

ADMINISTRATIVE ORDERNo. 15
Series of 2022**Subject: GUIDELINES ON ACCESSING AND MANAGING RESOURCES
FROM THE DEVELOPMENT PARTNERS****I. RATIONALE**

The Department of Social Welfare and Development, as the lead agency in the formulation, implementation, and coordination of social welfare and development policies and programs for and with the poor, vulnerable, and disadvantaged, employs the whole-of-nation approach in its initiatives as it engages various development partners in securing funds for the implementation of programs and projects that are not included in the yearly budget as prescribed by the General Appropriations Act.

The establishment of the External Affairs Office (EAO), by virtue of Department Order No. 2 s. 2000, was successful in generating funds from external resources to fund big-ticket projects of the DSWD particularly the conception of the Pantawid Pamilyang Pilipino Program and the Kapit-Bisig Laban sa Kahirapan-Comprehensive and Integrated Delivery of Social Services (KALAHI CIDSS).

EAO's function was assumed by the created Technical Assistance Facility (TAF) which paved the way for the creation of the Technical Assistance Unit (TAU) in 2011. TAU was renamed as Resource Generation and Management Office (RGMO) in 2012, by virtue of MC No. 1, s. 2012, for the harmonized generation and timely delivery of financial resources and technical assistance for DSWD. The different offices and bureaus of the Department accessed funds from seven development partners, facilitating two hundred and three projects from 2018 to 2021. The grants from these partners enabled the Department to implement various social protection programs aimed to enhance the delivery system of social protection programs.

With the implementation of the Mandanas Ruling, it is anticipated that the Department will face budgetary restraints. DSWD, on its part, required redirecting many of its functions and operations consistent with the provisions of EO No. 15 s. 1998, EO No. 221 s. 2003, and the RA No. 7160 from being a direct service delivery provider to providing technical assistance.

Given the above, and considering the reduction of the Department's budget allocation, it is necessary for the DSWD to look for partners that can provide funding as an alternative mechanism and augment resources in pursuing the programs and projects that can aid the Department and provide technical assistance to the LGUs in the effective implementation of social protection programs.

II. LEGAL BASES

- A. **National Budget Circular No. 581.** The Department of Budget and Management's clarificatory guidelines and procedures applicable to foreign-assisted projects following the cash budgeting system and treasury single account framework.

- B. **DSWD Administrative Order No. 18, Series of 2020.** The DSWD Recalibrated Strategy - With the advent of the COVID-19 pandemic and the Implementation of the Mandanas Ruling, the Department recalibrated its strategy to effectively respond to the current context. This shall be implemented through a detour, whereby the Department's two (2) Strategic Focuses remain but with new timelines of delivery.
- C. **DSWD Administrative Order No. 17, Series of 2020.** The DSWD Sulong and Recovery Plan 2021-2022 - An interim strategy for 2021 to 2022 as part of the Department's commitment to the National Action Plan Phase 3, Recharge PH, Action Plan for GBV and Child Abuse Cases and the 2021 NEP.
- D. **DSWD Administrative Order No. 3 Series of 2020.** DSWD COVID-19 Response and Recovery Plan 2020-2022 - Directing the provision of appropriate and responsive social protection programs and social amelioration measures to mitigate the impacts of the pandemic.
- E. **DSWD Administrative Order No. 06, series of 2019** on Support to Operations–Policy and Plans OBSUs description and key results areas which clarify the description of each OBSUs under the Policy and Plans Cluster. Issuance of supplemental provisions to Annex E of the AO 1, series 2019.
- F. **DSWD Administrative Order No. 01, series of 2019** on Management Reorganization of the DSWD Central Office, which created the new cluster structure of the Department and re-clustered the different DSWD CO-OBSUs. The RGMO, once under the Office of the Secretary was re-clustered under the Support to Operations Group (SOG) – Policy and Plans Cluster.
- G. **DSWD Administrative Order No. 11, series 2012.** Revised Guidelines in the Management and Processing of Donations
- H. **Republic Act No. 8182.** ODA Act of 1996, as amended by RA 8555 under Section 9, mandated that “All concerned implementing and oversight agencies shall submit to the NEDA all information and reports it may require to review draft contracts and to assess the performance of individual ongoing projects as well as the overall performance of all projects which are funded in whole or in part by ODA.”

III. OBJECTIVES

Generally, the guidelines intend to provide guidance on the processes relative to the accessing and management of resources from the Development Partners. These shall be based on the resource needs identified by the Department in pursuance of its mandate and long-term goals in the implementation of social protection programs and services to its clientele, and the attainment of the DSWD Thrust and Priorities.

Specifically, it aims to:

- A. Establish systems and procedures on the accessing, managing, and monitoring of resources from Development Partners.
- B. Define roles and responsibilities between the DSWD Offices/Bureaus/Services/Units (OBSUs) and Field Offices (FOs) as project managers/implementers, and the RGMO.
- C. Strengthen coordination between and among the DSWD Central and Field Offices, and the RGMO towards the efficient and effective accessing of resources and completion of strategic programs and projects.
- D. Strengthen partnership and coordination with Official Development Assistance (ODA) oversight agencies and Development Partners for efficient monitoring and

implementation of ODA projects and access to resources that the Department can tap to support its thrust and priorities.

IV. DEFINITION OF TERMS

- A. **Cooperation Agreement** – an official document that spells out terms and responsibilities mutually agreed upon and entered into by parties in the cooperation or partnership. These may include, but are not limited to, Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), Program of Cooperation, Loan Agreement, and Multi-Year Work Plans.
- B. **Development Partner (DP)** – the donor/ funding agency (including foreign and local partners) or country making a financial commitment to the project¹
- C. **Donations for the DSWD** – commodities which the DSWD receives from both foreign and local sources, intended to benefit the Department and/or its programs and projects.²
- D. **Externally Funded Projects** – projects whose funding support and other resource requirements for implementation are not taken from the regular budget of the Department as provided for in the General Appropriations Act. These projects are categorized based on funding sources as follows: i) Foreign Funded Projects and ii) Local Funded Projects.³
- E. **Forward Obligational Authority (FAO)** - certificate of commitment or authority issued by the DBM to the NGA for Foreign-Assisted Projects certifying that funds shall be made available to cover the total project cost. This shall serve as an assurance that the loan proceeds and the Government of the Philippines peso counterpart contribution for the project are included in the long-term capital program of the NGA.⁴
- F. **Loan and grant** - a financing facility that combines a loan and grant, neither of which can be offered independently to the borrower. ⁵
- G. **Official Development Assistance (ODA)** – A loan, or loan and grant which meet all of the following criteria: (a) Administered with the objective of promoting sustainable social and economic development and welfare of the Philippines; (b) Contracted with governments of foreign countries with whom the Philippines has diplomatic, trade relations, or bilateral agreements or which are members of the United Nations, their agencies, and international or multilateral lending institutions; and (c) No available comparable financial institutions; and (d) Contain a grant element of at least twenty five percent.⁶
- H. **Project Implementation Officer (PIO)** – a designated senior official, with the rank of Undersecretary, of an agency implementing ODA project(s). This is in accordance with the Office of the President's Memorandum dated November 2000 directing all government agencies implementing ODA-funded projects, either through loans or

¹ NEDA ODA Portfolio Review

² DSWD Administrative Order No. 11 Series of 2012 : Revised Guidelines in the Management and Processing of Donations

³ DSWD Administrative Order No. 13 Series of 2007 : Revised Guidelines in the Monitoring and Evaluation of Externally Funded Projects

⁴ National Budget Circular No. 581 s. 2020: Clarificatory Guidelines and Procedures Applicable to Foreign-Assisted Projects following the Cash Budgeting System and Treasury Single Account Framework

⁵ Republic Act No. 8182 (ODA Act of 1996)

⁶ RA 8182 - ODA Act of 1996

grants, to designate a PIO to ensure that ODA projects are implemented in accordance with the funding agencies' requirements.

- I. **Project Cycle Management** - a tool for understanding the tasks and management functions to be performed in the course of a project or program's lifetime. This commonly includes the stages of identification, preparation, appraisal, implementation/supervision, evaluation, completion, closing, and lesson learning.
- J. **Program** - a group of related projects, subprograms, and program activities managed in a coordinated way to obtain benefits not available from managing them individually.⁷
- K. **Resources** – these include donations, grants, and loans either from local or foreign, which may be in the form of cash and technical expertise.
- L. **Resource Generation** – the processes and activities that will facilitate the production of sufficient resources for effective delivery of programs and services.
- M. **Resource Management**– efficient and effective use of the Department's resources to support and achieve its strategic initiatives.
- N. **Resource Generation and Management Agenda** - spells out areas of concern along social welfare and development initiatives that may require resources from Development Partners, taking into consideration the Department's mandate, clients' needs, external and internal factors affecting the execution of its functions, and the identification of strategies and institutional arrangements for their effective implementation.⁸
- O. **Technical Assistance** – analytical activities and advisory services carried out under a grant agreement with a Development Partner in support of the DSWD's leadership role in the social protection reform agenda. TA comprises: (a) activities that augment the level of knowledge, skills, and technical know-how of policymakers and program implementers; and (b) services such as consultancies and technical support that contribute to the execution of a capital assistance project.⁹

V. COVERAGE

The guidelines shall apply to RGMO, Program/Project Proponent OBSUs/FOs, Development Partners, and all interested parties within the scope of the Department who wish to engage in partnerships with foreign and local Development Partners in the context of resource generation and management, including but not limited to donations, grants, and loans, except donations for disasters and calamities.

