

guidance to all concerned DSWD officials and employees on the processes of CSO engagement relative to providing support to CSO in the implementation of FDS and FDS Plus. This also establishes responsibilities and accountability mechanisms in the implementation of the engagement.

1.2. Legal Basis

DSWD Memorandum Circular 07 Series of 2012 which provides framework on the Engagement with Civil Society Organizations on the Implementation of the DSWD Social Protection Program.

DSWD Memorandum Circular No. 16 s. of 2009—provides the guidelines on the release, utilization and accounting of DSWD funds transferred to Non-Government Organizations/People's Organizations (NGOs/POs), in pursuit of the objectives of the Commission on Audit (COA) Circular No. 2007-001.

DSWD Memorandum Circular on FDS and FDS Plus which provides guidelines in the implementation of Family Development Sessions in the Pantawid Pamilyang Pilipino Program.

COA Circular No. 2007-001 (October 25, 2007) which provides guidelines in the granting, utilization, accounting and auditing of the funds released to Non-Governmental Organizations/People's organizations.

1.3. Definition of Terms

Civil Society Organizations (CSOs)—refer to the wide array of non-governmental and not-for-profit organizations (NGOs), community groups, labor unions, indigenous groups, charitable organizations, faith-based organizations, professional associations and foundations that have a presence in public life, expressing the interests and values of their members, and other stakeholders based on ethical, cultural, political, scientific, religious or philanthropic considerations.

Family Development Session (FDS) - FDS is a monthly session wherein interactive topics along enhancement of family life such as husband and wife relationship, home management, and financial management and other topics relative to the development/enhancement of families are discussed. Attendance to FDS is one of the conditions for beneficiaries of the Pantawid Pamilyang Pilipino Program.

Family Development Session Plus (FDS Plus) - refers to a range of initiatives that are complementary/follow thru to the FDS and are not included as conditions of the CCT. Tapping strengths of CSOs in specified areas, FDS plus initiative are intended to be tailored to the needs of CCT beneficiary parents and households, to provide them opportunities (on a purely voluntary basis) to access other socioeconomic support (e.g. literacy and numeracy skills, training and mentoring to support improved livelihoods, community mobilization, etc.) through popular and adult education as a means to help Pantawid Pamilya beneficiary household to sustainably transition out of poverty, as well as deepen their level of learning on family life and active citizenship.

Regional Selection Committee (RSC) – pertains to the regional technical group composed of representatives from other DSWD offices, bureau and units and external partners. This is headed by the Regional Pantawid Deputy Program Director and is in charge of reviewing, selecting and approving CSO proposals.

Partner Organization—refers to CSOs that have formally entered into a partnership with the DSWD for a common undertaking.

Public Private Partnership—describes a government service or private business venture, which is funded and operated through a partnership of government and one or more private sector organizations.

2. GENERAL CRITERIA, ELIGIBILITY AND CALL FOR PROPOSAL

2.1. Eligibility

2.1.1. Eligibility Criteria

To be eligible for support in the conduct of FDS and FDS Plus, CSOs must meet the following eligibility criteria:

- a. Incorporated as a non-profit organization or people's organization for not less than one (1) year.
- b. Duly registered by any government accrediting agencies such as SEC, CDA, DOLE, DSWD whichever is applicable. For faith-based and people's organization without accreditation or registration from the above-mentioned agency, registration and accreditation from concerned Local Government Unit may be accepted.
- c. Has at least one (1) year experience of implementing community development projects or other programs related to promoting children and family development.
- d. Trained on the conduct of FDS and FDS Plus or has been implementing FDS and FDS Plus on a voluntary basis for at least one (1) month.
- e. Capacity to provide human resources as possible workforce augmentation and/or technical skills that may be beneficial for the implementation of the FDS and FDS Plus.
- f. Capacity to provide participation or equity cost of at least 20% of the total project cost.
- g. No outstanding cash advance funded by the Priority Development Assistance Fund or any government funds that remains unliquidated for more than three (3) months after their project has been concluded.
- h. No pending case involving misuse of funds; and
- i. No derogatory reports from other agencies of the government as certified by said agency and should have no member of the board who is also a board member of an organization blacklisted by the DSWD

2.1.2. Criteria for Proposal Assessment

All applications for support will be assessed by a team from the regional office using the following criteria:

- a. Demonstrate a sound program implementation plan with clear objectives, defined target beneficiaries, appropriate intervention strategies and feasible implementation timeline.
- b. Facilitators that have adequate educational or training background and experience relevant to the conduct of the FDS and FDS Plus.
- c. Budget is well substantiated and aligned with scope and service delivery and complies with eligible expenses and cost parameter.

2.1.3. Eligible and Ineligible Expenses and Cost Parameters

Eligible Expenses and Cost Parameter

Expense Item	Cost Parameter
Transportation	Php 400 / facilitator / day
Communication	Php 300 / facilitator / month
Meals (Food) for Facilitators and other incidental expenses	Php 240 (for 2 session per day)
Meals (Food) for Participants in FDS Plus	Php 15 / pax (assumed equity of CSO)
Materials	Php 10 (assumed equity of CSO)
Others (including meals for meetings & supplies relevant to project implementation but not on negative list)	Projected Cost

Ineligible Expenses

Honoraria/Salary of Project Staff

Capital Outlay

Other Items indicated in the negative list of COA Circular 2007-001

2.3. Call for Proposal

The Call for Proposals will be published by the DSWD Central Office in the DSWD official website and provided to the Field Office. The Call for Proposals shall contain all the necessary information on the FDS and FDS Plus and documents and proposals that must be prepared by the CSOs. Period of engagement under the support facility will be for a minimum of three (3) months and maximum of one (1) year. Timeline of agreement should be within the DSWD fiscal year (January-December of the current year)

2.3.1. Schedules

The deadline of submissions is set every last day of the month, or the nearest working day if such falls on a holiday or a weekend.

Proposals submitted after the deadline will still be accepted and will be reviewed by the Selection Committee in the next batch of screening.

2.3.2. Required Documents

CSO must be able to submit/complete the ff. documents:

APPLICATION CHECKLIST	
Set 1	Application Submitted Checklist
	Application Form
Set 2	Letter with Expression of Commitment
	Self-Introduction / Profile
	Project Experience
Set 3	Certified True Copy of Registration or Accreditation from DSWD/DOLE/CDA/SEC/LGU whichever is applicable
	Copy of Articles of Incorporation OR Cooperation

	Secretary's Certificate for Incumbent Officers
Set 4	Certificate of Filing with SEC OR Approval by CDA
Set 5	FOR CSO w/THREE YEARS OF EXISTENCE:
	Copy of three-year Financial Reports Audited by an Independent Certified Public Accountant
	OR IF LESS THAN THREE YEARS OF EXISTENCE:
	Report of Accomplishment of any similar project certified by President and Secretary
	Yearly Financial Report Audited by an Independent Certified Public Accountant
Set 6	Disclosure of related business OR Statement of no related business
Set 7	Project Proposal
Set 8	Financial Proposal
Set 9	List and Details of Similar Projects or Statement of No Similar Projects
Set 10	Photocopy of Notarized Sworn Affidavit of No Relation

See Annex A: Orientation Pack

3. ROLES AND RESPONSIBILITIES

Engagement with CSOs for FDS and FDS Plus is implemented by both the Regional and National DSWD Office.

3.1 Field Office

The field office is in charge of pro-actively engaging CSO for FDS and FDS Plus; conduct of selection and approval of CSO proposals, provision of technical assistance to CSO and monitoring of CSO engagement.

3.1.1. Selection and Approval of Proposals

- a. A Regional Selection Committee (RSC) shall be formed to process and approve CSO proposal. This shall be composed of the following:

Chairperson, Deputy Program Manager of Pantawid Pamilya
Vice-Chair, Regional CSO Focal Person
Member, Finance Representative
Members, 2 external stakeholders (RAC, RAC-TWG, or other stakeholders)
Secretariat – Institutional Partnership Development Officer for CSO; Family Development Focal supervised by the Regional Program Coordinator for Pantawid

- b. Finance, RAC, RAC-TWG or other stakeholders concerned are to designate permanent and alternate members to attend the regular meetings. In the case of unavailability of the Chairperson or the Co-Chair, a temporary Chairperson may be appointed through a Special Order to convene a particular meeting.

- c. The RSC shall convene every 1st day of the month to review, assess and approve CSO proposals. Members of the RSC shall perform the following functions:

Chairperson shall convene the RSC members and lead in the discussion, assessment and approval of CSO proposals.

Regional CSO Focal or Standards Unit (SU) shall serve as the Receiving Officer of CSO proposals. In accepting proposals, SU should initially verify the authenticity and correctness of documents submitted, exactness of the number of copies submitted, and exactitude of the pages of the documents and proposals. SU should also endorse to the RSC Secretariat CSOs with complete and correct submission. SU shall also act as the presiding officer in RSC meeting in the absence of the Chairperson.

RSC Secretariat is responsible in coordinating with all the RSC members in the conduct of review and approval of CSO proposals. He/She shall ensure completeness of needed documents for RSC meeting. An initial assessment of the CSO profile, technical and financial proposal shall also be performed by the Secretariat prior to the meeting. The RSC Secretariat also facilitates the awarding of project/support to CSOs who passed the selection process. He/She needs to ensure that CSOs are regularly given feedback on the status of their proposal. The RSC Secretariat shall also receive and review documents in the absence of the SU or lend assistance to the SU if the magnitude of proposal submitted will affect the timeline set.

Finance Representative shall lead in the discussion and assessment of the financial and budgetary requirements stipulated in the CSO proposal. He/She shall also provide inputs and assessments of the other aspects of the proposal.

