



## REQUEST FOR PROPOSAL

1. The Philippine Institute for Development Studies (PIDS) invites all eligible individual consultants to submit proposals for the **Team Leader for the Formulation of PIDS Research Agenda 2026-2030**.
2. The Approved Budget for the Contract (ABC) is **PhP816,000.00**.
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 **23 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](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.:2025-101

<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**

**Team Leader for the Formulation of PIDS Research Agenda 2026-2030**

**1. Background and Rationale**

The Philippine Institute for Development Studies (PIDS), established by virtue of Presidential Decree No. 1201 in 1977, serves as the government's primary socioeconomic policy think tank. It is a nonstock, nonprofit government corporation engaged in long-term policy-oriented research to assist the government in crafting development policies, plans, and programs that are based on sound research evidence..

In response to the demand for systematic and comprehensive studies that can guide and support policymaking and planning, PIDS is envisioned to help planners and policymakers in the executive and legislative branches of government. These studies are being disseminated through an institutionalized knowledge dissemination system that aims to reach the Institute's clientele, mainly the policymakers..

The research operations of PIDS are based on a research agenda that is examined and updated every five years. The formulation of the agenda is undertaken with the help of external experts and through a series of consultations with stakeholders. As the latest five-year research agenda of PIDS is set to expire this year, 2025, the process of formulating the agenda for the next five years, 2026-2030, has to commence.

In view of the above, the Institute will engage the services of a study team comprised of a mix of three experts in the fields of economics/public policy/political science or related fields. The study team shall be led by an expert in the field of economics. The study team members could be former policymakers as well as academics/researchers. The team will be composed of a Study Team Leader, two Study Team Members, a Documenter/Writer, and a Logistics Assistant.

**2. Objectives**

The main objective of crafting a five-year research agenda is for PIDS to have an objective prioritization of prevailing issues surrounding the affairs of the country and the world. Having this agenda in place will allow PIDS to contribute to policymaking and planning in the Philippines relative to its competency and the future requirements of policymakers and the government.

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

The Institute intends to undertake a process similar to previous periods, which is participatory in nature. In general, the consultants shall scan the policy environment and propose research areas where PIDS should focus on in the next five years.

The consultants shall look at the latest Philippine Development Plan (PDP), the mapping of PIDS studies in the last five years, and its proposed list of studies for 2025-2026 as reference. With this goal in mind, the consultants shall initially confer with the Research Fellows of the Institute to get the Fellows' own assessment of their priority areas, and so that the consultants could also have an overview of the research capacity at PIDS.

The consultants shall also conduct consultations with various experts, including regional/international experts, and stakeholders to elucidate the policy issues. The resulting outputs shall go through a review process through presentations by the study team to the PIDS Management and Senior Staff. The final output will be presented and submitted by the consultants to the PIDS Board of Trustees for approval.

The consultants, led by the Team Leader, will undertake the following tasks/activities<sup>1</sup>:

1. Review the past research agenda and programs of the Institute and identify gaps particularly the most recent five-year agenda.
2. Evaluate current situations/context in the country and in the international setting, and possible scenarios or issues that may emerge five to ten years from now, and their implications to the PIDS Research Agenda.
3. Determine research gaps on socioeconomic policy concerns in the country that should be addressed, not just by PIDS alone but by the whole research community as well.
4. Identify policy issues that will become important considerations in the future, anticipating the policy environment for the next five to ten years. A forward-looking stance in terms of identifying key areas for research will be required of the consultants. Rather than focusing on sectoral concerns, the consultants may wish to look at issues that cut across various sectors and consider them as possible thematic focus of the new research agenda.
5. Conduct consultations with PIDS Management and Research Fellows and the Institute's key stakeholders composed of the NEDA, policymakers, government agencies, members of the academe, researchers, international experts, private sector, and civil society, among others.
6. Submit a written output (report) on the study. The report must:
  - Contain a stock-taking of policy research of the Philippines, and the past and current role of PIDS studies in that research
  - Highlight linkages with the Philippine Development Plan (PDP) and Ambisyon 2040, as well as make clear to what extent the research agenda should align with international development commitments of the Philippines (SDGs, ASEAN Communities, etc.)
  - Map priority research to Institute capacities, and thereby identify human and other resource gaps
  - Contain a clear statement of research priorities
  - Offer a forward-looking agenda to guide future studies

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<sup>1</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.

- More broadly, ensure alignment of the Research Agenda with the strategy, mission, and vision of PIDS.
7. Present the report to PIDS staff and key stakeholders.
  8. Present the final output to the PIDS Board of Trustees.

The Team Leader shall lead the conduct of the project activities under the project including the consolidation of the study team members' reports/inputs and coming up with the Research Agenda report.

In particular, the Team Leader-Consultant will prepare the following outputs based on the schedule below:

Activities and Deliverables	Due Dates	Payment Tranches
<b>Inception Report</b> describing in detail the plan of approach, the work plan and schedule of consultations/meetings (integrating the inputs from other study team members)	1 month after the issuance of signed contract and conduct of inception meeting/briefing  (indicative: May 2025)	15%
<b>Draft Report</b> (integrating the inputs from the other study team members), and  <b>Presentation of the Draft Report to the PIDS Management and Senior PIDS Staff.</b>	4 months after the issuance of signed contract and conduct of inception meeting/briefing  (indicative: August 2025)	35%
<b>Final Report</b> addressing comments to the Draft Report <b>Presentation of the Final Report</b> to the PIDS Board of Trustees; and <b>Turnover to PIDS of all data and materials used and generated</b> under this Project	6 months after the issuance of signed contract and conduct of inception meeting/briefing  (indicative: October 2025)	50%

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

#### 4. Qualifications of the Consultant

The Consultant should have the following qualifications:

- Ph.D. in Economics, Public Policy, Political Science or related fields
- At least 7 years of relevant experience
- With good track record of delivering high quality products
- With executive/management-level experience in a reputable organization

#### 5. Project Duration

The engagement is for six (6) months and will commence upon the issuance of the signed Contract and conduct of inception meeting/briefing , on a part-time basis. However, the consultant's work will not go beyond November 30, 2025. The Consultant's work must be completed within this period, and no man days will be chargeable after this date.

## 6. Approved Budget for the Contract

The approved budget for this consulting service is Eight Hundred Sixteen Thousand Pesos (Php816,000.00).

This amount does not include the cost of consultations/meetings which will be shouldered 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.

## 7. Evaluation Criteria

### a. Evaluation Criteria:

Consultants will be evaluated based on the following criteria:


Consultant's Qualifications: a. Ph.D. in Economics b. At least 7 years of relevant experience c. With good track record of delivering high quality products d. With executive/management-level experience in a reputable organization	85%
Work Plan (approach and methodology): a. clarity, feasibility, innovativeness, and comprehensiveness of the approach b. incisive interpretation of problems and suggested solutions	15%
Total	100%

### b. Detailed rating sheet (see attached file)

Prepared by:

  
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Reviewed and  
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Officer-in-Charge, Research Services Department