VI. OPERATIONAL GUIDELINES

The following shall be undertaken relative to coordinating activities and accessing resources from the Development Partners in support of the RGM Agenda:

⁷ A Guide to Project Management Body of Knowledge 5th Edition

⁸ DSWD Memorandum Circular No. 32, series of 2003 - DSWD Resource Generation Plan: Indicative Agenda for the Next Five Years 2004-2009

⁹ DSWD TAF Operations Manual

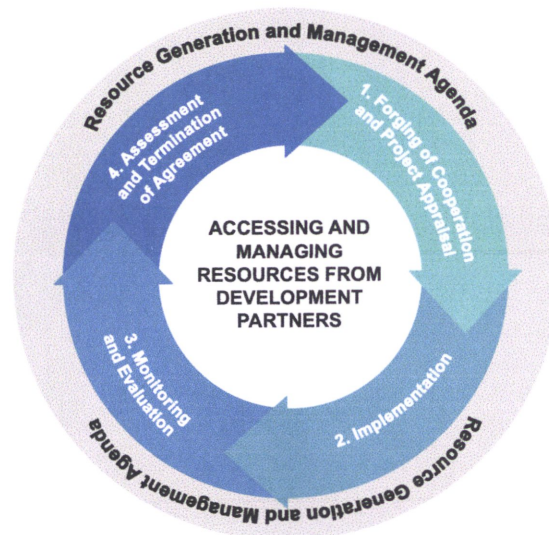


Figure 1. Policy Framework

This figure explains the implementing procedures to be observed in accessing and managing resources from Development Partners in pursuit of the realization of the Resource Generation and Management Agenda

A. Pre-Requisites for Project Appraisal and Forging of Cooperation

A.1. Loan

1. Requirements for Loans

Confirmation of the National Economic and Development Authority (NEDA) and approval of the Investment Coordination Committee-Cabinet Committee (ICC-CC). Pursuant to the provisions of the National Budget Circular No. 581, approval of the ICC-CC, Development Budget Coordination Committee, and confirmation of the NEDA Board must be secured prior to the conduct of consultations. In this regard, the proponent office shall secure the Forward Obligational Authority from the DBM. Once duly received by the proponent office, this shall be forwarded to the RGMO as part of the attachments to be endorsed to the Secretary for the issuance of the Notice to Proceed with Engagement through a memorandum.

All documents needed for submission to development partners by proponent DSWD OBSUs and FOs shall pass through the RGMO for review and endorsement to the Executive Committee. No engagement shall take place without the issuance of the NTP.

Issuance of the Notice to Proceed (NTP) with Engagement. This document shall be issued by the Secretary based on the assessment submitted by the RGMO. The NTP shall signal the start of engagement with the identified development partner through the concerned OBSU at the DSWD and/or Field Offices. All documents needed for submission to development partners by proponent DSWD OBSUs and FOs shall pass through the RGMO for review and endorsement to the Executive Committee. No engagement shall take place without the issuance of the NTP.

2. Project Appraisal

The project appraisal will involve a careful review and checking of the basic data, assumptions and methodology used in project preparations. Also, this is to identify

duplicates of technical support and assistance from development partners to avoid overlapping of activities and resources. More so, an in-depth review of cost estimates, proposed financing, management and organizational aspects of the project and the work plan shall be looked into. Proposed projects are to be examined carefully depending on the type or nature of the project based on the annexed criteria (Annex J).

From the assessment conducted by the RGMO, a recommendation shall be made and submitted to the Secretary for consideration and approval.

A.2. Grants

Any projects or activities initiated by the proponent OBSUs/FOs from the start of the project preparation that will be funded via the grant facility of the development partners shall be subjected to the same appraisal and consultation process as indicated in Section A.1. The Notice to Proceed with Engagement shall be provided by the Secretary through a memorandum based on the recommendations and project appraisal conducted by the RGMO and agreements reached during consultations. Meanwhile, additional support, TAs or activities out of the existing grants agreed and/or initiated by the proponent office with the Development Partners shall be submitted to RGMO for review and endorsement to the Cluster Head and/or National Program Manager for approval.

Grants from foreign governments, their agencies and instrumentalities, acceptance thereof shall be subject to the prior clearance and approval by the President or his authorized representative based on the recommendation of the Secretary of Finance. All grants and donations in cash, except donations for disasters and calamities directly deposited to DSWD Donations Accounts, shall be covered by a Deed of Donation, a Grant Agreement, a Protocol for Cooperation, a Grant Resolution or a Memorandum of Agreement. Receipts of cash grants and donations shall be deposited with/remitted to the Bureau of Treasury (BTR).

A.3. Donations

Similar to A.2., all grants and donations in cash, except donations for disasters and calamities directly deposited to DSWD Donations Accounts, shall be covered by Deed of Donation, Grant Agreement, Protocol for Cooperation, Grant Resolution or Memorandum of Agreement. Donations from foreign sources are subject to the prior clearance and approval of the President of the Philippines or his/her authorized representative based on the recommendation of the Secretary of Finance or Secretary of Foreign Affairs. Receipts of cash grants and donations shall be deposited/remitted with the Bureau of Treasury (BTR).

Once received by the DSWD, based on the clearance of and information provided by the Finance and Management Service, the RGMO shall review the possible applicability of such resources in existing or proposed projects. For this purpose, the RGMO may consider communicating a call for submission of project proposals or look into existing priority projects that may need funding.

For all grant-related donations received by the DSWD, the RGMO shall be in-charge of the utilization of the donation funds. For all other forms of donations, the mandated OBSU/FO shall lead the management of such kinds of donations. However, the mandated OBSU/FO shall provide a copy of the signed Cooperation Agreement to

the RGMO, if any, for the purpose of keeping a complete list of all DSWD engagements with Development Partners.

B. Implementation

The RGMO shall be the lead in facilitating engagements with Development Partners for the entire program/project/activity (PAP) cycle initiated under loans, grants, and donations. The Policy Framework (figure 1) shall guide the RGMO, the proponent OBSUs and FOs, the development partners, and all other concerned parties in the implementation cycle of PAPs.

Proponent OBSUs/FOs - as project owners - shall be in charge of the project implementation in collaboration with the Development Partner and the RGMO, including the processing of documents relative to procurement and payment-related transactions, if applicable. The project owners shall submit all necessary reports and matrices in compliance to the loan agreements for endorsement to RGMO for monitoring and evaluation purposes.

VII. IMPLEMENTING PROCEDURES

A. Forging of Cooperation and Project Appraisal

Program/Agreement Consultations

1. All necessary documents shall pass through the RGMO for review and endorsement to the Secretary towards the establishment of a Cooperation Agreement (see Annex H). These may include, but are not limited to, the Concept Note (Annex L), Conceptual Framework, proposed Cooperation Agreement of the Development Partner, and Terms of Reference. For Loan Agreements, they shall follow the processes of NEDA and ICC-CC.¹⁰
2. The Proponent OBSU/FO, with the assistance of the RGMO, together with the FMS, shall ensure that the loan/grant/donation has undergone the prescribed process as cited in the National Budget Circular No. 581 or any applicable laws and regulations.
3. The RGMO shall provide technical and administrative support during the conduct of consultations. Once the Development Partner, proponent OBSU/FO, and the RGMO have agreed to pursue such partnership, the RGMO shall facilitate the approval of the Notice to Proceed with Engagement, which shall signal the crafting of the Cooperation Agreement.
4. The crafting and finalization of the Cooperation Agreement shall be collaboratively prepared by the proponent OBSU/FO, the Development Partners and the RGMO for approval of the Head of Agencies (DSWD and Development Partners).
 - a. The cooperation agreement, and/or other collaborative partnership-related documents are to be endorsed by the Development Partner to the RGMO. In the event that OBSUs receive cooperation documents, these must be endorsed to the RGMO.
 - b. The RGMO will coordinate and collaborate with proponent OBSUs/FOs in inquiring about their interest to engage with Development Partners and discuss proposed contents of cooperation documents.

¹⁰ ICC Guidelines and Procedures. Revised as of 4 March 2005 based on the 4 August 2004 updates approved by the ICC-Technical Board and Cabinet Committee. The 4 March 2005 revisions made are in Section III (Scope of ICC Review Decisions) and Section IV (m) (Procedures) pursuant to ICC policy issuance dated 4 March 2005

- c. Once OBSUs/FOs express their desire to pursue such partnership/collaboration, the RGMO will endorse the draft documents to the OBSU/FO for inputs and comments.
- d. The RGMO will screen and review the added inputs of OBSU/FO and include additional recommendations, if any.
- e. The RGMO will endorse the revised documents to the Legal Service through a memorandum for inputs.
- f. Once inputs of the Legal Service are incorporated, the document will once again be forwarded to them for approval.
- g. After the Legal Service has approved the document, it will be forwarded to the proponent OBSU/FO for concurrence/approval.
- h. After approved by the proponent OBSU/FO, the document will be endorsed to the Development Partner for concurrence/approval.
- i. Once approved by the Development Partner, the RGMO will be endorsing the document to the Office of the Secretary for approval and signature of the Secretary. The proponent OBSU/FO shall be informed about the status of the document by the RGMO at all times.
- j. Once approved by the Secretary, the RGMO together with the SMS will facilitate the conduct of the Ceremonial Signing of the document with the Development Partner.