External Partners shall provide inputs and recommendations on the proposal based on existing guidelines and criteria.

- d. The RSC shall receive appeals regarding the selection of CSOs in the engagement of FDS and FDS Plus and provide appropriate action for it.
- e. RSC shall also deliberate on complaints relating to CSO engagement. It shall determine appropriate action and recommendation to resolve complaints/grievance and endorse such for the approval of the Regional Director.

3.1.2. Provision of Technical Assistance and Monitoring of CSO Engagement

- a. A RPMO CSO Team shall be organized to monitor and provide technical assistance to the CSO partners throughout the engagement. Supervised by the Regional Program Coordinator, the RPMO CSO Team shall be composed of the following:

Institutional Partnership Development Officer (IPDO) CSO Focal
Finance Officer
Family Development Coordinator/Focal
Provincial Link(PL)/Municipal Link (ML) from the CSO's area of concern

- b. The RPMO CSO Team shall be responsible for the following tasks:

Orientation/Coordination

Orient the CSOs on the process flow (specific steps and requirements) of the engagement
Ensure the coordination of CSOs with the respective Local Government Units (LGUs) and Provincial Operations Office (POO) of their areas of coverage
Provide CSOs with the necessary templates for proposals, reporting, and transfer of funds

Technical Assistance (TA)

Provide TA to the CSO in their Indicative Work/Implementation Plan to guide the CSOs on the requirements/needs of the concerned areas (i.e. modules/topics, appropriate area, number of beneficiaries, etc.) through the PL/ML

Assist the CSOs with their concerns on the submission and completion of documents

Feedback – provide regular feedback to the CSO on the status of their submission

Monitoring

Collect and consolidate monthly reports submitted by the CSO through the IPDO

Address issues and concerns or raise to offices concerned through the IPDO

Monitor partnership and the conduct of FDS and/or FDS Plus by conducting spot checks and filling out the respective monitoring forms, through the PL/ML, FDU focal, and IPDO

The representative from finance is in charge of fund transfers, liquidation, reimbursement, and other financial processes of the engagement.

Prepare and submit a monthly report to the NPMO on the status/updates of the engagement

c. The RSC may also conduct spot checks on areas and dates as may be determined by the Committee.

3.2. National Office

The National Office shall oversee the implementation of CSO engagement, provide technical assistance to the RPMO. It shall also monitor engagement in aid of enhancing implementation guidelines and policies for CSO partnership for Pantawid.

3.2.1. Oversight

a. A **National Review and Advisory Committee for CSO Engagement (NRAC-CSO)** in the Pantawid Pamilyang Pilipino Program shall be formed to oversee implementation of CSO partnership. It shall consist of:

Chairperson, Pantawid Pamilya National Program Manager

Vice-Chair, Standards Bureau Director

Member, Financial Management Service Director

Member, Executive Assistant for Volunteer Groups from the Office of the Secretary

Member, Family Development Unit Division Head

Member, 1 external stakeholder from NIAMC or NAC-TWG

Secretariat, NPMO CSO Team

b. The Directors for Standards Bureau, Financial Management Service and the Division Head for Family Development Unit shall be the permanent members to the NRAC-CSO. They shall also appoint at least Level III officers as alternate representative of their respective offices. NIAMC, NAC-TWG or other stakeholders concerned shall also assign a permanent and alternate representative to the said committee. In case of unavailability of the Chairperson or the Vice-Chair, a temporary Chairperson may be appointed through a Special Order to convene a particular meeting.

c. The NRAC-CSO, who will convene quarterly, is responsible for the oversight of the implementation of the CSO Engagement in FDS and FDS Plus. Specifically, the NRAC-CSO is responsible for the following:

Resolve Appeals and other Complaints

Receive complaints on RSC or the field office's actions regarding selecting and approving

proposals, monitoring engagement and implementation of the partnership.
Receive appeals on decisions made by the Field Office regarding grievances/complaints filed against the CSOs.
Deliberate and provide recommendations of appropriate actions and/or resolutions to the submitted complaint/appeal.

Review/evaluate engagement

Assess whether or not the partnership has achieved its set objectives, both short-term and long-term
Review and evaluate, in whole or part, the status of the CSOs selected and are implementing for the quarter
Based on the results of assessment and monitoring, propose or agree on needed revisions to the operation of the engagement

Monitoring – The NRAC-CSO may also conduct spot checks on areas and dates as may be determined by the Committee

3.2.2. Provision of Technical Assistance and Monitoring of CSO Engagement

- a. A **NPMO CSO Team** shall be organized to monitor and provide technical assistance to the RPMO throughout the engagement. Supervised by the National Program Manager, the NPMO CSO Team shall be composed of the following:

Institutional Partnership Division Representative
Family Development Unit Representative
Social Marketing Unit Representative
Capability Building Unit Representative
Financial Management Service, Accounting Division Representative

- b. The NPMO CSO Team shall be responsible for the provision of the following:

Secretariat – The NPMO CSO Team shall serve as secretariat to the National Technical Working Group (NTWG).

Orientation/Coordination

Orient the RPMO on the process flow (specific steps and requirements) of the engagement
Ensure the coordination of the RPMO with the CSO partners and the respective offices
Provide RPMO with the necessary templates for proposals, reporting, and transfer of funds

Technical Assistance (TA)

Provide TA to the RPMO in ensuring that both Field Offices and CSO partners fulfill their tasks in the implementation
Assist the field offices with their concerns, especially on the selection and approval of CSOs

Feedback – provide regular feedback to the RPMO on the status of fund transfer.

Monitoring

Collect and consolidate monthly reports submitted by the IPDO
Address issues and concerns or raise to offices concerned
Monitor partnership and the conduct of FDS and/or FDS Plus by conducting spot checks to the field offices and filling out monitoring reports
The representative from finance is in charge of fund transfers, liquidation, reimbursement, and other financial processes of the engagement.
Consolidate regional monthly reports on CSO engagement in FDS and FDS Plus

4. APPLICATION, SELECTION, APPROVAL AND CONTRACT SIGNING

This section covers the procedures of the pre-application, application, selection and approval of CSO Proposals. This procedure is outlined based on the general needs of the Field Offices but may be revised, upon proper advise, depending on the special circumstances or situations, deemed critical, that may arise in the Field Office. The selection and approval process is prescribed to follow the following monthly timeline:

ACTIVITY	TIMELINE	Sample Date
Deadline of Submissions	Every last day of the month	September 31,2013
Regional Selection Committee Meeting	Every first to the seventh day of the month (5 working days)	October 1-7,2013
Finalization of Approved CSOs and Contract Signing	Every eighth to eighteenth day of the month (8 working days)	October 8-18, 2013
Fund Transfer	Every nineteenth to thirtieth/thirty first day of the month (8-9 working days)	October 19-31, 2013
Start of Implementation	1 st day of the following month	November 1, 2013

4.1 Pre-Application

4.1.1. Orientation

- a. All CSOs interested to partner with DSWD for the Pantawid Pamilya will undergo a 3-hour orientation conducted by the IPDO-CSO focal. This is the first step in the pre-application process that aims to guide the CSOs in engaging with the program. It also aims to clarify and clear all concerns and issues pertaining to the engagement. The orientation will discuss and clarify all concerns pertaining to application process, requirements, funding, guidelines and eligibility criteria of the FDS and FDS Plus engagement.
- b. A certificate of attendance will be provided to all CSO representatives who completed the orientation from start to finish. This certificate will be included in filing the application and will serve as proof that the CSO has been oriented on the different processes, structures and mechanisms involved in the FDS and FDS Plus engagement.
- c. An Orientation pack that includes forms and checklist will be distributed to all participating CSOs to familiarize them with the requirements, processes, timelines, and structures of the engagement.

Detailed list of the Orientation Pack:
 Application Checklist,
 Eligibility Criteria form
 Call for Proposals
 Certificate

Please see Annex A: Orientation Pack

4.2. Application

4.2.1. Submission of Proposals

- a. CSOs shall submit their project proposals and other required documents to the Standards Unit of the concerned DSWD Field Office, addressed to the Regional Director.
- b. Submission of documents will be cross checked using the Application Document Checklist.

Complete submission will be endorsed to the Secretariat while incomplete documents will be returned to the CSO for appropriate action.

4.2.2. Verification and Endorsement

- a. Complete proposals endorsed by SU will be verified by the RSC-Secretariat. Verification includes cross-checking of proof documents based on the set eligibility criteria.
- b. Initial assessment of organization's profile shall also be done in this stage. This refers to assessing capacity of CSO to conduct FDS and FDS Plus based on the organization's experience in handling similar projects and training or experiences in the actual conduct of FDS and FDS Plus. CSOs must meet all the criteria set for this assessment.
- c. CSOs proposals that will pass the verification process will be endorsed for assessment and deliberation in the RSC meeting.

See Annex B: Selection and Approval

B1. Eligibility and Profile Assessment Form Evaluation Form

4.3. Selection and Approval

4.3.1. Technical and Financial Proposal Assessment

- a. The technical and financial proposal will be assessed on relevance, appropriateness, staffing and cost effectiveness. RSC will use the following parameters in reviewing and evaluating the proposal:

AREA	DESCRIPTION/INDICATOR	SCORES
TECHNICAL PLAN	Clear project objectives, mechanics and implementation plan relevant to the promotion / attainment of the 5 MDGs and/or sustainable poverty reduction among CCT beneficiaries	10
	Number of target beneficiaries and target cluster groups per day per facilitator for	10
	Relevance of the proposed topic / sessions to the current concerns of the area for	10
	Feasibility of the implementation timeline	10
TECHNICAL CAPACITY	Organization's Experience in the conduct of similar projects/programs	10
	Education of Staff	10
	Training	5
	Work experience	5
FINANCIAL PLAN	Has at least 20% Counterpart Cost of the total project and within the prescribed equity	10
	Accuracy of proposed cost	10
	Proposed Plan within the cost parameter	10
TOTAL		100

- b. To pass the Technical and Financial Assessment, the CSOs must get at least half of the maximum score per criterion/indicator and must have a minimum total score of 50.
- c. The RSC may request the presence and support/expertise of additional staff from Finance to assess the financial counterpart.
- d. The RSC may also request additional documents to support/ or explain details stipulated in the

proposal that maybe unclear or inconsistent. In cases like this, RSC may conditionally approve or defer review of proposal pending clarification and submission of additional requirements from the CSO. Deferred proposal will be included in the next round of selection while conditionally approve proposal will only be confirmed once the CSO complied with the set additional requirements.

