

REQUEST FOR PROPOSAL (Individual Consultant)

1. The Philippine Institute for Development Studies (PIDS) invites all eligible consultants to submit proposals for the provision of consultancy services (Co-Principal Investigator) for the project entitled “**Process Evaluation of Senior High School Implementation**”
2. The study will cover a review of the program theory – outcomes, outputs, activities, inputs. It will also compare plans and actual implementation including delivery organization to document progress and issues in implementation. It will assess intermediate outputs to determine if they are in the intended direction. Details of the project are contained in the attached Terms of Reference.
3. The approved budget for the abovementioned research project is PhP450,000.00 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. Curriculum Vitae;
 - b. Technical and Financial proposals using the PIDS-prescribed form (see attached);
 - c. PhilGEPS registration number;
 - d. Omnibus Sworn Statement in accordance with Section 25.3 of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184 IRR;
 - e. BIR Certificate of Registration (may be submitted prior to the issuance of Notice of Award); and
 - f. Filled-up registration form, which includes information on completed contracts and all on-going government and project contracts, including contracts awarded but not yet started (see attached).
5. Interested consultants may obtain further information from the Procurement Management Division c/o Sharold B. Magallones at 18/F Three Cyberpod Centris – North Tower, EDSA cor. Quezon Ave., Quezon City, or via email at smagallones@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 September 17, 2018 at 2:00 p.m. 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.

TERMS OF REFERENCE

Process Evaluation of Senior High School Implementation and Baseline (Co-Principal Investigator)

1. Background and Rationale

The senior high school implementation is one of the key reforms in the education system. An independent documentation and factual assessment of the progress and issues in implementation is an important information that needs to be disseminated. Process evaluation provides ground truth for impact evaluation. The study will cover a review of the program theory – outcomes, outputs, activities, inputs. It will also compare plans and actual implementation including delivery organization to document progress and issues in implementation. It will assess intermediate outputs to determine if they are in the intended direction.

2. Objectives

The objectives of the study are as follows:

1. A review of the program theory – outcomes, outputs, activities, inputs
2. Compare plans and actual implementation including delivery organization to document progress and issues in implementation
3. Assess intermediate outputs to determine if there are in the direction intended
4. Design of impact evaluation

3. Scope of Work, Deliverables and Schedule of Payment Releases

PIDS will engage the services of a Consultant with expertise in Development Economics or Social Sciences or Education. 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. Lead, manage and supervise the day-to-day operations of the conduct of the process evaluation in constant consultation with Project Director
2. Design data generation instruments and tools needed by the process evaluation;
3. Input into the development of the impact evaluation design
4. Co-write with the Project Director the process evaluation report, including Policy Notes and Discussion Paper as required of the Project;
5. Conduct one research seminar at PIDS in order to present the results of the study and get feedback;
6. Support the Project Director in conducting fora as part of the study's dissemination activity.
7. Coordinate with all units at PIDS on Project activities, including the management and documentation of all data collection activities for the efficient implementation of the project;
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.

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

Deliverables	Timelines	Payment Tranches
Inception Report describing in detail the methodology, work plan, and schedule of activities	September 15, 2018	10%
Preliminary or Progress Report containing the literature review	October 15, 2018	25%
Draft Report and presentation in an internal Research Workshop	November 15, 2018	25%
Final Report addressing comments to the Draft Report and comments from the Research Workshop, Policy Notes and turnover of data and materials used	December 7, 2018	40%

NOTE: Payments will be based on the acceptance and approval by PIDS of the corresponding outputs

4. Qualifications of the Consultant

The Consultant should have the following qualifications:

- Ph.D. in Economics or Development Economics or Social Sciences or Education
- 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. Project Duration

The Consultant will be engaged for four months months, from the issuance of the Notice to Proceed (NTP) until December 30, 2018, 2018, on a part time basis. The Consultant's work must be completed by December 30, 2018 at the latest, and no man days will be chargeable after this date

6. Project Cost

The estimated cost of this consulting service is Four hundred fifty thousand pesos (Php 450,000.00). This does not include the cost of field visits which will be shouldered by PIDS.

7. Evaluation Criteria

Consultants will be evaluated based on the following criteria:

- a. Consultant's qualification: 40%
 - Ph.D. in Economics or Development Economics or Social Sciences or Education
 - At least 7 years of relevant experience
 - Research experience in education research
 - 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: 60%