Project Conceptualization/Project Proposal Development

5. Based on the agreed cooperation agreement, the RGMO announces through a memorandum a call for submission of project proposals to inform the OBSUs/FOs of: (1) the agenda of the coordination, agreement, understanding, engagement, partnership and/or contract with the development partner; (2) priority projects; (3) applicability of the project; (4) available resources or funding; and (5) timeline. All projects to be submitted for possible funding must detail the financial and human resources needed in the pre-, actual and post-implementation phases of the project to ensure adequate resources for the project all throughout.
6. OBSUs may opt to submit a project capsule description before submitting a full-blown project proposal to determine whether the project concept is in line with the Cooperation Agreement and is acceptable to the Development Partner
7. The proponent OBSU/FO submits the draft of the project proposal and other related documents, including but not limited to the Terms of Reference (TORs), market study, and work and financial plan duly approved by the Head of Office, to the RGMO for review and clearance.
8. The proponent OBSU/FO and Development Partner, together with the RGMO, shall discuss the proposed projects and identify roles and responsibilities of participating parties.

Project Appraisal

9. The project capsule description, full-blown project proposals, market studies, Terms of Reference and other necessary documents shall be prepared by the proponent OBSUs/FOs as the project or program owners/implementers. Technical assistance in packaging the proposals based on the prescribed templates of the grant or loan agreement and other set criteria may be provided by the RGMO, as requested.

10. The RGMO shall conduct a comprehensive review of the project proposal and other related documents based on the criteria (Annex J). This is in congruence with the DSWD principles, agendas and other relevant review criteria (including but not limited to relevance, transparency, responsiveness gender-responsiveness, environment-consciousness, sustainability, alignment with the grant or loan agreement, DSWD's thrusts and priorities, DSWD Policy Agenda, and DSWD Research and Evaluation Agenda). The RGMO shall also conduct a risk assessment that: (1) estimates the probabilities of the outcomes or results of the TA; and (2) identifies the critical risk factors that may enable or hamper the results of the TA.
11. If further enhancement is required, the RGMO returns the documents to the proponent OBSU/FO for corresponding action.
12. The Proponent OBSU/FO shall revise the project proposal and other related documents based on the inputs and comments of the RGMO.
13. The Proponent OBSU/FO submits to the RGMO through a memorandum the enhanced/final documents.
14. Once deemed in order by the RGMO, the documents will be endorsed to the Secretary for approval, which shall indicate the start of the implementation of the projects.

Endorsement and Approval of Documents

15. Based on the contents of the signed Cooperation Agreement, proponent OBSU/FO shall provide proposed projects/programs to be committed under a work plan (Annex I), which indicates the committed activities/deliverables per quarter of the year with their corresponding budgetary requirements.
16. The RGMO shall communicate the work plan and other project-related documents, which may include the capsule description or project proposal, for the approval of the Development Partner.
17. The RGMO informs the proponent OBSU/FO of the approval or disapproval of the proposal through a Memorandum addressed to the concerned OBSU/FO Head. If the project is approved, the former also includes a request for the submission of a monthly disbursement plan (MDP), and Work and Financial Plan (WFP), to the Policy Development and Planning Bureau (PDPB) and Finance and Management Service (FMS), copy furnishing the RGMO, following the Department's timeline for submission and consolidation to the Department of the Budget and Management (DBM). If disapproved, the RGMO shall include the reason for the disapproval in the Memorandum.
18. In cases where the funding has been transferred to the Department, the proponent OBSU/FO shall endorse the proposal and other necessary project documents, which may include the approved work plan, the Forward Obligation Authority (FOA), the Special Allotment Release Order (SARO), and the Notice of Cash Allocation, to the Finance and Management Service (FMS), copy furnishing the RGMO. The RGMO shall assist the proponent OBSU/FO to facilitate approval of these project documents at the Department and help communicate to the oversight agencies for its subsequent approval and release.

19. In compliance with COA Circular No. 94-013, a separate interagency book of accounts shall be maintained for proper fund utilization recording/bookkeeping and reporting. In addition, the proponent shall observe and comply with all of the memorandum issuances from the DSWD Finance and Management Service office.
20. The proponent OBSU/FO shall copy furnish the RGMO documents, once endorsed to the FMS; the latter then assists the proponent OBSU/FO to facilitate approval of these project documents at the FMS and Secretary's approval.

B. Implementation

1. All projects and activities must be strictly implemented and completed within the specified timelines. For DSWD OBSUs, the commitments must be reflected in the OBSUs' respective Office Performance Commitment (OPC) and in the corresponding Division and Individual Performance Commitments (D/IPC). O/D/IPC commitments may be revised through checkpoints, provided that sufficient justification is presented by the proponent OBSU/FO to the process owner or accountable OBSU.
2. All Official Development Assistance (ODA) funded projects shall be subject to the supervision of the designated PIO per Administrative Order No. 37, series of 2004, "*Terms of Reference of the DSWD Project Implementation Officer for Official Development Assistance and the Secretariat.*" Proponent OBSUs/FOs shall participate in the annual ODA Projects Conference convened by the PIO every first semester of the year to review the status of on-going and completed ODA projects as a basis for determining the Department's overall ODA performance. The ODA Projects Conference serves as a venue for sharing of innovative practices and lessons learned as well as for mainstreaming of best practices of successfully completed ODA projects to the Department's regular programs and services.
3. A maximum of two (2) requests for extension - unless stated otherwise in the Cooperation Agreement - from the proponent OBSU/FO may be granted, subject to the approval of the respective Cluster Head and the Development Partner, to be concurred by the RGMO Head based on justifications and reasons provided by the OBSU. Requests for extension may no longer be granted within six (6) months prior to the termination of the agreement or partnership.
4. In cases where delisting or withdrawal of a project is warranted, an official communication from the proponent OBSU/FO must be submitted to its Cluster Head and the RGMO stating justifiable reasons for the withdrawal, subject to the approval of the Secretary. The delisting must also be duly approved by the Development Partner after the approval of the Secretary. Delisting or withdrawal will no longer be granted during the last year of the term of the engagement or partnership.
5. The Results Framework/Matrix shall be prepared by the proponent OBSU/FO as a basis in monitoring the progress and performance of implementation. A copy shall be provided to the RGMO for reference and basis in monitoring and following through the progress of implementation of the work plans.

C. Monitoring and Evaluation

1. Monitoring the physical and financial status of the project/program implementation shall be conducted regularly by the RGMO in collaboration with the proponent OBSUs/FOs to ensure that activities are implemented on time and as planned.

- a. For Central Office initiated projects, the RGMO shall work with the OBSUs, and with the FMS, ICTMS and PMS, if applicable, in tracking the projects' status on a quarterly basis or as deemed necessary. It shall design a template for the purpose of monitoring and shall give regular feedback to the Development Partner.
 - b. For Field Office-initiated projects, the RGMO will be collaborating with the concerned FO to identify the progress of the project implementation on a quarterly basis or as deemed necessary. The RGMO shall also prepare an annual narrative report of the physical and financial accomplishments of the technical assistance projects under the Agreement, as well as the priorities and ways forward for the next year.
2. Periodic monitoring, desk and/or on-site shall be done in all projects being implemented in any cooperation/partnership agreements by the proponent OBSU/FO and RGMO, collaboratively, on a quarterly and annual basis, or as deemed necessary. Actual site visits shall be conducted as necessary or depending on the Monitoring and Evaluation (M&E) Plan of the project by the assigned focal person.
 3. Reportorial requirements must be submitted to the Development Partner, Oversight agencies, or to the Department, through RGMO, on a timely basis, by the proponent OBSUs/FOs based on the prescribed templates.
 4. All procurement and payment-related transactions shall be approved by the concerned Cluster Head of the proponent OBSU pursuant to Administrative Order 16, Series of 2019. The Procurement Management Service shall provide RGMO with the list of all Purchase Requests funded under cooperation agreements for monitoring purposes. Furthermore, all financial and procurement transactions shall be governed by the financial and procurement rules, regulations and procedures of the Government of the Philippines and of the Development Partners.
 5. Proponent OBSU/FO shall also attend coordination meetings throughout the course of the project implementation with Development Partners as deemed necessary. For OBSU/FO or Development Partner-requested meetings, the RGMO, in partnership and coordination with the proponent OBSU/FO, shall take the lead in coordinating with the concerned Development Partner for the pre-mission/meeting arrangements and in conducting the same.
 6. In cases where semestral review missions, implementation support missions, or other related missions are required by the Development Partners, the RGMO shall take the lead in coordinating with the concerned Development Partner and OBSUs/FOs for the pre-mission/meeting arrangements and in conducting the same.

D. Assessment and Termination of Agreement

1. Project completion documents, liquidation reports, consultant's intermediate and final outputs, document of acceptance, Performance Evaluation Report shall be prepared by the proponent OBSU/FO and duly approved by their respective Cluster Head. RGMO shall assist the latter and review the submitted completion documents, once deemed in order, to the Development Partners for reference.
2. The RGMO shall also prepare an annual narrative report of the accomplishments of the proponent OBSUs/FOs from the quarterly monitoring reports and shall submit the annual report to the Development Partner.

