



## REQUEST FOR PROPOSAL

1. The Philippine Institute for Development Studies (PIDS) invites all eligible individual consultants to submit proposals for the **Sector Expert/Consultant for Teacher Development Research for Second Congressional Commission on Education - Study on Teacher's Specialization and Subject-Taught Mismatch**.
2. The Approved Budget for the Contract (ABC) is **PhP548,100.00**.
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 **14 May 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.:2024-134 (Repost)

<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**

**Sector Expert/Consultant**  
**for Teacher Development**  
**Research for Second Congressional Commission on Education -**  
**Study on Teacher's Specialization and Subject-Taught Mismatch**

**1. Background and Rationale**

The Philippine Institute for Development Studies (PIDS) will conduct research needed by the Second Congressional Commission on Education (EDCOM 2).

Section 3 of Republic Act No. 11899 states that the objective of creating EDCOM 2 is "to undertake a comprehensive national assessment and evaluation of the performance of the Philippine education sector for the purpose of recommending transformative, concrete and targeted reforms in the sector." In addition, the bill states that national assessment and evaluation will include the following:

1. review of the observance of the mandates of the laws that created the three education sub-sectors, namely the DepEd, the CHED and the TESDA;
2. determination of factors that have contributed to the continuing failure in learner performance on identified subject areas to meet the desired international and local standards;
3. recommendations comprising of specific, targeted and time-bound solutions to enable the education sub-sectors to improve performance vis-à-vis measurable indicators and deliver accessible, inclusive and quality education that is at par with world standards;
4. identification of best practices of various national and international educational institutions that can be adopted across the entire education system;
5. proposal for a monitoring and evaluation plan to ensure the timely achievement of set targets;
6. determination of the role of local government units in the delivery of basic education services; and
7. additional legislation to further the objectives of this Act.

The conduct of the abovementioned studies is in relation to the role of the PIDS in EDCOM 2. As stated in the EDCOM 2 Act:

*“The Philippine Institute for Development Studies (PIDS) shall serve as the research arm of the Commission. During the course of the Commission’s existence, it shall produce data-based research and provide analysis to contribute to the formulation of education policy recommendations.”*

## 2. Objectives of the Study

In an attempt to resolve the learning crisis reflected by the international assessments and as aggravated by external factors such as the COVID-19 pandemic, the PIDS studies for EDCOM2 will be conducted to gather literature and data from which a strengthened policy can be drawn to address the identified learning gaps and losses, and to achieve the objectives set by the commission.

The study will be guided by the following research questions and objectives:

1. What is the extent of teacher's specialization and subject-taught mismatch?
2. How important is it as a factor in student outcomes?

### General

Understand the extent and importance of teacher specialization and subject taught mismatch in student outcomes.

### Specific

1. Measure the extent of teacher specialization and subject-taught mismatch in elementary and secondary schools.
2. Identify the reasons for the mismatch.
3. Estimate the relationship between teacher specialization and subject-taught mismatch and student test scores.
4. Provide policy recommendations

## 3. Objectives of the Consultancy

- To assist the Project Director/Principal investigator in the conduct of the study from inception to presentation to stakeholders in various fora
- To provide expert-level inputs for the duration of the study
- To ensure achievement of study's goals and objectives

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

Under the oversight and with management/administrative support of a PIDS Research Fellow who serves as Project Director/Principal Investigator, the Consultant<sup>1</sup> will be assigned as **Co-Principal Investigator / Sector Expert** for the project, Research for the Second Congressional

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

Commission on Education (EDCOM 2). He/ She is expected to work with the Project Team and provide technical assistance in the conduct of the following tasks<sup>2</sup>:

1. Co-write with the Project Director/Principal Investigator, and other members of the study team the required reports and participate in the conduct of project activities such as:
  - a. Research Study Inception Report
  - b. Desk review of relevant literature
  - c. Data analysis and presentation
  - d. Draft Discussion Paper
  - e. Policy Notes
  - f. Research workshop presentation
  - g. Final research report/Discussion Paper
  - h. Presentation of findings to the Second Congressional Commission on Education
  - i. Other documents as required of the Project
2. Liaise with the Project Director/Principal Investigator for their inputs in the reports; consolidate, review and integrate their submitted outputs, and ensure timely submission of deliverables
3. Provide inputs to a data management and quality control plan which will be used for data collection.
4. Assist in supervising and performing data collection, processing, and analysis; lead the implementation of the research design.
5. Moderate Key Informant Interviews (KIIs) and Focus Group Discussions (FGDs) sessions, and attend consultation meetings as needed by the team. Prepare/submit the transcript of KIIs and FGDs<sup>3</sup>.
6. Present the findings of the study in an internal research workshop and before the Second Congressional Commission on Education together with the Project Director/Principal Investigator and other consultants.
7. 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

