

REQUESTS FOR EXPRESSIONS OF INTEREST

ENGAGEMENT OF CONSULTANT FOR PROCESS EVALUATION OF DIASASTER RISK REDUCTION AND MANAGEMENT AND CLIMATE CHANGE ADOPTION (DRRM-CCA) MAINSTREAMING IN COMMUNITY EMPOWERMENT ACTIVITY CYCLE (CEAC)

REI No. KC-NCDDP/19-DSWD-001

(PR No. 2019031032)

1. The Republic of the Philippines, through the Department of Social Welfare and Development (DSWD) KALAHI-CIDSS-NCDDP, has received loan (Loan Agreement No.8335-PH) from the International Bank for Reconstruction and Development (IBRD) and intends to apply part of the loan payments under the contract for the **Engagement of Individual Consultant for Process Evaluation of Disaster Risk Reduction and Management and Climate Change Adoption (DRRM-CCA) Mainstreaming in Community Empowerment Activity Cycle (CEAC)**.
2. The objective of the study is to provide an assessment of the process of mainstreaming DRRM-CCA in the CEAC and integration of the DRRM-CCA-informed Barangay Action Plans (BAP) to local development plans. Specifically, it aims to:
 - a. Document the provision of DRRM-CCA trainings to target clientele and assess its immediate outputs;
 - b. Assess the extent of appreciation, utilization, and effectiveness of DRRM-CCA tools from the perspective of communities, Local Government Units (LGU's) and program implementers;
 - c. Observe the document the enhancement of Barangay Action Plans (BAP) and its integration to local development and DRRM-CCA plans;
 - d. Identify deviations from stipulation process and understand the motivations;
 - e. Identify facilitating and hindering factors and gather recommendations to further improve DRRM-CCA interventions;
 - f. Determine the intermediate outputs of this initiative at the community level as well as on the overall effectiveness of program implementation.
3. The engagement of an individual consultant aims to produce a report that documents and evaluates the applicability and appropriateness of the design of the interventions for facilitating the mainstreaming of DRRM-CCA in the CEAC and integration of disaster risk-informed Barangay Action Plans (BAPs) in the official local development and DRRM-CCA plans. The result of this assessment is expected to inform, the enhancement of tools, processes, policies, guidelines and strategies of KALAHI-CIDSS-NCDDP.
4. The Consultant is expected to perform the following duties:
 - a. Design and develop the project implementation plan;
 - b. Develop data gathering instrument (together with DSWD) and guidelines for administering instruments;
 - c. Develop data analysis plan;
 - d. Conduct field work for data collection;

- e. Submit field work updates/reports;
 - f. Prepare final report and presentation;
 - g. Ensure commitments and deadlines set by the National Program Management Office (NPMO) are met and reprioritized as needed to complete timely delivery of project outputs;
 - h. Make necessary research in order to understand DSWD KALAHI-CIDSS-NCDDP implementation; and
 - i. Carry out all other tasks called to ensure quality of work.
5. This research study will apply a qualitative approach combining the following methodologies:
- a. Desk review and analysis of relevant CEAC data and outputs;
 - b. Field observation on ongoing rollout trainings, ongoing CEAC activities and other relevant activities relevant to KALAHI-CIDSS-NCDDP implementation;
 - c. Group discussion with Area Coordinating Teams (ACTs), Municipal Coordinating Teams (MCTs); community volunteers, barangay Local Government Units (LGUs) and Municipal Inter-Agency Committee (MIAC);
 - d. Key Informant Interviews (KIIs) with municipal and barangay officials, and representatives from KALAHI-CIDSS-NCDDP National, Regional and Sub-Regional Program Management Office; and
 - e. Analysis of findings in field observations, KIIs, Focused Group Discussions (FGDs) and desk review.

The process evaluation will cover four (4) municipalities from Regions VI, X and CARAGA.

6. Qualifications of Consultant:

- a. Must have at least Bachelor's Degree in development studies, statistics, community development, economics and other related social science disciplines;
- b. Have at least five (5) years of experience and proven track record in the conduct of assessment and/or evaluation of development programs;
- c. Have an experience in doing at least five (5) qualitative research through field observations, KIIs, FGDs and archival/desk reviews;
- d. Have headed the conduct of five (5) program/project evaluation studies with at least 500 samples;
- e. Have experience in doing at least two (2) assessment/evaluations on the effectiveness of DRRM-CCA trainings (local or international); and
- f. Have significant knowledge about KALAHI-CIDSS-NCDDP and/or community-driven development (CDD) programs.

