

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

**Survey Firm**  
**for**  
**Tracer Study of 4Ps Beneficiaries**

## **1. Background of the Study**

The Pantawid Pamilyang Pilipino Program (4Ps) has established itself as a prominent component of the Philippine government's anti-poverty strategy. Launched in 2008, the program provides cash transfers to poor households if they comply with specific health and education requirements for their children. To assess the program's effectiveness and inform policy decisions, the program has undergone three rounds of rigorous impact evaluations, with a fourth study currently underway.

While past evaluations have yielded positive impacts on education, health, and even certain socio-behavioral outcomes, there were also some inconsistencies observed. Specifically, mixed findings have been noted concerning certain health indicators, such as stunting, and labor market involvement, and availment of specific health services. Moreover, the evaluations conducted so far have primarily focused on short-term and medium-term outcomes, leaving a gap in our understanding of how the 4Ps influence the long-term lives of beneficiaries and future generations.

This knowledge gap is crucial. While global research on Conditional Cash Transfer (CCT) programs like the 4Ps reports positive long-term outcomes in areas like education and health, mixed results have also been documented, particularly regarding cognitive skills and intergenerational impact on income and employment. Therefore, it is important for policy research to address the longstanding central policy question of the 4Ps' long-term and intergenerational impact. Likewise, it is also crucial to understand whether the positive short-term and medium-term impacts observed in past evaluations are sustained among beneficiaries after they exit the program and whether these benefits translate to improved life chances for the next generation.

This research offers a critical opportunity to delve deeper into this policy question and provide valuable insights to guide future program development. Specifically, this study traces follows older cohort of 4Ps beneficiaries to examine long-term impact of the program and assess the well-being of the original and second-generation households, by tracking their educational attainment, employment opportunities, and overall socio-economic status, the study aims to understand whether the program's benefits translate into sustained positive outcomes beyond the program cycle.

## 2. Objectives of the Study

The study aims to reassess the impact of the Pantawid Pamilyang Pilipino Program on short-term, intermediate, and long-term outcomes. Specifically, it aims to:

- a. assess long-term impact on now-adult children (and their children, if any) on select outcomes;
- b. determine whether short-term and medium-term impact are sustained in beneficiaries; and
- c. identify pathways of impact in case studies of select households.

## 3. Objectives of the Consultancy

This consultancy aims to engage a survey firm that will conduct the data collection for the Tracer Study of 4Ps Beneficiaries.

The data collection will involve face-to-face interviews with eligible respondents of sampled households, which will be drawn from “old sets” of beneficiary households that have exited the program and comparison households from a similar cohort, the communities in which they reside, and the relevant facilities (e.g., schools, health facilities) that serve the local population. Below is the indicative list of survey components:

- **Survey of households.** The primary data collection in the survey will involve face-to-face interviews with eligible respondents from sampled households. This will include separate interviews for the household, mothers, children 0 to 5 years old, and children 6 to 25 years old.
- **Survey of schools.** A survey of all elementary and high schools in the study sites attended by the children will also be conducted. The survey will collect information on characteristics of schools and their role in program monitoring. The data collection for this component will be simultaneously conducted with the household survey.
- **Survey of health facilities** – Barangay health facilities (e.g., Barangay Health Stations, Rural Health Units) in the study sites will also be surveyed. The survey will collect information on the characteristics of the health facility, access and quality of services, resources, and staffing, and monitoring of 4Ps conditions, among others.
- **Survey of barangay characteristics.** In addition to the household, school, and health facility surveys, data on barangay characteristics will also be collected in the study sites. The data collection for this component will be simultaneously conducted with the household survey.
- **Cognitive and Non-cognitive Assessment.** Specific members of the sample households will also be administered instruments for cognitive and non-cognitive/behavioral indicators, depending on the age group of the target respondents. Children will be administered questionnaires on education assessment. These instruments will be collected simultaneously during the survey of households. This component will also include incentivized games on concepts related to cognitive ability such as K-level thinking and time discounting, to be participated in by select household members.