3. The RGMO shall consolidate project completion reports and prepare an assessment report to be submitted to the Development Partner.
4. The RGMO shall maintain a baseline inventory of the TA projects' outputs and file abridged documentation and assessment reports to serve as references for future TA projects.
5. The evaluation of the partnership may be done internally by those that are involved in the project or program implementation or sourced for an expert to do an independent evaluation. These two approaches may also be done in combination for better results. The results shall serve as the basis for the renewal or non-renewal of the partnership agreements.

VIII. FEEDBACK AND COMPLAINTS MECHANISM

For feedbacking and resolving complaints that may ensue throughout the process, the RGMO may conduct the following:

- A. Gather and receive feedback through the following mechanisms:
 1. Memorandum sent by the OBSUs
 2. Email
 3. Face-to-face or virtual meetings
 4. Survey
 - a. Physical Client Satisfaction Measurement Survey Form
 - b. Online Client Satisfaction Measurement Survey Form
- B. Coordinate with the concerned staff or offices to clarify the issues being raised. If needed, the RGMO may send official communication to concerned parties or convene meetings to openly and objectively discuss issues being raised. Ensure that a resolution will be attained after the dialogue.
- C. If deemed necessary and if issues were not resolved at the level of the RGMO, concerns may be elevated to the Portfolio Management Committee. It is understood that any concerns will be dealt with through proper consultations.

IX. ROLES AND RESPONSIBILITIES

A. Resource Generation and Management Office

1. As clearinghouse of external linkages

- a. Serve as the overall manager of the Department's portfolio of partnerships/cooperation agreements.
 - i. Provide information on partnerships/agreements that the DSWD OBSUs/FOs may tap or access for funding of their respective projects once available.
 - ii. Link the project proposals of the OBSUs/FOs to the Cooperation Agreement for the allocation of appropriate resources for the implementation of the approved projects based on the RGM Agenda to be issued and updated by the Office.
 - iii. Develop, monitor, evaluate, and update the Department's Five-Year RGM Agenda.
 - iv. Review project capsule descriptions/proposals and align initiatives with the DSWD's strategic objectives, thrust and priorities and plans.

2. As monitoring and evaluating arm of technical assistance projects in the Department

- a. Establish and maintain the database of the following:
 - i. Lists of priority project proposals for possible funding of the development partners;
 - ii. Directory of the private sector partners with the corresponding information on the nature and status of partnership with the DSWD; and,
 - iii. List of available resources and its corresponding conditions and requirements at any given time.
- b. Conduct of periodic monitoring on the progress of the workplan implementation by the OBSUs/FOs;
- c. Provide technical assistance and recommendations to the project owners with delayed TA projects in their respective catch-up plans;
- d. Collaborate with the ODA Focal point person in the monitoring and preparation of the following ODA documents:
 - i. Review and consolidate the Physical and Financial ODA Monthly Reports and ICC-Quarterly Alert Mechanism Forms submitted by the OBSUs/FOs for endorsement to the oversight agency (NEDA);
 - ii. Prepare and consolidate the Annual ODA Portfolios of the concerned OBSUs for submission to NEDA;
 - iii. Identify and consolidate project issues and concerns needing resolution from oversight agencies with the DSWD's recommendations.
- e. Prepare the endorsement letter of the Project's Final Assessment Reports and/or Project Completion Report after review for submission to NEDA and Development Partners with the approval of the DSWD Secretary.
- f. Submit monthly, quarterly, semestral and annual status of approved priority projects to the Secretary thru Undersecretary for PPG.

3. As coordinating body

- a. Represent the Department in the conduct of meetings and consultations with Development Partners with the concerned OBSUs/FOs.
- b. Facilitate the development of the project cooperation document, memorandum of agreement/understanding, partnership contracts, etc.
- c. Initiate activities for resource generation and mobilization.
- d. Provide technical assistance to OBSUs/FOs in the whole cycle of project development, and monitoring and evaluation when deemed necessary.
- e. Lead in the coordination with concerned Development Partners and OBSUs/FOs for the conduct of semestral review missions, implementation support missions, or other related missions are required by the Development Partners or in cases of Donor's Fora, Technical Assistance Facility-Steering Committee Meetings, or other major meetings, conventions, assembly, or conferences.
- f. Coordinate with other Government Agencies in the participation of the DSWD in the annual ODA Projects conference, PIO quarterly meeting, and other related meetings.

B. Project Proponent OBSUs and FOs

1. Formulate and develop project proposals based on the objectives and requirements of the agreement.
2. The proponent OBSUs shall lead in the overall implementation of the project, TA grants and/or activities and ensure submission of all project documents in compliance to the loan agreements.
3. Submit proposals/capsule descriptions through appropriate channels.

4. Designate project focal points to work closely with the Development Partners and the RGMO.
5. Participate in meetings and/or other official communications with Development Partners throughout the entire cycle.
6. Facilitate the procurement, implementation, and payment of service providers.
7. Submit regular reports on physical and financial status of project implementation to the RGMO, for endorsement to DPs and Policy and Plans Cluster Head as deemed necessary.
8. Conduct project mid-term assessment and post-project evaluation, as deemed necessary, in coordination with the RGMO.
9. Submit a completion report aligned with the requirements of the Development Partner upon the completion of all project activities and termination of the project.
10. Document good practice/s related to their project/program implementation.
11. Come up with a sustainability plan, only if necessary/ needed per TA or grant, to institutionalize the project implementation nationwide even after the agreement has already been terminated.
12. When FOs intend to engage with international DPs, their project proposals shall be routed to the OBSUs to verify whether the OBSUs has the capacity to provide for the needs of the proposed project, before proceeding with the project cycle.

C. Finance and Management Service

1. Provide information to the RGMO on grants/donations received from external sources on a regular and timely basis.
2. Generate periodic financial reports on cash from local and foreign partners and provide the same to the RGMO and concerned OBSUS.
3. Provide a copy of the Special Allotment Release Order (SARO) and Notice of Cash Allocation to start the utilization of funds for the proposed projects.
4. Provide technical assistance to proponent OBSUs in the preparation of budget proposals, budget execution documents, and other reportorial requirements needed by the FMS.
5. Work collaboratively with the RGMO on financial-related matters to ensure the timely disbursement and utilization of grants/donations.
6. Prepare submission of the accomplished financial management reports (e.g. Financial Acquittal Report, Status of disbursement and utilization of the ODA Projects) to RGMO for endorsement to the Development Partners and national oversight agencies.
7. Facilitate processing of remittance of unexpended project funds to appropriate funding agencies.

D. Procurement Management Service/Section

1. Facilitate the procurement process consistent with government rules and regulations in consideration of the agreements with the Development Partner.
2. Provide timely feedback and technical assistance to the proponent OBSUs/FOs and RGMO on the preparation of procurement-related documents and on the status of procurement of goods and services.

E. Development Partners

1. Assign and designate focal persons to participate actively in the conduct of meetings, and provision of technical inputs, as necessary.
2. Facilitate the finalization of relevant documents and endorsement of the same to their organization.

3. Orient, assist, and provide technical assistance to the DSWD in exploring implementation of applicable elements as stated in the Terms of Reference, MOU/MOA, Workplan, and other relevant documents.
4. Provide timely updates on the status of financial utilization of projects committed under the agreement for cases where financial resources are not lodged in the DSWD.

XII. PORTFOLIO MANAGEMENT COMMITTEE (PMC)

The Portfolio Management Committee is the mechanism that will ensure that all partnerships are geared towards assisting the Department in achieving its goals and effectively carrying out its mandate. It will serve as a venue to identify RGM priorities based on the Department's strategic objectives and initiatives, approval of plans, decision-making and policy directions.

The PMC shall be headed by the Secretary of DSWD and is composed of the Undersecretaries, and concerned Program Implementer/Owners (Annex P). The PMC shall convene on an annual basis or as deemed necessary. In the case of Loan Agreements, this shall be elevated to the Executive Committee for deliberation if and when the loan is necessary for the Department.

To operationalize this endeavor, a Special Order designating officials to be identified by the Secretary to the PMC and its Terms of Reference shall be issued within 30 working days upon the effectivity of this guidelines.

XIII. EFFECTIVITY

This order shall take effect immediately and revoke all previous orders contrary thereto. Done this 6th day of JUNE 2022, Quezon City.



ROLANDO JOSELITO D. BAUTISTA
Secretary

Cert. True Copy:

MYRNA H. REYES
OIC-Division Chief
Records and Archives Mgt. Div.

