



Republic of the Philippines
Department of Social Welfare and Development

IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City 1126

Telephone Nos. (632) 931-8101 to 07; Telefax (632) 931-8191

e-mail: osec@dswd.gov.ph

Website: <http://www.dswd.gov.ph/>

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SUBJECT: OPERATIONAL GUIDELINES ON DSWD-CSO ENGAGEMENT FOR THE IMPLEMENTATION OF MODIFIED CONDITIONAL CASH TRANSFER

I. INTRODUCTION

1.1 Overview

The Department of Social Welfare and Development (DSWD), with its mission to provide social protection and promote the rights and welfare of the poor household, implemented the Pantawid Pamilyang Pilipino Program focusing on human capital investment of children 0-18 years old and pregnant women of poor household.

To strengthen the coverage of the program and make it more inclusive, Pantawid started to target the homeless and street dwellers families through the Modified Conditional Cash Transfer Program (MCCT) with the aim of providing them safety and protection along with other development opportunities. MCCT is designed to reach out to the homeless street families and the Indigenous People (IP) who are definitely poor, more vulnerable and disadvantaged but were left out in the implementation of the Pantawid because of their being excluded in the enumeration of the National Housing Targeting System for having no family homes and in their being geographically isolated and inaccessible. The MCCT works to enable the homeless street families and the indigenous peoples to overcome the barriers of enjoying the government's social protection assistance.

In implementing MCCT, coordination and collaboration with various stakeholders proves to be a very helpful strategy in reaching out to the target clientele. One of the critical partnerships that supported program implementation is the engagement with Civil Society Organizations (CSOs) who serves as co-implementer on the ground and provided other needed support service to the MCCT beneficiaries. In this mode of partnership, CSOs provide needed expertise in the implementation of various components of the programs as well as shares capital and other resources needed for the implementation.

Broadening and sustaining such partnership therefore will hopefully pave the way for a dynamic and strengthened participation towards creating a just and humane environment for beneficiaries who are suffering from poverty.

The DSWD-CSO Engagement for MCCT generally aims to achieve a sustainable public-private partnership while bringing quality social protection services. More specifically, the engagement hopes to result to:

1. Demonstrated increase in public-private partnership in the implementation of Modified Conditional Cash Transfer;
2. Strengthened promotion of individual well-being among homeless street families (HSF);
3. Ensured protection of the indigenous people (IP) and respect to their culture and beliefs;

4. Enhanced parenting roles through the parents' attendance to Family Development Sessions; and
5. Mainstreamed homeless street families into the regular Pantawid Pamilyang Pilipino Program.

1.2 Legal Bases

Administrative Order No. 16 – Guidelines on the Implementation of Pantawid Pamilyang Pilipino Program (4Ps) wherein the Pantawid Pamilya is a poverty reduction strategy that provides cash grant to extreme poor households to address their immediate consumption needs, while the conditionalities are focused on building human capital and thus break the intergenerational cycle of poverty.

Section 66 of the 2014 General Appropriations Act (GAA) – outlines requirements of fund transfer to Civil Society organization giving emphasis on ensuring that CSO partners are legitimate and that the use of funds is in accordance with existing policies and guidelines.

DSWD Memorandum Circular No. 7 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 on MCCT for FNSP which provides framework on the engagement with Civil Society Organizations on the implementation of Modified Conditional Cash Transfer for Families in Need of Special Protection.

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

1.3 Definition of Terms

Civil Society Organization (CSO) – refers 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 Modified Conditional Cash Transfer Program (MCCT-HSF).

Homeless Street Families (HSF) – refers to families who are no longer residing in their homes and spend majority of their time on the street because it is where they earn their livelihood. These families return home usually to their communities or relocation sites on a regular basis. Most of them are informal settlers in key cities.

Indigenous People (IP) – refers to a group of people or homogenous societies identified by self-ascription and ascription by others, who have continuously lived as organized community on community bounded and defined territory, and who have, under claims of ownership since time immemorial, occupied, possessed and have utilized such territories, sharing common bonds of language, customs, traditions, and other distinctive cultural traits, or who have, through resistance to political, social, cultural inroads of colonization, non-indigenous religions and cultures, became historically differentiated from the majority of Filipinos.

