




REQUEST FOR PROPOSAL

1. The Philippine Institute for Development Studies (PIDS) invites all eligible individual consultants to submit proposals for the **Technical Consultant for Terminal Evaluation Cum Impact Assessment of the Special Area for Agricultural Development (SAAD) Program**.
2. The Approved Budget for the Contract (ABC) is **PhP610,000.00**.
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 **03 April 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.

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.:2025-085

¹Applicable for individual consultants and firms

²Applicable for firms only

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

Philippine Institute for Development Studies
TERMS OF REFERENCE
Technical Consultant
for
Terminal Evaluation Cum Impact Assessment of the
Special Area for Agricultural Development (SAAD) Program

1. Background and Rationale

SAAD Project

The Special Area for Agricultural Development (SAAD) is a locally funded project under the Department of Agriculture (DA) that aims to help alleviate poverty incidence in its selected areas from FY 2017-2022. The scope covers both agriculture and fishery sectors with 30 provinces as selected areas. SAAD has 4 major components: Social Preparation Component, Food Production and Livelihood Component, Marketing Assistance and Enterprise Development Component, and Program Management Component. The last component is led by the National Project Management Office (NPMO) of the SAAD. The PMO coordinates project activities implemented under agriculture (crops, livestock, and poultry) and under fisheries (managed by the Bureau of Fisheries and Aquatic Resources). These components aim to contribute to the overall development of SAAD beneficiaries. It provides a holistic approach of implementation both in the agriculture and fishery sector to uplift the lives of farmers and fisherfolk beneficiaries above and beyond the poverty threshold of the country.

2. Objectives

The overall objective of the evaluation is to review the achievements made to deliver the specified objectives and outcomes/impact of the SAAD Phase 1 Program. The study specifically aims to:

- Provide an overall assessment on the program's implementation from FY 2017- 2022.
- Establish the effectiveness, efficiency, relevance, performance, and success of the project, including the sustainability of results.
- Evaluate the strengths and weaknesses of project design, implementation, monitoring and adaptive management and sustainability of project outcomes, including the project exit strategy.
- Collate and analyze specific lessons and best practices pertaining to the strategies employed, and implementation arrangements, which may be utilized to inform future programming.
- Provide policy recommendations that may enhance the program's implementation relevant to its Phase 2.

The evaluation will be conducted by a PIDS study team led by Roehlano M. Briones, a Senior Research Fellow and Principal Investigator.

2.1. Objectives of the Consultancy

- To assist the Principal Investigator in the conduct of the study from inception to presentation to stakeholders in various fora.
- To provide expert-level inputs for the duration of the study.
- To ensure achievement of study's goals and objectives.

3. Scope of Work, Deliverables and Schedule of Payment Releases

Under the guidance and technical oversight of a PIDS Senior Research Fellow who serves as Principal Investigator, the Technical Consultant is expected to work with the Project Team and undertake the conduct of the following tasks:

- Support in the review of project documents and reports available from the DA and project implementation partners;
- With guidance from the Principal Investigator and other Study Team members, assist in the development of survey questionnaire and manual, and in processing of PSA clearance;
- Assist in the data cleaning and processing of the datasets and coordinate with the Data Manager on the collection and compilation of datasets, including its data quality assurance;
- Assist in analyzing datasets and produce descriptive and inferential analyses on the processed datasets;
- Conduct primary data collection such as focus group discussions (FGDs) and key-informant interviews (KIIs) as necessary;
- Process and analyze the qualitative information collected from the FGDs and KIIs as necessary;
- Provide support in data analysis and assist in the preparation of project reports and presentations; and
- Contribute to the reports and other deliverables for the study.

3.1. Others

The Consultant shall also 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).

The Consultant shall also: a) Attend meetings with Principal Investigator/Study Team as needed; b) Undertake other tasks related to this TOR may also be assigned by the Principal Investigator.

4. Deliverables, submission dates and payment terms

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

Activities and Deliverables¹	Months from contract signing	Payment Tranches (%)
Inception Report following PIDS template	One month from the signing of the contract	15%
Survey questionnaire and manual; ensuring PSA clearance	May 15, 2025	30%
Inputs to draft report ² and assistance to the presentation of the report in a validation workshop	September 30, 2025	30%
Inputs to the final report	November 30, 2025	15%
Terminal Report on the conduct of activities and Turnover of data and information and certification of turnover and deletion of information as well as clearance for PIDS to verify if the data is complete.	December 15, 2025	10%

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:

- At least Master's degree in Economics or Applied Economics;
- At least 8 years of relevant experience;
- Previous experience in supervising data collection activities and performing supervisory functions is required;
- Track record in authoring/co-authoring research reports;
- Proficient in data processing using Stata, and data collection software, preferably KOBO Toolbox.

6. Project Duration

The engagement will commence upon the signing of the contract, which shall be valid until December 31, 2025.

¹ 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.

² 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.

7. Approved Budget for the Contract

The approved budget for this consulting service is up to Six Hundred and Ten Thousand Pesos (PHP 610,000) inclusive of all applicable government taxes.

This amount does not include the costs of field visits, including transportation and accommodation, which will be shouldered by PIDS.

Moreover, 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 and corresponding weights (%):

<p>Consultant's Qualifications</p> <ul style="list-style-type: none"> a. At least Master's degree in Economics or Applied Economics; b. At least 8 years of relevant experience; c. Previous experience in supervising data collection activities and performing supervisory functions is required; d. Track record in authoring/co-authoring research reports; e. Proficient in data processing using Stata, and data collection software, preferably KOBO Toolbox. 	50%
<p>Plan of Approach and Methodology</p> <ul 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%

Prepared by: 
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Principal Investigator

Reviewed and Approved by: 
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Division Chief II, RPMD, Officer-in-Charge, Research Services