



## REQUEST FOR PROPOSAL

1. The Philippine Institute for Development Studies (PIDS) invites all eligible individual consultants to submit proposals for the **Co-Investigator for Process Evaluation of DepEd's Alternative Learning System**.
2. The Approved Budget for the Contract (ABC) is **PhP783,000.00**.

1. Interested consultants must submit the following documents using PIDS the prescribed forms:
  - a) Curriculum Vitae of the proposed Consultant(s)<sup>1</sup>
  - b) Technical Proposal Form<sup>1</sup>
  - c) Financial Proposal Form<sup>1</sup>
  - d) Filled out Data Privacy Notice and Personal Data Protection Form<sup>1</sup>
  - e) Statement of Completed contracts<sup>2</sup>
  - f) Statement of All Ongoing and Awarded But Not Yet Started Contracts<sup>2</sup>
  - g) Notarized Omnibus Sworn Statement (for ABC above PhP50,000.00)<sup>1</sup>
  - h) Income/Business Tax Returns (for ABC above PhP500,000.00)<sup>1</sup>
  - i) PhilGEPS Registration Number (certificate or screenshot)<sup>1</sup>
  - j) Valid Mayor's/Business Permit (Firm) or BIR Certificate of Registration<sup>3</sup> (Individual).
2. Interested consultants may obtain further information from the Procurement Management Division at telephone via email at [procurement@pids.gov.ph](mailto:procurement@pids.gov.ph).
3. The Institute shall adopt the Quality-Based Evaluation procedure in selecting consultants based on the attached Terms of Reference.
4. The deadline for submission of proposals is on **22 April 2024 (5:00 PM)** addressed to:

The BAC Chairperson for Consultancy  
Services c/o The BAC Secretariat  
Procurement Management Division  
18/F Three Cyberpod Centris – North Tower, EDSA cor. Quezon Ave., Quezon City

Proposals may also be submitted through email at [procurement@pids.gov.ph](mailto:procurement@pids.gov.ph).

5. PIDS reserves the right to reject any or all of the proposals, declare a failure of bidding, or not award the contract if there is evidence of collusion, including any act that 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 it determines most advantageous to PIDS.

**DR. VALERIE GILBERT T. ULEP**

Chairperson  
PIDS-BAC for Consultancy Services

Reference No.:2024-108 (Re-post)

<sup>1</sup>Applicable for individual consultants and firms

<sup>2</sup>Applicable for firms only

<sup>3</sup>Individual consultants must issue Official Receipt (OR) during payment.

**Philippine Institute for Development Studies**  
**TERMS OF REFERENCE**

**Co-Investigator**  
**for**  
**Process Evaluation of DepEd's Alternative Learning System (ALS)**

**1. Background and Rationale**

There are limited rigorous evaluations and evidence on the effectiveness of the processes, systems, and capabilities enabling and constraining the Alternative Learning System (ALS) operations, outreach, and outcomes. Much of the literature has focused on assessments of learning outcomes and profiles of ALS beneficiaries. There is a knowledge gap with respect to diagnostic analyses of existing workflows, monitoring efficacies, budgetary allocations, and decision-making hierarchies that drive ALS implementation.

This study will help close the gaps in understanding the enabling and impeding mechanisms in ALS service delivery by undertaking a systems-level process evaluation. It will provide evidence-based guidance on existing strengths and deficiencies in governance, administration, monitoring, and ground-level execution. The findings can feed into undertaking process re-engineering initiatives to address bottlenecks for improved efficiency and results.

**2. Objectives of the Study**

The study aims to evaluate the design and implementation of the Alternative Learning System (ALS).

In particular, the study aims to: a) map/analyze existing workflows, guidelines, monitoring, and decision-making; b) identify strengths and gaps in governance, budgeting, curriculum, and processes; c) assess efficiency/agility of procurement, coordination, etc.; and d) provide recommendations to strengthen processes and systems.

**3. Objectives of the Consultancy**

The consultancy aims to engage a consultant who will support the Principal Investigator throughout the research study. This includes involvement in crafting the research design, developing methodology, and conducting data analysis. The consultant will also play a pivotal role in project management, overseeing tasks such as facilitating interviews and focus group discussions, ensuring milestones are met, and potentially taking the lead on specific research components. His/her expertise will be instrumental in interpreting research findings and making substantive contributions to scholarly outputs.