- **Anthropometric measurement.** The height and weight of specific children in the sample households will also be collected simultaneously during the survey of households.

There will be around eight questionnaires and corresponding target respondent per questionnaire and section are shown below:

| <b>Instrument</b>   | <b>Target respondent</b>  |
|---|---|
| <b>Household Module</b>   |   |
| <ul style="list-style-type: none"> <li>• Module A – Main Household questionnaire</li> </ul>   | Part 1: Household head or responsible adult<br><br>Part 2: Household member most responsible for finances and care of children  |
| <ul style="list-style-type: none"> <li>• Module B – Mother questionnaire</li> </ul>   | Female household members younger than 50 years old who have ever been pregnant or has/had a partner<br><br>OR women 50 years old and over who are currently pregnant at the time of data collection |
| <ul style="list-style-type: none"> <li>• Module C – Children 6 to 25 years old questionnaire</li> </ul>                                       | Accomplished for all children 6-25 years old<br><br>Part 1: Parent or guardian of the child<br>Part 2: Child of interest 10 to 25 years old   |
| <ul style="list-style-type: none"> <li>• Module D – Children 0 to 5 years old questionnaire (including anthropometric measurement)</li> </ul> | Parent or guardian of the child<br>0 to 5 years old   |
| <ul style="list-style-type: none"> <li>• Module I – Cognitive and Non-cognitive questionnaire</li> </ul>                                      | Adult respondents: <ul style="list-style-type: none"> <li>• Module A respondents (Part 1 and Part 2)</li> <li>• Module B respondents</li> </ul><br>Children 12 to 25 years old                      |
| Module E – School Questionnaire   | School principal or designated 4Ps focal person, or representative  |
| Module G - Health Facility questionnaire  | Head of the health facility or designated 4Ps focal person, or representative   |
| Module H – Barangay Questionnaire   | Barangay captain or designated representative   |

Around 3,000 households will be identified by the PIDS as target household survey respondents. The Consultant/Survey firm will make every effort to contact each targeted household respondent and complete all interviews, as per the approved PIDS sampling plan. A replacement sample of household respondents will be provided by the PIDS project team for use of the Consultant/Survey firm as needed. Second generation households from members that moved out of the original target household should also

be interviewed for all applicable modules. Additional tracking rules will be provided to the data collection team prior to the fieldwork.

In addition to the household interviews, institutional interviews will also be done. Schools attended by children and health facilities visited by household members will be interviewed. The target schools will be pre-school, elementary, and high schools while health facilities will include barangay health stations, rural health units, or their equivalent facilities in the study sites. Barangay interviews will also be conducted to all barangays identified in the sample. In total, around 300 institutional or facility interviews will be covered in the data collection.

The final distribution of the sample households and institutions, and the corresponding number of required interviews per type of questionnaire will be determined by the PIDS project team and provided to the survey firm prior to the data collection.

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

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

##### **4.1 Survey Preparation**

- a. The Consultant/Survey firm will submit an inception report which will lay out the following:
  - Review and refinement of tools (to be provided by PIDS Project Team in English and Filipino):
    - Initial review of the draft survey instruments, proposing any refinements for consideration by the Project Team
    - Plans for pilot testing of tools
    - Plans for translation instruments to local languages for use in non-Filipino-speaking sites
  - Recruitment plan for the field enumerators and other members of the team, and/or mobilization of other survey team members
  - Plan for training sessions; including composition of training teams, agenda, preparation of logistics and reporting arrangement to the PIDS Project Team
  - Expected duration of survey implementation and general work plan for Field Teams
  - Expected date and duration of the data cleaning, including delivery dates of the different datasets
  - Training plan stating how the training will be organized and its objectives
  - Quality control plan
  - Schedule of deliverables

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<sup>1</sup> Since 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.