7. Deliverables, Timelines and Payment Tranches:

	Deliverables (Milestones)	Submission Schedule	Payment Tranche ¹
1	Inception report and project implementation plan	Week 1	10%
2	Draft data gathering instruments	Week 4	30%
3	Draft data management and analysis plan	Week 4	

¹ Percentage of the total contract cost.

4	Finalized data gathering instruments and data management and analysis plan	Week 6	
5	Field work updates and progress reports	Week 8 and Week 12	30%
6	Presentation of findings	Week 19	30%
7	Final report	Week 20	

The total contract cost is inclusive of expenses that maybe incurred by the Consultant during the course of the project, such as, but not limited to, transportation and accommodation expenses during fieldwork, taxes and other government obligations.

8. Evaluation Criteria:

Criteria	Percentage
Background:	
Has a Bachelor's Degree in Social Sciences or related discipline such as Anthropology, Sociology or Community Development	20
<i>Doctorate Degree in abovementioned courses - 20%</i> <i>Master's Degree in abovementioned courses - 19%</i> <i>Bachelor's Degree in abovementioned courses - 18%</i>	
Experience:	
Has at least five (5) years of experience in the conduct of assessment and/or evaluation of development programs	20
<i>More than five (5) years of experience - 20%</i> <i>Five (5) years of experience - 18%</i>	
Has at least five (5) qualitative research through field observations, KIIs, FGDs, archival/desk review	20
<i>More than five (5) quantitative and qualitative researches - 20%</i> <i>Five (5) quantitative and qualitative researches - 18%</i>	
Has headed the conduct of five (5) program/project evaluation studies with at least 500 samples	15
<i>More than six (6) evaluation studies with at least 500 samples - 15%</i> <i>Six (6) evaluation studies with at least 500 samples - 14%</i> <i>Five (5) evaluation studies with at least 500 samples - 13%</i>	
Have experience in doing at least two (2) assessments/evaluations on the effectiveness of DRR/DRRMCCA trainings (local and/or international)	15
<i>More than two (2) assessments/evaluations - 15%</i> <i>Two (2) assessments/evaluations - 13%</i>	
Knowledge of the Program/CDD:	
Have significant knowledge about KALAHI-CIDSS-NCDDP and/or CDD programs.	10
<i>Directly worked or conducted studies within or in cooperation with the KALAHI-CIDSS program -10%</i>	


<i>Has worked or conducted studies on CDD programs but did not within or in cooperation with KALAHY-CIDSS program - 8%</i> <i>Has not worked or conducted studies on CDD programs or KALAHY-CIDSS but has some knowledge - 6%</i> <i>Has little knowledge about CDD Programs - 5%</i>	
Total:	100

The passing rate is **eighty percent (80%)**.

9. The DSWD now invites interested individuals to indicate their interest in providing the services. Interested individuals must submit their Expressions of Interest, Comprehensive Curriculum Vitae and BIR Certificate of Registration in the address indicated below or through e-mail at quotations@dswd.gov.ph not later than **05:00 P.M. of 30 April 2019**.
10. The Consultant shall be required to issue Official Receipt (OR) as acceptable evidence of receipt of payment for disbursements. Nonetheless, the DSWD will not hold payments of Consultants in case they are unable to issue an (OR). An Acknowledgement Receipt shall be asked, in lieu of OR, as evidence of payment. If the DSWD is the sole source of income of the Consultant, he/she may avail of the substituted filing and will not be required to issue an OR, in which case a Notice of Availment of Substituted Filing of Percentage Tax Return shall be submitted by the Consultant.²

THE CHAIRPERSON

Bids and Awards Committee
c/o Bids and Awards Committee Secretariat
Procurement Management Service
DSWD Central Office
IBP Road, Constitution Hills. Quezon City
Facsimile No.: (02) 951 7116
Telephone Nos.: (02) 931 8101 to 07 local nos. 122, 123 and 124



FELICISIMO C. BUDIONGAN
Undersecretary and Chairperson
Bids and Awards Committee

² In accordance to the Memorandum issued by the Office of the Undersecretary, General Administration and Support Services Group, Department of Social Welfare and Development dated 07 February 2017

Department of Social Welfare and Development
KALAHI CIDSS – National Community Driven Development Program

Terms of Reference

Title	:	Process Evaluation of DRRM-CCA Mainstreaming IN CEAC
Project Duration	:	5 months
Total Project Cost	:	PhP 1,500,000.00
Source of Fund	:	KC-NCDDP PMED Fund

I. Project Overview

Kapit-Bisig Laban sa Kahirapan-Comprehensive and Integrated Delivery of Social Services (KALAHI-CIDSS) is a poverty alleviation program of the Department of Social Welfare and Development (DSWD) which uses the community-driven development (CDD) approach to empower poorest communities and barangays to achieve improved access to services and to participate in more inclusive local planning, budgeting, and implementation.