- e. CSOs shall be informed of the status of their submission two days after the RSC meeting. A formal letter signed by the Regional Director shall be sent to the CSO and shall contain the following information:

Status of submission: Passed or Failed

Rating received in the Technical Proposal Assessment; Areas for improvement/clarification in the documents submitted, especially on the Project Proposal and Indicative Work/Implementation Plan

Additional requirements by the Field Office if CSO failed, Date of meeting for TA

If CSO was conditionally approved, Date of Submission of revised or additional requirements

***See Attached Annex B: Selection and Approval
B2. Technical and Financial Assessment Form***

4.3.2 Approval and Contract Signing

- a. CSO submissions that have passed the selection process are to be confirmed and finalized through a **Resolution** signed by the members of the RSC who were present during the particular meeting.
- b. Successful CSO applicant will be required to enter into a **Memorandum of Agreement** with DSWD-FO consistent with the approved proposal. The MOA will specify roles and responsibilities of engaging parties, accountability mechanisms, period of the engagement, mode of payment to the CSO. The Regional Director shall be the signee in the MOA.
- c. The CSOs shall be informed thru a formal letter signed by the Regional Director stating the acceptance and awarding of the proposed project by the FO. Schedule for the contract signing and orientation for actual implementation must be coordinated and set immediately.
- d. All winning CSOs shall be oriented/briefed on the aspects of the Program and their undertakings, and turned-over to the Provincial Operations Office for their courtesy call/entry conference to concerned city/municipality.

***See Attached Annex B: Selection and Approval
B3. Resolution for CSO Confirmation Template
B4. Memorandum of Agreement Template***

5. FUND TRANSFER

5.1. Release of Funds

Transfer, utilization and liquidation of funds shall be in accordance with Commission on Audit (COA) Circular No. 2007-001 (25 October 2007)

5.1.1. Mode of Payment

Funds released to CSO shall be in three (3) tranches:

30% - Initial Tranche (Mobilization Funds)

50% - Second Tranche

20% - Last Tranche

5.1.2 Process of Fund Release

- a. The funds to be transferred to the CSOs shall retain the character as public funds; hence CSO shall need to maintain a separate savings account for this engagement.
- b. Request for Transfer of Funds shall emanate from the RPMO thru the Regional Selection Committee established for this purpose. RPMO shall request the funds to NPMO by submitting the following documents:
 - Request for Sub-Allotment Allocation
 - RSC Approval (Resolution)
 - Approved Project Proposals of CSOs
 - Approved Technical Proposal
 - Approved Financial Proposal
 - Accomplished and signed Selection Summary Evaluation Forms of CSOs
 - Signed and notarized Memorandum of Agreement
- c. NPMO shall check the documents submitted by the RPMO and approve the transfer of funds. It shall forward the documents submitted by the RPMO to the Financial Management System (FMS) together with a request for sub-allotment of Funds for the Regional Office.
- d. The DSWD-CO, through the FMS, will process and download SAA and Notice of Transfer of Allocation to the regional office. This will authorize the transfer of funds from the Field Office to the CSO.
- e. The RPMO thru the finance officer shall facilitate transfer of funds to the partner CSO Account. Funds to be released shall be based on the amount stipulated in the MOA with CSO and the approved project proposal.
- f. CSO shall issue an acknowledgement receipt as proof of amount received. The said amount shall be liquidated accompanied by official receipts and other valid documents.
- g. CSO may receive funds upon completion of the following.

Tranche	Amount	Requirement before release
First Tranche (Mobilization)	30% of total approved cost	After signing of MOA
Second Tranche	50% of total approved cost	Interim Fund Utilization Report of the 30% mobilization fund certified by the CSO and verified by DSWD. Mid Term Accomplishment Report;
Third Tranche	20% of total approved cost	Final Fund utilization Report certified by the CSO and verified by DSWD. Final Documentation Report Certificate of Project Completion from DSWD

- h. CSO shall be oriented and assisted on the liquidation process.

5.2 Liquidation

5.2.1. Accounting

CSO shall keep and maintain financial and accounting records of the funds transferred by the Department in accordance with Philippine Accounting Standards. It shall submit financial or liquidation reports to the DSWD as agreed upon in the MOA. CSO shall also make available to the DSWD and/or COA Auditors all records and documents including disbursement vouchers relative to the utilization of funds transferred.

5.2.2. Liquidation Report

- a. Funds transferred must be liquidated by the CSO to be able to receive succeeding or remaining tranche. CSO must submit the following documents for this purpose:

Financial Report with the following attachments:

Liquidation Report

Original Receipts

Other Documentary Requirements:

Acknowledgement Receipt

Certificate of Completed Travel

Itinerary of Travel

No Receipt Expense Table

- b. The finance officer will review the liquidation report and documents submitted by the CSO. If liquidation documents are valid/proper, the regional finance office will record the liquidation and give a notice of recorded liquidation to the RPMO. The notice of recorded liquidation will be given to the NPMO and to the CSO. If liquidation documents are not deemed valid/proper, the regional finance office will give notice to RPMO who will send the notice to the CSO.

See Attached Annex C: Financial Templates

6. ACTUAL CSO ENGAGEMENT

6.1 Monitoring and Reporting

6.1.1. Partner CSO

- a. The CSO must submit to the RPMO a monthly accomplishment report. This shall contain highlights of the following:

Activities implemented for the period

Status of attendance of the household beneficiaries on FDS and FDS Plus

Area of operations

Issues and concerns during the conduct of activity

Outcomes and effects of activities implemented

Factors that hindered and facilitated implementation

Insights and learning points

Work plan for the next period

Fund Utilization

6.1.2. Field Office

- a. The IPDO shall also conduct bi-monthly spot-checks on at least two (2) barangay of operations of

concerned CSO. This monitoring will center on progress of implementation based on the approved workplan, fund utilization, issue and concerns relating to implementation. General feedback from barangay officials, parent leaders, and/or beneficiaries shall also be gathered.

- b. A monthly report prepared by the IPDO will be submitted to the NPMO integrating the consolidated monthly report from the CSO, results of spot checks, feedback report from FDU and Finance. The monthly reports will also cover results of the RSC meeting.

6.1.2. Central Office – NPMO

- a. Concerned divisions/units must review reports/feedbacks provided by the RPMOs. It should draw issues and concerns that can be discussed by the NTWG for policy formulation.
- b. Field visits will also be conducted to interview and get feedback from beneficiaries and/or parent leaders.
- c. Spot checks will also be done to the field offices to monitor and assess the implementation of the engagement.

See Attached Annex D: Monitoring and Reporting Templates

D1. FDS and FDS Plus Attendance Form

D2. CSO Monthly and Quarterly Report

D3. RPMO Monthly Report on CSO Engagement

D4. Feedback Report Template

7. PROJECT COMPLETION

7.1 Final Reporting

CSO shall submit the **Project Documentation Report** and the **Final Fund Utilization Report** upon completion of agreement. Complete liquidation of all fund transferred must be submitted not later than three (3) months after end of project.

The project documentation report must contain the following:

Introduction - brief introduction of the project, objectives and target beneficiaries
Highlights of Accomplishments - list of all activities undertaken and how each activity contributes towards output; include photo documentation
Issues and Concerns with Actions Undertaken - issues and concerns met during the implementation period and actions undertaken to address such
Fund Utilization -total amount utilized for the project/activity
Directions - proposed interventions after the period of project implementation

The Final Fund Utilization Report must contain the following:

Summary of expenses
Details of each item expense
Justification for each expense
Requirements:
Certified by the CSO's Accountant
Approved by the Approving Officer

See Attached Annex E: Project Completion

E1. Project Documentation Report

E2. Final Fund Utilization Report

7.2. Completion and Termination of Agreement

Partnership with the CSO shall cover the time period stipulated in the Memorandum of Agreement and shall immediately be terminated in accordance with the provision of the MOA.

An exit conference between the partner CSO and the RPMO shall be conducted to discuss and evaluate the partnership and define good practice and strategies that can replicated and areas that should still be improved.

Both parties shall be entitled to any legal actions that maybe required should there be any material violation of the provision of the agreement.


8. EFFECTIVITY

This Administrative Order shall take effect immediately and shall supersede all other guidelines, issuance or other specific provision/s inconsistent hereto.

Issued this 1st day of January 2014.