IP Migrant Families – refers to families of indigenous decent who are most often seen in the streets of highly urbanized cities or as rural migrants.

Modified Conditional Cash Transfer (MCCT) – is a modified approach designed to maximize the reach of the Conditional Cash Transfer Program for the purpose of helping families and children in difficult circumstances overcome their situation and mainstream them into the regular CCT while generation appropriate resources and services in the community.

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.

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.

II. GENERAL CRITERIA, ELIGIBILITY AND CALL FOR PROPOSAL

CSO engagement in MCCT will focus on two (2) target groups:

Homeless Street Families:

The Modified Conditional Cash Transfer (MCCT) is a bridging program that enables Homeless Street Families (HSF) to access and be mainstreamed in the Pantawid Pamilya Pilipino Program. The homeless street families covered by the program were those identified to be poor and vulnerable but were excluded in the National Housing Targeting System enumeration for not having family homes.

CSO partners to be engaged for this target group may undertake the whole process of program implementation from identifying beneficiaries, enrollment, monitoring and provision of support interventions, depending on agreed terms of partnership. This engagement will require CSOs expertise in case management and referral.

Indigenous People:

The modified conditional cash transfer for Indigenous People serves as a social protection program providing equal opportunities to indigenous cultural communities in geographically isolated and disadvantaged area in accessing the services and benefits of the Pantawid Pamilyang Pilipino Program.

CSOs engaged to work with this target group will need to have relevant skills and experience in community organizing and development. CSOs are engaged to help IP identify their developmental needs and facilitate their access to basic services and the Program's benefits while sustaining their cultural integrity.

2.1. Eligibility

To be eligible for financial support in the conduct of MCCT for HSF and IP, CSOs must meet the following eligibility criteria:

- a. Incorporated as a non-profit organization or people's organization for not less than three (3) years;
- b. Duly registered or licensed or accredited by the DSWD as a Social Welfare and Development Agency, supported by the presentation of registration certificate;
- c. Has a good track record in implementing projects focused on community development children and family development, provision of psychosocial interventions to children and family or other similar programs catering to homeless street families. CSOs must also have relevant/strong experience in organizing, implementing programs and working with Indigenous People;
- d. Capacity to provide human resources who have adequate skills beneficial for the implementation of MCCT;
- e. Capacity to provide participation or equity cost of at least 20% of the total project cost;
- f. 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;
- g. No pending case involving misuse of funds;
- h. 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;
- i. Disclosure of other related business and extent of ownership therein or a certification that there are no other CSO related business if none, duly signed but its Secretary; and
- j. Sworn affidavit of the secretary of the CSO that none of its incorporators, organizers, directors, or officials is an agent of or related by consanguinity or affinity up to the fourth civil degree of the officials of the DSWD authorized to the process/approval of the proposal, MOA, and release of funds.

Eligibility will be further revised if needed once the Joint Guidelines to be crafted by COA, DBM, and DSWD to implement Section 66 of the 2014 GAA.

2.2 Criteria for Proposal Assessment

All project proposals will be assessed by a team from the regional and national office using the following criteria:

- a. Organizational capacity and experience are suitable and relevant to the implementation of the project
- b. Technical proposal demonstrate a sound program implementation plan with clear objectives, defined target beneficiaries, appropriate intervention strategies and feasible implementation timeline.
- c. Budget is well substantiated and aligned with scope and service delivery and complies with eligible expenses and cost parameter.