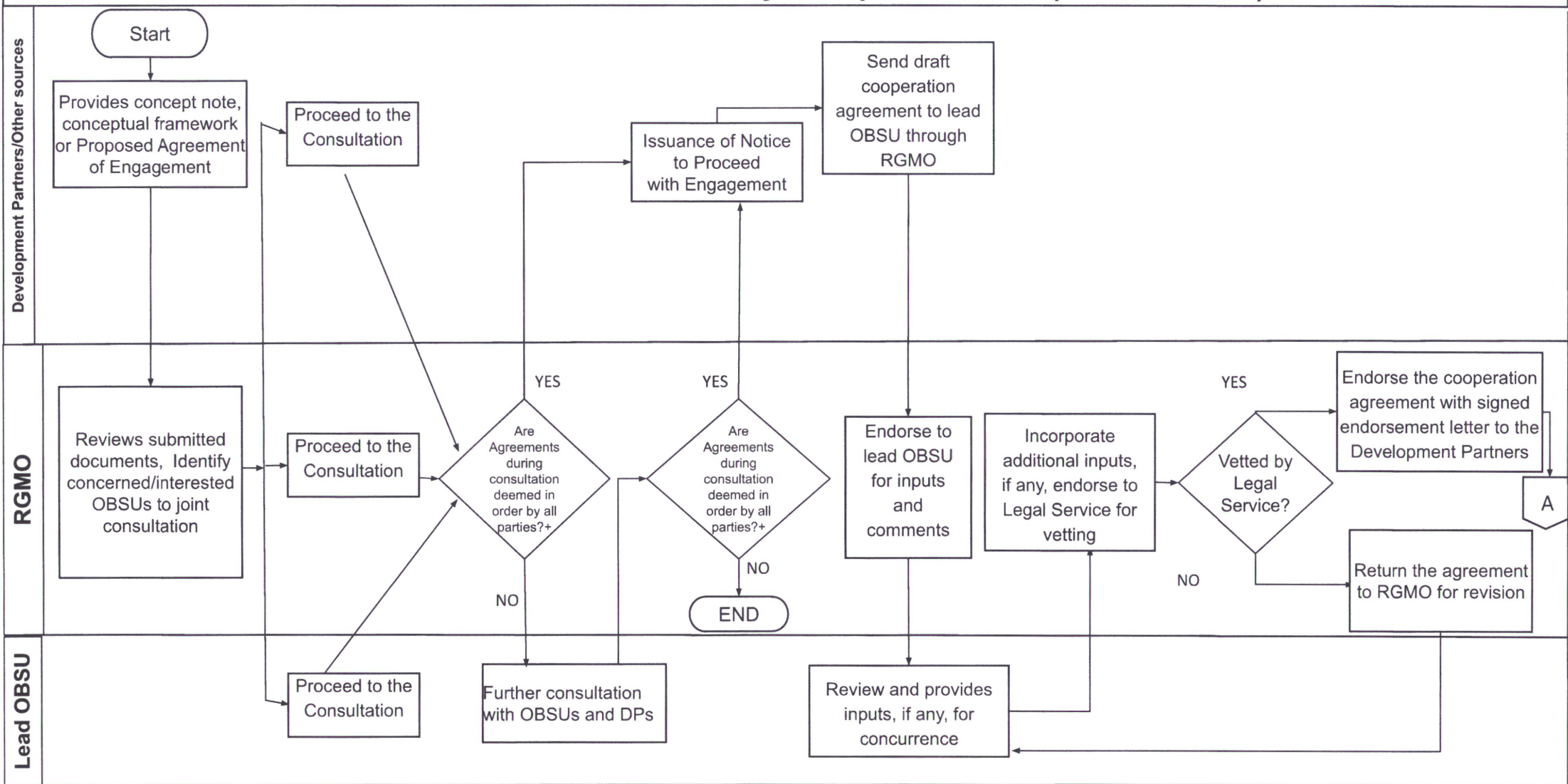
07 JUN 2022

ANNEXES

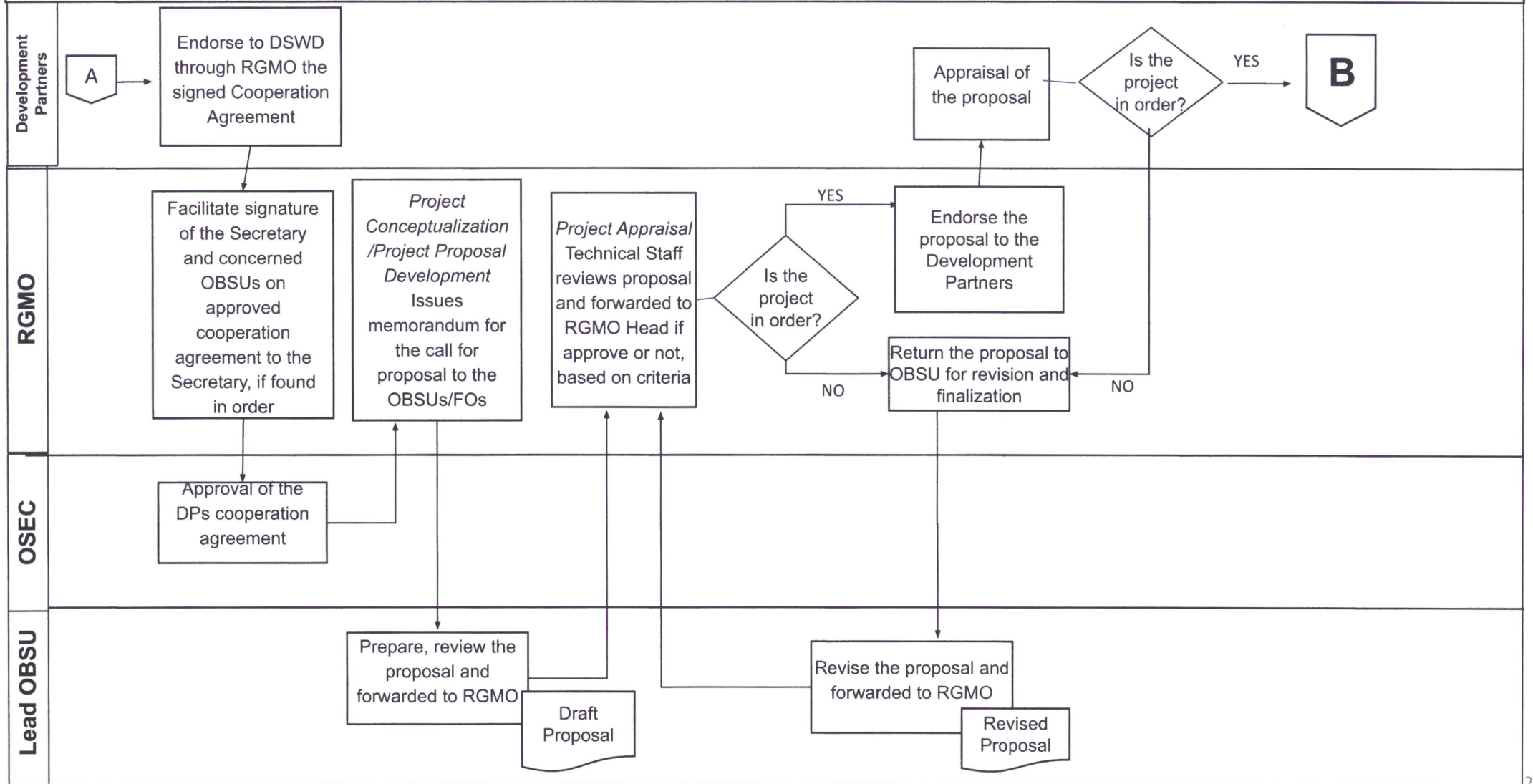
List of Attached Documents:

- A. RGMO Process flow - A. Pre-Project Implementation
- B. RGMO Process flow - B. During Project Implementation
- C. RGMO Process flow - C. Post-Project Implementation
- D. Checklist for Loans
- E. Checklist for Grants
- F. Project Completion Checklist
- G. Sample Cooperation Agreement Template
- H. Sample Workplan Template
- I. Criteria
- J. Criteria Rating Guide
- K. Concept Note (DSWD-RGMO-GF-001)
- L. Monthly Disbursement Plan (DSWD-RGMO-GF-002)
- M. Progress Report (DSWD-RGMO-GF-003)
- N. Project Completion Report (DSWD-RGMO-GF-004)
- O. Structure of the Portfolio Management Committee