CORAZON JULIANO -SOLIMAN
Secretary

Certified Copy:


MYRNA H. REYES
Officer In-Charge
Records Unit

LIST OF ANNEXES

Code	Title of Forms/Template	To be filled up/Person In Charge/User
A1	Application Document Checklist	To be assessed and verified by Standards Unit upon submission
A2	Application Form and Project Experience	To be accomplished by the CSO applicant
A3	Technical Proposal Template	To be accomplished by CSO applicant
A4	Financial Proposal Template	To be accomplished by CSO applicant
A5	Call for Proposal	To be provided to the CSO (hard copy or through website)
B1	Eligibility and Profile Assessment Evaluation Form	To be assessed by the Secretariat and verified by the RSC
B2	Technical and Financial Assessment Form	To be filled up by the Secretariat and confirmed by the RSC
B3	Resolution for CSO Confirmation	To be filled up by the Secretariat and confirmed by the RSC
B4	Memorandum of Agreement Template	Note: Include mode of payment by tranches and what they need to accomplish/deliver before they receive the succeeding tranche; Include a clause providing legal remedies for both parties should the agreements are violated and/or not met/ as per commented by FMS
C1	Financial Report	To be accomplished by CSO Partner
C2	Liquidation Report	To be accomplished by CSO Partner
C3	Transportation Report	To be accomplished by CSO Partner
C4	Disbursement Voucher	To be accomplished by CSO Partner
C5	Disbursement Plan	To be accomplished by CSO Partner
C6	Itinerary for Travel	To be accomplished by CSO Partner
C7	No Receipt Expense Template	To be accomplished by CSO Partner
C8	Certificate of Completed Travel	To be accomplished by CSO Partner
C9	Acknowledgement Receipt	To be accomplished by CSO Partner
D1	FDS and FDS Plus Attendance Form	To be accomplished by CSO Partner
D2	CSO Monthly Accomplishment Report	To be accomplished by CSO Partner
D3	RPMO Monthly Report on CSO Engagement	To be accomplished by RPMO
D4	Spot Check Template for IPDO	To be accomplished by IPDO-CSO Focal
E1	Project Documentation Report	To be accomplished by CSO Partner
E2	Final Fund Utilization Template	To be provided in the Field Office and to be accomplished by CSO Partner

APPLICATION DOCUMENTS CHECKLIST

REQUIRED DOCUMENTS		REQUIRED # OF COPIES	# COPIES SUBMITTED	REMARKS
Set 1	Documents Submitted Checklist	2		
	Application Form			
Set 2	Letter with Expression of Commitment Self-Introduction / Profile Project Experience	5		
		5		
		5		
Set 3	Certified True Copy of Registration OR Accreditation	DSWD DOLE CDA SEC LGU DSWD DOLE CDA SEC LGU	1	
Set 4	Copy of Articles of Incorporation OR Cooperation		1	
	Secretary's Certificate for Incumbent Officers		1	
	Certificate of Filing with SEC OR Approval by CDA		1	
Set 5	THREE YEARS OF EXISTENCE: Copy of three-year Financial Reports Audited by an Independent Certified Public Accountant		1	
	OR IF LESS THAN THREE YEARS OF EXISTENCE: Report of Accomplishment of any similar project certified by President and Secretary		1	
	Yearly Financial Report Audited by an Independent Certified Public Accountant		1	
Set 6	Disclosure of related business OR Statement of no related business		1	
Set 7	Project Proposal		5	
Set 8	Financial Proposal		5	
Set 9	List and Details of Similar Projects OR Statement of no similar projects		5	
Set 10	Photocopy of Notarized Sworn Affidavit of No Relation		1	

The Standards Unit or the Secretariat will examine if all documents indicated in the Application Documents Checklist are submitted. Indicate the number of copies and put remarks for every submitted document.

Submitted By (Name of CSO Rep): _____

Received By (Name of DSWD Staff): _____

From (Name of CSO): _____

Date: _____

ANNEX A2

APPLICATION FORM AND PROJECT EXPERIENCE TEMPLATE

HON. CORAZON J. SOLIMAN

Secretary
Department of Social Welfare and Development
Batasan Hills, Quezon City

Attention: **(Name of Regional Director)**
Director, Field Office
Address

Subject: **Application for the DSWD-CSOs Engagement in the Implementation of
FDS (or FDS Plus)**

Dear **Secretary Soliman**,

This is to formally submit the required documents for DSWD-CSOs Engagement in the Implementation of FDS (or FDS Plus).

The (Name of CSO) has been engaged in community development activities....(state)...

Further, ... (state other related programs/projects)

We are expressing our commitment to engage in...(name of this project, timeline, etc.)...

In view of this, may we request consideration and/or approval of the project entitled _____
amounting to _____.

Very truly yours,

(Name of President/Chairman)
(Name of CSO)

ANNEX A2

APPLICATION FORM AND PROJECT EXPERIENCE TEMPLATE

Profile of Organization

Full name			
Name of Head		Address	
Organization's Officials (Name-Designation)			
Place of Registration			
Geographic scope (e.g., provinces, municipalities, etc.) where CSO is currently actively implementing projects/programs.			
Business address			
Telephone		Fax	
Email			
Website			
SEC Registration	Registered in :		
	Date of last filing of information update:		
Name of Treasurer			
Mission statement/ Main types of activities/programs/Target Sector			
Number of Staff/Members			
Number of Professionals Staff/Members			
Total expenditures in the past three years (PHP)	Year	Expenditures	
Records of Recognitions received (if any)			
Contact Person for the proposed project			
Telephone		Fax	
Email			

ANNEX A2

APPLICATION FORM AND PROJECT EXPERIENCE TEMPLATE

CSO Project Experience

Name of project and basic scope	Start and Completion Dates	Contract duration	Manpower input	Specific main tasks CSO staff undertook
-			-	

Any other important information related to the CSO's technical capacity (e.g., significant capacity building received):

Information related to and concrete illustrative examples that demonstrate the CSO's ability to work with an LGU (e.g., engagement with and commendation from LGU):

ANNEX A3

TECHNICAL PROPOSAL TEMPLATE

A. PROJECT DESCRIPTION	
Executive Summary:	
<i>In 2-3 paragraphs, summarize and describe overall goals of the proposed project</i>	
1. Title of the Project	
2. Objectives of the Project <i>List the objectives of the project. The objectives should be Specific, Measureable, Achievable, Relevant and Time-based.</i>	
3. Project Areas <i>Indicate detailed area of operations</i>	
4. Project Beneficiaries <i>Indicate the ff:</i> <i>Number of Target Beneficiaries:</i> <i>Number of Facilitators:</i> <i>Number of parent groups per facilitator:</i> <i>Number of Days for each facilitator to cover assigned parent groups (in a month):</i>	
5. Specific Activities and Strategies <i>List all the planned activities to meet the set objectives. Include when, where and how these activities will take place.</i>	
6. Total Project Cost Requested	
7. Requested Amount	
8. Counterpart	
9. How will the impact of the project be sustained? <i>Please explain how the work conducted in the project will build and sustain your overall organizational mission and vision. Be realistic in your response.</i>	
10. Evaluation <i>How will you know if the project is successful? Please describe your monitoring and evaluation process as well as list of specific indicators for measuring your set objectives.</i>	
11. Risk Assessment <i>Please indicate whether you have considered the potential risks or harmful effects associated with the project. Explain how you have taken this into account when planning the project or will address this in the future.</i>	

ANNEX A3

TECHNICAL PROPOSAL TEMPLATE

B. STRATEGIES AND OUTPUTS		
Month / Week Number	Name of Activity	Expected Outputs <i>(i.e target number of beneficiaries attended per session/ per facilitator)</i>

C. IMPLEMENTATION WORKPLAN¹													
FOR FDS													
Name of Activity/ FDS Module Topic²	Areas Covered (Barangays)	Target Number of Beneficiaries/Timetable											
		October (week number)				November (week number)				December (week number)			
		1	2	3	4	1	2	3	4	1	2	3	4
1													
2													
3													
FOR FDS PLUS													
Name of FDS Plus Activity³	Areas Covered (Barangays)	Target Number of Beneficiaries/Timetable											
		October (week number)				November (week number)				December (week number)			
		1	2	3	4	1	2	3	4	1	2	3	4
1													
2													
3													

Note:

¹ The CSO is encouraged to provide a one-year implementation plan if applicable

² As coordinated with the Provincial Operations Office Head

³ As coordinated with the Provincial Operations Office Head or the RPMO/Convergence Office for Sustainable Livelihood for FDS Plus livelihood topics

ANNEX A3

TECHNICAL PROPOSAL TEMPLATE

D. FDS/FDS PLUS FACILITATORS							
Name	Sex	Age	Work institution	Education	Trainings Attended	Work Experience	Specific responsibilities and main tasks

Note: The CSO is to prepare a maximum 3-page Profile (Curriculum Vitae) per facilitator/staff assigned for the project, if required by the RSC for review and further assessment.

Prepared by:

(Name of Official)
(Name of CSO)

Approved by:

(Name of Official)
(Name of CSO)

As Coordinated / Noted by:

Provincial Link/SWO III/RPMO Representative

IMPORTANT NOTE:

1. Minimum/maximum requirements as benchmarks for assessment:
 - a. One session per cluster-group of beneficiaries.
 - b. One cluster-group of beneficiaries will have a maximum of 35 participants.
 - c. The maximum number of sessions per day is 3 sessions per facilitator.

These benchmarks will serve as a guide for scoring of the work/implementation plan and assessment in competitive ranking. Actual situation on the ground may vary; say geographical conditions (island/mountainous areas), peace and order situations, etc.) where the Field Office and concerned CSO will have to discuss in agreement the best option available for determination of appropriate benchmarks.