As KALAHI-CIDSS scaled up into the National Community Driven Development Program (NCDDP) in 2014, disaster risk reduction and management and climate change adaptation (DRRM-CCA) had been emphasized as a key thematic area, drawing lessons from typhoon Yolanda which demonstrated how disasters can quickly wipe out and push back development.

To contribute to reconstruction efforts in Yolanda-affected areas, KALAHI-CIDSS-NCDDP devised a Disaster Response Operations Modality (DROM) which provides flexible procedures to facilitate fast service delivery based on the results of the rapid damage and needs assessment (RDANA).

Moreover, the standard Community Empowerment Activity Cycle (CEAC) of KALAHI-CIDSS-NCDDP also integrates DRRM-CCA lens into various stages of program planning and implementation. These elements are embedded heavily in the Social Preparation stage where tools relevant to disaster risk assessment¹ are utilized to aid in analyzing the true conditions of communities and identifying their priority needs and subprojects. Science-based analytical tools such as Geographic Information System (GIS) have also been introduced to make data and maps more accurate and useful for planning.

Despite the potentials of existing CEAC tools for hazard analysis and vulnerability and capacity assessment, studies² conducted revealed the need to sharpen the integration of DRRM-CCA and resiliency in KALAHI-CIDSS-NCDDP. The assessments root this on the limited background

¹ such as Historical Timeline, Seasonal Calendar, Social Venn Diagram, Transect Walk, and Problem Tree Analysis

² In October and November 2016, the National Program Management Office (NPMO) conducted a local DRRM needs assessment of the KALAHI-CIDSS-NCDDP municipalities. This was followed by an assessment conducted by the Resources, Environment, and Economics Center for Studies (REECS), the consultant contracted by World Bank for the Technical Assistance Project Community-Based Disaster Risk Mapping.

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and skillset of Program staff, communities, and barangay and municipal local government units on DRRM-CCA, CDD, and planning, as well as on the lack of capacity building interventions and popular and easy-to-understand knowledge products at the local level.

KALAHI-CIDSS-NCDDP seeks that, by 2020, communities and their respective LGUs implement comprehensive development and DRR-CCA plans and interventions that address community-identified needs. To ensure the attainment of this outcome, foundational activities laid down for 2018-2019 center on learning development interventions (LDIs) on strengthening the DRRM-CCA mainstreaming in the CEAC targeting Program implementers, communities, and LGUs. Specifically, these interventions include in-classroom and E-Learning trainings on Basic DRRM-CCA Concepts and DRRM-CCA Mainstreaming in CEAC and introduction of new tools.

These interventions contribute to the capacity building and implementation support component of KALAHI-CIDSS-NCDDP, particularly on the continuous building of awareness and improvement of competencies of Program implementers, communities, barangays and municipal LGUs, and feed into the Program's commitment on pilot-testing CDD tools and technologies in preparation for its successor program.

Scheduled for roll-out implementation on the second semester of 2018, these interventions have to be documented to assess whether or not these are sufficiently appropriate given the varying community dynamics and if further enhancement of existing intervention design is needed, hence this proposal.

A. Objectives of the Study

The overall objective of this study is to provide an assessment of the process of mainstreaming DRRM-CCA in the CEAC and integration of DRRM-CCA-informed Barangay Action Plans (BAP) to local development plans. Specifically, it aims to:

- a. Document the provision of DRRM-CCA trainings to target clientele and assess its immediate outputs;
- b. Assess the extent of appreciation, utilization, and effectiveness of DRRM-CCA tools from the perspective of communities, LGUs, and program implementers
- c. Observe and document the enhancement of Barangay Action Plans (BAP) and its integration to local development and DRRM-CCA plans;
- d. Identify deviations from stipulated processes and understand the motivations;
- e. Identify facilitating and hindering factors and gather recommendations to further improve DRRM-CCA interventions;
- f. Determine the intermediate outputs of this initiative at the community level as well as on the overall effectiveness of program implementation.