- b. Finalize the survey questionnaires based on draft instruments prepared and pre-tested by the PIDS project team. After the instrument has been pre-tested by PIDS team and approved by Philippine Statistics Authority (PSA), the questionnaires shall be reviewed and converted into Electronic Data Capture (EDC) forms in tablets/mobile devices or online platform, with the appropriate sequence and skip patterns. The EDC version of the questionnaires will be pre-tested by the Consultant/Survey firm and later refined based on the results of the review and pre-test. The Consultant/Survey firm shall also translate the questionnaires to local languages of the study sites.
- b. Refine/enhance the enumerator's manual based on the final questionnaires and guidance from the PIDS project team.
- c. Develop a quality control plan and quality control instruments for the survey.
- d. Develop a field procedure plan based on sampling plan prepared by the PIDS project team. The Consultant/Survey firm should ensure the survey is conducted within the specified period in the inception report approved by the project team. The field procedure plan should outline in detail all aspects of the field work and will discuss the following:
  - Composition of teams and responsibilities of each member of the team
  - Guidelines and protocols for survey data collection including respondent location and identification and use of replacement sample
  - Final quality control plan and instruments
  - Outline of progress report to be shared with the PIDS team on a fortnightly basis
  - Detailed calendar of activities/workplan
  - Anticipated challenges (e.g., connectivity; power outages, community quarantine etc.) and contingency plans (e.g., remote data collection)
  - Observance of health and safety protocols aligned with the relevant guidelines issued by the concerned government agencies pertaining to health and safety.
- f. Recruit and train the enumerators and other members of the data collection team. A report on the highlights of fieldwork training conduct, including copies of the materials/ presentations used for the training sessions, should be prepared by the Consultant/Survey firm. The PIDS Project Team will be assisting in the training as resource people and will provide technical assistance, as needed.
- g. Develop data entry program and manual based on the final data capture forms/ electronic questionnaires, with verification routines acceptable to PIDS.
- i. Develop and configure a web server to receive the completed survey questionnaires.
- k. Attend meetings with Project Director/Team as needed
- l. Store and maintain the anthropometric equipment and GPS (Global Positioning System) locating devices to be loaned by the Department of Social Welfare and Development (DSWD) and PIDS for the project duration.

The deliverables under this stage are: (a) inception report; (b) the final questionnaires and the field manuals including the refined/enhanced enumerator's manual, quality control plan and quality control instruments; (c) the field procedure plan; and (d) training report.

The PIDS team will provide inputs to the field procedure plan. The draft field procedure plan should be presented to the PIDS team for comments and clearance and revised, as necessary.

The Consultant/Survey Firm must then implement the survey adhering to the field plan. If field conditions dictate significant changes to these plans, the Consultant/Survey Firm is required to inform the PIDS team, in the form of a written report.

#### **4.2 Data Collection**

- a. Deploy field enumerators and supervisors to administer the survey questionnaires approved by PIDS to target households, schools, health facility, and barangay respondents. The Consultant/Survey firm will make every effort to contact each targeted respondent and complete all interviews, as per the approved PIDS sampling plan. A replacement sample of household respondents will be provided by the PIDS project team for use of the Consultant/Survey firm as needed.
- b. During data collection, the Consultant/Survey Firm shall:
  - Provide the field staff, i.e., enumerators and supervisors, with the necessary equipment (e.g., anthropometric equipment, GPS devices) and materials for data collection (e.g., enumerator's manual, tablets/gadgets for data collection, field protocols, identification cards, etc.)
  - Ensure safe transportation of field staff for all field activities and their safety and security in the field.
  - Manage the field staff team to collect the data based on the specific requirements described in this TOR and in coordination with the PIDS team.
  - Ensure implementation of data collection plan and quality control plan.
  - Ensure that the consent of respondents is obtained prior to interview using the consent forms to be provided by the PIDS project team.
  - Ensure that the questionnaire (and digitized data) documents the respondent's refusal to answer any questions during the interview.
  - Ensure that all enumerators perform consistency checks of the questionnaire to ensure that questionnaires are fully consistent and complete before they leave the respondent's location.
  - Ensure the security of the data collected.
  - Announce results and distribution of tokens for incentivized games
- c. The Consultant/Survey Firm shall undertake internal quality control procedures and engage in regular supervision activities to ensure all accomplished survey questionnaires are comprehensive, consistent, and accurate. This will include:



- Checking of all completed survey questionnaires by local supervisors at the end of each workday. Questionnaires with missing or inconsistent responses must be completed in the field as soon as possible.
  - Random quality control by supervisors during and after the interviews to ensure proper procedures and protocols are being strictly followed.
  - Random quality control by managers of Consultant/Survey Firm and the PIDS research team during the interviews to ensure the interviews are implemented according to established procedures.
  - Random quality control by quality controllers and PIDS research team by re-visiting respondents and verifying accuracy of a random sub-sample of questions (e.g., for 10% of questionnaires)
- d. Submit a fortnightly progress report to the PIDS Project Team/Project Director. The progress report will include an assessment of the overall progress of fieldwork, the response rate, an update on data quality and main quality issues encountered in the field and name any relevant deviations from the standard field plan.
- e. The Consultant/Survey Firm will be expected to work in close coordination with the PIDS project team, which will also supervise survey implementation in the field. In particular, the survey firm will:
- Provide all necessary documentation to allow the PIDS team to verify all information collected. In particular, the PIDS team should be given access to all fieldwork operations and be allowed to perform random checks at all stages of data collection and processing.
  - Guarantee close collaboration with the PIDS team throughout the various stages of work; and
  - If field conditions impose changes, the survey firm will be required to send a written notification to the PIDS immediately and a contingency plan of how the challenges will be addressed within a reasonable time.

### 4.3 Data Processing

- a. Encode and clean data from data collection operations:
- Convert data collected from field work into coded form.
  - Clean and validate data generated from encoding.
- b. Provide PIDS with a set of encrypted electronic files of datasets (raw and modified in CSV, Excel, and/or Stata ready format) and data dictionary using a secure/encrypted link. The secure/encrypted link shall be transmitted via secure link to the Information and Communications Technology Services Division of PIDS in coordination with the Research Program Management Division of PIDS<sup>2</sup>.
- c. Datasets should be clean and consistent with the following prescribed format:
- The data files are required to be in English.

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<sup>2</sup> The secure link containing raw and anonymized datasets must be sent through a separate email to the Information and Communications Technology Services Division (ICTSD) of the Research Services Department together with the link's password. ICTSD will be saving the file to the server and be responsible for providing access to the study team members.

- Raw datasets should be in their original data collection format where data files and variables in each file are clearly identified.
  - All cleaned data files should be delivered in Excel and Stata format with their corresponding data dictionaries.
  - Data files should be easily traceable to the questionnaire.
  - Variables should be well-labeled and easily traceable to specific section(s) of the questionnaire.
  - Variables should have well-labeled values including missing values and specialized responses. Data files should be merge-able across files using identified merging variables.
- d. Digitize consent forms, paper questionnaires (if any), and other supplemental forms filled in during the data collection. The digital copies should be systematically filed, clearly labeled, and stored in PDF format.

#### **4.4 Reports and Turnover of Materials**

- a. Submit a Data Collection report containing (1) a detailed documentation/narrative of the conduct of the survey and issues encountered, including specific events during the survey that may have affected the quality of the data generated; (2) tabulations of all variables, consisting of descriptive statistics for continuous variables and frequency tabulations for categorical variables including missing and special values; (3) actual protocol for data entry and quality control measures implemented; and (4) identified gaps and relevant recommendations based on collected data, if any.
- b. Submit a Terminal Report following PIDS template. The document will contain a brief summary of overall project accomplishments and activities conducted for all stages from inception to finalization of the report. The document will also list good practices, problems, and lessons learned related to the project, both in terms of project design (i.e. materials, type of activities, expected accomplishments, objectives, etc.) and project implementation (collaborations, implementation structures, etc.).
- c. Submit the original and digitized copies of the consent forms, paper questionnaires, and other supplemental forms in PDF format.
- d. Provide a certification that all data gathered for the study has been turned over to PIDS and that the firm did not retain copies of the datasets; and that it will allow PIDS to verify if the data is complete.

