




## REQUEST FOR PROPOSAL

1. The Philippine Institute for Development Studies (PIDS) invites all eligible individual consultants to submit proposals for the **Governance Specialist for Implications of the Transfer of the Region IX Government Center from Zamboanga City to Pagadian City.**
2. The Approved Budget for the Contract (ABC) is **PhP996,300.00.**
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 December 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. AUBREY D. TABUGA**  
 Chairperson  
 PIDS-BAC for Consultancy Services

Reference No.:2024-324 (R-epost)

<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**

**Governance Specialist**  
**for**  
**Implications of the Transfer of the Region IX Government Center from Zamboanga**  
**City to Pagadian City**

**1. Background and Rationale**

Region IX, also known as the Zamboanga Peninsula Region (which consists of the peninsula itself and Isabela City in the island of Basilan), lies at the southernmost portion of the Philippine archipelago. Located at the western tip of the island of Mindanao, Region IX is strategically situated near Sabah, Malaysia, Brunei Darussalam, and Indonesia. Thus, it earned its appellation as the Philippines' gateway to the Brunei-Indonesia-Malaysia-Philippines (BIMP) East ASEAN (Association of Southeast Asian Nations) Growth Area (BIMP-EAGA).

Region IX is one of the six regions in Mindanao, the Philippines' second largest island. The region is in the northwestern part of Mindanao, bounded by Sulu Sea on the north; Illana Bay and Moro Gulf on the south; Misamis Occidental, Lanao del Norte, and Pangasinan Bay on the east; and the Celebes Sea on the west. Its immediate neighboring regions are Region X and the BARMM (Bangsamoro Autonomous Region in Muslim Mindanao).

Based on the results of the Cadastral Survey of the Department of Environment and Natural Resources (DENR), the region has a total land area of 1,469,360.58 hectares. It accounts for about 10.86% of Mindanao's and 4.90% of the Philippines' total land area. Around 154,393.45 hectares of the region are contested among some of its local government units.

Region IX is composed of three provinces, namely Zamboanga del Norte, Zamboanga del Sur, and Zamboanga Sibugay; and five cities, namely Dapitan, Dipolog, Isabela, Pagadian, and Zamboanga. It is composed of 67 municipalities and 1,904 barangays.

Executive Order No. 429, series of 1990, designated Pagadian City as the regional government center of Region IX. In the same EO, Zamboanga City was designated as the commercial and industrial center of the region.

On November 12, 2004, Memorandum Circular (MC) No. 75 was issued directing all regional offices of all departments and agencies of the national government to transfer from Zamboanga City to Pagadian City as soon as practicable, except for the Department of Trade and Industry (DTI), Department of Labor and Employment (DOLE), and Department of Tourism (DOT).

A moratorium on the transfer was ordered by MC No. 11, series of 2010, pending the conduct of a study on the transfer. The moratorium was lifted 10 years after through the issuance of MC No. 78, series of 2020. MC No. 78 mandated the full transfer of concerned offices within two years from its effectivity or until June 2022.

On April 19, 2023, MC No. 18 was issued imposing another moratorium on the transfer. Section 1 of the said MC mandates all departments, bureaus, and other government agencies

to suspend the transfer of their regional offices in Region IX from Zamboanga City to Pagadian City pending the study of the political, economic, and social implications of the said transfer, and consultations with relevant stakeholders to be jointly conducted by the National Economic and Development Authority (NEDA), Department of the Interior and Local Government (DILG), and Department of Budget and Management (DBM).

## **2. Objectives of the Study**

The study generally aims to assess the overall implication of the transfer of the regional offices of all departments and agencies of the national government from Zamboanga City to Pagadian City, which will serve as basis of the Office of the President in its subsequent action on the moratorium.

Further, it will provide the affected local government units, regional line agencies, government employees as well as concerned private entities and individuals with concrete findings and recommendations. The result of the study is expected to unify all stakeholders regarding the designation of the regional government center, the regional commercial and industrial center, the deliberate physical integration and strategic growth in the region, and the creation of synergy in the economic relations of the different constituent units of Region IX.

Specifically, the study is expected to determine and/or assess the following:

- a. The position of selected local government officials/employees in the region on the location of the regional government center (RGC), particularly in terms of administrative efficiency, delivery of public services, and possible political implications;
- b. Implications of the transfer of the RGC on the socioeconomic development of Zamboanga City, Pagadian City, their neighboring cities and municipalities, and the region as a whole;
- c. Existing conditions or agency mandates and responsibilities that may warrant their retention in or transfer to a specific location;
- d. Effects of the transfer on the delivery of services by the regional offices in terms of their capacity, efficiency, and effectiveness;
- e. Potential implications of reverting the location of the RGC from Pagadian City to Zamboanga City from a governance, institutional, and economic standpoint;
- f. Implications of the recent moratorium on the regional offices and their employees that complied with EO 429, s. 1990; and
- g. Effect of the transfer on the behavior and interactions of stakeholders, particularly the personnel and officials of the concerned regional offices and their families.