2.3. Eligible Expenses and Cost Parameters

2.3.1 Eligible Expenses

Expense Item	Parameter and Eligible Cost	
A. Staffing		
a. MCCT-HSF	1 Case Worker/Social Worker at 50 Households	CSO-hired personnel shall be under contract with and supervised by the CSO; The rates of the CSO-hired personnel shall follow the DSWD rates of equivalent position at MOA signing.
	1 Family Development Worker / Child Welfare Aid at 50 households	
b. MCCT-IP	1 Community Organizer at 300 IP partner families	
	1 Family Development Worker/Child Welfare Aid at 300 IP partner families	
B. Administrative Cost and Monitoring Cost		
a. Offices Supplies	Php 10.00 per capita / household	
b. Communication Allowance	Php 500 per month / case worker or social worker/ community organizer or facilitator	
	Php 300 per month / child welfare aid	
	Php 600 per month / CSO Head	
c. Travelling Expenses (during staff functions, trainings, seminars, workshops, meetings, orientations and consultations)	Maximum of P3000 per staff per month	The total allocated transportation/travel allowance per month shall be treated collectively. Moreover, unutilized transportation allowance will be carried over to the succeeding month and with the restriction of not exceeding to the annual allocated budget
d. Vehicle rental	Php 1,000/month used in MCCT implementation of the by the CSO Executive Director/Project	The total allocated budget for vehicle rental and gasoline subsidy per month shall be

	Director or equivalent official	treated collectively. Moreover, unutilized allocated budget for the said items will be carried over to the succeeding month and with the restriction of not exceeding to the annual allocated budget.
e. Gasoline subsidy	Php 1,000/month for CSO vehicle used by the CSO Executive Director/Project Director or equivalent official of the CSO for the MCCT implementation	
f. Meals during Meetings and Case Conferences	Maximum of Php 1,400/month Morning Snack- Php75 per participant Lunch- Php200 per participant Afternoon Snack- Php75 per participant	
g. Orientation and Consultations meals, transportation and board and lodging	According to approved rates	

2.3.2. CSO Counterpart (at least 20% Equity)

- a. Utility Cost – Electricity and Water
- b. Maintenance Cost – for use of office equipment (computers, fax machine, photocopier, etc.)
- c. Office Rental
- d. Other Personal Cost – benefits of the technical and administrative staff of the CSO other than those hired to directly handle MCCT cases

2.4. 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 CSO-MCCT engagement including documents and proposals that must be prepared by the CSOs. Period of engagement will be for a minimum of six (6) months and maximum of one (1) year. Timeline of agreement should be within the DSWD fiscal year (January-December of the current year)

III. ROLES AND RESPONSIBILITIES

The following outlines the roles and responsibilities expected from DSWD both from the national and regional office and the partner CSOs.

3.1 Field Office

The field office is in charge of pro-actively engaging CSO for MCCT; 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 (ARD)
Vice-Chair:	Regional CSO Focal Person (SU)
Members:	Finance Representative 2 external stakeholders from RAC/RIAC
Secretariat:	Institutional Partnership Development Officer for CSO, MCCT Focal, IP focal supervised by the Regional Program Coordinator for Pantawid

- b. Finance, RAC/RIAC, or other stakeholders concerned are to designate permanent and alternate members to attend the regular meetings. In 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 once for purpose of review, assessment and approval of CSO proposal. It should be done a week after the set deadline of submission of proposal. 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 the RSC members to conduct the 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.

Management/BAC/Procurement Representative shall lead in the discussion and assessment on procurement of service provider and its budgetary requirements stipulated in the contract. 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.

- b. As provided in COA circular 2007-001 section 4.5.2, the RSC shall screen the qualification of documents, conduct ocular inspection of the CSO's business site, and evaluate the technical and financial capability of the CSO.
- c. The RSC shall receive appeals regarding the selection of CSOs for MCCT and provide appropriate action for it.
- d. 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
 - MCCT 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

- IPDO to facilitate orientation of CSOs on the process flow (specific steps and requirements) of the engagement. MCCT, IP, and Finance shall serve as resource persons in the orientation.
- IPDO to provide CSOs with the necessary templates for proposals, reporting, and transfer of funds
- PLs/CL's/ML's to ensure the coordination of CSOs with the respective Local Government Units (LGUs) and Provincial Operations Office (POO) of their areas of coverage

Technical Assistance (TA)

- PL/CL/ML to 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.)
- IPDO to assist the CSOs with their concerns on the submission and completion of documents

Feedback – IPDO to provide regular feedback to the CSO on the status of the latter's submission

Monitoring

- MCCT focal to collect and consolidate monthly reports submitted by the CSO and refer positive and negative IP related findings to the IP focal for proper action.

