




## REQUEST FOR PROPOSAL

1. The Philippine Institute for Development Studies (PIDS) invites all eligible individual consultants to submit proposals for the **Consultant for Education and Women Leadership for Gender Equality, Disability and Social Inclusion in the Philippines: Progress, Challenges and Opportunities in SDG 5 and SDG 10.**
2. The Approved Budget for the Contract (ABC) is **PhP230,000.00.**
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 **31 March 2025 (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.:2025-080

<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**

**Consultant for Education and Women Leadership**  
**for**  
**Gender Equality, Disability and Social Inclusion in the Philippines: Progress,**  
**Challenges and Opportunities in SDG 5 and SDG 10**

**1. Background and Rationale**

The Philippines has made notable strides in promoting gender equality and inclusivity, consistently ranking among the top performers globally in gender parity, particularly in education and leadership. However, progress remains uneven, with significant challenges in achieving broader social inclusion, particularly for persons with disabilities and other marginalized groups. Persistent barriers such as socioeconomic inequities, limited access to resources, and systemic discrimination continue to hinder the country's progress toward achieving Sustainable Development Goals (SDG) 5 (Gender Equality) and SDG 10 (Reduced Inequalities).

Existing literature often focuses on general gender indicators and macro-level progress but falls short in addressing intersectional dimensions of inequality, such as how gender, disability, and socioeconomic factors interact to shape opportunities and access. Furthermore, gaps in evaluating the effectiveness of policies, resource allocations, and program implementation contribute to an incomplete understanding of the challenges in achieving inclusivity.

This study seeks to address these gaps by conducting a comprehensive analysis of gender equality, disability inclusion, and social equity in the Philippines. The research will examine systemic barriers, evaluate the effectiveness of current interventions, and provide evidence-based recommendations to enhance governance and programs. By doing so, the study aims to contribute to more inclusive development and align efforts with national and international development priorities.

**2. Objectives of the Study**

The study aims to evaluate the progress and challenges in advancing gender equality, disability inclusion, and social equity in the Philippines, particularly in relation to SDG 5 and SDG 10.

Specifically, the study aims to:

- 1) Assess the current status of gender equality, disability inclusion, and social equity indicators in the Philippines.
- 2) Analyze governance frameworks, policies, and programs promoting gender equality and social inclusion.
- 3) Identify intersectional barriers faced by marginalized groups, such as women with disabilities and low-income populations.
- 4) Evaluate the effectiveness of resource allocations, monitoring mechanisms, and implementation processes in addressing disparities.
- 5) Provide evidence-based recommendations to improve governance, policies, and programs to achieve SDG 5 and SDG 10 goals.

### 3. Objectives of the Consultancy

The consultancy aims to engage a Consultant for Education and Women Leadership who will support the Principal Investigator throughout the research study. This includes involvement in crafting the research design, developing methodology, and conducting data analysis, with attention to the education sector and women leadership and representation. The consultant will also play a pivotal role in project management, overseeing tasks such as facilitating interviews and focus group discussions, ensuring milestones are met, and potentially taking the lead on specific research components. His/her expertise will be instrumental in interpreting research findings and making substantive contributions to scholarly outputs.

The data collection will involve engaging education stakeholders as well as women leaders in the public and private sectors. It will also include conducting face-to-face and online interviews with eligible respondents of women, persons with disabilities, community leaders, and key officials in governance bodies.

### 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> is expected to work with the Project Team and undertake the following tasks/activities<sup>2</sup>

1. Co-write with the Project Director and other members of the study team the required reports such as:
  - a. Draft Report
  - b. Final Report
  - c. Policy Note
2. Input in the crafting of the instruments for data collection for education stakeholders and women leaders, as well as other tools needed in the evaluation
3. Engage the education stakeholders, women leaders in the public sector, entrepreneurs and leaders in the private sector, and lead the conduct of focus group discussions (FGDs) and key informant interviews (KIIs), as necessary, to gather information needed for the study
4. Provide data analysis from the secondary data and results of primary data collection activities
5. Present the findings of the study in a research workshop together with the Project Director/Principal Investigator
6. 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).
7. Others as may be assigned by the Project Director.