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



| Activities and Deliverables <sup>3</sup>  | Due Dates   | Payment Tranches |
|---|---|------------------|
| <b>Inception Report</b> following PIDS template and with the following main contents <ul style="list-style-type: none"> <li>▪ Mobilization and staffing plan</li> <li>▪ Workplan for pre-survey activities (i.e., pre-test, training, translation, etc.), the survey proper, and data processing and analysis.</li> <li>▪ Schedule of deliverables</li> </ul> | 2 weeks after issuance of the Notice to Proceed (NTP) | 10%              |
| <b>Fieldwork materials</b> <ul style="list-style-type: none"> <li>▪ Updated survey instruments</li> <li>▪ Updated Enumerator's manual</li> <li>▪ Quality control plan and quality control instruments</li> <li>▪ Field procedure plan</li> </ul>  | 8 weeks after issuance of the NTP                     | 20%              |
| <b>Training report and Data entry program</b> <ul style="list-style-type: none"> <li>▪ Final survey instruments and enumerators manual (post-training)</li> <li>▪ Training report containing summary of training results and materials used</li> <li>▪ Data entry applications and manual</li> </ul>  | 12 weeks after issuance of the NTP                    | 20%              |
| <b>Fortnightly progress reports</b><br>Assessment of the overall progress of fieldwork, the response rate, an update on data quality and main quality issues encountered  | Every 2 weeks after start of fieldwork                | -                |
| <b>Raw Datasets and filled-in forms</b> <ul style="list-style-type: none"> <li>▪ Raw version of the datasets in Excel and/or Stata format</li> <li>▪ All original and digital copies of filled-in consent forms, paper questionnaires and supplementary forms (if any)</li> </ul>   | 24 weeks after issuance of the NTP                    | 20%              |
| <b>Final Data Collection Report</b> as discussed in 4.4.a <sup>4</sup><br><br><b>Clean and Validated Datasets</b> (as discussed in 4.3)<br><br><b>Terminal Report following PIDS template</b> (as discussed in 4.4.b)<br><br><b>Turnover of materials used and certification</b> indicating the turnover of as well as the deletion                           | 26 weeks after issuance of the NTP                    | 30%              |

<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> 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.

|   |  |  |
|---|--|--|
| of such data and that it will allow PIDS to verify if the data is complete. |  |  |
|---|--|--|

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

## 5. Qualifications of the Consultant

The Consultant should have the following qualifications:

- **Qualifications of the Consultancy Firm**

- At least five (5) years of experience in survey research, particularly in survey design and field operations
- At least two (2) completed projects with a face-to-face household survey component
- At least five (5) completed projects within the last five years
- With survey experience using computer assisted personal interviews (CAPI) or electronic data capture
- Ability to work with communities in relevant local languages
- Ability to respond to comments and questions in a timely appropriate manner
- Ability to produce highly quality, clear, and concise reports in English

- **Qualifications of the Key Personnel**

**Survey Team Manager**

- At least MA/MS in Statistics, Economics, or related social science field; a PhD in Statistics or Economics is an advantage
- At least three (3) years of experience in conducting and supervising household surveys in the Philippines, preferably with fieldwork exposure
- Must have been a Team Leader in similar and/or relevant consulting services.
- Must have no more than five (5) current and on-going projects consultancy projects

**Field Supervisors**

- At least a BS/BA holder; Degree in Statistics or Economics is preferred
- At least three (3) years of experience in conducting and supervising household surveys in the Philippines, preferably face-to-face household socio-economic surveys
- Preferably with experience in supervising survey teams

**Data Manager**

- At least BS/BA holder; MA/MS in Statistics or Economic is preferred
- At least two (2) years of experience in participating in household survey in the Philippines
- With experience in CAPI survey implementation