- MCCT focal, IP focal, and IPDO to monitor CSO’s implementation of MCCT by conducting spot checks and filling out the respective monitoring forms. MCCT focal will focus on CSOs actual project implementation vis-a-vis work plan, including liquidation of funds while IPDO will monitor and assess aspects of engagement.
 - IPDO, MCCT, and IP to facilitate response to issues and concerns raised by CSO partners.
 - The IP focal shall ensure IP appropriateness of implementation and conduct participatory monitoring & evaluation with the community at the agreed scheduled in coordination with the CSO and the MCCT focal. The CSO shall ensure documentation of the said activity and provide copies to IP and MCCT focals two days after the activity.
 - Finance to facilitate fund transfers, and monitor liquidation, reimbursement, and other financial processes of the engagement.
 - MCCT focal to prepare and submit a monthly report to the NPMO on the status/updates of CSO-MCCT implementation.
- c. The RSC may also conduct spot checks on areas and dates as may be determined by the Committee. This shall be facilitated by the RSC Secretariat headed by the Institutional Partnership Officers.

3.2. National Office

The National Office shall oversee implementation of CSO engagement and 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 OSEC
Member:	MCCT Division Head
Member:	IP Unit Head
Member:	1 external stakeholder from NIAMC or NAC-TWG
Secretariat:	IPD

- b. The Directors for Standards Bureau, Financial Management Service, and the Division Head for MCCT and IP 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 MCCT-HSF. 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 not later than 15 to 30 days upon receipt of complaints.

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 – NRAC-CSO may also conduct spot checks on areas and dates as may be determined by the Committee and provide positive and negative findings to all concerned within two weeks after the spot check is completed.

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
- MCCT 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:

Orientation/Coordination

- MCCT, IP, and IPD to orient the RPMO on the process flow (specific steps and requirements) of the engagement
- IPD to ensure the coordination of the RPMO with the CSO partners and the respective offices
- IPD to provide RPMO with the necessary templates for proposals, reporting, and transfer of funds

Technical Assistance (TA)

- MCCT, IP, and IPD to provide TA to the RPMO in ensuring that both Field Offices and CSO partners fulfill their tasks in the implementation

- IPD to 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

- MCCT Unit to collect and consolidate monthly reports submitted by the regional MCCT focals
- MCCT, IP and IPD to address issues and concerns on implementation and engagement and/or raise to offices concerned
- MCCT, IP Unit, IPD to monitor progress of implementation and status of engagement by conducting spot checks to the field offices and filling out monitoring reports
- FMS is in charge of fund transfers, liquidation, reimbursement, and other financial processes of the engagement.

3.3. Civil Society Organization

The CSOs shall be the partner conduit in implementing MCCT. It shall follow the prescribed procedures in the implementation of MCCT from social preparation to preparing beneficiaries for mainstreaming in the case of HSF and assisting IP communities in identifying sustainable programs for development in the case of IP beneficiaries. It shall perform the following roles and responsibilities.

3.3.1. CSO engaged in MCCT for HSF

- a. Assess and validate target beneficiaries and families
- b. Conduct of community/group assembly for registration
- c. Conduct of case management, monitoring, evaluation and documentation on progress/status of family beneficiaries
- d. Conduct of Family Development Sessions to beneficiaries
- e. Monitor and document compliance to education, health and FDS as basis for preparation of payroll
- f. Provision of other capacity building activities for the staff and the beneficiaries such as Family Life Education, counseling, parenting education, value formation and other family development, enrichment programs/activities
- g. Referral and follow-up of support services for special cases as part of case management plan
- h. Prepare and submit required reports including liquidation, monthly accomplishment, financial documents, and terminal report in accordance with existing policies and guidelines

