



## 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 EDCOM II: Review of CHED Policies, Standards, and Guidelines (PSG) Pre- and Post-K12 Reforms.**
2. The Approved Budget for the Contract (ABC) is **PhP522,000.**
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 **09 August 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.:2024-139 (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**

#### **Higher Education Research for Second Congressional Commission on Education: Review of CHED Policies, Standards, and Guidelines (PSG) Pre- and Post-K12 Reforms**

### **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: ***Review of CHED Policies, Standards, and Guidelines (PSG) Pre- and Post-K12 Reforms***

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

1. *In what ways did CHED Technical Panels provide guidance to institutions via PSGs in response to K12 reforms? In particular, to what extent did changes to PSGs reflect a more rational distribution of graduate outcomes between the Senior High School and tertiary levels? To what extent were credit and course requirements modified for tertiary programs in view of the establishment of Grades 11 and 12?*

2. *To what extent did sample programs from each discipline creatively adapt CHED PSGs to meet the needs of institution-specific stakeholders? How much innovation and intentionality can be discerned from the way HEIs comply with CHED PSGs, particularly in the way they formulate program outcomes and design their curricula?*
3. *As they currently stand per discipline, do Philippine learning outcomes and curricula compare favorably with international benchmarks? In particular, do they recognize emergent competencies (knowledge, skills, attitudes) identified as vital by regional and global peers? How large is the discrepancy between CHED-mandated credit requirements and semestral load versus country benchmarks?*

### **3. Objectives of the Consultancy**

To answer the RQs, this consultancy aims to engage a consultant who will analyze program outcomes and curriculum design. To do this, the Consultant will:

- a. Collate and desk-review all CHED PSGs for the ten most subscribed undergraduate programs. Track and summarize changes before and after 2018, the year the first post-K12 cohort entered the tertiary system.
- b. Interview at least one member of a CHED Technical Panel per discipline, to obtain more detailed accounts behind any PSG modifications introduced after K12;
- c. Collate and desk-review expected outcomes and curricula for each of the ten most subscribed programs. At least two per program shall be collected, with sampling based on
  - (i) whether the HEI has been internationally ranked in the discipline or awarded Centre of Excellence/Centre of Development status, and
  - (ii) HEI enrollment in the program;
- d. Summarize key changes to program outcomes and curriculum structure, interviewing academic representatives from sample HEIs to shed light on what drove any revisions post K12;
- e. Collate and desk-review at least three international benchmarks per program. Two must be top programs based on global rankings in the discipline, and the other must be from an ASEAN or APEC institution.

### **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, the Consultant<sup>1</sup> will be assigned **as the 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 undertake the following tasks/activities:<sup>2</sup>

---

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

<sup>2</sup> 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.

1. Co-write with the Project Director 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 Project Director 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 of the research design
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/FGDs.
  - 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 Project Director 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 Project Director .

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:

<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, instruments/guide questions for KII/FGD, and list of relevant data/data sources</li> </ul>	2 weeks after signing of the contract	15%
<b><i>Policy Recommendations</i></b>	October 15, 2024	35%

<ul style="list-style-type: none"> <li>• Draft Discussion paper<sup>3</sup></li> <li>• Transcript of KIIs and FGDs<sup>4</sup></li> <li>• Research workshop presentation</li> <li>• Policy notes</li> </ul>		
<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> </ul>	November 15, 2024	40%
<p><b>TERMINAL REPORTING</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> </ul> <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.
- 6 to 10 years of relevant experience (i.e., exposure or industry studies relating to education and instruction policies)

Desirable Qualifications:

- At least six 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.

<sup>3</sup> For applicable outputs, the draft and final reports submitted by the consultants should be aligned with the following guidelines: PIDS' Gude 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 as an annex to the transcription.

<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.

## 6. Project Duration

The engagement will commence upon the signing of the contract until December 20, 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 estimated cost of this consulting service is up to Php 522,000, 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

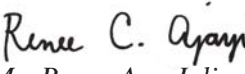
Consultants will be evaluated based on the following criteria:

<p>Consultant's Qualifications:</p> <ul style="list-style-type: none"> <li>• Education Ph.D. in education, teacher development, public administration, economics, 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 six years of professional or research experience in education, teacher development, public administration, economics, or related fields.</li> </ul> <p>Advanced technical writing and verbal communication skills. Able to manage queries and correspondence as needed.</p>	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 on suggested solutions</li> </ol>	50%
<p>Total</p>	100%

b. Detailed rating sheet (see attached file)

Prepared by:   
Dr. Connie Bapangan-Dacuycuy  
Project Director

Reviewed by:   
Ms. Christine Ruth P. Salazar  
Division Chief II, RPMD

Approved by:   
Ms. Renee Ann Jolina C. Ajayi  
Department Manager III, Research Services Department

Digitally signed by Ajayi Renee  
Ann Jolina Catibog  
Date: 2024.07.16 19:47:53 +08'00'