2. Technical proposal will be reviewed and assessed based on the following indicators:

a. Technical Plan

Clear project objectives, mechanics and implementation plan
Defined number of target beneficiaries
Appropriate strategies and interventions
Feasible of timeline

b. Technical Capacity

Organization's year of experience on similar project
Education and training experience of staff/facilitators

ANNEX A4

FINANCIAL PROPOSAL TEMPLATE For FDS or FDS Plus

Budget Items	Particulars	Total Cost per /budget item	DSWD Fund		CSOs Counterpart		Total	
			Amount	%	Amount	%	Amount	%
Transportation	Estimate Cost x no. of facilitators x no. of days							
Communication	Estimate Cost x no. of facilitator x no. of mos.							
Meals for Facilitator and other incidental expenses	Estimate Cost x no. of facilitator x no. of days							
Materials	Estimate Cost x quantity							
Others (including meetings & supplies relevant to project implementation but not on negative list)	Cost of meal x no. of attendees x frequency of meeting							
Total								

Prepared by:

(Name of Official)
(Name of CSO)

Approved by:

(Name of Official)
(Name of CSO)

ANNEX A4

FINANCIAL PROPOSAL TEMPLATE For FDS or FDS Plus

IMPORTANT NOTE

1. Using this template, the CSO is to prepare both total fund requirements and monthly budget/fund utilization.
2. A minimum of 20% of total project cost as counterpart is required.
3. Required Staffing and Sessions (refer to technical proposal template for information):
 - 1 Facilitator= maximum of 3 sessions/day/facilitator
 - FDS and FDS Plus Sessions= maximum of 35 pax/session

4. Budget Items for Possible Reimbursements (whole or part equity)

Budget Item	Cost Parameter
Transportation	Php 400 / facilitator / day
Communication	Php 300 / facilitator / month
Meals (Food) for Facilitators and other incidental expenses	Php 240 (for 2 session per day)
Meals (Food) for Participants in FDS Plus	Php 15 / pax (assumed equity of CSO)
Materials	Php 10 (assumed equity of CSO)
Others (including meals for meetings & supplies relevant to project implementation but not on negative list)	Projected Cost

5. Negative List / Not allowed in this Engagement
 - Honoraria/Salary of Project Staff
 - Capital Outlay
 - Items indicated in the negative list of COA Circular 2007-001
6. Other Possible CSO Counterpart/Participation Equity (CSO encouraged to provide higher equity for the partnership)
 - Utility Cost- Electricity and Water
 - Honoraria for Resource Persons/Facilitator- Staff and External
 - Maintenance cost and the use of office supplies(computer, fax, machines, photocopier, etc)
 - Office Rental
 - Cost of office communication-internet expenses, telephone landline and fax
 - Other Personnel Cost- technical and administrative staff
7. Financial proposal will be assessed based on the following indicators
 - at least 20% Counterpart Cost of the total project cost
 - Cost accuracy of proposed plan
 - Proposed budget within cost parameter

**CALL FOR PROPOSALS
FOR THE
DSWD-CSO ENGAGEMENT IN FAMILY DEVELOPMENT SESSIONS PLUS (FDS PLUS)**

The Department of Social Welfare and Development (DSWD) is currently accepting project proposals for the DSWD-CSO Engagement in Family Development Sessions Plus which is targeted to be implemented from January 2014 to December 2014. The deadline for submission is every end of the month of 2014 at the concerned DSWD Field Office.

The National Government through the DSWD is implementing the Pantawid Pamilyang Pilipino Program, commonly known as the Conditional Cash Transfer program. Pantawid Pamilya is a human development program that invests in the health and education of poor households particularly of children aged 0-14 years old. Cash grants are given to households who will comply with the conditionalities of the program, among which is the attendance to Family Development Sessions (FDS). While the FDS enables the households become socially aware, be involved and participate in community development activities, the FDS Plus was conceptualized to include a range of initiatives complementary to that of the FDS but was not included as conditions of the program. Currently, there are three types of FDS Plus and are as follows:

- **Functional literacy and numeracy**, which aims to improve the literacy (including functional) and numeracy of working age members of CCT household to raise their basic competencies for improved livelihood;
- **Livelihood promotion mentoring and referral program**, which aims to facilitate the CCT beneficiaries' access to knowledge, technology, labor markets and livelihood opportunities; and
- **Promotion of collective action**, which aims to help CCT beneficiaries to organize themselves for collective action for self-empowerment, and to influence local policy decisions and community development and broadly to promote active citizenship.

These types of activities shall promote, develop and target participants to attain concrete and tangible output after active participation in lecture series and interactive demonstrations. Proposal for other developmental themes are welcome based on the needs per area and should be properly coordinated with the Regional Management Office (RPMO).

The invitation is open to all CSOs, with solid experience in implementing community development activities. Related documents (*application form, terms of reference, eligibility requirement documents, and other templates*) essential for the preparation and submission of project proposals are available at the Pantawid Pamilya – National Project Management Office and Field Offices. Interested CSOs are encouraged to coordinate with the Pantawid Pamilya - Provincial Operations Office (POO) and/or Regional Program Management Office (RPMO) while crafting/revising the proposal for technical assistance in terms of schedules and geographical selection of targets. For any questions or clarifications, interested CSOs may check www.pantawid.dswd.gov.ph or contact the Institutional Partnership Division at 02-9318101 loc. 423 or visit any DSWD Field Office.

All proposals submitted after the set deadline will still be accepted and will be reviewed by the Regional Selection Committee (RSC) in the next batch of screening, which is targeted every month thereafter.

ANNEX B1 ELIGIBILITY AND PROFILE ASSESSMENT FORM

DOCUMENTS NEEDED:	1. DOCUMENTS SUBMITTED CHECKLIST 2. SUBMITTED DOCUMENTS		
NAME OF ORGANIZATION:			
ADDRESS:			
HEAD/ CONTACT PERSON:	TEL	MOBILE	
	FAX	EMAIL	
DATE RECEIVED:			

ELIGIBILITY AND PROFILE ASSESSMENT FORM

AREAS	INDICATORS	MEANS OF VERIFICATION	ACTUAL STATUS	REMARKS
Legal Status	Incorporated as a non-profit organization or people's organization for not less than one (1) year.	Articles of Incorporation and Cooperation	Date/Year of Incorporation:	PASSED / FAILED
	Duly registered by any government accrediting agencies such as SEC, CDA, DOLE, DSWD or by concerned Local Government Unit for faith based and	Registration	with / without: SEC/ DSWD/ CDA/ DOLE/ LGU	PASSED / FAILED
			Date/Year of Registration:	PASSED / FAILED
Technical Capacity to Implement FDS and FDS Plus	Has at least one (1) year experience of implementing community development projects or other programs related to promoting children and family development.	Report of Accomplishment of any similar project OR proof of similar project certified by the President or Secretary	Area of Specialization:	PASSED / FAILED
			No of Similar Projects:	PASSED / FAILED
			Years of Implementation:	PASSED / FAILED

AREAS	INDICATORS	MEANS OF VERIFICATION	ACTUAL	REMARKS
Technical Capacity to Implement FDS and FDS Plus	Trained on the conduct of FDS and FDS Plus or has been implementing FDS and FDS Plus on a voluntary basis for at least one (1) month.	Certificate of Training/Orientation on FDS and FDS Plus	Date of Training/Orientation:	PASSED / FAILED
			Period of Voluntary Conduct of FDS and FDS Plus:	PASSED / FAILED
			MOA under Bantay/Tulay/Gabay/Kaagapay	With / Without MOA under Bantay/Tulay/ Gabay/ Kaagapay
	Capacity to provide human resources as possible workforce augmentation and/or technical skills that may be beneficial for the implementation of the FDS and FDS Plus.	List/Profile of Facilitators	No of Facilitators:	PASSED / FAILED
			Summary of Educ/TrainingAttainment:	PASSED / FAILED

DSWD-CSO ENGAGEMENT IN FDS AND FDS PLUS

Financial Capacity to Manage Funds to be transferred	Capacity to provide participation or equity cost of at least 20% of the total project cost.	Indicated participation/equity cost in the financial proposal	% Equity Cost:	PASSED / FAILED
	Effective administration of funds	Financial reports audited by an Independent CPA	Total Organizational Budget:	PASSED / FAILED
			Sources of Funds:	PASSED / FAILED
			Financial Status: (Balance/Surplus/Deficit):	PASSED / FAILED
	No outstanding cash advance funded by the Priority Development Assistance Fund that remains unliquidated for more than three (3) months after their project has been concluded.	List of Similar Projects with Sources of Funds	List of Projects with Funding from PDAF:	PASSED / FAILED
Certificate of Complete Liquidation		with/without Certificate of Complete Liquidation	PASSED / FAILED	
AREAS	INDICATORS	MEANS OF VERIFICATION	ACTUAL	REMARKS
Financial Capacity to Manage Funds to be transferred	No pending case involving misuse of funds; and	Certificate of Complete Liquidation		PASSED / FAILED
	No derogatory reports from other agencies of the government as certified by said agency and should have no member of the board who is also a board member of an organization blacklisted by the DSWD	Certificate of Non-Affiliation		PASSED / FAILED

OTHER REMARKS	
---------------	--

VERIFIED BY RSC SECRETARIAT

RSC SECRETARIAT REPRESENTATIVE _____

CONFIRMED BY RSC MEMBERS:

Chairperson _____

Co-Chair _____

Member _____

Member _____

Member _____

DIRECTIONS ON HOW TO ACCOMPLISH THE ELIGIBILITY AND PROFILE ASSESSMENT FORM

Column 4: Actual Status: RSC Secretariat to:
 Write/supply requested information based on the documents submitted
 Encircle with or without based on presence of requested documents
 Write NA if information required is not applicable to the proposal being assessed

Column 5: Remarks
 Underline PASSED if proof documents give information that complies with the set indicators
 Underline FAILED if proof documents does not meet the set indicators

Other Remarks
 Indicate if CSO is Eligible for the Support Facility upon passing/meeting ALL set indicators
 Indicate if CSO is NOT Eligible for the Funding Support upon failing to meet 1 or more criteria/indicators

Verified by RSC Secretariat
 IPDO Focal to put signature above printed name upon completing the assessment

