-001
(PR No. 2017092677)

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 KALAHI CIDSS - National Community Driven Development Project (KALAHI CIDSS - NCDDP) Organizational Development (OD) Consultant.**
2. The National Program Management Office (NPMO) have conducted a rapid assessment on gaps and necessary changes to attain priorities in the current year until 2019. Guided by the Program's Organizational Development Frameworks, NCDDP prioritized components have been identified which will be implemented from 2017 to 2019. Thus, the purpose of the engagement of Organizational Development (OD) Consultant is to assist in the delivery of the Organizational Development Program and to enable the NPMO to effect changes in transitioning the organization.
3. The tasks of the consultant under Component A of the Organization Development Program are as follows:

Component A: Visioning and Planning:

- a. Facilitate a strategic planning workshop for KC-NCDDP.

Outputs/Sub-Outputs:

1. Strategic Plan – Clear articulation of the organization's mission/purpose, vision/direction, and governing principles.
- 1.2 Program strategy that is aligned with the DSWD and OPG-Promotive Strategic Plan
- 1.3 Key Policy Areas, Goals, Objectives, Strategic Priorities
- 1.4 External and Interest Assessment
- 1.5 KPIs
- 1.6 Action/Operation Plan
2. Roadmap for sustaining and institutionalizing CDD
 - 2.1 Important milestones and deliverables
 - 2.2. Timeline
3. Narrative overview which sets out the planned direction.

- b. Develop a Change Management Plan for KC-NCDDP

1. Capacity Building for the Change Management Team
2. Change Management Implementation Plan. The plan shall include but not limited to the following sub-plans:
 - Transition plan
 - Communication Plan

- Organizational Structure
 - Staffing Plan
 - Business Systems Plan
 - Training Plan
 - Monitoring Plan
 - Risk Management Plan Resistance Management Plan
3. Narrative Documentation of the CMP and all sup-plans

c. Conduct of consultation, review, orientation and cascading sessions

1. Documentation/ Proceedings
2. Recommendation to Management on enhancement and next steps.

4. **Criteria for Evaluation of Consultant:**

Evaluation Criteria	Maximum Points
Evaluation Criteria/ Features	
A. Background	20
1. Has Master's Degree in Business Management or Industrial Engineering	20
2. Has Master's Units in Business Management or Industrial Engineering	15
3. Has Bachelor's degree in Business Management or Industrial Engineering	10
4. Has other degree/allied profession	5
2. Experience	60
1. Has at least ten (10) years & more experience in OD consultancy service	20
5 years – 9 years	15
1 year – 3 years	10
None	5
2. Has done OD consultancy services with the above scope of work as minimum deliverables in his/her engagement	15
3. Has been engaged and have successfully assisted in OD of at least three (3) reputable organizations/	15

Two (2) reputable organizations of which one (1) is a government entity	10
Two (2) reputable organization, no government entity	5
4. Has five (5) training and coaching experience on OD	10
Has three (3) training and coaching experience on OD	7
Has one (1) training and coaching experience on OD	5
3. WORK PLAN	20
1. Viability of the Work Plan and Schedule, time management and budget proposal.	20
Total Score	100
Passing Score	80

5. Deliverables and Payment Schedule:

Task	Deliverable	Due Date	% of Contract Price
Conduct orientation/awareness session on the OD Activities	Documentation/ Proceeding	Week 6-7	5%
Facilitate a strategic planning workshop for KC-NCDDP	Strategic Plan	Week 5	30%
	Roadmap for sustaining and	Week 9	
	Narrative overview which	Week 10	
	Proceedings of the Workshon	Week 10	
Develop a Change Management Plan for KC-NCDDP	Capacity Building for the Change Management Team	Weeks 9-11	10%
	Change Management Implementation	Weeks 10-16	40%

Facilitate cascading session of Strategic Plan, Roadmap and Change Management Plan & Sub-Plans to Program Staff	Proceedings/ Documentation Summary of Issues and Concerns Updated Resistance	Week 17-18	5%
Facilitate cascading session of Strategic Plan, Roadmap and Change Management Plan & Sub-Plans to	Recommendation on enhancements and next steps	Week 18-19	10%
TOTAL			100

6. REPORTING AND WORKING ARRANGEMENTS:

Roles and Responsibilities of the DSWD:

The technical team at DSWD, led by the KC-NCDDP Quality Management Specialist (who will act as Contract Manager) will have the following responsibilities:

- Manage the contract with the Consultant
- Review and approve the deliverables submitted
- Provide required data and documents
- Facilitate coordination with relevant stakeholders and personnel

The Consultant 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 consultant shall make the necessary revisions before submitting the final version of the deliverable.