---

<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.

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

<b>Activities and Deliverables</b> (see sample set of deliverables)	<b>Due Dates</b>	<b>Payment Tranches</b>
<b><i>INCEPTION STAGE</i></b> <b>Inputs to the Inception Report</b> including the finalization of the <b>data collection tools</b> for FGDs/KIIs with education stakeholders and women leaders in the public and private sectors <ul style="list-style-type: none"> <li>• <b>Attend the kick-off meeting</b> with PIDS and stakeholders where the work plan and data analysis strategies will be discussed</li> </ul>	1 month after the conduct of inception meeting	15%
<b><i>DATA COLLECTION</i></b> <ul style="list-style-type: none"> <li>• <b>Progress Report</b></li> <li>• <b>Facilitation of FGDs/KIIs and documentation of findings</b><sup>3</sup></li> </ul>	2 months from the conduct of inception meeting)	25%
<b><i>DATA ANALYSIS AND REPORT WRITING</i></b> <ul style="list-style-type: none"> <li>• <b>Inputs to the Draft Report</b><sup>4</sup> (including overall policy recommendations and data analysis from the primary and secondary data)</li> <li>• <b>Presentation in an internal Research Workshop</b></li> </ul>	5 months from the conduct of inception meeting	30%
<b><i>TERMINAL REPORTING</i></b> <ul style="list-style-type: none"> <li>• <b>Inputs to the Final Report</b><sup>5</sup>;</li> <li>• <b>Terminal Report</b></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>	6 months from the conduct of inception meeting	30%

<sup>3</sup> If applicable, 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 master list containing the identification key/code shall be submitted as an annex to the transcription.)

<sup>4</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>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.

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

## 5. Qualifications of the Consultant

Preferred qualification of the Consultant:

- Master's or Ph.D. candidate in Education, Management, Economics, Public Administration, or related fields.
- At least 5 years of relevant experience. Experience in quantitative and qualitative research on education is an advantage.

Desirable Qualifications:

- At least 5 years of professional or research experience in education, social protection sector, management, public administration, or related fields.
- Advanced technical writing and verbal communication skills.
- Advanced research and project management skills.
- Able to manage queries and correspondence as needed.

## 6. Project Duration

The engagement will be effective for six (6) months after the signing of the contract and the conduct of inception meeting. However, the engagement should not go beyond November 30, 2025. The Consultant's work must be completed within this period and no person-days will be chargeable after this date. The consultant's engagement will be on a part-time basis.

## 7. Approved Budget for the Contract

The approved budget for this consulting service is up to Php 230,000.00, depending on the qualifications. This amount includes 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

a. Evaluation Criteria:


Consultants will be evaluated based on the following criteria:

<p>Consultant's Qualifications:</p> <ul style="list-style-type: none"> <li>• Education Master's or Ph.D. candidate in Education, Management, Economics, Public Administration, or related fields.</li> <li>• Experience At least 5 years of relevant experience. Experience in quantitative and qualitative research on education is an advantage.</li> </ul>	50%
---	-----

<ul style="list-style-type: none"> <li>• Desirable</li> </ul> <p>At least 5 years of professional or research experience in education, social protection sector, management, public administration, or related fields. Advanced technical writing skills and verbal communication. Advanced research and project management skills Able to manage queries and correspondence as needed.</p>	
<p>Plan of approach and methodology:</p> <ul 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> </ul>	50%
Total	100%

b. Detailed rating sheet (see attached file)

Prepared by:   
**Dr. Jose Ramon G. Albert**  
Project Director

Reviewed and Approved by:  
  
**Ms. Christine Ruth P. Salazar**  
Officer-In-Charge, Research Services Department