The suggested qualifications for the data interviewers are as follows:

- **Qualifications of Enumerator/Field Interviewer**



- At least two-years in college or Senior High School graduate; College graduate an advantage
  - One (1) year experience in conducting household surveys
  - Good command of interview techniques
- **Qualifications of Anthropometric Measurement Enumerator**
    - At least two-years in college or Senior High School graduate; degree in health-related fields (nursing, midwifery, nutrition, etc.) an advantage
    - Experience in conducting anthropometric measurements
    - Good communication skills with young children and their guardians
- **Qualifications of Dietary and Food Security Assessment Measurement Enumerator**
    - At least a graduate of BS Nutrition and Dietetics, BS Nutrition, or BS Community Nutrition; license is an advantage
    - Experience in conducting dietary survey is an advantage
    - Good communication skills with young children and their guardians
- **Qualifications of Cognitive Assessment Enumerator**
    - At least two-years in college; degree in Psychology or health-related fields (nursing, public health) an advantage
    - Experience in implementing cognitive assessment tools an advantage
    - Good communication skills with young children and their guardians

The prospective offerors must also submit the legal, technical, and financial documents under Section 24 of the Revised IRR of R.A. No. 9184, including the **Data Processing Manual** as described in the Annex of this TOR. Only eligible offerors will be considered for shortlisting.

## 6. Project Duration

The engagement will be 26 weeks long starting from the issuance of the Notice to Proceed.

## 7. Project Cost/Approved Budget of Contract

The approved budget for this consulting service is PHP 9,900,000.00, inclusive of all applicable government taxes. This amount covers all expenses for conducting surveys, including fares and training fees. No additional expenses shall be shouldered by the PIDS. Pro-rated payment will apply should the survey firm fail to deliver the entire 3,300 completed responses. Moreover, PIDS shall not cover hospitalization and other COVID-related health expenses of the survey firm's consultants and staff.

## 8. Evaluation Criteria and Detailed Rating Sheet

Consultants will be evaluated based on the following criteria:

| Criteria                                      | Weight |
|---|--------|
| <b>Qualifications of the Consultancy Firm</b> | 30%    |

|  |             |
|--|-------------|
| <ul style="list-style-type: none"> <li>a. Number of years of experience in survey research, particularly in survey design and field operations - at least five (5) years (10%)</li> <li>b. Number of completed projects with a face-to-face household survey component - at least two (2) completed projects (10%)</li> <li>c. Number of completed projects within the last five years – at least five (5) completed projects (10%)</li> </ul> |             |
| <p><b>Qualifications of the Key Personnel</b> (as discussed in 5)<br/>(Survey Team Manager, Field Supervisors, Data Manager)</p> <ul style="list-style-type: none"> <li>a. Educational background of key personnel (10%)</li> <li>a. Number of years of experience of key personnel in survey research (10%)</li> </ul>  | 20%         |
| <p><b>Plan of approach and methodology:</b></p> <ul style="list-style-type: none"> <li>a. Clarity, feasibility, innovativeness, and comprehensiveness of the approach – 30%</li> <li>b. Incisive interpretation of problems and suggested solutions – 20%</li> </ul>   | 50%         |
| <b>Total</b>   | <b>100%</b> |

The detailed rating sheet is attached.

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Prepared by: Dr. Michdel Ralph M. Abrigo  
Project Director

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Reviewed by: Ms. Christine Ruth P. Salazar  
Division Chief II - RPMD (Research Project Management Division)

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



## Annex A.

### 1. Disclosure and Release of Information

The CONSULTANT shall not disclose and/or release to anyone any information collected and generated under the Project. The CONSULTANT shall process any information or material (i.e. personal data/information and sensitive personal/data/information) gathered and generated in the implementation of the project subject to the applicable provisions of the Republic Act No. 10173, known as the "Data Privacy Act of 2012 (hereinafter referred to as "Act") and its Implementing Rules and Regulations (IRR) and relevant issuances of the National Privacy Commission (NPC). The Non-Disclosure Undertaking contained in Annex "B" is hereby made an integral part of this Contract.

