

Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
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REQUESTS FOR EXPRESSIONS OF INTEREST

ENGAGEMENT OF PRIMARY RESEARCHER FOR DATA GATHERING ON KALAHY-CIDSS-NCDDP AND VOLUNTEERISM : A RAPID ANALYSIS

REI No. KC-NCDDP/18-DSWD-002
(PR No. 2018 030676)

1. The Republic of the Philippines, through the Department of Social Welfare and Development (DSWD) KALAHY-CIDSS-NCDDP, has received funds from the Government of the Philippines (GOP) and intends to apply part of the loan payments under the contract for the **Engagement of Primary Researcher for Data Gathering on KALAHY-CIDSS-NCDDP and Volunteerism: A Rapid Analysis**.
2. Volunteerism is one of the main conduits through which the principles and values of community development can be implemented, and thus an integral element of the community-driven development (CDD) approach. KALAHY-CIDSS-NCDDP recognizes too that the long-term benefits of community development work are not possible without the engagement of local people who are experts in the social problems and needs of their own communities. Hence, the working framework of its approach to achieving community empowerment is through community members' involvement in the design and implementation of poverty reduction programs in their community and participation in the local development process.

As an active producer of volunteers, the KALAHY-CIDSS-NCDDP should be appraised of the significant contribution of volunteers it has helped train and empower. While there are sporadic case studies made on specific volunteer, the program will benefit from having a more comprehensive analysis on volunteering in KALAHY-CIDSS-NCDDP, specifically on its effect on economic development, social cohesion and the volunteers as individuals.

3. The study will aim to provide validation, as well as, local context to the findings on volunteering. It will have the following key research question – *“What are the effects of volunteering in KALAHY-CIDSS-NCDDP to economic development, social cohesion, and the volunteers as individuals?”*

Specific questions will be as follows:

- a. What is the general profile of KALAHY-CIDSS-NCDDP volunteers?
 - 1) Demographic picture of KALAHY-CIDSS-NCDDP volunteer (age, sex, occupation, education, etc.)
 - 2) Length of volunteering in KALAHY-CIDSS-NCDDP
 - 3) Reasons for volunteering

- 4) Number and type of trainings received
 - 5) Dynamism (frequency and quality of participation)
 - 6) Perception to self-efficacy among volunteers
- b. What is the estimated value of volunteer work done under KALAHI-CIDSS-NCDDP?
- c. What is/are the effect/s of volunteering in KALAHI-CIDSS-NCDDP, particularly on:
- 1) Connections among community volunteers? Among the rest of the community members?
 - 2) Social networks and community cohesion?
 - 3) Civic participation (participation of non-governmental work that promotes the quality of life within the community)?
 - 4) Participation in local public governance?
 - 5) What is/are the positive and negative effect/s of volunteering on volunteers as individuals? Are there difference in effects of volunteering between men and women volunteers?

4. Design and Methodology of the Research Project:

The study will use mixed-method design, using both quantitative and qualitative data. Quantitative data will be used to answer most of the items in Question 1 (General Profile of KALAHI-CIDSS-NCDDP volunteers) and part of Question 2 (Estimated Value of Volunteerism). Review of secondary data, as well as, a survey will be employed for this purpose. Qualitative data will be used to answer Question 3 (Effects of Volunteering). For this purpose, review of secondary qualitative data, as well as, Key Informant Interviews (KIIs) and Focused Group Discussions (FGDs).

The study will use the following methodologies for a qualitative and quantitative output:

- a. Archival/desk review and analysis of relevant documents, including but not limited to the following – volunteer profile, manuals, field guides, feedback reports, previous case studies, articles and other documentation. This will input into the general profile of community volunteers.
- b. Survey, which will seek to answer questions about community participation, awareness of community needs, awareness of governance, non social-protection (SP) benefits. Target participants will be community members and community volunteers.
- c. KIIs, which will seek to answer questions on contribution of community volunteers in the community and barangay Local Government Units (LGUs). Target participants will be Rural Community Development Specialist (RCDS), barangay captains, and selected community volunteers not part of the FGDs.
- d. FGDs wherein the KIIs will seek to answer questions on contribution of community volunteers in the community and municipal LGUs, and the learnings of community volunteers and application of these learnings. Target participants will be Area Coordinating Teams (ACTs), Municipal Coordinating Teams (MCTs) and community volunteers.

5. Scope of Work:

The Primary Researcher is expected to conduct data gathering activities in two (2) provinces covering two (2) municipalities per province, and two (2) barangays per municipality.

