

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 of 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 associate for the study, and will assist the Project Director and Co-Principal Investigator in the supervision and conduct of the process evaluation study.
3. The approved budget for the abovementioned research project is PhP472,500.00 and will be implemented for approximately 8 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**

### **Process Evaluation of 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 Research Associate to assist the Project Director and Co-Principal Investigator in the supervision and conduct of the process evaluation 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.

#### **3. Scope of Work**

Under the guidance and technical oversight of a PIDS Senior Research Fellow who serves as Project Director, the Consultant shall be the Research Associate 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. Supervise the conduct of review of relevant documents pertaining to the Program, including related literature and program documents, in the assessment of program theory, service delivery and utilization, and program organization in the Process Evaluation;
2. Assist the Project Director in the development of evaluation framework and tools;
3. Provide technical and administrative support, including the supervision of activities relevant for the project;
4. Conduct, coordination, management and documentation of data collection activities for the project;
5. Coordinate with all units at PIDS for the efficient implementation of the project;
6. Organize meetings relative to the implementation of the project;
7. Assist the Project Director and Co-Principal Investigator in supervision of the Project Team in the preparation of the process evaluation report, including Policy Notes and Discussion Papers as required;
8. Write progress reports, as stated in the deliverables section, and present in an internal Research Workshop at PIDS, and;
9. Other related tasks that may be assigned by the Project Director.

#### 4. Qualifications of the Consultant

The Consultant should have the following qualifications:

- MA degree in Economics or Development Economics or Population and Demography or Statistics
- At least 5 years of relevant experience
- Desirable Qualifications: with 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>
<b>Inception Report</b> describing in detail the methodology, work plan, and schedule of activities, acceptance and approval of PIDS	July 15, 2017	10%
<b>Preliminary or Progress Report</b> containing the literature review, acceptance and approval of PIDS	August 15, 2017	25%
<b>Inputs to the Draft Report and presentation in an internal Research Workshop</b> , acceptance and approval of PIDS	November 9, 2017	25%
<b>Inputs to the Final Report</b> addressing comments to the Draft Report and comments from the Research Workshop, and turnover of data and materials used, acceptance and approval of PIDS	February 15, 2018	40%

## **6. Project Duration**

The contract period is from July 1, 2017 to February 28, 2018, on a part-time basis.

## **7. Project Cost**

The estimated cost of this consulting service is Four hundred seventy-two thousand five hundred pesos (PhP472,500.00). 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. MA degree in Economics or Development Economics or Population and Demography or Statistics
  - ii. At least 5 years of relevant experience
  - iii. 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%