The data collection will involve conducting face-to-face and online interviews with eligible respondents of learners, teachers, administrators, and key officials in ALS governance bodies. Below are the key components of the interviews:

<b>Data Collection Method</b>	<b>Focus Area / Topic</b>	<b>Respondent</b>	<b>Justification for the choice of focus area and respondents</b>	<b>Topics that will be covered</b>
FGDs	Implementation variations, experiences, outcomes, expectations, and challenges	50 learners (10 in each of four study areas), their teachers, and administrators	Focused Group Discussions (FGDs) are chosen to capture a wide range of perspectives and insights on the ALS program's implementation. Selecting participants from different geographic areas (one city in Metro Manila, one in Luzon outside Metro Manila, one in Visayas, and one in Mindanao) ensures a diverse understanding of regional variations and challenges.	<p>Variations in ALS program implementation across different study areas</p> <ul style="list-style-type: none"> <li>• Learners' experiences and outcomes</li> <li>• Expectations from the ALS program</li> <li>• Challenges faced by learners, teachers, and administrators <ul style="list-style-type: none"> <li>○ Learning processes and Pedagogical capacities</li> <li>○ Availability of resources</li> <li>○ Monitoring/reforms</li> <li>○ Learner participation</li> </ul> </li> </ul> <p>Outcomes</p>
KIIs	Decision-making, monitoring, support, and reform processes	10 key officials in ALS governance bodies at national (1), regional (3), and field (6) levels	Key Informant Interviews (KIIs) are utilized to gain in-depth insights from those directly involved in the governance of the ALS program. The selection of officials from national, regional, and local levels ensures a comprehensive understanding of the decision-making, monitoring, support, and reform processes at all levels of governance.	<p>National official: To gain insight into national policy, planning and oversight mechanisms guiding ALS Governance frameworks Reform priorities Resourcing Quality assurance</p> <p>Regional officials: To analyze decision-making, administration and support processes at decentralized levels (Regional planning, Localization of policies, Monitoring and issues, Coordination)</p> <p>Field official: To examine frontline perspectives on how national/regional policies, resources and capacities shape local implementation scenarios, e.g. Access to resources, Infrastructure/staffing, Learner outreach, Assessment mechanisms</p>

#### 4. Scope of Work, Deliverables, and Schedule of Payment Releases

Under the guidance and technical oversight of a PIDS Research Fellow who serves as the Project Director and Principal Investigator, the Consultant<sup>1</sup> is expected to work as a **Co-Investigator** and undertake the following tasks/activities<sup>2</sup>:

1. Co-write with the Project Director and other members of the study team the required reports such as:
  - a. Draft report
  - b. Final report
2. Input into the development of the instruments for data collection and other tools needed in the process evaluation.
3. Lead the conduct of focus group discussions (FGDs) and key informant interviews (KIIs) with relevant stakeholders and resource persons, as necessary, to gather information needed for the study (e.g., information that is useful in understanding how, why, and under what conditions the program does/does not work, particularly the barriers (or issues and challenges) and enablers/facilitators).
4. Examine compiled secondary data and results of primary data collection activities (e.g., the focus group discussions and key informant interviews for the study).
5. Present the findings of a study in a research workshop together with the Project Director/Principal Investigator.
6. Sign a Non-Disclosure Undertaking with PIDS. Any information gathered and generated in the implementation of the project shall be processed subject to the applicable provisions of the Republic Act No. 10173, known as the “Data Privacy Act of 2012” and its Implementing Rules and Regulations and relevant issuances of the National Privacy Commission (NPC).
7. Others as may be assigned by the Project Director/Principal Investigator.

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

Activities and Deliverables	Due Dates	Payment Tranches
<p><b><i>INCEPTION STAGE</i></b></p> <ul style="list-style-type: none"> <li>• Inception report using PIDS template (particularly literature review and inputs for the development of the instruments for data collection)</li> </ul>	May 15, 2024	20%

<sup>1</sup> The consultant may be an individual or a firm.

<sup>2</sup> If the consultant needs to undertake physical/face-to-face interviews and data collection and related activities, the consultant has to ensure compliance with existing and future policies, rules, and resolutions as may be issued by concerned government agencies pertaining to health and safety.

