

Republic of the Philippines
PHILIPPINE INSTITUTE FOR DEVELOPMENT STUDIES
18/F Three Cyberpod Centris, North Tower,
EDSA cor. Quezon Ave., Quezon City
Telephone No. 877-4043
Website: <http://www.pids.gov.ph>

INVITATION TO SUBMIT RESEARCH PROPOSALS

1. The Philippine Institute for Development Studies (PIDS) invites all eligible consultants to submit proposals for the provision of consultancy services entitled “*Research Assistance to the Baseline Study on the CHED K to 12 Adjustment Assistance Program.*”
2. The project will do a review of the extent of implementation of the program and do preparatory work for its subsequent impact evaluation. The consultant, under the guidance and technical oversight of a PIDS Senior Research Fellow, shall be the research assistant for the study, and is expected to assist the Project Team in the conduct of the baseline study.
3. The approved budget for the abovementioned research project is PhP300,000.00 and will be implemented for approximately 10 months.
4. To be registered and eligible to be included in the PIDS’ database of research consultants, interested proponents must submit the following documents:
 - a) PhilGEPS registration number
 - b) Tax Identification Number (TIN) and Curriculum Vitae (for individual consultants)
 - c) Filled-up accreditation form/registration form*, which includes information on completed contracts and all on-going government and project contracts, including contracts awarded but not yet started.
 - d) Notarized Affidavit* containing: statement of Filipino citizenship and supporting documents, i.e., birth certificate, passport, or other documents relative to citizenship; statement of not “blacklisted” or “barred” from bidding by any government agency, office, or corporation, and authority to verify documents.
 - e) *Registered professional authorized by appropriate regulatory body to practice those profession or allied professions, if applicable.*
 - f) BIR Certificate of Registration (for individual consultants)
 - g) DTI/SEC/CDA registration, and Mayor’s Permit (for consultancy firms)
 - h) *Audited financial statements for the immediately preceding calendar year stamped “received” by BIR or its duly authorized/accredited institutions (for consultancy firms)*
 - i) Income/Business Tax Return

*Registration of qualified proponents is on-going. Please secure copies of the registration form and affidavit from the Project Services Department c/o Jan Michael M. Oseo at 18/F Three Cyberpod Centris – North Tower, EDSA cor. Quezon Ave., Quezon City. These documents may also be requested via email at joseo@mail.pids.gov.ph.

5. The Terms of Reference (TOR) of the study, the PIDS Technical and Financial Proposals template, and other pertinent documents may be secured by consultants from the Project Services Department c/o Jan Michael M. Oseo at 18/F Three Cyberpod Centris – North Tower, EDSA cor. Quezon Ave., Quezon City, or via email at joseo@mail.pids.gov.ph.
6. The Institute shall adopt the Quality-Based Evaluation Procedure in the selection of consultants.
7. Deadline for the submission of eligibility requirements and technical and financial proposals for the abovementioned research project is on or before June 8, 2017 addressed to:

Sonny N. Domingo – Chairperson, BAC for Consultancy Services
c/o The BAC Secretariat (Consultancy Services)
18/F Three Cyberpod Centris – North Tower, EDSA cor. Quezon Ave., Quezon City

8. PIDS reserves the right to reject any or all the proposals, or declare a failure of bidding, or not award the contract, if there is evidence of collusion including any act which restricts, suppresses or nullifies competition, or if there is a failure to follow the prescribed bidding procedures. PIDS also reserves the right to waive any required formality in the proposals received, and select the proposal which it determines to be the most advantageous to PIDS.


Sonny N. Domingo
Chairperson
PIDS-BAC for Consultancy Services

Philippine Institute for Development Studies

TERMS OF REFERENCE

Research Assistance to the Baseline Study on the CHED K to 12 Adjustment Assistance Program

1. Background and Justification

The CHED established the K to 12 Transition Program in late 2015, with the goals of mitigating adverse impacts on labor, and upgrading the qualifications of faculty. The Program effectively leverages the transition period to invest in the future of higher education, particularly through the following activities: (a) program for faculty and staff transferring to SHS; (b) graduate studies; (c) faculty development grants; (d) staff development grants, (e) innovation grants for HEIs, (f) materials development and training; and (g) program for small HEIs in collaboration with TESDA and DepEd.

