


**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 for the ASEAN SME Policy Index 2018.*"
2. The project aims to provide a tool to identify the strengths and weaknesses that exist in the current SME policy and benchmark the status implementation of the new ASEAN Strategic Action Plan (SAP) for SME Development (2016-2025) to complement the ASEAN SME key Performance Indicators. The consultant, under the guidance and technical oversight of the PIDS President, who serves as Project Director, shall be the Research Assistant for the study, and is expected to work with the project team in collecting secondary data and coordinating with the target stakeholders in the conduct of the various FGDs and data collection activities.
3. The approved budget for the abovementioned research project is PhP135,000.00 and will be implemented for approximately 4 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 27, 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 for the ASEAN SME Policy Index 2018***

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

Small and medium-sized enterprises (SMEs) are an important driver for job creation and economic growth in the ASEAN region. As the ASEAN Economic Community moves towards a higher level of market integration, new perspectives are opening for these firms. The SME Policy Index is a tool to support policy makers in tapping the full potential of SMEs as drivers for job creation and economic growth. Encompassing the 10 ASEAN member countries, the Index covers areas of key relevance for enterprise development and builds on a set of policy indicators measuring the performance of participating economies in each of those areas.

Scheduled for publication in 2018, the ASEAN SME Policy Index 2018 is a joint effort between the Economic Research Institute for ASEAN and East Asia (ERIA) and the Organization for Economic Co-operation and Development (OECD) through its Southeast Asia Regional Programme. The development of the report and its methodology were formally acknowledged by the ASEAN Coordinating Committee on MSMEs (ACCMSME).

The ASEAN SME Policy Index 2018 aims to provide a tool to identify the strengths and weaknesses that exist in the current SME policy and benchmark the status implementation of the new ASEAN Strategic Action Plan (SAP) for SME Development (2016-2025) to complement the ASEAN SME key performance indicators.

#### **2. Objectives**

- Assess the strengths and weaknesses in policy design and implementation to provide a list of priority actions for reform;
- Provide a monitoring and evaluation instrument for governments and the SME and donor community;
- Benchmark the status of implementation of the ASEAN Strategic Action Plan for SME Development 2016-2025 (SAP).
- Enhance the capacity of policy-makers to identify policy areas for future reform, as well as implement reforms in accordance with best international practices.

### 3. Scope of Work

The Philippine Institute for Development Studies (PIDS) seeks to procure the consultancy services of a Consultant as Research Assistant.

Under the guidance and technical oversight of a PIDS President, who serves as Project Director, the Consultant is expected to work with the Project Team and perform the following tasks:

- Collect secondary data from concerned agencies
- Assist in the completion of the survey questionnaire
- Conduct relevant key informant interviews (KIIs) from concerned offices (e.g. Department of Trade and Industry, Department of Science and Technology), business firms, and other stakeholders together with the Project Team
- Coordinate with participants for the focus group discussions (FGDs)
- Facilitate FGDs together with the Project Team
- Assist in the preparation of reports (e.g. transcription) of the meetings (i.e. KIIs and FGDs)
- Participate during the Validation Workshop in June 2017 and Third/Final Technical Workshop with the ERIA in October 2017
- Perform other relevant tasks as may be required by the Project Team in relation to the project

### 4. Qualifications of the Consultant

The Consultant should have the following qualifications:

- Bachelor's Degree in Economics, Development Studies, Political Science or other related fields
- At least 1 year of relevant experience
- Desirable Qualifications: with good communication skills and can work efficiently under time pressure

### 5. Deliverables and Schedule of Payment Releases

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

<b>Activities and Deliverables</b>	<b>Due Dates</b>	<b>Payment Tranches</b>
<b>Secondary data</b> needed in supporting the answers to the survey questionnaire/assessment grid, and <b>complete list of participants</b> for the FGDs	July 7, 2017	10%
<b>Accomplished survey questionnaire</b>	July 21, 2017	25%
<b>Reports</b> (e.g. transcription) of the meetings (i.e. KIIs, FGDs) and accomplished survey questionnaire	September 25, 2017	25%
<b>Comprehensive report</b> on the Third Technical Workshop	October 25, 2017	40%

## **6. Project Duration**

The contract period is from July 3, 2017 to October 31, 2017 on a part-time basis.

## **7. Project Cost**

The estimated cost of this consulting service is One Hundred Thirty-Five Thousand Pesos (Php135, 000). This does not include the cost of the consultant's 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. Bachelor's degree in Development Studies, Political Science or other related fields
  - ii. At least 1 year of relevant experience
- 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%