As part of the final deliverables under the contract, the CONSULTANT shall return to PIDS all privileged, propriety, or confidential information, raw data containing personal and sensitive personal information, including copies in all forms of storage regarding said information; destroy and not retain such information; and submit a certification indicating the same.

### 2. Compliance to the Data Privacy Act (DPA) of 2012, its IRR and relevant issuances by the National Privacy Commission (NPC)

- a. **Registration of Data Processing System.** The CONSULTANT and its employees shall register their personal data processing system with the NPC in accordance with the Act and its IRR for contracts that may involve the accessing or requiring sensitive personal information from one thousand (1,000) or more individuals (IRR Sections 33 and 47 of the Act). The CONSULTANT, as personal information processor, shall comply with the other provisions of the Act and its IRR.
- b. **Protection and Processing of personal and sensitive personal data/information.**

The CONSULTANT shall:

- i. Implement appropriate organizational, physical, and technical security measures for the protection and processing of personal data, as stipulated in Section 25 of the Act. The security measures shall aim to maintain the availability, integrity, and confidentiality of personal data and are intended for the protection of personal data against any accidental or unlawful destruction, alteration, and disclosure, as well as against any other unlawful processing. The CONSULTANT shall provide the Procuring Entity with sufficient guarantees to implement appropriate security measures specified in the Act and its Implementing Rules and Regulations and ensure the protection of the rights of the data subject (Act IRR Sections 26, 34, 44).

The Survey Firm's **Data Processing Manual** shall form part of the contract (Annex \_\_\_) and shall contain the following information:

1. The "Description of Data Processing". It shall provide a detailed description of the subject-matter and duration of the processing, the nature and purpose of the processing, the type of personal data and categories of data subjects, and the geographic location of the processing;
2. The "Description of Internal Data Handling and Management Implemented by the Consultant / Personal Information Processor"
3. The "Description of Data Storage and Transmission Implemented by the Consultant / Personal Information Processor" and
4. The "Description of Data Cleaning and Validation by the Consultant / Personal Information Processor".

- ii. Process the personal data only upon the documented instructions of the personal information controller of the Procuring Entity, including transfers of personal data to another country or an international organization, unless such transfer is authorized by law.
  - iii. Ensure that an obligation of confidentiality is imposed on persons authorized to process the personal data.
  - iv. Not engage another processor without prior instruction from the Procuring Entity's personal information controller; Provided, that any such arrangement shall ensure that the same obligations for data protection under the contract or legal act are implemented, taking into account the nature of the processing.
  - v. Assist the Procuring Entity's personal information controller, by appropriate technical and organizational measures and to the extent possible, fulfill the obligation to respond to requests by data subjects relative to the exercise of their rights.
  - vi. Assist the Procuring Entity's personal information controller in ensuring compliance with the Act, its IRR, other relevant laws, and other issuances of the NPC, taking into account the nature of processing and the information available to the CONSULTANT as personal information processor.
  - vii. Return, and thereafter delete, all personal data to the Procuring Entity's personal information controller after the end of the provision of services relating to the processing, unless storage is authorized by the Act or another law;
  - viii. Make available to the Procuring Entity's personal information controller all information necessary to demonstrate compliance with the obligations laid down in the Act, and allow for and contribute to audits, including inspections, conducted by the personal information controller or another auditor mandated by the latter.
  - ix. Provide a report for the Procuring Entity upon knowledge of or the reasonable belief that personal data breach requiring notification to the NPC and the data subjects has occurred, taking into consideration the seventy-two (72) hour period imposed upon the Procuring Entity (Personal Information Controller) to make the necessary notification/s (NPC Circular 2016-03).
  - x. Immediately inform the Procuring Entity's personal information controller if, in its opinion, an instruction infringes the Act, these Rules, or any other issuance of the Commission.
- c. Duty of personal information processor. The CONSULTANT, as personal information processor, shall comply with the requirements of the Act, its IRR, other applicable laws, and other issuances of the NPC, in addition to obligations provided in this contract, or other legal act with a personal information controller (Act IRR section 45).