DSWD will also provide orientation on KC-NCDDP, as well as inputs and comments on methodology, activity designs, and work plan.

Services and Facilities to be provided by DSWD

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

7. The DSWD now invites interested consulting firm to indicate their interest in providing the services. Interested consultant must submit Expression of Interest (EOI) together with their comprehensive Curriculum Vitae.

8. The consulting firm shall be selected through World Bank – Individual Consultant Selection (ICS) procedure in accordance with Program Procurement Guidelines for National Program Management Office (NPMO) and Regional Management Office (March 2017) for the engagement. Interested consultant may view the Terms of Reference (TOR) for the engagement at <http://ncddp-pro.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 08 November 2017.

THE CHAIRPERSON

DSWD Bids and Awards Committee - II
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



NOEL M. MACALALAD
Assistant Secretary and
Bids and Awards Committee-II Chairperson

TERMS OF REFERENCE (TOR)

ENGAGEMENT OF KC-NCDDP ORGANIZATIONAL DEVELOPMENT CONSULTANT COMPONENT: VISIONING AND PLANNING FOR ORGANIZATIONAL CHANGE

1. PROJECT OVERVIEW

Kapit-Bisig Laban sa Kahirapan-Comprehensive and Integrated Delivery of Social Services National Community-Driven Development Program (KC-NCDDP) is one of the core programs implemented by the Department of Social Welfare and Development (DSWD) which employs community-driven development (CDD) strategy, a development approach that seeks to combat poverty and improve local governance by strengthening the capacity of citizens to identify and implement local solutions to poverty issues. It 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.

As of December 2016, the program already covered a total of 18,593 barangays in 794 NCDDP Municipalities nationwide and was able to provide funding for community subprojects such as (i) basic social services¹, (ii) basic access infrastructures², (iii) community production, economic support and common service facilities³, (iv) environmental protection and conservation⁴ and (v) skills training and capability building.

While this accomplishment concretely translates to program milestone, the recently concluded KC-NCDDP Mid-Term Review reminds the management that the program will soon end in 2019 thus, recalibration of strategies and rethinking of focus is necessary to ensure that the program is still on-track in achieving its objectives and that gains and benefits of the program will be sustained.

The Kalahi-CIDSS Roadmap defines the program focus from 2014-2019. For 2017-2019, the Program directive for the NCDDP is to increasingly focus on community organizing, strengthening community engagement with local government units (LGUs), and sustainability of benefits from the CDD approach, which may have implications on the current organizational structure, systems, strategies, staffing, and skills set.

2. OBJECTIVES OF THE ORGANIZATIONAL DEVELOPMENT ENGAGEMENT

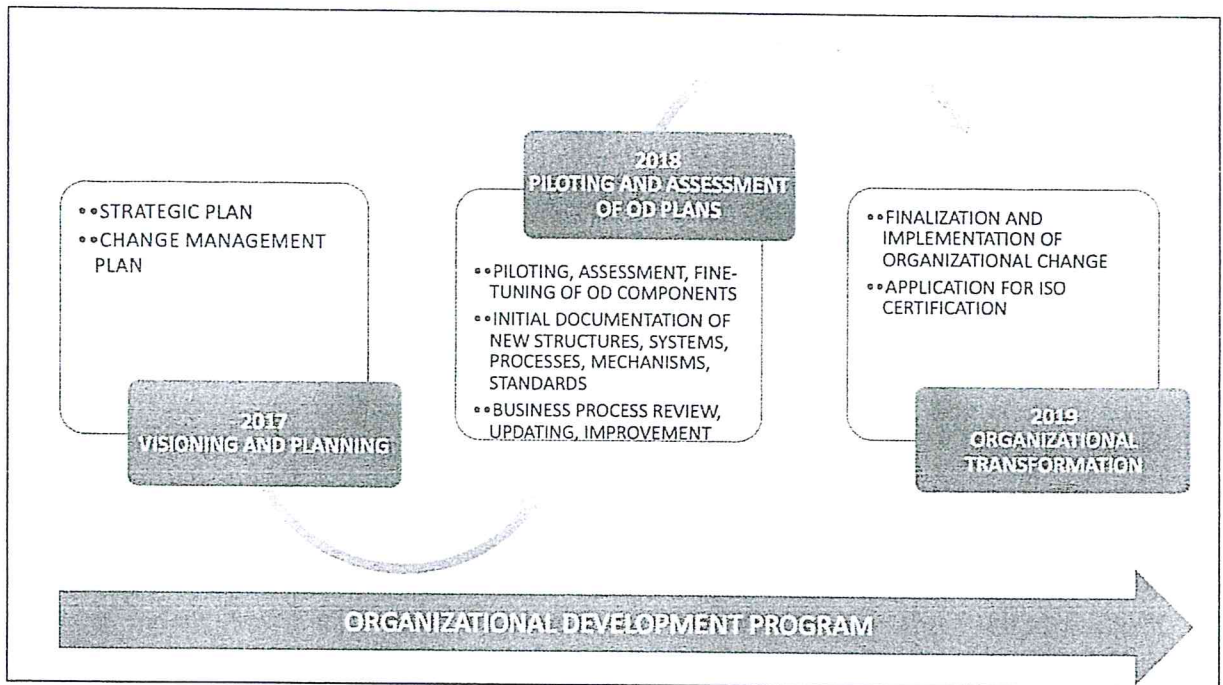
The NPMO conducted a rapid assessment on gaps and necessary changes to attain priorities for this year until 2019. Guided by the Program's Organizational Development Framework, below are prioritized components which will be implemented from 2017-2019.