For faculty and staff who will experience a lower workload during the transition to K to 12, the CHED designed the following development packages: (1) Scholarships for graduate studies and short-term training for professional advancement, (2) Development grants for faculty and staff, and (3) Innovation grants for institutions. The Program targets to give 15,000 scholarships (8,000 master's degrees and 7,000 doctorate degrees) to HEI personnel, while those who are not able to study full-time may avail of grants for activities such as retooling, research, community service, and industry immersion. Innovation grants are also available for institutions for funding the upgrading of their programs through international and industry linkages, research, and development of priority or niche programs.

The Philippine Institute for Development Studies (PIDS) seeks to procure the consultancy services of a Consultant as Research Assistant to assist the Project Team in the conduct of the baseline study.

This study will do a review of the extent of implementation of the program and do preparatory work for its subsequent impact evaluation. Specifically, it will have the following objectives:

- I. Conduct a process evaluation of the implementation of the program
- II. Develop an impact evaluation design for the program
- III. Do a baseline study in preparation for impact evaluation.

2. Scope of Work and Deliverables

The baseline survey will collect data on HEI faculty and staff participants of the K to 12 Transition Program. The sample of Program participants will be determined by the Project Director and Co-Principal Investigator. The contact details on the sample to be surveyed will be derived from the aggregation of databases from the CHED K to 12 Transition Program implementers.

Under the guidance and technical oversight of a PIDS Senior Research Fellow who serves as Project Director, the Research Assistant is expected to work with the Project Team and provide technical assistance in the conduct of the following tasks:

1. Participate in the planning and organizing of Project related activities
2. Provide technical, administrative, and logistical support, including but not limited to assistance in preparing office memoranda relevant to the activities for the project;
3. Provide support for meetings, workshops, and trainings/orientations
4. Document meetings related to the Project and follow-up action points
5. Conduct a review of relevant documents pertaining to the Program, including program documents and related literature;
6. Assist the Project Team, particularly the Research Associate, in the design of the questionnaire, and in the preparation of other data collection forms; including coordination with the Survey Firm to sufficiently cover the needs of the baseline survey
7. Conduct, coordination, management and documentation of data collection activities for the project;
8. Coordinate with all units at PIDS for the efficient implementation of the project;
9. Assist the Project Team in the preparation of the evaluation report, including Policy Notes and Discussion Papers as required;
10. Write progress reports, and;
11. Other related tasks that may be assigned by the Project Director, Co-Principal Investigator, and Research Associate.

3. Qualifications of the Consultant

The Consultant should have the following qualifications:

- Bachelor's degree in Economics or Statistics
- At least 2 years of relevant experience
- Desirable Qualifications: with strong aptitude in identifying data sources and data collection; proficient in data processing using Statistical software

4. Timeline and Schedule of Payment Releases

The Consultant will prepare the following outputs based on the schedule below:

Activities and Deliverables	Due Dates	Payment Tranches
Inception Report describing in detail the methodology, work plan and schedule of activities, acceptance and approval of PIDS	July 15, 2017	10%
Preliminary or Progress Report containing inputs to the literature review and updates on the initial data collection activities, acceptance and approval of PIDS	August 15, 2017	15%
Progress Report documenting the status of baseline data collection and other activities conducted as of reporting date, acceptance and approval of PIDS	October 15, 2017	10%
Progress Report containing inputs to the Draft Report on the Baseline Study, and documentation on	December 15, 2017	25%

the activities conducted as of reporting date, acceptance and approval of PIDS		
Terminal Report and Turnover of data and materials used, acceptance and approval of PIDS	March 30, 2018	40%

5. Project Duration

The contract period is from July 1, 2017 to May 1, 2018, on a part-time basis.

6. Project Cost

The estimated cost of this consulting service is Three Hundred Thousand Pesos (PhP300,000.00). This does not include the cost of field visits which will be shouldered by PIDS.

PIDS will also provide office space, internet connection, transportation service arrangements for field visits, and other administrative service to the consultant.

7. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- a. Consultant's Qualifications: 50%
 - i. Bachelor's degree in Economics or Statistics
 - ii. At least 2 years of relevant experience
 - iii. Strong aptitude in identifying data sources and data collection
 - iv. Proficiency in data processing using Statistical software

- b. Plan of approach and methodology with emphasis on the clarity, feasibility, innovativeness and comprehensiveness of the plan approach, and the quality of interpretation of project problems, risks and suggested solutions: 50%