The following are the target Regions and Provinces:

- a. Region VIII – Eastern Samar and Northern Samar

- b. Region X – Bukidnon and Misamis Oriental
- c. Region XII – Sultan Kudarat and Cotabato (North Cotabato)
- d. Region CAR – Surigao del Norte and Dinagat Island

Replacement (in case the RPMO is not available):

- a. Region IV MIMAROPA – Occidental and Oriental Mindoro
- b. Region VI – Iloilo and Antique
- c. Region V – Sorsogon and Masbate

Specifically, he/she will:

- a. Prepare and submit Inception Report that contains the analysis and operational plan and specific timeline of the study
- b. Prepare and submit qualitative data collection tools, e.g. FGD and KII guide questions and documentation template
- c. Conduct archival/desk review and analysis of relevant documents, including but not limited to the following – Volunteer Profile, manuals, field guides, feedback reports, previous case studies, articles, and other documentation on assigned areas
- d. Administer a survey to 30 Volunteers and 30 Non-Volunteers per municipality (respondent must not be included in KIIs or FGDs)
- e. Conduct KIIs – RCDS in charge of the provinces assigned to them, 8 barangay captains and 8 community volunteers not part of the FGDs
- f. Conduct FGDs – 4 ACTs, 4 MIAC/MCTs and 8 groups of community volunteers
- g. Prepare and submit an analytical report on volunteering covering 2 provinces and containing 4 separate case studies (1 per municipality). Attachments will include data analysis from survey, KII and FGDs.

6. The Primary Researcher is expected to have the following outputs:

- a. Inception Report that contains the analysis plan
- b. Data gathering instruments (KII and FGD questionnaire, documentation template)
- c. Field analytical report on volunteering covering 2 provinces and containing 4 separate case studies (1 per municipality). Attachments will include raw data and data analysis from survey, KII and FGDs
- d. Final evaluation report containing analytical reports from other researchers

7. The contract duration is **five (5) months from receipt of the Notice to Proceed (NTP)**.

8. **Qualifications of the Primary Researcher:**

- a. Has at least a bachelor's degree in social sciences, political science, public administration, community development or related social science field
- b. Minimum of 5 years' experience in the conduct of social research, assessment and/or evaluation of development programs/projects
- c. Have a good conceptual understanding of community, local development and community empowerment. Familiarity with KALAHI-CIDSS-NCDDP Project is an advantage.
- d. Experienced in doing quantitative research through surveys
- e. Experienced in doing qualitative research through KIIs, FGDs and archival/desks reviews
- f. Have conducted at least 5 research studies involving surveys, KIIs and FGD as a methodology

9. **Output/Deliverables and Payment Schedule:**

Deliverable/Output	Payment Tranche in Percentage (%)
Inception Report	15%
Desk Review Reporting and Data Gathering Instruments	25%
Field Analytical Report	30%
Final Evaluation Report	30%

The total contract cost is inclusive of all applicable taxes and other costs (travel and accommodation costs incurred in relation to the fulfillment of the Researcher's duties).

10. This project shall be procured using Section 11.6 (Selection and Engagement of Consulting Services and Technical Specialist/Consultant Staff) of the KALAH-CIDSS-NCDDP Program Procurement Guidelines (March 2017) and pursuant to the following criteria:

Criteria	Points
A. Background	35%
Has at least a Bachelor's Degree in social sciences, political science, public administration, community development or related social development field	20
Doctorate Degree in above-mentioned courses – 20 Master's Degree in above-mentioned courses - 18 Bachelor's Degree in related field – 16 Bachelor's Degree not in related field – 10	
Significant knowledge about DSWD-KALAH-CIDSS and/or CDD Programs	15
Directly worked or conducted studies within or in cooperation with the DSWD-KALAH-CIDSS program – 15% Has worked or conducted studies on CDD programs but did not within or in cooperation with the DSWD-KALAH-CIDSS – 12% Has not worked or conducted studies on CDD programs or DSWD-KALAH-CIDSS but has some knowledge – 10% Has little or no knowledge about CDD programs – 0-7%	
Experience	65%
Minimum of 5 years' experience in the conduct of social research, assessment and/or evaluation of development programs, preferably government-implemented	25%
10 years experience – 24% 9 years experience – 24% 8 years experience – 23% 7 years experience – 22% 6 years experience – 21% 5 years experience – 20%	
Must have conducted at least 5 research studies (quantitative and qualitative research) involving survey (at least 200 samples), and/or KIIs, and/or DSWD-KALAH-CIDSS FGDs and archival/desk reviews	40%
9 or more researchers involving surveys, KIIs, FGDs, and/or archival/desk reviews – 40% 8 researchers involving surveys, KIIs, FGDs, and/or archival/desk reviews – 38% 7 researchers involving surveys, KIIs, FGDs, and/or archival/desk reviews – 36% 6 researchers involving surveys, KIIs, FGDs, and/or archival/desk reviews – 34%	

5 researchers involving surveys, KIIs, FGDs, and/or archival/desk reviews – 32%	
TOTAL	100%

The passing rate/score is **Eighty Percent (80%)**.

