



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 Higher Education Research for Second Congressional Commission on Education: Economics of Satellite Campuses**.
2. The Approved Budget for the Contract (ABC) is **PhP648,846.00**.
3. Interested consultants must submit the following documents using PIDS the prescribed forms:
 - a) Curriculum Vitae of the proposed Consultant(s)¹
 - b) Technical Proposal Form¹
 - c) Financial Proposal Form¹
 - d) Filled out Data Privacy Notice and Personal Data Protection Form¹
 - e) Statement of Completed contracts²
 - f) Statement of All Ongoing and Awarded But Not Yet Started Contracts²
 - g) Notarized Omnibus Sworn Statement (for ABC above PhP50,000.00)¹
 - h) Income/Business Tax Returns (for ABC above PhP500,000.00)¹
 - i) PhilGEPS Registration Number (certificate or screenshot)¹
 - j) Valid Mayor's/Business Permit (Firm) or BIR Certificate of Registration³ (Individual).
4. Interested consultants may obtain further information from the Procurement Management Division at telephone via email at 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 **29 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.

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.:2024-072 (Repost)

¹Applicable for individual consultants and firms

²Applicable for firms only

³Individual consultants must issue Official Receipt (OR) during payment.

Philippine Institute for Development Studies
TERMS OF REFERENCE
Sector Expert/Consultant for Higher Education Research
for Second Congressional Commission on Education: Economics of Satellite Campuses

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 the bill 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.

As the state's think tank, PIDS will conduct baseline studies and draw evidence-based policy recommendations to be submitted to the commission.

2. Objectives of the Study

PIDS, as the EDCOM's research arm, is mandated to conduct studies to address some of the Commission's research questions. These studies can assist in formulating policies and initiatives in the higher education sector. The consultancy will be guided by the following overarching research objective: ***Comprehensive cost-benefit analysis of establishing satellite campuses versus providing support for learners to access existing campuses***

Specifically, the following research questions (RQ) should be answered:

1. *What are the cost considerations of establishing satellite campuses (SC)? How much is needed to establish, operate, and maintain these campuses annually (including costs related to infrastructure, personnel, and operational expenses)?*
2. *What are the cost considerations when supporting learners to access existing schools? How much is needed per year to provide supports students to access existing campuses*

(including the provision of shuttle services, dormitory facilities, and other support mechanisms)?

3. *What are the other factors that should be considered when deciding whether to establish SC or to enhance support mechanisms?*

3. Objectives of the Consultancy

To answer the RQs, this consultancy aims to engage a consultant who will:

- Design a method to determine the sample SC (good mix based on size and geographical location)
- Compile secondary data.
 - a. For RQ1:
 - Conduct a literature review on the economics of satellite campuses.
 - Collect/analyze the financial statements of the selected SC and investigate patterns in costs overtime. Compare and contrast the patterns for the selected samples.
 - Analyze the benefits of establishing SC (identifying who benefits, what are the benefits and estimating how big are the benefits)
 - b. For RQ2:
 - Identify support mechanisms for students to access existing campuses.
 - Estimate the annual cost of each support mechanism
- Conduct key informant interviews (KII)/focus group discussions (FGD) to gather insights that the secondary data cannot provide and to validate potential recommendations.

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 Principal Investigator, the Consultant¹ will be assigned as **Sector Expert** for the project, Research for the Second Congressional 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:

1. Co-write with the Principal Investigator and other members of the study team the required reports such as:
 - a. Desk reviews
 - b. Data analysis and presentation
 - c. Draft Discussion Paper
 - d. Research workshop presentation
 - e. Final research report/Discussion Paper
 - f. Presentation of findings to the Second Congressional Commission on Education
 - g. other documents as required by the Project
2. Liaise with the 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. Supervise and perform data collection, processing, and analysis; lead the implementation

¹ The consultant may be an individual or firm.

- of the research design².
5. Related to KII/FGD:
 - Develop the appropriate guide questions for the KII/FGD with the relevant stakeholders.
 - Provide PIDS with a list of contact details of KII/FGD participants.
 - Moderate KII and FGD sessions and attend consultation meetings as needed by the team.
 - Prepare/submit the transcript of KIIs and FGDs³.
 - Synthesize insights.
 6. Present the findings of the study in an internal research workshop and before the Second Congressional Commission on Education together with the 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 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 Principal Investigator.

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

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

Activities and Deliverables	Due Dates	Payment Tranches
<ul style="list-style-type: none"> • Inception Report (using PIDS template) describing in detail the methodology, workplan, and schedule of activities, instruments/guide questions for KII/FGD, and list of relevant data/data sources 	2 weeks upon signing of the contract	15%
<p><i>Policy Recommendations</i></p> <ul style="list-style-type: none"> • Draft Discussion paper⁴ • Transcript of KIIs and FGDs • Research workshop presentation • Policy notes 	October 15, 2024	35%

² If the consultant needs to undertake physical/face-to-face 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.

³ 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.

⁴ 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.

<p>Inputs to the following reports:</p> <ul style="list-style-type: none"> Final research report/Discussion Paper⁵ and presentation of findings to the Second Congressional Commission on Education 	November 15, 2024	40%
<p><i>TERMINAL REPORTING</i></p> <ul style="list-style-type: none"> Terminal Report; and Turnover of data including datasets, recordings, and transcript of KIIs and FGDs; and materials used for the whole project. <p><i>A certification</i> 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.</p>	December 10, 2024	10%

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

Preferred qualifications of the Consultant:

- Ph.D. in education, teacher development, public administration, economics, or related fields.
- More than 10 years of relevant experience (i.e., exposure or industry studies relating to education and instruction policies)

Desirable Qualifications:

- More than 10 years of 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 upon the signing of the contract, on a part-time basis, until December 20, 2024. The Consultant's work must be completed within this period, and no man-days will be chargeable after this date.

⁵ 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.

7. Approved Budget for the Contract

The estimated cost of this consulting service is up to Php 648,846.00, 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. The Consultant's work must be completed by December 20, 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.

8. Evaluation Criteria


a. Evaluation Criteria:

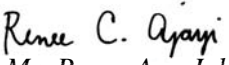
Consultants will be evaluated based on the following criteria:

<p>Consultant's Qualifications:</p> <ul style="list-style-type: none"> • Education Ph.D. related to education, teacher development, public administration, or related fields. • Experience 6 to 10 years of relevant experience (i.e., exposure or industry studies relating to education and instruction policies) • Desirable At least six years of professional or research experience in education, teacher development, public administration, economics, or related fields. <p>Advanced technical writing skills and verbal communication. Able to manage queries and correspondence as needed.</p>	50%
<p>Plan of approach and methodology:</p> <ol style="list-style-type: none"> a. Clarity, feasibility, innovativeness, and comprehensiveness of the approach b. Incisive interpretation of problems and reflection on suggested solutions 	50%
Total	100%

b. Detailed rating sheet (see attached file)

Prepared by: 
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Approved by: 
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Department Manager, Research Services Department

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