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<sup>2</sup> If the consultant needs to undertake physical/face-to-face interviews and data collection, such activity is subject to relevant guidelines issued by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases and the Department of Health (DOH). Consultant is expected to observe minimum health and safety protocols including physical distancing, mandatory wearing of face masks, and provision of hand sanitizers). Consultant will also request the respondents to accomplish health declaration forms to ensure the health status of participants.

<sup>3</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 as an annex to the transcription.

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).

8. Others as may be assigned by the Project Director/Principal Investigator.

The specific research approach will be fully discussed in the inception phase and once the consultants are onboard.

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>
<ul style="list-style-type: none"> <li>Inception Report (using PIDS template) describing in detail the methodology, workplan, and schedule of activities</li> </ul>	3 weeks after signing of the contract	15%
<p><b><i>Literature Review and Data Gathering and Analyses</i></b></p> <ul style="list-style-type: none"> <li>Review of the Relevant literature</li> <li>Data gathering and analyses</li> </ul>	4 months from contract signing	20%
<p><b><i>Report Writing and Feedback</i></b></p> <ul style="list-style-type: none"> <li>Draft Discussion paper<sup>4</sup></li> <li>Research workshop presentation</li> </ul>	6 months from contract signing	25%
<p>Inputs to the following reports:</p> <ul style="list-style-type: none"> <li>Final research report/Discussion Paper<sup>5</sup> and presentation of findings to the Second Congressional Commission on Education</li> <li>Policy notes</li> </ul>	7 months from contract signing	30%

<sup>4</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>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.

<p><b><i>TERMINAL REPORTING</i></b></p> <ul style="list-style-type: none"> <li>• Terminal Report; and</li> <li>• Turnover of data including datasets, recordings and transcript of KIIs and FGDs; and materials used for the whole project.</li> <li>• Certification indicating the turnover of as well as the deletion of such data and that it will allow PIDS to verify if the data is complete.</li> </ul>	<p>8 months from contract signing</p>	<p>10%</p>
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NOTE:

1. Payments will be based on the acceptance and approval by PIDS of the corresponding outputs.
2. Templates and guides to reports are provided by PIDS, which will be discussed with the Consultant once on board.
3. The Consultant is expected to deliver all necessary tasks essential to the successful completion of the project.

**5. Qualifications of the Consultant**

Required qualification of the Consultant:

- Master’s or PhD in education, teacher development, public administration, economics, or related fields.
- 6 to 10 years of relevant experience (i.e. exposure or industry studies relating to education and instruction policies)

Desirable Qualifications:

- At least 6 years professional or research experience in education, teacher development, public administration, economics, or related fields.
- Advanced technical writing and verbal communication skills.
- Able to manage queries and correspondence as needed.

**6. Project Duration**

The engagement will commence from signing of contract until December 2024. 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 548,100.00. The final contract price will depend on the consultant's 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. The Consultant's work must be completed by December 2024 at the latest, and no man days will be chargeable after this date. Moreover, 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 Master's or PhD related to education, teacher development, public administration, or related fields.</li> <li>• Experience 6 to 10 years of relevant experience (i.e. exposure or industry studies relating to education and instruction policies)</li> <li>• Desirable At least 6 years professional or research experience in education, teacher development, public administration, economics, or related fields. Advanced technical writing skills and verbal communication. Able to manage queries and correspondence as needed.</li> </ul>	50%
<p>Plan of approach and methodology:</p> <ol style="list-style-type: none"> <li>a. Clarity, feasibility, innovativeness, and comprehensiveness of the approach</li> <li>b. Incisive interpretation of problems and reflection of suggested solutions</li> </ol>	50%

Total	100%

b. Detailed rating sheet (see attached file)

  
Prepared by: **Dr. Connie B. Dacuycuy**  
*Project Director*

Reviewed by: **Ms. Christine Ruth P. Salazar (on-leave)**  
*Division Chief II, Research Program Management Division*

-Original Signed-  
Approved by: **Dir. Renee Ann Jolina C. Ajayi**  
*Department Manager III, Research Services*