Given these study objectives, a Governance Specialist (Consultant) is needed. The Governance Specialist will work with the PIDS Project Director and her team.

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

The consultancy is aimed at completing the study described above and delivering the study objectives enumerated above.

#### 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 **Governance Specialist-Consultant**<sup>1</sup> is expected to work with the PIDS Project Team and undertake the following tasks/activities:<sup>2</sup>

- a. Constitute himself/herself and any possible research support staff as a study team that will conduct data collection, analysis, and report writing;
- b. Coordinate with concerned agencies in the collection of data;
- c. Provide data/information as needed by the Project Director related to the conduct of the study;
- d. Conduct Focus Group Discussions (FGDs) and Key Informant Interviews (KIIs) in assigned fieldwork sites throughout the conduct of the study and prepare transcription documents;
- e. Review pertinent documents and research related to the study;
- f. Come up with reports and analysis of results of data assessment;
- g. Prepare Draft Report, Final Report, and other reports (in electronic and printed copies, as may be necessary) specific to the assigned tasks and required to be submitted to the Project Director for review, and present the Draft Report in an internal research workshop;
- h. Sign a Non-Disclosure Undertaking with PIDS and undertake, among others, that any information gathered and generated in the implementation of the project shall be processed subject to the applicable provisions of Republic Act No. 10173, known as the “Data Privacy Act of 2012”, its Implementing Rules and Regulations, and relevant issuances of the National Privacy Commission (NPC); and
- i. Perform other relevant tasks as may be assigned by the Project Director.

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

Activities and Deliverables	Due Dates	Payment Tranches
Inception Report following PIDS template, covering, among others: <ul style="list-style-type: none"> <li>• Research Instruments</li> <li>• FGD and KII guides</li> </ul>	One month after signing of the contract	15%
Draft Report <sup>3</sup> <ul style="list-style-type: none"> <li>• FGD and KII transcriptions<sup>4</sup></li> </ul>	6 months after signing of the contract	45%

<sup>1</sup> The Consultant is an individual, not a firm.

<sup>2</sup> If the Consultant needs to undertake in-person 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.

<sup>3</sup> For applicable outputs, the Draft and Final Reports submitted by the Consultant 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> The transcription documents 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,

<ul style="list-style-type: none"> <li>• Draft Report/Discussion Paper</li> <li>• Presentation in an internal Research Workshop</li> </ul>		
Final Report <sup>5</sup> <ul style="list-style-type: none"> <li>• Final Report addressing comments to the Draft Report and comments from the Research Workshop</li> <li>• Policy Note</li> <li>• Terminal Report</li> <li>• Turnover of draft and materials used together with 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>	8 months after signing of the contract	40%

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

## 5. Qualifications of the Consultant

Education	At least a Master's Degree in Economics, Public Administration, Political Science, or related fields
Experience	At least three (3) years of professional work experience in the said fields; At least twenty-four (24) man-months of actual expert services in the last twenty (20) years; and Prior involvement in at least two (2) research projects
Other	Willing to travel to (preferably based in) Region IX, for the FGDs, KIIs and fieldwork in Zamboanga City, Pagadian City, and other Region IX areas.

## 6. Project Duration

The engagement is on a part-time basis and will commence upon signing of the contract and be terminated after ten months.

## 7. Approved Budget for the Contract

The approved budget for this consulting service is up to **PHP 996,300.00**, depending on the qualifications. This amount covers the professional fees of the Consultant and his/her support staff.

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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) in the transcription documents. A separate masterlist containing the identification keys/codes pertaining to the respondents/resource persons should 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.

The amount does not include the costs of data collection (e.g., travel, snacks, and venue for the FGDs), 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 shall exist between the PIDS and the Consultant.

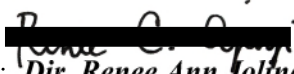
## 8. Evaluation Criteria

The Consultant will be evaluated based on the following criteria:

<p>Consultant's Qualifications:</p> <ul style="list-style-type: none"> <li>• Education At least a Master's Degree in Economics, Public Administration, Political Science, or related fields</li> <li>• Experience At least three (3) years of professional work experience in the said fields; At least twenty-four (24) man-months of actual expert services in the last twenty (20) years; and Prior involvement in at least two (2) research projects</li> <li>• Desirable skills Advanced technical writing skills and verbal communication Able to manage queries and correspondence as needed</li> <li>• Other qualifications Willing to travel to (preferably based in) Region IX, for the FGDs and fieldwork in Zamboanga City, Pagadian City, and other Region IX areas.</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 on suggested solutions</li> </ol>	50%
Total	100%

Prepared by:   
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Approved by:   
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Jolina Catibog  
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