



## REQUEST FOR PROPOSAL

1. The Philippine Institute for Development Studies (PIDS) invites all eligible individual consultants to submit proposals for the **Research Associate/Technical Assistant for the External Review of the Development Academy of the Philippines: Part 1 (Organizational Relevance and Coherence)**.
2. The Approved Budget for the Contract (ABC) is **PhP319,500**.
3. 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).
4. 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).
5. The Institute shall adopt the Quality-Based Evaluation procedure in selecting consultants based on the attached Terms of Reference.
6. The deadline for submission of proposals is on **15 July 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).

7. 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.:2024-222

<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**

**Research Associate/Technical Assistant for the  
External Review of the Development Academy of the Philippines (DAP): Part 1  
(Organizational Relevance and Coherence)**

**1. Background and Rationale**

The Development Academy of the Philippines recently celebrated its 50th year of existence with hundreds of programs and projects implemented that aim to capacitate the government organizations and individuals to perform their respective mandates, functions, roles and responsibilities in delivering their services. The DAP provides its services through education, training, technical assistance, and research.

In assessing the continuing relevance and impact of the Academy, an assessment of the DAP as an organization will be conducted mainly to fully understand the various outcomes, contributions and impact of the DAP as an institution and its programs and services to its clients, to the bureaucracy, and to the Philippine government as a whole consistent with the Ambisyon 2040, Philippine Development Plan (PDP) 2023-2028, Bagong Pilipinas, and other relevant national development agenda and goals.

The findings and recommendations from the assessment will serve as a guide in making informed decisions about the Academy's existing capacities and competencies, as well as on the sustainability of its operations and programs. The data-driven insights from the study on the DAP as an organization will be vital in identifying its strengths and weaknesses in current plans, policies, structure, programs and services, operations including systems and processes, and financial position which will serve as inputs to the Academy's future directions. Furthermore, DAP also hopes to be able to make the best decisions to better adapt its programs and services to its changing operational environment, meet client needs and enhance their overall experience out of this endeavor.

In view of the foregoing, the DAP seeks to partner with the Philippine Institute for Development Studies in conducting the external review to ensure a thorough and objective approach on this evaluation study.

**2. Objective of the Consultancy**

The Study has two Parts. Part 1 examines DAP's relevance and coherence as an institution and the effectiveness of its activities. Part 2 assesses DAP's organizational efficiency and effectiveness and sustainability, specifically its financial stability and viability in relation to current and future business model.

This TOR covers mainly Part 1 of the Study. For this, the PIDS intends to engage a Research Associate/Technical Assistant - consultant to provide technical assistance in the conduct of the study.

### 3. Objectives of Part 1 Study

The study will assess the relevance and coherence of DAP as an institution and the organizational impact of its programs and services to its clients and/or stakeholders (public and private) and to the entire bureaucracy and the Philippine Government. Specifically, the objectives of this study are as follows:

1. Determine the relevance of the DAP as an institution and its role in providing innovative and synergistic solutions to address the country's broad-based policy and socio-economic concerns;
2. Ascertain the DAP programs and services that are effective in improving governance and productivity in the bureaucracy; and
3. Assess current and future gaps to define the DAP's future directions, program priorities and opportunities to improve its role as the country's development academy.

The study also aims to identify the strengths and weaknesses of its programs and services and the competencies of the DAP as a knowledge organization. The findings and recommendations of the assessment should provide inputs to DAP's strategic directions and future role.

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

Under the guidance and technical oversight of the PIDS President, and of the Vice President who serves as the Project Director, the Consultant<sup>1</sup> will be assigned as **the Research Associate/Technical Assistant for Part 1, focusing on the organizational relevance and coherence aspects of the assessment**. He/She is expected to work with the Project Team and undertake the following tasks/activities<sup>2</sup>:

1. Assist the Lead Investigator and the study team in the design of the framework, methodologies, approaches, and tools in conducting the assessment of the DAP as an organization.
2. Assist the Lead Investigator and the study team in the comprehensive review of the following:
  - a. Charters and mandates of the DAP including its plans, governance policies, standards, systems, programs and services, business strategy
  - b. Studies/Reports on the effectiveness of DAP programs and services
  - c. Current and future gaps related to strategy formulation, coverage and relevance, competitiveness and a niche market for DAP
3. Assist the Lead Investigator and coordinate with the study team and Project Manager in organizing/scheduling and in the conduct of the following primary data collection activities:

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<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.

- a. Interviews, focus group discussions (FGDs), or survey to gather feedback from the DAP’s top management, clients/government offices, and other key stakeholders
  - b. Conduct KIIs/FGDs with public and private organizations/institutions offering similar programs and services
4. Document the discussion and key points raised during the interviews and consultation sessions with stakeholders.
  5. Assist in the preparation, report writing and synthesis of the deliverables following the agreed-upon timelines and using the prescribed format/templates of PIDS.
  6. Assist the Lead Investigator in the presentation of the results of the study to the PIDS team, DAP Board of Trustees, and DAP Senior Management.
  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 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 Consultant will prepare the following outputs based on the schedule below:

<b>Activities and Deliverables</b>	<b>Due Dates</b>	<b>Payment Tranches</b>
1) <b>Data Collection Plan</b> , listing the documents to be gathered and the KIIs and FGDs to be conducted including the timeline	July 20, 2024	15%
2) Progress report on data collection and report on the review of documents including documentation of the highlights of the interviews and consultation sessions with stakeholders	August 23, 2024	30%
3) Inputs to the Draft Final Report <sup>3</sup> and to the presentation of findings to the PIDS and DAP team	September 15, 2024	40%

<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. 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>TERMINAL REPORTING</b></p> <ul style="list-style-type: none"> <li>Terminal Report</li> <li>Turnover of data including datasets, recordings, and transcript of KIIs<sup>4</sup> 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>September 30, 2024</p>	<p>15%</p>
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NOTE: Payments will be based on the acceptance and approval by PIDS of the corresponding outputs.

## 5. Qualifications of the Consultant

Required Qualifications:

- Bachelor's or Master's in education, public administration, economics, or related fields
- At least 4 years of relevant experience in education, public administration, economics, or related fields

Desirable Qualifications:

- Advanced technical writing and verbal communication skills
- Able to manage queries and correspondence as needed

## 6. Project Duration

The engagement will commence upon the signing of contract until **September 30, 2024**, on a part-time basis. The Consultant's work must be completed by 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 319,500, 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

<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 as an annex to the transcription.)

a. Evaluation Criteria:

Consultant will be evaluated based on the following criteria:

Consultant's Qualifications: <ul style="list-style-type: none"><li>• Education Bachelor's or Master's in education, public administration, economics, or related fields</li><li>• Experience At least 4 years of relevant experience in education, public administration, economics, or related fields</li><li>• Desirable Advanced technical writing and verbal communication skills Able to manage queries and correspondence as needed</li></ul>	50%
Plan of approach: <ul style="list-style-type: none"><li>a. Clarity, feasibility, innovativeness, and comprehensiveness of the approach</li></ul>	50%
Total	100%

b. Detailed rating sheet (see attached file)

Prepared by:

**Dr. Marife M. Ballesteros**  
Vice President/Project Director

Reviewed by:



**Ms. Christine Ruth Salazar**  
Division Chief, Research Program Management Division

Approved by:

**Ms. Renee Ann Jolina C. Ajayi**  
Department Manager III, Research Services Department