<p><b><i>DATA COLLECTION, ANALYSIS, AND REPORT WRITING</i></b></p> <ul style="list-style-type: none"> <li>• Inputs and overall policy recommendations on the draft report<sup>3</sup>, including the documentation of the FGDs/KIIs and summary of findings based on the conduct of desk review and FGDs/KIIs<sup>4</sup></li> <li>• Presentation in a Research Workshop;</li> </ul>	<p>September 15, 2024</p>	<p>50%</p>
<p><b><i>FINAL REPORT WRITING AND TERMINAL REPORTING</i></b></p> <ul style="list-style-type: none"> <li>• Final Report<sup>5</sup>;</li> <li>• Terminal Report;</li> <li>• Turnover of data including datasets and other materials used for the whole project together with Certification indicating the turnover of data as well as the deletion of such data and that it will allow PIDS to verify if the data is complete</li> </ul>	<p>October 15, 2024</p>	<p>30%</p>

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

## 5. Qualifications of the Consultant

Preferred qualification of the Consultant:

- Ph.D. in Education, Statistics, Economics, Public Administration, or related fields
- At least 5 years of relevant experience
- Relevant experience in administrative and management functions in government, the education sector, or related fields

<sup>3</sup> For applicable outputs, the draft and final reports submitted by the consultants should be aligned with the following guidelines: PIDS' Guide in the Preparation of Manuscript for Publication and General Guidelines in Preparing and Formatting a PIDS Discussion Paper, Guidelines in the preparation of Policy Notes.

<sup>4</sup> The transcription document must not reveal the respondent/resource person's identity, nor allow the identification of the respondent/resource person when put together with other information. As such, the names of specific people (and places, if mentioning it will allow the identification of the respondent/resource person) must be replaced with generic terms (e.g. Respondent 1; Source 1; City 1). A separate masterlist containing the identification key/code shall be submitted

<sup>5</sup> For research outputs that will be released as a PIDS Discussion Paper (DP), the consultant shall prioritize the publication outlets of PIDS, particularly the peer-reviewed Philippine Journal of Development (PJD) and Research Paper Series (RPS). If the DP is not selected by PIDS Management for publication either as a PJD article or an RPS issue, the consultant may identify other dissemination outlets outside of PIDS. Guidelines for Authorship in PIDS Research Projects shall apply.

Desirable Qualifications:

- At least 5 years of professional or research experience in the education sector, economics, management, public administration, or related fields
- Advanced technical writing and verbal communication skills
- Advanced research and project management skills
- Able to manage queries and correspondence as needed

## 6. Project Duration

The engagement will commence upon the signing of the contract until October 31, 2024, on a part-time basis. The Consultant's work must be completed within this period, and no man-days will be chargeable after this date.

## 7. Approved Budget for the Contract

The approved budget for this consulting service is up to Php 783,000.00, depending on the qualifications. This amount covers the professional fees of the Consultant. It does not include the costs of data collection (such as FGDs, KIIs, and surveys and logistical costs), which will be defrayed by PIDS. PIDS shall not cover hospitalization and other COVID-related health expenses of the consultant as no employer-employee relationship exists between the PIDS and the Consultant.

## 8. Evaluation Criteria

### a. Evaluation Criteria:

Consultants will be evaluated based on the following criteria:

<p>Consultant's Qualifications:</p> <ul style="list-style-type: none"> <li>• Education Ph.D. related to education, teacher development, economics, public administration, or related fields.</li> <li>• Experience At least five years of relevant experience</li> <li>• Desirable Qualifications At least six years of professional or research experience in education, teacher development, public administration, economics, or related fields. Advanced technical writing skills and verbal communication skills. Advanced research and project management skills. Able to manage queries and correspondence as needed.</li> </ul>	50%
<p>Plan of approach and methodology: Clarity, feasibility, innovativeness, and comprehensiveness of the approach</p>	50%

Incisive interpretation of problems and reflection on suggested solutions	
Total	100%

b. Detailed rating sheet (see attached file)



Prepared by: **Dr. Jose Ramon G. Albert**  
Project Director



Reviewed by: **Ms. Christine Ruth P. Salazar**  
Division Chief II, Research Program Management Division



Approved by: **Dir. Renee Ann Jolind C. Ajayi**  
Department Manager III, Research Services