3.3.2 CSO engaged in MCCT for IP

- a. **Conduct of social preparation** that employs approaches on community organizing. This may include the following activities:
 - Entry and integration to IP community
 - Orientation of tribal leaders on CCT
 - Profiling of prospective IP partner families as recommended and identified by the IP community, based on agreed criteria
 - Social investigation and assessment focused on supply side, rapid situational analysis, mobility and capital assessment

- b. Provision of capacity building activities such as IP-sensitive Family Development Sessions, livelihood/skills training and other learning activities based on identified needs of IP partner families
- c. Link IP community to other services and interventions provided by LGU, NGA and private sector
- d. Monitor and document compliance to education, health and FDS as basis for preparation of payroll
- e. Assist IP community in crafting community development plan that will support and sustain the MCCT for IP program
- f. Prepare and submit required reports including liquidation, monthly accomplishment, financial documents, and terminal report in accordance with existing policies and guidelines

IV. 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 timeline:

ACTIVITY	TIMELINE	Sample Date
Deadline of Submissions	Every 2 nd week of November	November 14, 2014
Assessment of Proposals (RSC Meeting)	5 working days	November 17-21, 2014
Finalization of Approved CSOs and Contract Signing	8 working days	November 24-28, 2014
Fund Transfer	10 working days	December 1-12, 2014
Start of Implementation	1 st day of the following month	January 1, 2015

4.1 Pre-Application

4.1.1. Orientation

- a. All CSOs interested to partner with DSWD for the Pantawid Pamilya will undergo an orientation facilitated 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 on MCCT. It also aims to clarify and clear all concerns and issues pertaining to the engagement including application process, requirements, funding, guidelines and eligibility criteria. MCCT focal and Finance shall serve as RPs in the orientation.
- 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 MCCT 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

d. For CSOs who have already completed the orientation and would like to apply for continuing engagement may proceed to the submission of proposal upon conference and consultation with the partnership focal.

Form 1: Technical and Financial Proposal

Form 2: Application Document Checklist

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 one week after the submission.

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 MCCT based on the organization's experience in handling similar projects and training or experiences in the actual conduct of MCCT-HSF and IPs. 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.

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
Years of Experience and Good Track Records	Updated Certificate of Good Standing from SEC
	Audited Financial Statement/Report of the past 3 year from the current year
	Annual Accomplishment Report of the previous year

	Minimum of 3 years in operation
Technical Capacity	Presence of Updated Operations Manual/Handbook for (for HSF only)
	Registered or Licensed SWADA
	Updated list of Governing Board Members/Trustee
	Updated list of Employees
Project Management	Operational Financial Management System (for both HSF and IP) <ul style="list-style-type: none"> • Financial Database or existence of Financial and Accounting Records • Work and Financial Plan for the last 2 years from the current year
	Operation Monitoring and Evaluation System (for HSF only) <ul style="list-style-type: none"> • Inventory of Caseload • Periodic General Assembly • Supervisory Meetings and TA
	With existing program and operations funds for two-year operation
	With Existing Office in the area of operation (Office address; contract lease if applicable; billing statement)
Participation Equity	20% Counterpart in the Overall Cost in the Implementation of Modified CCT
Technical Proposal & Plan	Clarity of Objectives, mechanics and implementing procedures
	Realistic Implementation Timeline
	Appropriateness and workable Implementation Arrangement

- a. To pass the technical and financial assessment, the CSOs must be able to submit all required documents stated above.
- b. The RSC/NRAC may request the presence and support/expertise of additional staff from Finance to assess the financial counterpart.
- c. The RSC/NRAC may also request additional documents to support/ or explain details stipulated in the proposal that maybe unclear or inconsistent. In cases like this, RSC/NRAC may conditionally approve or defer review of proposal pending clarification and submission of additional requirements from the CSO. Conditionally approve proposal will only be confirmed once the CSO complied with the set additional requirements.
- d. 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 either 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

Form 3: Individual Assessment Form (RSC Member)

Form 4: Summary Assessment Form (Secretariat)

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 Regional Director and the members of the RSC.
- 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, and 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.