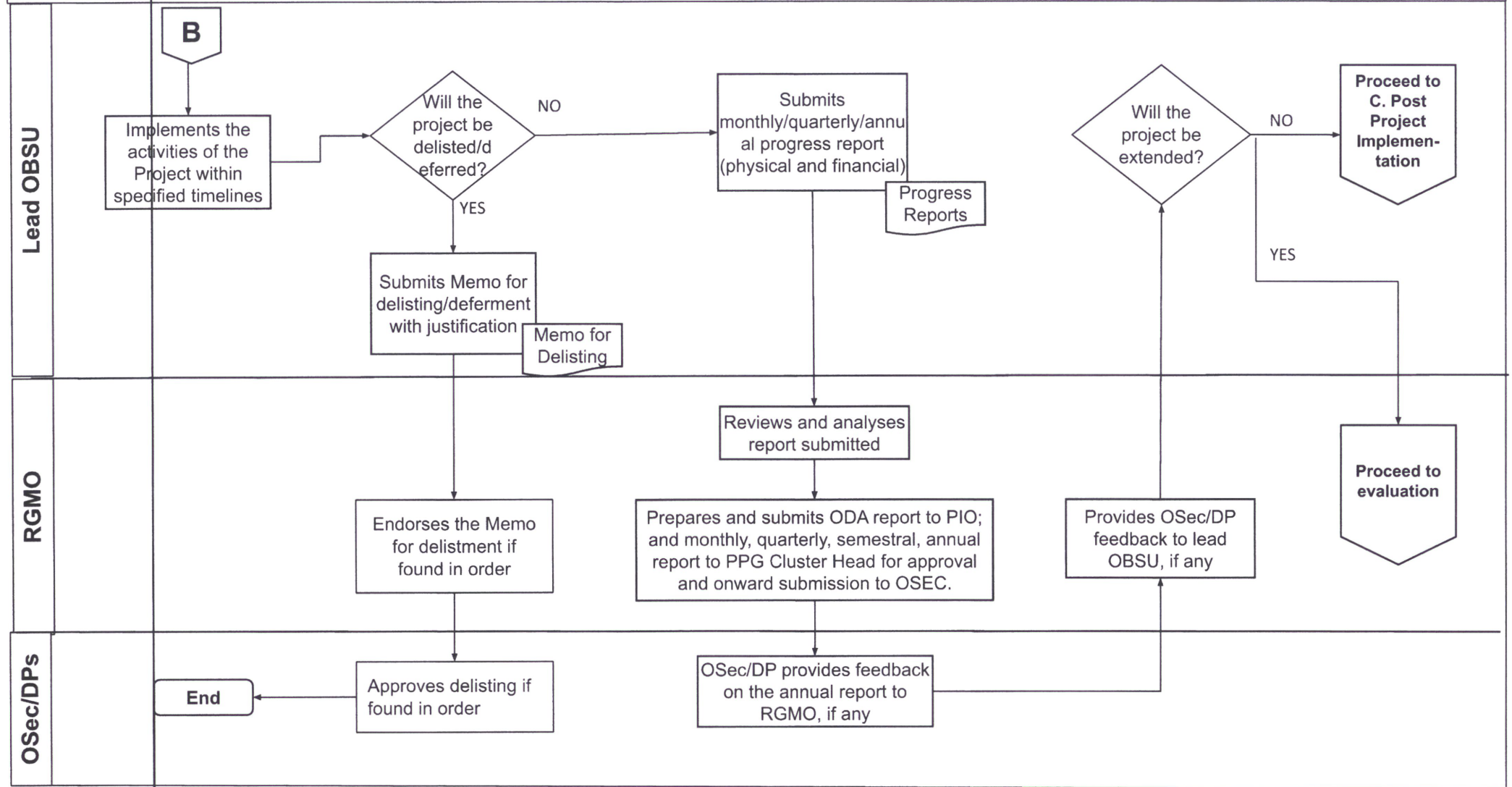
RGMO Process Flow - A. Pre-Project Implementation (*Consultations*)



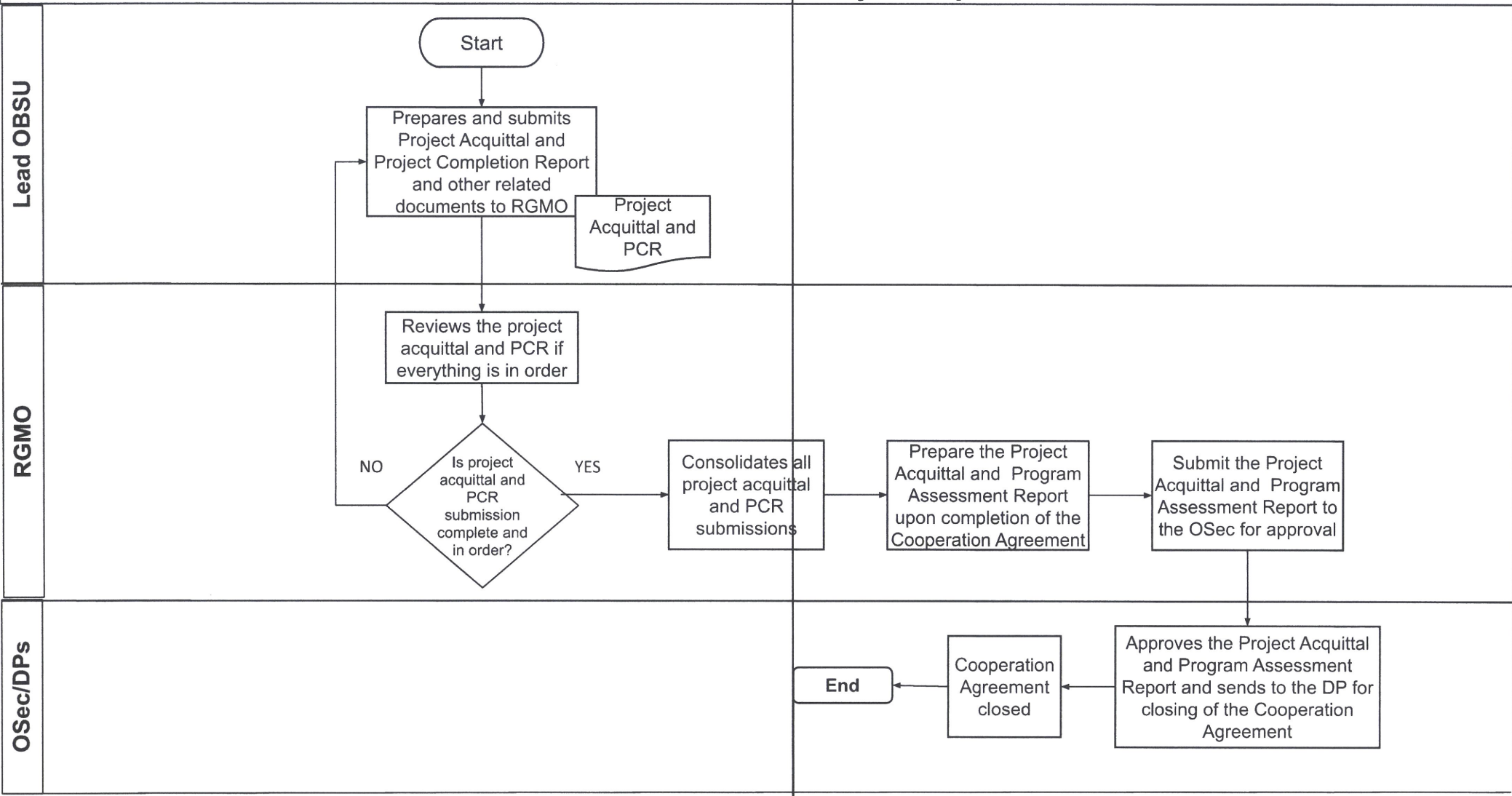
RGMO Process Flow - A. Pre-Project Implementation (*Project Conceptualization & Project Appraisal*)



RGMO Process Flow - B. During Project Implementation



RGMO Process Flow - C. Post-Project Implementation





REPUBLIC OF THE PHILIPPINES
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

**INVESTMENT COORDINATION COMMITTEE
CHECKLIST FOR NEW PROJECT PROPOSALS
Received by the NEDA Secretariat**

I. Project Title: _____

____ For NEDA Secretariat review
____ For ICC review

____ Grant
____ Loan

II. Transmittal letter signed by: _____
(Head of Agency/Authorized Official)

III. Contact persons and details:

Director level	Focal technical staff
Name:	Name:
Tel. No.	Tel. No.
Fax No.	Fax No.
Email	Email

IV. Documentary requirements

Items	Date of submission	Received by (Staff)	Status/Remarks
1. ___ Project Proposal (___ no. of copies) ___ Feasibility Study (___ no. of copies)			
2. ___ ICC Project Evaluation Matrix			
3. ICC Project Evaluation Forms ___ PE Form No. 1 General Information ___ PE Form No. 2 Sources of Financing ___ PE Form No. 3 Estimated Project Cost, Investment Phase ___ PE Form No. 4 Annual Operations and Maintenance Costs ___ PE Form No. 5 Estimated Project Benefits and Revenue ___ PE Form No. 6 Logical Framework ___ PE Form No. 7 Project and Financing Milestones ___ PE Form No. 8 Gender Responsiveness Checklist ¹			
4. Two (2) CD/Electronic copies of the economic and financial analyses in traceable formula			

¹ Refers to the Combined Generic Checklist for the Project Identification and Design Stages or the applicable Sectoral Gender and Development Checklist, which can be accessed at http://w3.neda.gov.ph/hgdg/left_nav.html



REPUBLIC OF THE PHILIPPINES
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

format			
5. Endorsements from other concerned agencies, including respective mother agency/department-level endorsement for proposals of bureaus or attached agencies*			
6. RDC endorsements (as may be required by the ICC)/Documentation of Public or Local Consultations ^{2*}			
7. Environmental Impact Statement/Environmental Compliance Certificate/Certificate of Non-Coverage*			
8. ROW acquisition and resettlement action plan with budget cover			
9. DBM certification of budget cover availability for the project*			
10. DOF-CAG review for GOCC/GFI projects*			
11. NCC review for relending programs*			
12. Information on job creation/employment impact of the project			
13. Location map (with e-copy)			

NEDA-PIS/ 1 December 2016

*Initial documentation of application for processing of these requirements maybe accepted.

² Per June 08, 2016 Memorandum of the ICC, national government agencies, corporations, local government units that will submit programs and projects proposed for ICC approval shall undertake public consultations based on existing laws, rules and regulations and submit official documentation of such consultations as part of ICC documentary requirement.