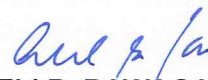
11. The DSWD now invites interested individuals to indicate their interest in providing the services. Interested individuals must submit their Expressions of Interest and comprehensive Curriculum Vitae in the address indicated below or through e-mail at quotations@dswd.gov.ph not later than **05:00 P.M. of 24 April 2018**

THE CHAIRPERSON

Bids and Awards Committee-II
c/o Bids and Awards Committee Secretariat
Procurement Management Service
DSWD Central Office
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Facsimile No.: (02) 951 7116
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NOEL M. MACALALAD
Assistant Secretary and Chairperson
Bids and Awards Committee-II

By:


ALELI B. BAWAGAN
Assistant Secretary and Vice-Chairperson
Bids and Awards Committee-II

TERMS OF REFERENCE

Title : Primary Researcher for Data Gathering on KC-NCDDP and Volunteerism
Project Duration : 5 months
Source of Fund : KC-NCDDP M&E Fund

I. Background

Volunteering is one of the main conduits through which the principles and values of community development can be implemented, and thus an integral element of the CDD approach. Kalahi-CIDSS NCDDP recognizes too that the long-term benefits of community development work are not possible without the engagement of local people who are experts in the social problems and needs of their own communities. Hence the working framework of its approach to achieving community empowerment is through community members' involvement in the design and implementation of poverty reduction projects in their community and participation in the local development process. This is partly fulfilled by community members' participation in barangay assemblies, but a bigger part of the community empowerment framework involves individuals who form part of the community volunteer groups.

Community volunteers are important to achieving the aims which the process of community-driven development is seeking to realize. In KC-NCDDP, community volunteers number 489,095 as of September 30, 2017. Volunteers as individuals and groups contribute to the process of community development by committing their time and energy, talent, and sometimes even financial resources for the benefit of their community, notwithstanding the benefits to their family.

Many studies on volunteerism found that:

- Volunteering makes a significant contribution to the global economy
- Volunteering enhances the social connections between different sectors, builds the bridges for governments, enterprises and employees
- Volunteering helps build a more cohesive, safer, stronger community, increase the social network between communities and neighborhood
- Volunteering promotes people to be more active in civic engagement and concerned of citizenship
- Volunteering delivers some part of public services, encouraging more people work in public section, helping raise the educational performance of youth, leading environmental movement and adapting to climate change risk
- Volunteering also have positive effects on volunteers as individuals, increase their self-esteem, enhance various skills and capacities, expand career paths and be healthier physically and mentally

As an active producer of volunteers, the KC-NCDDP should be appraised of the significant contribution of volunteers it has helped train and empower. While there are sporadic case studies made on specific volunteer, the program will benefit from having a more comprehensive analysis on volunteering in KC-NCDDP, specifically on its effect on: economic development, social cohesion, and the volunteers as individuals.

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II. Objectives of the Study and Key Questions

The study will aim to provide validation as well as local context to the findings on volunteering above. The study will have the following key research question: What are the effects of volunteering in KC NCDDP to economic development, social cohesion, and the volunteers as individuals?

Along this line, specific questions will be as follows:

- 1) What is the general profile of KC-NCDDP volunteers?
 - a. Demographic picture of the KC-NCDDP volunteer (age, sex, occupation, education, etc.)
 - b. Length of volunteering in Kalahi-CIDSS
 - c. Reasons for volunteering
 - d. Number and type of trainings received
 - e. Dynamism: (frequency and quality of participation)
 - f. Perception of self-efficacy among volunteers
- 2) What is the estimated value of volunteer work done under KC-NCDDP?
- 3) What is/are the effect/s of volunteering in KC-NCDDP on:
 - a. Connections among community volunteers? Among the rest of the community members?
 - b. Social networks and community cohesion?
 - c. Civic participation (participation non-government work that promotes the quality of life within the community)?
 - d. Participation in local public governance?
 - e. What is/are the positive and negative effect/s of volunteering on volunteers as individuals? Are there differences in effects of volunteering between men and women volunteers?

III. Objective of the Engagement

This Term of Reference outlines the scope of work of an individual consultant who will conduct data gathering activities on volunteerism in specific areas of coverage. The outputs of this engagement will be included in an analytical report on volunteering in KC-NCDDP.

The selected consultant is expected to successfully implement the activities prescribed in this TOR and submit the required deliverables on time.

IV. Design and Methodology

This study will use a mixed-method design, using both quantitative and qualitative data. Quantitative data will be used to answer most of the items in Question 1 (General Profile of the KC NCDDP volunteer) and part of Question 2 (Estimated value of volunteering). Review of secondary data as well as a survey will be employed for this purpose. Qualitative data will be used to answer Question 3 (Effects of Volunteering). For this purpose, review of secondary qualitative data as well as KIIs and FGDs will be employed.