Form 5: Resolution Format

Form 6: MOA format

V. 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:
40% - Initial Tranche (Mobilization Funds)
40% - 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 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
 Accomplishment report in narrative form, evidenced by pictures, duly approved and accepted by the regional director

- 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. Bi-monthly spot checks should be conducted to ensure accountability and transparency.
- e. 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.
- f. Funds transferred to CSO shall be limited to the expenses required in the implementation of the MCCT as specified in Section 2.3 of this document. Checks issued by DSWD to the CSO shall be crossed for deposit to its savings or current account to avoid instances where the CSO rediscounts a check instead of depositing the same into its own bank account.
- g. 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.
- h. 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.
- i. CSO may receive funds upon completion of the following.

Tranche	Amount	Requirement before release
First Tranche	40% of total approved cost	<ul style="list-style-type: none"> ➤ Upon signing of the MOA and submission of the following documents: <ul style="list-style-type: none"> -Signed and notarized MOA with Approved Terms of Reference -Approved project proposal and work and financial plans -Resolution by the selection committee The check for the first release shall be available within three weeks.
Second Tranche	40% of total approved cost	<ul style="list-style-type: none"> ➤ Upon submission of the following: <ul style="list-style-type: none"> -Liquidation report (LR) certified by the CSO -Accountant and approved by its

		<p>President/Chairman reflecting 75% utilization of the previous release. The LR which shall show summary of expenses shall be verified by the FO versus the accomplishment report</p> <ul style="list-style-type: none"> -Validation by the FO internal auditor or equivalent official of the region -Accomplishment report in narrative form evidenced by pictures duly approved and accepted by the Regional Director.
Third Tranche	20% of total approved cost	<ul style="list-style-type: none"> ➤ Liquidation report (LR) certified by the CSO accountant and approved by its President/Chairman reflecting 90% utilization of the previous release. The LR which shall show summary of expenses shall be verified by the FO versus the accomplishment report; ➤ Validation by the FO internal auditor or equivalent official in the region ➤ Terminal report in narrative form evidenced by pictures duly approved.

- j. Fund releases to the CSOs shall be based on the actual number of registered households. In the event where the CSO caseload has lowered, upon mainstreaming into the regular CCT as the case may be, the computation of the funding adjustment for the second and third tranche shall be undertaken by the CSO, and communication letter thereof will be submitted to the RPMO Finance, together with the supporting documents, which the latter will review. Likewise, same rule applies if the caseload has increased.
- k. CSO shall be oriented and assisted on the liquidation process by the regional finance officer.

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 regional 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.

VI. 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
 - Monitoring and Compliance Report of the household beneficiaries on education, health, and FDS
 - Issues and concerns during the conduct of activity
 - Outputs/results 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 MCCT shall also conduct regular spot-checks in all operating 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.
The IP focal shall coordinate with the CSO and the MCCT focal for the conduct of the community participatory M & E and ensure that indicators agreed upon and reflected on the MOA between the community and DSWD are measured and necessary actions from the community, DSWD and the CSOs are taken with agreed time lines.
- b. A monthly report prepared by the MCCT focal will be submitted to the NPMO integrating the consolidated monthly report from the CSO, results of spot checks, feedback report from IPD and Finance and the IP focal

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 NRAC-CSO 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.

VII. 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 60 days after end of project in compliance to COA Circular 2007-001 section 5.4.

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
- Best practices or Case studies
- Special concerns of the IPs relative to their development as facilitated/hampered by the program (i.e. IP related GAD issues; IKSP on child rearing and Maternal health)
- Modules developed for IPs resulting from community needs

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

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 be 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.


VIII. EFFECTIVITY

This Circular shall take effect immediately and copies shall be disseminated to all concerned offices, bureaus, and services of the DSWD Central and Field Offices.

Issued this 23rd day of MAY 2014.


CORAZON JULIANO-SOLIMAN
Secretary

Certified Copy:


MYRNA H. REYES
Officer In-Charge
Records Unit