




REQUEST FOR PROPOSAL

1. The Philippine Institute for Development Studies (PIDS) invites all eligible individual consultants to submit proposals for the **Video Documentary Consultancy for PIDS-BRAC Research Partnership Study on Joint Programming in Government Social Protection and Economic Inclusion**.
2. The Approved Budget for the Contract (ABC) is **PhP160,000.00**.
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 **30 June 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.:2025-174

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****Video Documentary Consultancy****for****PIDS-BRAC Research Partnership Study on Joint Programming in Government Social Protection and Economic Inclusion****1. Background and Rationale**

The government has set an ambitious target in the Philippine Development Plan (PDP) 2023-2028 to reduce poverty from 18.1% in 2021 to 9% by 2028 through sustained and inclusive economic growth. However, despite past gains, pockets of extreme poverty persist, underscoring the need for well-targeted social protection and livelihood programs. The PDP recognizes the need for joint programming among national government agencies and local government units as crucial in ensuring focused support reaches those most in need. The PIDS-BRAC study on assessing the implementation of joint programming in government social protection and livelihood interventions is highly relevant in light of the national priority accorded to poverty reduction and social protection. The findings of the study directly feed into strengthening the operationalization of joint programming efforts to effectively reach the last mile poor. Overall, supporting gains in joint programming has the potential for significant policy impact in making progress towards the national target of lowering poverty to single digits by the end of the PDP period.

2. Objectives of the Study

The PIDS and BRAC Philippines has recently released a Discussion Paper titled “Assessing the Implementation of Joint Programming in Government Social Protection and Economic Inclusion Interventions in the Philippines.” The study maps the relevant national and sub-national level interventions and provides an analysis of overlaps in social protection and economic inclusion efforts. It also identifies key joint programming partnerships and convergence/ coordination/ harmonization/ alignment models in social protection and economic inclusion across key stakeholders. The study also evaluates the operationalization of joint programming efforts on the ground. Finally, the study put forward recommendations for enhancing joint programming to better support the poor.

3. Objectives of the Video Documentary Consultancy

The project video seeks a skilled **Professional Videographer Consultant** to craft a narrative video documentary encapsulating the research study on “Assessing the Implementation of Joint Programming in Government Social Protection and Economic Inclusion Interventions in the Philippines”. The video will explain the main findings, policy implications, recommendations of the research study, and feedback or response from key stakeholders in the Department of Social Welfare and Development (DSWD),

Department of Labor and Employment (DOLE), and/or the Department of Economy, Planning, and Development (DEPDev).

To promote awareness of the study and showcase recommendations and lessons learned, PIDS aims to produce a 5-8 minute high-quality video documentary that captures the key findings, policy implications, and recommendations of the research study. The video will also be used to highlight the Graduation approach and how the research findings on joint programming can be used to promote the Graduation approach. This video will serve to publicly share the findings and engage stakeholders, including government agencies, development partners, policymakers, and the general public. Through this video, it is expected that the research will be promoted and continued support and collaboration among stakeholders will be encouraged.

The video documentary seeks to:

- a. Communicate the key findings and policy recommendations of the research.
- b. Showcase best practices and lessons learned related to joint programming in government.
- c. Increase public and stakeholder awareness on the importance of joint programming in delivering integrated interventions (e.g., Graduation).

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 **Professional Videographer Consultant** is expected to work with the Project Team and undertake the following tasks/activities:

1. Pre-production
 - Attend a briefing with the PIDS and BRAC teams.
 - Review the research study and related materials.
 - Develop a concept, script, storyboard, subject to approval by PIDS.
 - Work closely with the Study Team to identify a schedule for key informant interviews, including the lead researcher and other stakeholders in DSWD, DOLE, and NEDA.
2. Production
 - Conduct on-site interviews, with one day of shooting in Quezon City.
 - Capture relevant B-roll footage and documentary visuals.
 - Ensure high-quality video and audio recordings.
3. Post-production
 - Develop and produce a 5-8 minute video documentary and a 1-2 minute video teaser/highlights version.
 - Add voice overs, subtitles, infographics, background music, and animations, as needed.
 - Submit draft videos for review by PIDS, and incorporate feedback accordingly.

- Allow a maximum of three (3) revisions, without additional shooting and voice-overs.
4. Others
- 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).
 - Others 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
<i>First Tranche Deliverables</i> <ul style="list-style-type: none"> • Attendance to a briefing with the PIDS and BRAC team. • Submission of concept, script, and storyboard, subject to approval of PIDS. • Schedule of interviews with key informants from DSWD, DOLE and NEDA in coordination with Study Team. 	Three weeks after signing of the Contract	15%
<i>Second Tranche Deliverables</i> <ul style="list-style-type: none"> • Submission of a 5-8 minute video documentary and a 1-2 minute video teaser/highlights version. • Turnover of data and materials used together with Certification indicating the turnover of data as well as the deletion of such data and that it will allow PIDS to verify if the data is complete. 	Two months after signing of Contract	85%

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

5. **Qualifications of the Professional Videographer Consultant**

The Videographer Consultant must have the following qualifications or its equivalent to undertake the responsibilities mentioned above:

- Minimum of five (5) years of experience in operating video cameras and editing equipment, photo and video documentation for events; or any equivalent combination of experience and/or education that provides equivalent knowledge, skills, and abilities;
- In-depth understanding of photography, video production, and broadcasting, including relevant rules and regulations;
- Familiarity with field production techniques and standards;
- Proficient in visualizing and effectively shooting concepts;
- With a team composed of individuals holding bachelor's degrees in Radio/TV, Film, Fine Arts, or a related field;
- Experienced in lighting, video, and audio recording, and in creating broadcast-quality information products.

Previous samples of outputs include completed AVPs, certificates, and related documents shall be asked to demonstrate knowledge and experience.

6. **Project Duration**

The engagement will commence upon the signing of the contract and the duration is two months, on a part-time basis. However, the engagement should not go beyond August 31, 2025. The Videographer Consultant's work must be completed within this period, and no man-days will be chargeable after this period.

The documentary shall be completed within two months upon signing of the contract (indicative: June to July 31, 2025). Below is the indicative timeline:

- Week 1-2: Inception meeting and concept development
- Week 3-4: Fieldwork and production
- Week 5-6: Editing and post-production
- Week 7-8: Finalization.

7. **Approved Budget for the Contract**

The approved budget for the **Videographer Consultant** is up to Php 160,000.00. This amount covers the professional fees and logistical costs of the Videographer Consultant. PIDS shall not cover hospitalization and other COVID-related health expenses of the videographer as no employer-employee relationship exists between the PIDS and the Consultant.

8. Evaluation Criteria


a. Evaluation Criteria:

Videographer Consultant will be evaluated based on the following criteria:

Criteria	Percentage
Years of experience in operating video cameras and editing equipment, photo and video documentation	25%
A team composed of individual/s holding bachelor's degrees in Radio/TV, Film, Fine Arts, or a related field	20%
Sample works demonstrating experience in providing audio-visual equipment and technical support (<i>e.g., same day edit videos, corporate videos, thematic videos for events, event video coverage</i>)	25%
Creativity and appeal of provided outputs/sample work	20%
Experience working with PIDS	10%
Total	100%

b. Detailed rating sheet (see attached file)


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


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