The specific key research questions expected to be answered by this study are:

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- How were the various trainings on DRRM-CCA implemented? Who are responsible and who are the recipients?
- How were the knowledge on DRRM-CCA concepts cascaded from the NPMO down to the community beneficiaries?
- How did the interventions improve the beneficiaries' knowledge on DRRM-CCA and its link to development? How did this change their mindset on disasters, empowerment, and resilience? How did the knowledge and skills gained from these interventions help in highlighting the DRRM-CCA needs and concerns of the communities?
- How did the community enhance their BAPs? How were the DRRM-CCA concepts operationalized and tailored fit in the community's actual situation?
- How did the interventions enhance the quality of Barangay Action Plans (BAPs) and facilitate its integration in official local development and DRRM-CCA plans?
- What were the specific facilitators and barriers to effectively integrate DRRM-CCA in the CEAC? How can these bottlenecks and challenges be addressed? How effective were the interventions and enhancements to successfully mainstream DRRM-CCA in the different stages of the CEAC?
- How can these interventions and enhancements be improved?

B. Design and Methodology

To gather sufficient data, this research will apply a qualitative approach combining the following methodologies:

- Desk review and analysis of relevant CEAC data and outputs;
- Field observation on ongoing rollout trainings, ongoing CEAC activities (specifically 1st Barangay Assembly, Municipal Planning for Participatory Situational Analysis, Barangay PSA Workshop, Presentation of PSA results during 2nd Barangay Assembly, and Municipal Consolidation of PSA results, Barangay Council Meeting, Criteria-Setting Workshop, Project Proposal Development Workshop), and other activities that may be relevant to KALAHI-CIDSS-NCDDP implementation (i.e. Inter-Barangay Workshops);
- Group discussions with Area Coordinating Teams (ACTs), Municipal Coordinating Teams (MCTs), community volunteers, barangay LGUs, and Municipal Inter-Agency Committee (MIAC);
- Key informant interviews (KIIs) with municipal and barangay officials, and representatives from KALAHI-CIDSS-NCDDP National, Regional and Sub-Regional Program Management Offices; and
- Analysis of findings in field observations, KIIs, FGDs, and desk review.

This process evaluation will cover four (4) municipalities in Regions VII, X, and Caraga. Selection will be guided by the following criteria:

Prepared by:
 [Signature]
 [Name]
 [Title]

- Will conduct trainings on (a) Basic DRRM-CCA Concepts and Legislative Frameworks and (b) Mainstreaming DRRM-CCA in CEAC;
- With remaining or ongoing Cycle by third quarter of 2018 (implementing either the regular CEAC/Program-led mode or the LGU-led/local development planning and budgeting mode)
- Susceptibility to multiple hazards (i.e. landslides, flooding, earthquake, storm surges, etc.); and
- Other key characteristics (i.e. presence of Indigenous People)

II. Objective of the Engagement

This engagement aims to produce a report that documents and evaluates the applicability and appropriateness of the design of the interventions for facilitating the mainstreaming of DRRM-CCA in the CEAC and integration of disaster risk-informed BAPs in the official local development and DRRM-CCA plans. The result of this assessment is expected to inform the enhancement of tools, processes, policies, guidelines, and strategies of KALAHI-CIDSS-NCDDP. The scope of work, specific activities and deliverables by the selected consultant are detailed in the succeeding sections of this Terms of Reference.

III. Scope of Work

The Service Provider is expected to perform the following duties:

- Design and develop the project implementation plan;
- Develop data gathering instruments (together with DSWD) and guidelines for administering the instruments;
- Develop data analysis plan;
- Conduct fieldwork for data collection;
- Submit fieldwork updates/reports
- Prepare final report and presentation;
- Ensure commitments and deadlines set by the NPMO are met and reprioritize as needed to complete timely delivery of project outputs;
- Make necessary research in order to understand DSWD KALAHI-CIDSS-NCDDP implementation; and
- Carry out all other tasks called for to ensure work quality

IV. Deliverables and Outputs

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Deliverable 1. Inception Report. Initial consultations will be made to level off the expectations and understanding of the engagement. Once all agreements are finalized, preliminary work such as gathering of secondary data and reviewing of Program documents, tools, and previous studies can resume. The inception report shall contain the detailed project implementation plan and strategy and specific timeline of activities. The project implementation plan shall be developed and finalized in consultation with the NPMO.

Deliverable 2. Data Gathering Instruments. The research design, methodology, instrument and tools shall be developed in consultation with the NPMO. This shall also be accompanied by a data analysis plan. The research design, instrument, and tools shall be available prior to fieldwork and enhancements/adjustments may be performed during actual data collection. The Service Provider will also be responsible for translating the survey instrument and tools into at least Tagalog, Bisaya, Cebuano, and any other additional languages needed. In order to allow adequate time for translations and corrections, the Service Provider should begin working on translations as soon as the fieldwork version of the instruments is submitted to DSWD. The Service Provider will also be responsible for the modifications in the translations should the need arise.