¹ Community water systems, school buildings, day care centers, barangay health stations, electrification, and tribal housing/shelter

² Access roads, small bridges/footbridges and access trails

³ Community economic enterprise training, equipment and materials support sub-projects, pre- and post-harvest and multi-purpose facilities, small scale irrigation and community transport

⁴ Drainage, river/flood control, sea wall, soil protection (rip rap), artificial coral reef sanctuary and sanitation facilities



A process consultant is being engaged by KC-NCDDP to assist in the delivery of the Organizational Development Program and enable the Management effect changes in transitioning the organization.

3. SCOPE OF WORK

The Consultant shall undertake the following tasks under Components A of the Organizational Development Program:

Tasks	Outputs/Sub-Outputs
Component A: Visioning and Planning	
Facilitate a strategic planning workshop for KC-NCDDP	<ol style="list-style-type: none"> 1. Strategic Plan <ol style="list-style-type: none"> 1.1. Clear articulation of the organization's mission/purpose, vision/direction, and governing principles 1.2. Program strategy that is aligned with the DSWD and OPG-Promotive Strategic Plan 1.3. Key Policy Areas, Goals, Objectives, Strategic Priorities 1.4. External and Internal Assessment 1.5. KPIs 1.6. Action/Operational Plan 2. Roadmap for sustaining and institutionalizing CDD <ol style="list-style-type: none"> 2.1. Important milestones and deliverables 2.2. Timeline 3. Narrative overview which sets out the planned direction

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dm 9/13/2017
 MA. CONSUELO O. ACOSTA
 Social Welfare Officer IV

Develop a Change Management Plan for KC-NCDDP	<ol style="list-style-type: none"> 1. Capacity Building for the Change Management Team 2. Change Management Implementation Plan. The plan shall include but not limited to the following sub-plans: <ol style="list-style-type: none"> a. Transition Plan b. Communication Plan c. Organizational Structure d. Staffing Plan e. Business Systems Plan f. Training Plan g. Monitoring Plan h. Risk Management Plan Resistance Management Plan 3. Narrative Documentation of the CMP and all sub-plans
Conduct of consultation, review, orientation, and cascading sessions	<ol style="list-style-type: none"> 1. Documentation/Proceedings 2. Recommendation to Management on enhancements and next steps

2 QUALIFICATIONS OF THE CONSULTANT

The Consultant must have good credibility, with established name in the Organizational Development and Quality Management industry, and must possess the following:

- Must have Master's Degree in Business Management, Industrial Engineering, or any related course;
- Must have at least ten (10) years of experience in OD consultancy service;
- Must have done OD consultancy services with the above scope of work as minimum deliverables in his/her engagement
- Must have been engaged and have successfully assisted in OD of at least three (3) reputable organizations, of which one (1) is a government entity; and
- Must have five (5) training and coaching experience on OD
- Must have the ability to interact and coordinate with process owners and all relevant stakeholders performing the tasks outlines in this TOR

Table 1: Criteria for Evaluation of Consultants

CRITERIA	POINTS
A. BACKGROUND	20
1. Has Master's Degree in Business Management or Industrial Engineering	20
2. Has Master's Units in Business Management or Industrial Engineering	15
3. Has Bachelor's degree in Business Management or Industrial Engineering	10
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B. EXPERIENCE	60
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4. Has five (5) training and coaching experience on OD	10
Has three (3) training and coaching experience on OD	7
Has one (1) training and coaching experience on OD	5
C. WORKPLAN	20
1. Viability of work plan and schedule, time management, and budget proposal	20

3 DELIVERABLES AND PAYMENT SCHEDULE

DSWD KC-NCDDP NPMO shall pay the Consultant an amount not to exceed (Fund Source: World Bank). This amount includes all costs (i.e. salary/honorarium, communication allowance, transportation, meeting/workshop costs, board and lodging accommodation, etc.) including tax.