Endorsement by the RDCs of programs and projects will no longer be required by the ICC for the following programs and projects, unless otherwise required under existing laws, rules and regulations: (a) Programs and projects that will not result in physical or socioeconomic displacement of affected persons/businesses/communities; or (b) Demand-based programs and projects providing support for target beneficiaries that are to be determined/ finalized after ICC approval (e.g. relending programs, etc.).

Grant Checklists

Items	Date submitted	Date received by RGMO	Status/Remarks
Notice to Proceed with Engagement from the Secretary			
Cooperation Agreement			
Duly accomplished and signed Concept Note (DSWD-RGMO-GF-001) with transmittal memorandum			
Terms of Reference (TOR)			
Conceptual Framework			
Market Study			
Conceptual Framework			
work and financial plan duly approved by the Head of Office			

Project Completion Checklist

Items	Date submitted	Date received by RGMO	Status/Remarks
Duly accomplished and signed Project Completion and Assessment Report for Technical Assistance (TA) Projects (DSWD-RGMO-GF-004) with Transmittal Memorandum			
Quarterly Progress reports			
Duly accomplished and signed Monthly Disbursement Plan for Technical Assistance (TA) Projects (DSWD-RGMO-GF-002) with liquidation reports			
Consultant's Intermediate and Final Outputs with Document of Acceptance			
Performance Evaluation Report			

**Note: Contents of this document may be revised, depending on the nature of the partnership and points of collaboration between concerned Parties.*

**COOPERATION AGREEMENT
BETWEEN
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD)
OF THE GOVERNMENT OF THE PHILIPPINES
AND
<DEVELOPMENT PARTNER>**

WHEREAS DSWD, as an agency of the government of the Philippines responsible for social protection, contributes to poverty alleviation and empowerment for an improved quality of life and ensures that rights and welfare of the poor, vulnerable and disadvantaged individuals, families and communities are promoted and protected through local and national policies, programs and projects and services, with or through the Local Government Units (LGUs), non-government organizations (NGOs), Peoples' Organizations (POs), Government Organizations (GOs) and other members of civil society;

WHEREAS DSWD *<highlight efforts (being) conducted in relation to the partnership to be forged>*;

WHEREAS *<Development Partner> <mandate of the Development Partner>*;

WHEREAS *<Development Partner> <highlight efforts (being) conducted in relation to the partnership to be forged>*;

CONSIDERING that DSWD and *<Development Partner>* (hereinafter collectively referred to as the "Parties" and individually as the "Party") will be jointly supporting *<particular program/project/activity where partnership engagement will be forged on>*

WHEREAS the Parties recognize the need to enhance coherence on *<particular program/project/activity where partnership engagement will be forged on>*

NOW THEREFORE, the Parties agree to cooperate under this Agreement on *<particular program/project/activity where partnership engagement will be forged on, highlighting target outcome measures>*, as follows:

**Article I
General Principles of Cooperation**

1.1 Within their respective mandates, DSWD and *<Development Partner>* shall act in collaboration and hold consultations on all matters covered by this Agreement. To this end, the Parties shall consider the appropriate framework for such consultations as and when necessary.

1.2 DSWD and *<Development Partner>* agrees that the activities related to *<particular program/project/activity where partnership engagement will be forged on>* shall be coordinated, to the extent possible, in an effort to achieve the cooperation and the elimination of unnecessary duplication between them, and that when common interests so dictate, either Party may request the cooperation of the other.

1.3 Each Party shall endeavor, in so far as possible and in compliance with its constituent instruments and decisions of its competent bodies, to respond favorably to such requests for cooperation in accordance with procedures to be mutually agreed upon.

Article II Purpose

2.1 The purpose of this Agreement is to provide *<intended goal of the cooperation>*

2.2 Subject to the internal rules, procedures and policies of each Party, modalities for coordination between the Parties, areas for cooperation and their respective responsibilities will be as described in Annex I.

Article III Reporting on Progress of Work

3.1 DSWD shall report the progress of implementation in the regular strategic management meetings with *<Development Partner>* including both qualitative and quantitative information or as otherwise requested by FAO.

3.2 A final report consolidating the milestones and accomplishments shall be prepared and submitted by the DSWD within 30 working days from the date of termination of agreement.

Article IV Resources

4.1 The present Agreement implies *<include financial or other resource commitment by concerned Party>*.

4.2 This Agreement is concluded on the basis that there shall be *<(no) transfer of funds>* between the Parties. *<Include arrangements for transfer of funds, if applicable>*.

Article V Intellectual Property Rights

5.1 Intellectual property rights, in particular copyright of material such as data, information, software and designs, made available by the Parties to carry out the activities under this Agreement shall remain with the originating Party.

5.2 Intellectual property rights over materials developed under this Agreement shall be addressed in separate agreements to be concluded between the Parties.

Article VI
Confidentiality and use of logo, emblem or name

6.1 Neither Party nor its personnel shall communicate to any other person or entity any confidential information made known to it by the other Party pursuant to this Agreement nor shall it use this information to private or company advantage.

6.2 The Parties agree not to use in any press release, memo, report or other published disclosure related to this Agreement any of the other Party's name, emblem and logo without prior written agreement by the Party concerned.

Article VII
Notifications

7.1 If at any time during the course of this agreement it becomes impossible for the Parties to perform any of their obligations for reasons of force majeure, the Party concerned shall promptly notify the other in writing of the existence of such force majeure. The Party giving the notice is thereby relieved from such obligations as long as force majeure persists.

Article VIII
Settlement of Disputes

8.1 Any dispute, controversy or claim between the Parties arising out of, or relating to the Agreement will be settled by negotiation or, if not settled by negotiation between the Parties or by another agreed mode of settlement shall, at the request of either Party, be submitted to one conciliator.

8.2 Any such dispute, controversy or claim between the Parties arising out of or relating to the Agreement of the breach, termination or invalidity thereof which is not settled amicably in accordance with foregoing paragraph shall, at the request of either Party, be settled by arbitration in accordance with <cite applicable and appropriate body>.

8.3 The conciliation and the arbitration proceedings shall be conducted in English. The Parties may request conciliation while the Agreement is in force or within a period not to exceed <number of months> months after the expiry or termination of the Agreement. The Parties may request arbitration not later than <number of days> days after the termination of the conciliation.

Article IX
Privileges and Immunities and Applicable Law

9.1 Nothing contained or relating to this agreement shall be considered a waiver of the privileges and immunities of <Development Partner>, nor as conferring any privileges and immunities of <Development Partner> to DSWD of its employees, nor as acceptance by <Development Partner> of the jurisdiction of the courts of any country over disputes arising out of this agreement or of the applicability of any single national law to <Development Partner>.

9.2 Without prejudice to DSWD's status and its obligation to comply with the laws of the Philippines, this Agreement and any document or agreement relating thereto shall be governed by general principles of law to the exclusion of any national system of law.

Article X
Entry into force, Termination and Amendment

10.1 This Agreement shall enter into force on the date of its signature by both Parties. If signature occurs on separate dates, it shall enter into force on the date of the last signature. The Agreement shall remain in force for a duration of <number of years> year/s, or until completion by the Parties of their respective obligations under this Agreement, whichever comes earlier.

10.2 This Agreement may be terminated by either Party upon <number of months> month/s written notice given to the other Party. In that event, the Parties will agree on measures required for the orderly conclusion of any ongoing collaborative activities and the settlement of any outstanding obligations.

10.3 This Agreement may be amended by mutual written agreement of the Parties. Such amendments shall enter into force <number of month> month/s following notifications of consent by both Parties to the requested amendments or on a date otherwise agreed in writing for the amendment to enter into force.

10.4 The provisions contained in Article IV to IX, inclusive, shall survive the expiration or termination of this Agreement. The Parties agree that this Agreement will be concluded electronically via email exchange of scanned signed copies and that the signed copies exchanged in this manner shall be treated as originals. The Agreement shall enter into effect on the date of the last signature.

IN WITNESS WHEREOF, the duly authorized representatives of the Parties affix their signatures below.

**For the Department of Social
Welfare and Development:**

<NAME OF HEAD>

Secretary

Date: _____

For the <Partner>:

<NAME OF HEAD>

<Position>

Date: _____

Witnessed by:

<NAME>

<Position>

Date: _____

Witnessed by:

<NAME>

<Position>

Date: _____

Annex I

1. Activities and implementation modalities

DSWD and <Development Partner> will jointly explore opportunities to harmonize existing planning processes and review coordination mechanisms between social protection and agriculture interventions, at national, regional and local levels.

Under this initiative, the parties may agree to cooperation in the following areas of activity:

- a. <Primary means/levels of collaboration to execute intended goal of partnership>

2. <Development Partner>'s role and responsibilities

During the course of this Agreement, <Development Partner> will:

- a. <List of roles and responsibilities>

3. DSWD's role and responsibilities

During the course of this Agreement, DSWD will

- a. <List general roles and responsibilities>

To ensure successful implementation of this Agreement, DSWD, through its <concerned clusters> will be the main focal agencies involved in carrying out the activities:

The <Cluster Group> will have the following responsibilities:

- a. <List of roles and responsibilities per Cluster>

4. Coordination mechanisms

The DSWD will form a strategic management team to ensure continuity and regular supervision, and effective and efficient implementation. This will be chaired by the DSWD and co-chaired by <Development Partner>. Regular strategic management meetings will be convened for technical inputs provision, management advisory, progress monitoring and early resolution of problems, if any.