Confirmation by RSC Members
 RSC Members to put signature above printed name upon confirming assessment of the eligibility and profile of CSOS during the RSC meeting

ANNEX B2

TECHNICAL AND FINANCIAL ASSESSMENT INDICATOR

Technical Plan	Score	0	3	5	7	10
Clear project objectives, mechanics and implementation plan relevant to the promotion / attainment of the 5 MDGs and/or sustainable poverty reduction among CCT beneficiaries	10	Objectives. Mechanics and implementation plan are not clearly stated and have no relevance to the promotion/attainment of MDG goals		Objectives, mechanics and implementation plan have been clearly stated but showed little link and relevance to the promotion of the 5 MDGs		Objectives, mechanics and implementation plan have been clearly stated and have showed concrete link and relevance to the promotion of the MDG goals
Number of target beneficiaries and target cluster groups per day per facilitator for (FDS)	10	not indicated	less than 1,500 or less than agreed/possible benchmark	1,500 - 2,000 or based on agreed/possible benchmark	2,000 - 2,500 or higher than agreed/possible benchmark	No of target beneficiaries more than 2,500 or 2x the agreed/possible benchmark
Relevance of the proposed topic / sessions to the current concerns of the area for	10	Not relevant	Proposed topics have little significant to the current concerns of the area	Proposed topics are relevant only to a very small group in the target area	Proposed topics are relevant and appropriate to the current concerns of the area	Proposed topics are highly relevant and appropriate to the current needs of the target area
Feasibility of the implementation timeline	10	Not indicated	Facilitators workload is below minimum of 2 sessions per day covering 25-30 HH		based on the minimum work load (2 sessions per day, 25-30 HH Grantee/session)	above the minimum and probable work load for a facilitator (3 sessions per day, 30-35 HH grantees per session)
Technical Capacity	Score	0	3	5	7	10
Organization's Experience in the conduct of similar projects/programs	10	No experience in the conduct of similar project/programs	Has 1 year of experience in the conduct of similar projects/programs	Has 2-3 year of experience in the conduct of similar projects/programs	Has five year or below experience in the conduct of similar projects/programs	Has more than 5 year experience in the conduct of similar projects/programs
Education of Staff	10	no staff with BS or BA degree	24% below	24-49%	50-74%	75% and above
Training	5	no capability building received	Have 1-3 relevant capability building activities attended	Have more than 4 relevant capability building activities attended		
Work experience	5	no work experience	1 to 3 years' experience in community development	3 years and above experience in community development		
Financial Plan	Score	0	3	5	7	10
Has at least 20% Counterpart Cost of the total project and within the prescribed equity	10	Counterpart cost is below 20%		Counterpart Cost is 20% but not within the prescribed CSO equity		Counterpart cost is 20% and within the prescribed CSO equity

ANNEX B2

TECHNICAL AND FINANCIAL ASSESSMENT INDICATOR

Accuracy of proposed cost	10	Budget is inaccurate and projected cost unrealistic	Budget is of limited accuracy. It is probable that the projected costs are unrealistic.	Budget is of moderately accurate. Some stated costs are likely to be unrealistic	Budget is highly accurate. Stated costs look realistic.	The budget is extremely accurate. Evidence is provided for stated costs.
Proposed Plan within the cost parameter	10	Proposed Budget not within the cost parameter		Some items on the budget are not within cost parameter		Budget is within the cost parameter

**ANNEX B3
RESOLUTION FOR CSO CONFIRMATION**

Regional Selection Committee on Pantawid Pamilya CSO Engagement
Resolution No. 2014-__
DSWD FO __

Approval of Civil Society Organization (CSO) Proposals by the Regional Selection Committee
on
DATE

Whereas, the Government in line with Public and Private Partnership, have set in place conditions necessary for the utilization of structural interventions and policy reforms that will facilitate the joint partnership of the government and the private sector through the CSOs, in implementing Social Protection Programs for the Filipino people.

Whereas, DSWD, through Memorandum Circular No. 7 Series of 2012, provides a system for cooperation to ensure faster, better and smarter delivery of services of the core poverty reduction programs of the Department, and to institutionalize transparency and accountability mechanisms so that the objectives of this mutual cooperation is realized for the best interest of the poor.

Whereas, DSWD, in the implementation of the Pantawid Pamilyang Pilipino Program, issued the Terms of Reference on the DSWD-CSO Engagement on the Implementation of FDS and FDS Plus in the Pantawid Pamilya in order to demonstrate public-private partnership in the implementation of the Pantawid Pamilyang Pilipino Program, to strengthen the promotion of family life among household beneficiaries of the program by providing basic knowledge and skills in meeting familial and parental responsibilities of household beneficiaries, to build community participation and development among households beneficiaries and other members of the community, and to establish strong partnership and collaboration with CSOs in the implementation of FD and FDS Plus.

Whereas, the Terms of Reference of the DSWD-CSO Engagement on the Implementation of FDS and FDS Plus, in its General Procedures in the pre-implementation stage, verifies the submission of Project Proposals by the CSOs to the RPMO, NPMO for verifying and selection as basis for approval.

Whereas, the Terms of Reference of the DSWD-CSO Engagement on the Implementation of FDS and FDS Plus, in its Funding Support section, verifies that funds released to and utilized by CSOs shall follow the COA Circular No. 2007-001 or the Revised Guidelines in the Granting, Utilization, Accounting and Auditing of the Funds Released to Non-Governmental Organizations/Peoples Organizations.

Whereas, DSWD issued Special Order No. 1449, series of 2012, designating the offices that will occupy membership in the Regional Selection Committee in charge of the selection process for the implementation of the CSO Engagement in FDS and FDS Plus.

Whereas, Operational Guidelines of the DSWD-CSO Engagement on the Implementation of FDS and FDS Plus, in its Financial Requirements section under Submission

**ANNEX B3
RESOLUTION FOR CSO CONFIRMATION**

of Reportorial Requirements and Transfer of Funds, indicates that a mobilization fund equivalent to 30% of the project cost.

NOW, THEREFORE, in view of the foregoing, on the basis of circumstances parallel, we, the members of the Regional Selection Committee of Field Office _____, resolve as it is clearly resolved to recommend:

1. The approval of the following CSOs that submitted the required Project Proposal, reviewed and accepted by the RSC to take part in the DSWD-CSO Engagement in FDS and FDS Plus.

No.	Region	Name of CSO	Type of Engagement	Total Project Cost	Amount Requested from DSWD	Target # of Beneficiaries	Cost Per Capita	Number of Facilitators	Remarks (Confirmed / Deferred)

2. The awarding of the amount requested from DSWD as indicated in their proposals through three (3) tranches; a mobilization fund (first tranche) equivalent to (30%) of the project cost after signing of the MOA; a second tranche equivalent to (50%) after submission of midterm report and interim fund utilization report; a final tranche equivalent to (20%) after submission of project documentation report and final fund utilization report and certificate of completion.

**ANNEX B3
RESOLUTION FOR CSO CONFIRMATION**

RESOLVED, this ___ day of _____ 2014, Quezon City, Philippines.

Represented by:

Deputy Program Manager
Pantawid Pamilyang Pilipino Program

Signatories:

1. _____
Co-chair, Regional Selection Committee
Regional CSO Focal Person
Standards Unit

2. _____
Member, Regional Selection Committee
Position
Office

3. _____
Member, Regional Selection Committee
Position
Office

4. _____
Member, Regional Selection Committee
Position
Office

Approved / Disapproved:

Regional Director,
Department of Social Welfare and Development
Field Office _____

ANNEX B4

**PANTAWID PAMILYANG PILIPINO PROGRAM
MEMORANDUM OF AGREEMENT**

KNOW ALL MEN BY THESE PRESENTS:

This **MEMORANDUM OF AGREEMENT** (herein, together with Terms and Reference) is made and executed this _____ of _____ 2013 in _____ by and between:

The **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD)**, a government agency with office located at _____, represented by its Regional Director _____ in her capacity as Department Regional Director, herein referred to as the **“FIRST PARTY”**:

AND

The _____, a DSWD Registered Non-Governmental Organization, Civil Society Organizations, Volunteer Group duly organized and existing under and by virtue of Philippine Laws, with SEC, CDA, HIGC No: _____ or DSWD Registration No. DSWD - _____ and with principal office address at _____ represented by _____ as the **“SECOND PARTY”**.

WITNESSETH THAT

WHEREAS, Memorandum Circular No. 7 s. 2012 provide for the framework on the Engagement with Civil Society Organizations on the Implementation of Social Welfare and Development’s Social Protection Programs underscoring the importance of public-private partnership between the DSWD and the CSOs to ensure faster, better and smarter delivery of services of the core poverty reduction programs of the Department .

WHEREAS, Administrative Order No.21 (Revised Implementing Rules and Regulations Governing Title I of Republic Act No. 8425, otherwise known as the Social Reform and Poverty Alleviation Act) – Rule 1 Section III states that “The SRA (Social Reform Agenda) shall advocate and institutionalize a multi-sectoral approach towards building social consensus on poverty alleviation at the national and local levels, thereby mobilizing the different but potentially complementary capacities,

ANNEX B4

resources and perspectives of civil society, government and business towards a concerted effort at alleviating poverty.

WHEREAS, DSWD Memorandum Circular No. 16 s. of 2009 – States that “In pursuit of the objectives of the Commission on Audit (COA) Circular No. 2007-001, said Memorandum provides for the guidelines on the granting, utilization, accounting and auditing of the fund’s released to Non-governmental organizations/Peoples Organization if fund source is under GOP.