### 3. Ownership of Data

All information, studies, data, reports, data collection program or any other material, graphic software or otherwise prepared, collected and gathered by the CONSULTANT under this Project shall belong to and remain to be the exclusive property of the Procuring Entity. Said materials should be properly documented and turned over to the Procuring Entity before final payment is released to the Consultant. The Consultant shall not use in any manner the information and data gathered for commercial or other purposes and such information and data shall be for the exclusive use of the Procuring Entity.

### 4. Participation in Dissemination Activities

The CONSULTANT may be called upon by the Procuring Entity to participate in meetings, brown bags, workshops, seminars, or other fora that may be convened or organized during the term of this



Contract for the purpose of presenting and discussing the research design, progress of the project, as well as its findings and/or outputs.

#### 5. Prohibition of Simultaneous Funding

The CONSULTANT warrants that it is not in receipt of any financial grant or funding from another entity or individual for the undertaking of a similar project as the one provided in this Contract and that throughout the duration of this Contract, it will not receive any funding or financing from any third party to be used simultaneously for the undertaking of the Project herein provided. Any violation of this provision shall be sufficient grounds for the Procuring Entity to cancel this Contract and seek other legal remedies against the CONSULTANT which it may deem necessary.

#### 6. Intellectual Property Rights and Acknowledgment of Sources

All manuscripts submitted to the Procuring Entity are expected to have properly credited those upon whose work they draw and use. It is the responsibility of the CONSULTANT to properly acknowledge all sources. For directly quoted texts, these should be set in quotation marks with the page number/s of the source and date of publication specified. The CONSULTANT is also responsible for using the proper methods of paraphrasing and footnoting, and other forms of citation, to ensure that the original author or source of the material is clearly acknowledged. Further, the Procuring Entity values the intellectual honesty in all its research outputs, hence, the CONSULTANT is also expected to practice the same. Failure to observe this provision shall be grounds for disqualification from future engagement of services of the CONSULTANT by the Procuring Entity in its projects whether in-house or externally funded.

Any violation of Intellectual Property Rights or failure to acknowledge proper sources, resulting in plagiarism as above mentioned, will allow the Procuring Entity to take immediate corrective action, such as but not limited to removing or delisting the offensive material/s from the Procuring Entity's website without prejudice on the part of the Procuring Entity to publicly identify said material/s as an infringement of the copyright laws.

The CONSULTANT shall protect and hold harmless the Procuring Entity, its officers, employees, agents and its assigns from any suit, claim, action, or demand by any third party whose intellectual property rights is allegedly violated.

#### 7. Employee-Employer Relationship

There shall be no employee-employer relationship between the Procuring Entity and the employees of the CONSULTANT. The CONSULTANT shall render the Procuring Entity free and harmless from any claim of its employees for violation of labor laws and other claims for damages, caused to third parties, whether or not in connection with the performance of its employee's duties under this Agreement.

#### 8. Dispute Settlement or Arbitration

Any and all disputes, controversy or claim arising out of or relating to this contract, or the breach, termination or invalidity thereof shall be submitted to arbitration in the Philippines according to the provision of Republic Act No. 876 otherwise known as the "Arbitration Law" as amended by Republic Act 9285 ("R.A. 9285"), otherwise known as the "Alternative Dispute Resolution Act of 2004."

For this purpose, the parties mutually agree to appoint a single arbitrator within fifteen days from receipt of the demand for arbitration. In case the parties cannot agree to appoint a single arbitrator, the National President of the Integrated Bar of the Philippines or his duly designated representative shall appoint the sole arbitrator.

## 9. Severability Clause

In the event that one or more provisions contained herein shall be held invalid, illegal, or unenforceable in any respect and for any reason, the remaining provisions shall remain valid, legal and enforceable.