**CRITERIA TO BE USED
FOR PROJECT APPRAISAL COMPONENT**

COMPONENT	WEIGHT	DESCRIPTION
Logic	25%	The proposed project clearly determined how it can address or resolve a problem/gap identified or a DSWD issue that needs to be responded to - improvement/strengthening either its processes or system of service delivery. The proposed project also discusses the opportunities it wishes to cease.
Coherence	20%	The objectives and goals of the proposed project contribute to DSWD thrusts and priorities, SWD-related policies and initiatives, and overall strategic plan of the Philippine government.
Value for Money	25%	The proposed project evidently identified the added value and benefits it can provide to the Department and its intended clientele (i.e. social values, economic benefits, etc).
Administrative Feasibility	15%	The identified activities in the proposed project can be delivered within the capacity of the proponent office(organizational set-up, mechanisms, skills and capacities of staff). Risks relative to project implementation are also properly identified with their respective action plans.
Relevance and Consistency	15%	The proposed project will complement the efforts of the proponent office, and the agency's programs, projects and initiatives.

RATING GUIDE

	5	4	3	2	1
Logic	Clearly identified what, why, how, and when the project can contribute in addressing the presented problem.	Only discussed what, why, and when the project can contribute in addressing the presented problem.	Cited discussion needs revision based on the inputs and recommendations of the reviewing team.	Discussed but unable to clearly establish as to how the project could address the problem at hand.	Proposal did not provide any information and did not answer how the project can contribute to addressing the presented problem.
Coherence	<p>Explicitly discusses alignment with DSWD thrusts and priorities, social protection-related policies and initiatives, and overall strategy plan of the Philippine government, as applicable.</p> <p>Primarily, the proposal explicitly detailed how it supports the Department's achievement of goals and objectives.</p>		Discussed but unable to clearly discuss its alignment with DSWD thrusts and priorities, social protection-related policies and initiatives, and overall strategy plan of the Philippine government, as applicable.		No information provided.

Value for Money	The project comprehensively discussed the various benefits that it provides (i.e. social values, economic and organizational benefits, contribution to target clientele).	The project was only able to identify its benefits without their corresponding discussion (i.e. social values, economic and organizational benefits, contribution to target clientele).	Needs revision based on the recommendations of the reviewing team.	The project is unable to establish the benefits to be gained.	No information provided.
Administrative Feasibility	<p>The proposal identified critical activities with realistic timelines.</p> <p>Also included a description of existing mechanisms/structures, and personnel competencies needed for the project.</p> <p>A risk assessment and a risk treatment plan are also included.</p>	The proposal only outlined the critical activities with realistic timelines as well as description of existing mechanisms/structures, and personnel competencies needed for the project.	The proposal only outlined the critical activities with realistic timelines.	Unable to lay-down critical activities, timelines, mechanisms and assessment of risks.	No information provided.
Relevance and Consistency	The proposal clearly and substantively mentioned the project's complementation of efforts to the proponent office, and the agency's programs, projects and initiatives.		The proposal provided limited information as to how it will support or complement existing efforts, PPAs of the DSWD or other agencies.		No information provided at all.

TECHNICAL ASSISTANCE (TA) CONCEPT NOTE

*(This template for concept note is used by the OBSUs in describing their proposed TA project for consideration of the TA Facility Steering Committee and Development Partners (DPs) through the RGMO. **The Proponent will submit the TA concept note to the RGMO Head through a memorandum.** The RGMO will review and, as may be necessary, will help the Proponent repackage the submitted note into a proposal, to conform with the requirements of the DPs.)*

Statement of the Problem

Provide a brief summary of the background and context of the proposed technical assistance project. What critical issues are to be addressed? Describe the urgency and importance of the need for the TA.

Objectives and Expected Results

What is the development objective that the proposed TA project is seeking to achieve? What outputs will be produced? If successful, what will be the TA's outcomes for the primary target group?

Project Scope and Description

What are the main components or key elements of the TA project? What specific activities are being proposed? Identify the co-implementers and the working and cost-sharing arrangements.

Indicative Timetable

Indicative Budget

Prepared by:

Approved by:

PROJECT LEADER
Position/Designation, Office

HEAD OF OBSU
Position/Designation, Office



Insert Insignia [IF APPLICABLE]

(follow specifications as indicated in the DSWD Branding Guidelines)

(OFFICE NAME)

(CLUSTER NAME / FIELD OFFICE)

DSWD-RGMO-GF-002 | REV 00 / 06 DEC 2021

MONTHLY DISBURSEMENT PLAN FOR TECHNICAL ASSISTANCE (TA) PROJECTS

(This template for monthly disbursement plan is used by the implementing OBSUs in plotting the schedule of activities and the projected disbursement of funds of their TA project. **Upon approval of the TA project proposal, the implementing OBSU will submit the monthly disbursement plan to the RGMO Head through a memorandum.** The RGMO will use the monthly disbursement plan in monitoring the project's progress and, in coordination with the Financial Management Service (FMS), the disbursement of funds.)

Monthly Disbursement Plan

TA Project Title:	
Grant Program:	
Implementing OBSU:	
Coordinator/Focal Person:	

Activity	Year					Total
	Month 1	Month 2	Month 3	Month 4	Month 5	
1						-00
2						-00
3						-00
n						-00
Total	-00	-00	-00	-00	-00	-00

Prepared by:	Approved by:
PROJECT LEADER	HEAD OF OBSU
Position/Designation, Office	Position/Designation, Office



Insert Insignia [IF APPLICABLE]

(follow specifications as indicated in the DSWD Branding Guidelines)

(OFFICE NAME)

(CLUSTER NAME / FIELD OFFICE)

DSWD-RGMO-GF-003 | REV 00 / 06 DEC 2021

MONTHLY PROGRESS REPORT FOR TECHNICAL ASSISTANCE (TA) PROJECTS

(This template for monthly progress report is used by the implementing OBSUs in plotting the target activities for the period and indicating the physical and financial progress of their TA project. **Upon approval of the TA project proposal, the implementing OBSU will submit the monthly progress report to the RGMO Head through a memorandum. The RGMO will use the monthly progress report in monitoring the project implementation and consolidating the necessary report for the Development Partners.**)

Monthly Progress Report

For the Period: _____

TA Project Title:

Grant Program:

Implementing OBSU:

Coordinator/Focal Person:

Target Activities for the Period	Actual Accomplishment	Percentage Accomplishment		Remarks
		Physical	Financial	
1				
2				
3				
4				

Prepared by:

Approved by:

PROJECT LEADER

Position/Designation, Office

HEAD OF OBSU

Position/Designation, Office

PROJECT COMPLETION AND ASSESSMENT REPORT FOR TECHNICAL ASSISTANCE (TA) PROJECTS

*(This template for project completion and assessment report is submitted by the implementing OBSUs upon the completion of their TA project. **The implementing OBSU will submit the project completion and assessment report to the RGMO Head through a memorandum.** The RGMO will use the project completion and assessment report in evaluating completed TA projects and providing recommendations.)*

TA Project Title:	
Implementing OBSU:	
Project Focal Person:	
Timeline	As planned:
	Actual:
Budget	As planned:
	Actual:

I. Overview of the TA Project or Activity (based on the proposal and design)

1. In the first paragraph, please briefly discuss the need or problem being addressed by the TA.
2. In the second paragraph, talk about the methods used, and touch on the major milestones. Explain how the project or activity provided a solution to the need or problem.
3. In the last paragraph, write about the results achieved with your project. Explain how the office and DSWD benefited from the project or activity and how the project contributed to the improvement over the current situation.

II. Key Accomplishments

a. Activities Undertaken

Objectives	Key Outputs or Results	Activities Undertaken (title, date and short description)

b. How did the TA contribute to the Office (and other concerned DSWD offices) work program/development agenda according to the DSWD Organizational Outcomes?

No	OBSU Outcome and Output Indicators (based on the draft strategic plan)	TA project or activity contribution (in terms of policy recommendation, enhancement of program system[s] and operation, etc.)
1		
2		
3		
4		
5		

III. Fund Disbursement (in PhP)

No	Activity or Expense Item	Approved Amount	Disbursement	%	Remarks
1	Consultancy Fee				
	a. First Tranche				
	b. Second Tranche				
	c. Third Tranche				
	d. Fourth Tranche				
2	Activities undertaken				
	a. Training (by batch)				
	b. Workshop				
	c. Meeting (e.g. with the consultant, TWG, with other stakeholders)				
3	Other operating expenses				
	a.				
	b.				
Total					

IV. Issues and Concerns

1. Discuss the challenges encountered during the whole duration of the TA project (proposal development, implementation, timelines, funds, etc.)

V. Conclusion and Recommendations

1. Discuss lessons learned
2. Follow –through Activities (This includes the application of the outputs produced in the conduct of the TA)

Attachment (documentation reports, modules and ph

Prepared by:

Noted by:

PROJECT LEADER
Position/Designation, Office

HEAD OF OBSU
Position/Designation, Office

Approved by:

CLUSTER HEAD
Position/Designation, Office

SECRETARY FOR THE SOCIAL WELFARE AND DEVELOPMENT

PMC Secretariat

General Administration and Support Services (Undersecretary)

Support to the Operations Group (Undersecretary)

Operations Group (Undersecretary)

Program Implementers/Owners