WHEREAS, the DSWD with the mandate to provide leadership in social welfare and development recognizes the vital role of Civil Society Organizations, non-government organizations and people’s organizations as partners of government in addressing the needs of the disadvantaged poor households beneficiaries of Pantawid Pamilyang Pilipino Program through continuing partnership and complementation of resources and services.

WHEREAS, the DSWD in pursuit of the President’s directive of promoting Public-Private Partnership to institutionalize mechanism for CSOs involvement in promoting transparency and accountability for an improved and sustained implementation and monitoring of the Pantawid Pamilyang Pilipino Program.

WHEREAS, said partnership will pave the way for a mutual sharing of skills, transfer of technology, and resource augmentation for the partners in any areas the CSOs may choose depending of their mandate and capacity, and that the Terms of Reference for this engagement shall serve as an integral part of the Memorandum of Agreement (MOA).

WHEREFORE, for and in consideration of the foregoing premises and the terms and conditions hereunder enumerated, the Parties to the Agreement hereby mutually agree and declare as follows:

THAT, the Second Party shall be engaged in a partnership project called “**FAMILY DEVELOPMENT SESSIONS (FDS) AND/OR FDS PLUS**” on the terms and conditions herein set forth and in accordance with the Terms of Reference which the CSO has agreed to do;

THAT, in this partnership will provide for the achievement of mutual cooperation between the DSWD and the Second Party is realized for the best interest of the poor household beneficiaries of Pantawid Pamilyang Pilipino Program in the Municipality of _____

NOW THEREFORE, the parties hereto agree as follows:

ANNEX B4

A. The **FIRST PARTY** shall:

1. Provide the mechanics to the **Second Party** in the implementation of FDS and FDS PLUS in the covered municipalities/cities and provinces of the Pantawid Pamilya
2. Specify and agreed on with the **Second Party** the target no. households and municipalities, cities and province to be covered
3. Provide orientation and capacitate the pool of speakers and FDS PLUS implementers of the **Second Party**
4. Provide technical assistance to the **Second Party** through coaching and demonstration on the conduct of FDS and FDS PLUS
5. Monitor and conduct spot checks on the implementation of FDS and FDS Plus of the **Second Party** for quality assurance
6. **First Party** shall release and transfer the amount of Php xxx (amount requested from DSWD) to the **Second Party** for the actual conduct of FDS and / or FDS Plus. The funds will be transferred following the below schedule:

<i>Tranche</i>	<i>Amount</i>	<i>Requirement before release</i>
<i>First Tranche (Mobilization)</i>	<i>30% of total approved cost</i>	<i>After signing of MOA</i>
<i>Second Tranche</i>	<i>50% of total approved cost</i>	<i>Interim Fund Utilization Report of the 30% mobilization fund certified by the CSO and verified by DSWD. Mid Term Accomplishment Report;</i>
<i>Third Tranche</i>	<i>20% of total approved cost</i>	<i>Final Fund utilization Report certified by the CSO and verified by DSWD. Final Documentation Report Certificate of Project Completion from DSWD</i>

The said amount is subject to the guidelines provided for under the Commission on Audit (COA) Circular No. 2007-001, “Revised Guidelines in the granting, utilization, accounting, and auditing of funds released to NGOs/POs” and the DSWD memorandum Circular no. 16 Series of 2009, “Guidelines on the release of DSWD funds to NGOs / POs, xxx.”

7. Conduct exit evaluation at the completion of partnership engagement.
8. The **First Party** shall institute all courses of legal action against the **Second Party** in case the latter is in default or fails to complete a project covered by this MOA; or for material violation of the provisions of this MOA and all applicable government accounting and auditing rules and

ANNEX B4

regulations (such as, but not limited to blacklisting of the *Second Party* from participating in any government project);

B. The **SECOND PARTY** shall:

1. Has the capacity to provide the necessary manpower for the conduct of FDS and FDS PLUS as part of the overall implementation of Pantawid Pamilya
2. Submit a formal expression of commitment and support to the *First Party* relative to the conduct of FDS and FDS PLUS
3. Submit a project proposal to the *First Party* (DSWD-CO or to the DSWD Regional Office) with a detailed plan on the actual conduct of FDS and FDS PLUS
4. Put up an equity to the project equivalent to 20% of the total project cost which may be in the form of labor, project site, facilities, equipment and the like to be used in the project/engagement (*if fund source is GOP or depending on the requirements of the external funding organization*).
5. Enact the agreements stipulated in the MOA and the deliverables of the engagement shall be accomplished and submitted within the given/agreed timeline as specified in the Terms of Reference.
6. Submit physical/accomplishment and financial reports to the NPMO or RPMO quarterly or as specified in the Terms of Reference.
7. Utilize the amount of (amount requested from DSWD) received from the *First Party* solely for the implementation of FDS and/or FDS PLUS and faithfully observe the procedures for release of allotments including those prescribed by the Department of Budget (DBM) and by the COA, including in particular COA Circular No. 2007-001 and the DSWD memorandum Circular no. 16, Series of 2009 (*or based on the requirements of the external funding organization*)
8. *Second Party* shall submit to the *First Party* the Interim Fund Utilization Report for the 30% mobilization fund, showing a summary of expenses and a status report of the accomplishment evidenced by pictures certified by the accountant and approved by president / chairperson of the *Second Party*, and verified by the internal auditor or equivalent official of the *First Party*. This shall be required before the second tranche may be claimed by the *Second Party*.
9. *Second Party* shall submit, within thirty days after the completion of the project, the:
 - (i) Final Fund Utilization Report, indicating the summary of expenses and the status report of accomplishment, certified by its Accountant and approved by the president / chairperson of the *Second Party*, and verified by the internal auditor or equivalent official;
 - (ii) Pictures of implementation;

ANNEX B4

- (iii) Inspection Report and Certificate of Project Completion issued by the head of the *Second Party* and approved by the *First Party* authorized representative;
 - (iv) List of Beneficiaries with their signatures signifying acceptance/acknowledgement of the services received;
 - (v) Liquidation Report; and
 - (vi) In case of the dissolution of the *Second Party*, copy of the vouchers paid.
10. Submit the required financial report to the *First Party* (NPMO or RPMO), periodically as specified in the Terms of Reference, and make available all records and documents, including disbursement vouchers relative to the utilization of the funds to the COA Audit Team Leader concerned.
11. *Second Party* shall maintain a separate bank account for the funds received from the Department and any amount not utilized to complete the project, including interest, if any.
12. *Second Party* shall, in case of its dissolution, either voluntary or involuntary, provide lien of the *First Party* on its assets, in accordance with existing laws, to the extent of the unexpected or unutilized portion of the fund.

C. DURATION OF PARTNERSHIP

This Agreement shall take effect for a period of (project duration) months commencing on (Start Date) and will be completed on (Completion Date).

Both Parties may institute all courses of legal action against each other for any material violation of the provision of this Agreement.

Should the *Second Party* breach any provision of this Agreement, the *First Party* may immediately pre-terminate this Agreement upon serving written notice to the *Second Party*. In such case, the *Second Party* shall be obligated to submit the Final Fund Utilization Report and to immediately return any unused funds, without prejudice to other relief to which the *First Party* may be entitled for such breach.

IN WITNESS WHEREOF, the DSWD and _____ have hereunto executed this **MEMORANDUM OF AGREEMENT** and affixed their signatures this _____ day of _____ 2013 in Quezon City, Philippines.

ANNEX B4

DSWD:

PARTNER CSO:

Regional Director
Department of Social Welfare and
Development

President/Authorized Representative
Name of CSO

WITNESSES:

Regional CSO Focal Person

Name of CSO

ACKNOWLEDGEMENT

Republic of the Philippines)
_____) S.S.

BEFORE ME, this _____ day of _____ 2013 in
_____ personally appeared:

Name of Regional Director
Residence Certificate No. _____
Issued at _____
Issued on _____

Name of President/Authorized Representative
Residence Certificate No. _____
Issued at _____
Issued on _____

Known to me the same persons who executed the foregoing instrument and they
acknowledge to me that the same is their free act and deed.

ANNEX B4

This instrument consisting of (no of pages) pages including on which this acknowledgement is written has been signed on the left margin of each and every page thereof by _____ and _____ and their witnesses, and sealed with my notarial seal.

IN WITNESS WHEREOF, I have hereunto set my hand, the day, year, and place above written.

