

**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 “*Process Evaluation and 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 co-principal investigator for the study, and will assist the Project Director in the supervision and conduct of the baseline data collection and process evaluation.
3. The approved budget for the abovementioned research project is PhP825,000.00 and will be implemented for approximately 11 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](mailto: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](mailto: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**

### **Process Evaluation and Baseline Study on the CHED K to 12 Adjustment Assistance Program**

#### **1. Background and Rationale**

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 Co-Principal Investigator to provide technical and project management assistance to the Project Director in the conduct of this study.**

#### **2. Objectives**

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.

The Co-Principal Investigator will assist the Project Director in the supervision and conduct of the baseline data collection and process evaluation.

### 3. Scope of Work

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.

To carry out this work, PIDS will engage the services of a Consultant with expertise in Development Economics or Population and Demography. Under the guidance and technical oversight of a PIDS Senior Research Fellow who serves as Project Director, the Consultant shall be the Co-Principal Investigator for this study. He/She is expected to work with the Project Team and provide technical assistance in the conduct of the following tasks:

1. Design survey instruments and tools;
2. Assist the Project Director in the development of evaluation framework and tools;
3. Co-write with the Project Director the process evaluation report and the baseline report, including Policy Notes and Discussion Papers as required of the Project;
4. Conduct one research seminar at PIDS in order to present the results of the study and get feedback;
5. Supervise the planning and organizing of Project related activities, including meetings, workshops, and trainings/orientations;
6. Coordinate with all units at PIDS, as well as the Survey Firm on Project activities, including the management and documentation of all data collection activities for the efficient implementation of the project;
7. Manage and supervise the day-to-day operations of the project team;
8. Supervise the Research Associates and Assistants in their technical and administrative tasks; and
9. Other related tasks that may be assigned by the Project Director.

### 4. Qualifications of the Consultants

The Consultant should have the following qualifications:

- Ph.D. in Economics or Development Economics or Population and Demography or Statistics
- At least 7 years of relevant experience
- Desirable Qualifications: with research experience in education research and good track record of delivering high quality products

### 5. Deliverables and Schedule of Payment Releases

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

<b>Deliverables</b>	<b>Due Dates</b>	<b>Payment Tranches</b>
Upon submission of <b>Inception Report</b> describing in detail the methodology, work plan, and schedule of activities, acceptance and approval of PIDS	June 30, 2017	10%
Upon submission of <b>Preliminary or Progress</b>	July 31, 2017	10%

<b>Report</b> containing the literature review, and evaluation framework and tools, acceptance and approval of PIDS		
Upon submission of <b>Survey Instruments and Tools</b> , acceptance and approval of PIDS	August 31, 2017	10%
Upon submission of <b>Draft Report on the Process Evaluation</b> , acceptance and approval of PIDS	December 11, 2017	15%
Upon submission of <b>Draft Report on the Baseline Study</b> , acceptance and approval of PIDS	January 25, 2018	15%
Upon <b>presentation in an internal Research Workshop</b> , acceptance and approval of PIDS	February 15, 2018	
Submission of <b>two Final Reports</b> addressing comments to the two Draft Reports on Process Evaluation and Baseline Study and comments from the Research Workshop, <b>two Policy Notes and turnover of data and materials used</b> , acceptance and approval of PIDS	April 30, 2018	40%

## 6. Project Duration

The contract period is from June 15, 2017 to May 1, 2018, on a part-time basis.

## 7. Project Cost

The estimated cost of this consulting service is Eight hundred twenty-five thousand pesos (PhP825,000.00). 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.

## 8. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- a. Consultant's Qualifications: 50%
  - i. Ph.D. in Economics or Development Economics or Population and Demography or Statistics
  - ii. At least 7 years of relevant experience
  - iii. Research experience in education research
  - iv. Good track record of delivering high quality products
- 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%