Methodology

The study will use the following methodologies for a qualitative and quantitative output:

- 1) Archival/ Desk review and analysis of relevant documents, including but not limited to the following: Volunteer Profile, manuals, field guides, feedback reports, previous case studies,

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articles, and other documentation. These will input into the general profile of community volunteers.

- 2) Survey: the survey will seek to answer questions about community participation, awareness of community needs, awareness of governance, and non-SP-related benefits. Target participants will be community members and community volunteers.
- 3) Key Informant Interviews: the KIIs will seek to answer questions on contribution of community volunteers in the community and barangay LGUs. Target participants will be RCDS, barangay captains, and select community volunteers not part of the FGD.
- 4) Focus Group Discussions: the KIIs will seek to answer questions on contribution of community volunteers in the community and municipal LGUs, and the learnings of community volunteers and application of these learnings. Target participants will be ACTs, MCTs, and community volunteers.

Scope of the Research:

Ten (10) provinces will be visited, ideally all from different RPMOs, wherein KIIs and FGDs will be conducted in two (2) municipalities per province, and two (2) barangays per municipality. A total of twenty (20) municipalities and forty (40) barangays will be covered.

V. Scope of Work

The consultant is expected to conduct data gathering activities in two provinces covering two (2) municipalities per province, and two (2) barangays per municipality. Specifically, s/he will:

- 1) Prepare and submit Inception Report that contains the analysis and operational plan and specific timeline of the study
- 2) Prepare and submit qualitative data collection tools e.g. FGD and KII guide questions and documentation template
- 3) Conduct Archival/Desk review and analysis of relevant documents, including but not limited to the following: Volunteer Profile, manuals, field guides, feedback reports, previous case studies, articles, and other documentation on assigned areas
- 4) Administer a Survey to 30 volunteers and 30 non-volunteers per municipality; respondents must not be included in KIIs or FGDs.
- 5) Conduct Key Informant Interviews: RCDS in charge of the provinces assigned to them, 8 barangay captains, and 8 community volunteers not part of the FGD
- 6) Conduct Focus Group Discussions: 4 ACTs, 4 MIAC/MCTs, and 8 groups of community volunteers.
- 7) Prepare and submit an analytical report on volunteering covering two provinces, and containing four separate case studies (one per municipality). Attachments will include data analysis from survey, KII, and FGDs
- 8) Prepare and submit a final evaluation report containing analytical reports from other volunteerism researchers

VI. Expected Outputs

The consultant is expected to have the following outputs:

- a. Inception Report that contains the analysis plan
- b. Data gathering instruments (KII, and FGD questionnaires, documentation template)
- c. Field Analytical report on volunteering covering two provinces and containing four separate case studies (one per municipality). Attachments will include raw data and data analysis from survey, KII, and FGDs.
- d. Final evaluation report containing analytical reports from other researchers.

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VII. Indicative Timeline

Activities	October				November				December				January				February			
	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4
Procurement and engagement of Service Providers																				
Inception Report (output 1)																				
Archival/ Desk review and analysis of relevant documents																				
Data gathering tools																				
Data gathering																				
Report writing and analysis, review and revision of reports																				
Submission of Final Report																				

VIII. Reporting and Working Arrangements

Kalahi-CIDSS-NCDDP NPMO will oversee the engagement of the Consultant. The consultant will report directly to the National Project Manager of Kalahi-CIDSS-NCDDP and will work closely with NPMO M&E Unit, particularly with the program evaluation group.

Kalahi-CIDSS-NCDDP NPMO will be responsible for coordinating with all concerned DSWD Field Offices and other stakeholders with regards to the implementation of the study.

Kalahi-CIDSS-NCDDP will facilitate administratively the conduct of meetings and other similar activities which is beyond the scope of the consultant;

All outputs produced by the consultant under this engagement shall be considered as property of the DSWD. 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.

The Consultant may not dispose of or otherwise make use of such documents without the prior written approval of DSWD. All documents submitted with amendments, further inputs/recommendations from KC-NCDDP-NPMO based on group reviews and desk reviews shall be further finalized and re-submitted to the project management team.

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IX. Qualifications of the Individual Consultant

The individual consultant contracted should have at least the following qualifications:

- a. Has at least a bachelor's degree in social sciences, political science, public administration, community development, or related social development field.
- b. Minimum of 5 years' experience in the conduct of social research, assessment and/or evaluation of development programs/projects.
- c. Have a good conceptual understanding of community, local development, and community empowerment. Familiarity with the KALAHI-CIDSS- NCDDP Project is an advantage.
- d. Experienced in doing quantitative research through surveys.
- e. Experienced in doing qualitative research through key informant interviews, focus group discussion, archival/desk reviews
- f. Have conducted at least 5 research studies involving survey, KII, and FGD as a methodology