Notary Public

Doc. No. _____:
Page No. _____:
Book No. _____:
Series of 2013 _____:

ANNEX C1
FINANCIAL REPORT

Name of CSO							Date	
Location/Area	Inclusive Dates	Activities						
Date	Description	Meals and Lodging	Transport and Travel	Comm	Supplies	Misc	Others	
		-	-	-	-		-	
		-	-	-				
		-	-					
	SUBTOTAL	-	-	-	-		-	
				GRAND TOTAL			-	
Name and Signature:				Date:				
Verified by:				Date:				
Approved by:				Date:				

ANNEX C2
LIQUIDATION REPORT

PROJECT TITLE								
Name of CSO								
Purpose								
					Date			
					CA REF			
Date	Description / Account	Meals & Lodging	Transpo	Comm	Supplies/ Photocopy	Input Tax	Amount	Total
		-	-		-	-		-
		-	-	-	-	-		-
		-	-	-	-	-		-
	Subtotal	-	-	-	-	-	-	-
					GRAND TOTAL		-	
Signature:				Date:		LR REF		
Checked by:				Date:		Running Balance:		
Approved by:				Date:		Petty Cash Balance:		

**ANNEX C4
DISBURSEMENT VOUCHER**

<div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <p style="font-size: 8px; margin: 0;">CSO LOGO</p> </div>	Republic of the Philippines NAME OF CSO ADDRESS		
DISBURSEMENT VOUCHER			No.
Mode of Payment	<input type="checkbox"/> MDS Check <input type="checkbox"/> Commercial Check <input type="checkbox"/> ADA <input type="checkbox"/> Others		
Payee		TIN/Employee No.	OR/BUR No.
Address	Responsibility Center		
	Office/Unit/Project		Code
EXPLANATION		AMOUNT	
A. Certified		B. Approved for Payment	
<input type="checkbox"/> Cash available <input type="checkbox"/> Subject to Authority to Debit Account (when applicable) <input type="checkbox"/> Supporting documents complete			
Signature		Signature	
Printed Name		Printed Name	
Position		Position	
Date		Date	
C. Received Payment			JEV No.
Check/ADA No.	Date	Bank Name	
Signature	Date	Printed Name	
Official Receipt/Other Documents			

ANNEX C6

ITINERARY OF TRAVEL

Name of CSO

No.: _____


Name : _____

Purpose of Travel : _____

Date	Places to	TIME		EXPENSES			
		Depart.	Arrival	Means of	Tranport-	Per Diem	Total
TOTAL							
<p>I certify that : (1) I have reviewed the foregoing itinerary, (2) the travel is necessary to the service, (3) the period covered is reasonable and (4) the expenses claimed are proper.</p> <p align="center">_____ Immediate Supervisor</p>				Prepared by : _____			
				Certified By: _____			
				<p align="center">*The actual expenses for the period stated above have been disbursed in accordance with the approved activities of the CSO* "The Expenses shown are valid and proper"</p>			
Approved by: _____				Approving Officer *			

*Approving Officer may be the President / Executive Director

**ANNEX C7
No Receipt Expense Template**

	Republic of the Philippines NAME OF CSO ADDRESS -		
NO RECEIPT EXPENSE TABLE			
ITEM	DESCRIPTION		Amount
Total			0.00
Prepared By		Certified By: "The actual expenses for the period stated above have been disbursed in accordance with the approved activities of the CSO" "The Expenses shown are valid and proper"	
Signature			
Position			
Date			
		Approved by: _____ Approving Officer*	

ANNEX C8

NAME OF CSO
ADDRESS

CERTIFICATE OF COMPLETED TRAVEL

NAME OF APPROVING OFFICER
POSITION/DESIGNATION

I certify that I have completed the travel authorized in Itinerary of Travel No. _____
dated _____ under the conditions stated below:

____ Strictly in accordance with the approved itinerary.

____ Cut short as explained below. Excess payment in the amount of _____ was
refunded under O.R. No. _____ dated _____.

____ Extended as explained below. Additional itinerary was submitted.

____ Other deviations as explained below.

Explanation or justification:

Evidences of travel:

____ Used tickets

____ Certificate of attendance

____ Others: _____

Respectfully submitted:

(Officer or Employee)

On evidence and information of which I have knowledge, the travel was actually undertaken.

(Supervisor)

ANNEX C9

For: vehicle rental, including driver, gas, and services rendered that could not be supported with official receipts

ACKNOWLEDGEMENT RECEIPT

Date: _____

This is to acknowledge receipt of _____ (*Amount Received*) in the form of (*Form of Payment*) _____, from _____ (*Name of Payee*) for _____ (*Context – Field visit / Workshop*) in _____ (*Complete Address*) under _____ (*name of engagement*).

Description of services provided:

Notes:

Printed Name and Signature of Receiver

Note: For far-flung areas, certificate from Local Chief Executive that there is only one caterer in the said area must be secured, as supporting document.

ANNEX D1
FDS and FDS PLUS ATTENDANCE FORM

	HOUSEHOLD ID NUMBER	BENEFICIARIES		SIGNATURE OF ATTENDEES					
		NAME OF GRANTEE	NAME OF SPOUSE	Grantee	Spouse	Proxy Name and Signature	Relationship of Proxy to Grantee	Reason for Having a Proxy	Signature after the Session
26									
27									
28									
29									
30									
31									
32									
33									
34									
35									
36									
37									
38									
39									
40									
41									
42									
43									
44									
45									
46									
47									
48									

Prepared by:

CSO Representative

Noted and Reviewed by:

Municipal Link / Prov Link

DIRECTIONS ON HOW TO FILL-OUT THE ATTENDANCE SHEET:

- 1) There should be a unique attendance sheet per parent group per month.
- 2) Before printing the attendance sheet, please input the Household ID Number of each household grantee together with the names of the main grantee and her/his spouse.
- 3) Write the month of the session under the title of the form.
- 4) State the necessary preliminary data as stated above before having the beneficiaries sign the FDS Attendance Sheet.
- 5) During the actual conduct of FDS, the actual attendee should be the one to sign in the signature portion of the attendance sheet.
- 6) If the grantee is the only one who attended the FDS, then she/he should sign the attendance. If the spouse attended with the grantee, there should be signatures under the grantee's and the spouse's column.
For proxy attendance, the proxy should write his/her name together with his/her signature under the specified column. He/she should also indicate his/her relationship to the main grantee. Moreover, the reason for
- 7) proxy attendance should also be provided.
- 8) At the end of the session, all the actual attendees should confirm their attendance by countersigning at the last column of the sheet. This would prevent beneficiaries from escaping in the middle of the session.

RPMO Monthly Report on CSO Engagement

Field Office: _____

A. Submission and Approval of CSO proposals for the Month

A.1 Summary of CSO Proposal

Please include details of the submission of CSO proposals in your region, indicate whether approved or not by the Regional Selection Committee (RSC), what part of selection process the CSO failed to comply and its status.

No.	Name of CSO	Area of Operation	Type of Engagement	Project Duration (months)	Approved by RSC	Score			Part of Selection Process that Failed	Status (Next Step)
						Technical (0/30)	Staffing (0/20)	Total (0/50)		
1										
2										
3										
4										
5										
									Total no. of Submitted Proposals:	Total no. of Approved Proposals:

RPMO Monthly Report on CSO Engagement

Field Office: _____

B. Status of CSO Implementation under the Support Facility

Please indicate the following information for CSO submissions that were approved and confirmed by the RSC.

Status of Implementation (Highlights / Milestone)					
Status of Liquidation (amount liquidated)					
Tranche Received (amount)					
Amount Downloaded to FO					
CSO Counterpart (% and actual amount)					
Amount Approved by RSC					
Project Duration (no. of months)					
Period of Engagement (start – end mm/dd/yr)					
Module / Topic					
No. of Facilitators					
Target # of Beneficiaries					
Type of Engagement					
Area of Implementation					
Name of CSO					
	1	2	3	4	5

ANNEX D3

RPMO Monthly Report on CSO Engagement

Field Office: _____

C. Concerns / Challenges and Recommendation

Please indicate specific concerns/challenges and recommendation during the period of submission/approval of proposals, project implementation, and consolidated result of conducted spot checks on CSOs implementation of FDS and FDS Plus that you may want to address and/or raise to the NPMO. This is to account for low no. of submitted proposals, no. of CSOs approved/deferred by the RSC, issues on fund transfer, liquidation of funds, and others that need to be specified.

Processes	Concerns / Challenges	Recommendations
a. Submission and Approval (per CSO)		
b. Implementation and liquidation (per CSO)		
c. Others (please specify)		

SPOT-CHECK TEMPLATE

Name of IPDO/RPMO: _____

Reporting Period: _____

Name of Appraisee (CSO): _____

Please write down the information gathered from the following key informants during the spot-checks visit on the CSO implementation of FDS and FDS Plus. You may use the following guide questions for Focus Group Discussion (FGD) with the key informants.

Name of City Link / Municipal Link	Highlights / Good Practices	Issues and Concerns	Recommendations

Name of Parent Leaders and Household Beneficiaries	Highlights / Good Practices	Issues and Concerns	Recommendations

Name of CSO Partners / Representatives	Highlights / Good Practices	Issues and Concerns	Recommendations

Submitted by: _____

Name of Appraiser/ RPMO

Reviewed by: _____

Regional Program Coordinator

FGD Guide Questions:

Key Informants (C/MLs, Parent Leaders, and Household Beneficiaries)	<ol style="list-style-type: none"> 1.) How do you rate the CSO in implementing the FDS and FDS Plus ? 2.) What does CSO contributes to the Pantawid Program? 3.) What are the factors attributed to the positive outcomes of CSO implementation of FDS and FDS Plus? 4.) What are the factors that affect and hinder the success of CSO implementation of FDS and FDS Plus? 5.) What are the issues and concerns you would like to be address by the Field Office and/or National Office? 6.) What are your recommendations for the improvement of CSO implementation of FDS and FDS Plus? 7.) How do you find the monitoring tool, its effectiveness, and what more needs to be consider?
For CSO Partners	<ol style="list-style-type: none"> 1.) How does your engagement with the Pantawid Pamilya Program contribute to achieving your organization's mission-vision? 2.) How do you find the engagement process in FDS and FDS Plus under grant support (submission of proposals, revisions, coordinating with 3.) What issues and challenges did you encounter in the engagement process? 4.) What do you recommend to improve this partnership?

ANNEX E1

Project Documentation Report

DSWD-CSO Engagement on the Roll-Out Implementation of FDS and FDs Plus
October 1 – December 31, 2013

- I. Introduction
(Brief introduction of the project, objectives and target beneficiaries)
- II. Highlights of Accomplishments
(list of all activities undertaken and how each activity contributes towards outputs)
- III. Issues and Concerns/ Actions Undertaken
(Indicate issues and concerns and actions undertaken to address such)
- IV. Fund Utilization
(Indicate total amount utilized for the project/ activity)
- V. Directions
(State proposed interventions after the period of project implementation)

Prepared by:

Technical Staff of Civil Society Organization

Noted by:

(Approving Officer)

President / Executive Director