Deliverable 3. Field Work Updates/Reports. The Service Provider shall provide at least two (2) reports detailing the progress of their field work activities. The first report shall be submitted after the visit and assessment of the first municipality covered by the study. The report shall contain a profile of the area assessed, the initial findings, and the Service Provider's recommendations on how to improve the implementation plan, instruments, and tools. The NPMO will make the final decision on which changes will be incorporated in the data gathering instruments and tools. Another field work update/report shall be submitted after half of the covered areas of the study had been assessed.

Deliverable 4. Evaluation Report. After the field work, the Service Provider shall be given three weeks to prepare the draft evaluation report. The draft report shall be presented and reviewed by the NPMO. These reports shall be finalized following inputs and feedback from the NPMO.

The final report shall cover the following parts:

- i. Cover sheet
 - ii. Executive Summary
 - iii. Introduction
 - iv. Research Design
 - v. Profile of Sites and Respondents
 - vi. Results and Findings
 - vii. Conclusion and Recommendations
 - viii. Annexes (which shall include but may not be limited to assessment tools, data files, documents reviewed)
- V. Duration and Implementation Timeline

The proposed Project is expected to be implemented in five (5) months. For this project, the NPMO intends to tap an individual service provider, which shall produce the following outputs and conduct the following activities within the given timetable:

MAIN ACTIVITIES	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
1. Preparation and submission of Inception Report	█																			
2. Development of survey instrument and data analysis plan		█	█	█																
3. Finalization of survey instrument and data analysis plan					█	█														
4. Data collection, analysis and report writing									█	█	█	█	█	█	█	█	█	█		
5. Field work updates/report									█				█							
6. Submission of draft/presentation of report and finalization																			█	█

VI. Qualifications and Standards

The Service Provider should have at least the following qualifications:

- Must have at least a Bachelor’s degree in development studies, statistics, community development, economics, or other related social science disciplines; and
- Have at least five (5) years of experience and proven track record in the conduct of assessment and/or evaluation of development programs;
- Have experience in doing at least five (5) qualitative research through field observations, key informant interviews, focus group discussion, archival/desk reviews;
- Have headed the conduct of at least five (5) program/project evaluation studies with at least 500 samples;
- Have experience in doing at least two (2) assessments/evaluations on the effectiveness of DRRM-CCA trainings (local and/or international); and

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- Have significant knowledge about DSWD KALAH-CIDSS-NCDDP and/or Community-Driven Development (CDD) programs

VII. Payment Schedule

The proposed budget for the engagement is Php 1,500,000.00 to be charged against KALAH-CIDSS-NCDDP funds and is inclusive of expenses that may be incurred by the service provider during the course of this project such as but not limited to transportation and accommodation expenses during fieldwork, taxes, and other government obligations.

The Service Provider shall complete all activities within the time frame specified in the table below. Processing of payments will only commence upon acceptance of deliverables.

Milestone (Deliverable)	Submission Schedule	Tranche	Amount (PhP)
1. Inception report and project implementation plan	Week 1	1 st Tranche (10%)	150,000.00
2. Draft data gathering instruments	Week 4	2 nd Tranche (30%)	450,000.00
3. Draft data management and analysis plan	Week 4		
4. Finalized data gathering instruments and data management and analysis plan	Week 6		
5. Field work updates and progress reports	Week 8 & Week 12	3 rd Tranche (30%)	450,000.00
6. Presentation of findings	Week 19	4 th Tranche (30%)	450,000.00
7. Final report	Week 20		
Total			1,500,000.00

VIII. Delivery Site

KALAH-CIDSS-National Community-Driven Development Program
 National Program Management Office
 Department of Social Welfare and Development - Central Office
 Batasan Complex, Constitution Hills
 Quezon City

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 Budget is 1.5M*

IX. Implementation Arrangements

To ensure that the agreed deliverables and outputs in this TOR are delivered as scheduled, the Service Provider shall work closely with the NPMO and report directly to the National Program Manager and Deputy National Program Managers in coordination with the Program Evaluation Specialist, National DRRM Support Coordinator, and DRRM Technical Support Team. The NPMO shall make available to the Service Provider all relevant information and documents both in hard and electronic copies (where necessary).

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All outputs produced by the consultant under this engagement shall be considered as property of the Department of Social Welfare and Development. The department shall likewise have the exclusive rights to the output, which include but not limited to, publishing and disseminating the reports even after the end of the contract with the Consultant.