The Consultant shall complete all activities within the time frame specified by the Deliverable and Payment schedule 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 the approved deliverable.

Table 3: Deliverable and Payment Schedule

Task	Deliverable	Due Date	% of Contract
Conduct orientation/ awareness session on the OD Activities	Documentation/ Proceedings	Week 6-7	5%
Facilitate a strategic planning workshop for KC-NCDDP	Strategic Plan	Weeks 7-8	30%
	Roadmap for sustaining and institutionalizing CDD	Week 9	
	Narrative overview which sets out the planned direction	Week 10	
	Proceedings of the Workshop	Week 10	
Develop a Change Management Plan for KC-NCDDP	Capacity Building for the Change Management Team	Weeks 9-11	10%
	Change Management Implementation Plan, Sub-Plans, and Narrative Documentation	Weeks 10-16	40%

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Facilitate cascading session of Strategic Plan, Roadmap, and Change Management Plan & Sub-Plans to Program Staff	Proceedings/ Documentation Summary of Issues and Concerns Updated Resistance Management and Communication Plan	Weeks 17-18	5%
Facilitate management review and feedbacking	Recommendations on enhancements and next steps	Weeks 18-19	10%

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MA CONSUELO O. ACOSTA
 Social Welfare Officer IV
 Mr 9/13/2017

4 IMPLEMENTATION TIMETABLE

Table 2: Implementation Timetable

ACTIVITY	2017 - 2018 <i>October</i>																				
	Month 1					Month 2					Month 3					Month 4					Month 5
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Engagement of Process Consultant																					
Levelling-off expectations with Management																					
Conduct orientation/ awareness session on the OD Activities																					
Facilitate a strategic planning workshop for KC-NCDDP																					
Conduct of capacity building for the Change Management Team																					
Develop a Change Management Plan for KC-NCDDP																					
Conduct cascading session of Strategic Plan, Roadmap, and Change Management Plan & Sub-Plans																					
Facilitate Management Review Session																					

TASK DELIVERABLE REVIEW AND PAYMENT

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DM 9/13/2017
 Hon. JOSEPH O. ACOSTA
 Senior Welfare Officer IV

5 REPORTING AND WORKING ARRANGEMENT

5.1 Roles and Responsibilities of DSWD

The technical team at DSWD, led by the KC-NCDDP Quality Management Specialist (who will act as Contract Manager), will have the following responsibilities:

- Manage the contract with the Consultant
- Review and approve the deliverables submitted
- Provide required data and documents
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The Consultant 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 Consultant shall make the necessary revisions before submitting the final version of the deliverable.

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Procurement Opportunities

PhilGaps
DSWD Procurement
Property Disposals
KALAHI-CIDSS NCDDP
 Annual Procurement Plan
 Bid Bulletin
 Invitation to Bid/Request for Expression of Interest (ITB/REI)
 KC-NCDDP Shopping
 MCC Procurement
 Negotiated Procurement: Two-Failed Biddings (NP:TFB)
 Notice of Publication
 Request for Expression of Interest (REI)
 REI No KC NCDDP-17-DSWD-001 Re: Engagement of KC - NCDDP Organizational Development Consultant (4.1 MIB)
 REI No KC NCDDP17-DSWD-002-A - Engagement of KC-NCDDP Outcome Evaluation First Round Data Collection Firm (4.5 MIB)
 Request for Quotation (RFQ) Negotiated Procurement (Emergency Cases)
 Request for Quotation (RFQ) Negotiated Procurement (Lease of Real Property) NP-LV
 Request for Quotation (RFQ) Negotiated Procurement: Small Value Procurement (NP:SVP)
 Request for Quotation (RFQ) P4 Shopping
 Request for Quotation (RFQ) World Bank
 16 1229 NP SV - Fabrication Supply And Delivery Of Fourteen Wooden Office Table With Side Table At PAD (1) (332.7 KIB)

