



TERMS OF REFERENCE (TOR)

for the

Regional Governance and Institutional Development Specialists
in connection with mentoring Provincial LGUs on the Formulation of their
PROVINCIAL GOVERNANCE REFORM ROADMAPS TO SDGs (PGRR2SDGs)
*“Mainstreaming the SDGs in Pursuing Local Road Management and
Public Financial Management Reforms”*

A. Project Title: Paving the Roads to SDGs through Good Local Governance (Roads2SDGs)

B. Project Description

Efficient, resilient, and well-planned road networks ensure that no one is left behind in the drive for inclusive growth. This is why roads are considered as an important foundation for the Sustainable Development Goals (SDGs), and integral for bringing communities together.

At present, only 24.6% of all provincial roads in the Philippines are of acceptable quality. Of the 12,726km of provincial core roads, 57.2% are unpaved and in need of upgrading, while 20.2% are in poor condition and in need of rehabilitation. The situation is similarly dire for the 19,098 km of non-core roads, with 67% needing upgrading and 7% in need of rehabilitation. To address this situation, the Department for the Interior and Local Government (DILG) has launched the Conditional Matching Grant to Provinces (CMGP) initiative to implement road construction, repairs and rehabilitation, and to improve the quality of the local road network across the country.

By providing the provinces with financial investment for capital outlay, the Program addresses the under-investment in local roads, and the improvement of national-local roads connectivity to increase economic activity and improve public access to facilities and services in the provinces. Moreover, as governance reforms are necessary to sustain local roads management, the Program also supports governance reforms, quality assurance and the strengthening of governance processes, specifically in the aspects of local roads management (LRM) and public financial management (PFM), among others.

In partnership with DILG, UNDP has launched a project ***“Paving the Road to SDGs through Good Governance” (Roads2SDGs)*** which aims to provide support to quality assurance and the governance reform components of CMGP through the ‘Road to SDGs’ framework. This framework will anchor the prioritization, planning, design, implementation, and maintenance of infrastructure projects to the achievement of the SDGs, incorporating the elements of partnership building, climate change and disaster risk reduction, gender mainstreaming, and citizen participation for transparency and accountability.

The Governance Reform aspect to be covered by the Roads2SDGs aims to further enhance and strengthen the existing capacities, skills, processes and systems of PLGUs in LRM and PFM, among others so that PLGUs themselves will be able to more effectively plan, design, implement, and maintain their local roads network.

As the CMGP Program will be implemented nationwide for six years from 2017 to 2022, it is best to map out plans and strategies for the successful implementation and achievement of the targeted reforms and aligning them with the Sustainable Development Goals (SDGs). These reforms, guided by the SDGs, will be incorporated into a document that shall be called the **Provincial Governance Reform Roadmap to SDGs (PGRR2SDGs)** of the PLGUs.

Last 08-09 June 2018, a Workshop for the drafting of Guidelines in the Formulation of Provincial Governance Reforms Roadmap to SDGs (PGRR2SDGs) was held in Pasig City, participated in by key project staff of DILG-CMGP, UNDP, selected provincial LGU frontliners, and a few former Provincial Roads Management Facility (PRMF) Provincial Coordinators, as resource person-participants. Among the outputs from the Workshop were the Guidelines for the Preparation of the PGRR2SDGs and Workshop Facilitation and Administrative Guidelines to help prepare UNDP, DILG-CMGP and the Provincial LGUs in the preparation of their respective PGRR2SDGs.

To assist the provincial local government units in the crafting, finalization, and eventual adoption of their respective PGRR2SDGs, the Roads2SDGs shall engage the professional services of **Governance and Institutional Development Specialist** (hereinafter referred to as Vendor) per region to facilitate provincial assessment sessions, facilitate the PLGU workshops pertaining to PGRR2SDGs, and to coach and help the LRMTs in the entire process of formulating/finalizing/adopting the PGRR2SDGs. The Governance and Institutional Development Specialist shall also work closely with the **Governance Mentors-On-Call** from the **G-HUBS** (Holistic Undertakings Bridging Solutions for Governance) in the region of assignment who may be tapped to also assist in mentoring the provinces for the formulation of the PGRR2SDGs. All Governance and Institutional Development Specialists recruited for this purpose are mandated to attend and participate in the PGRR2SDGs Orientation-Training scheduled on 23-24 August 2018 (venue to be announced later).

Objectives of the Engagement

In general, the objective of this engagement is to deploy Governance and Institutional Development Specialists to oversee and to take the lead in assisting and mentoring the PLGUs in the formulation, finalization, and eventual adoption of their respective CMGP Provincial Governance Reforms Roadmaps to the SDGs (PGRR2SDGs).

Specifically, each Vendor is expected to individually perform the following in **all provinces within his/her region of assignment (see Annex 1 for list of provinces per region), not later than 15 December 2018:**

1. To oversee and take the lead in facilitating the provincial assessment sessions (in each of the provinces being assigned) to be participated in by members of the Provincial Local Roads Management Teams (LRMTs) and other key stakeholders, using the Assessment and Mentoring Session Design prepared for this purpose.
2. To provide pre-workshop advice, guidance and mentoring sessions to the LRMTs of the assigned provinces. The mentoring sessions shall also utilize the Guidelines for the Preparation of the PGRR2SDGs and the Workshop Facilitation and Administrative Guidelines, both of which are outputs from the PGRR2SDGs drafting workshop activity in June 2018.
3. To work closely with the G-HUBS Mentors-On-Call and take the lead in the review and critique of the pre-determined LRMT documentations (e.g., provincial assessment outputs/reports, and presentation materials) which shall be brought to the PGRR2SDGs Formulation Workshop.
4. To facilitate the PGRR2SDGs Formulation Workshops, together with the G-HUBS Mentors-On-

Call, **in each of the provinces being assigned**, which shall also be participated in by LRMT members and other key stakeholders, following the PGRR2SDGs Workshop Facilitation and Administrative Guidelines prepared for this purpose.

5. To supervise documenters and review their reports to ensure full documentation of the assessment, the actual PGRR2SDGs Formulation workshops, and all mentoring undertakings in each of the provinces of assignment, to prepare and submit post-activity reports and the results achieved, as well as to identify difficulties or limitations, and the measures employed to solve them.
6. To coordinate closely with the DILG-CMGP Regional Coordinators, especially on matters involving the PLGUs, scheduling of activities the LRMTs, among others.
7. To perform other tasks, as may be deemed necessary, in line with this TOR, and as may be agreed upon with the Program Manager.

C. Scope of Work

1. Assessment and mentoring sessions in each assigned province (**see Annex 1 for the provinces included in each region**) conducted in accordance with the approved activity design (Refer to Annex A), as evidenced by documentation reports;
2. Ensured that the provincial assessment outputs/reports and presentation materials are prepared and completed by the LRMTs before the PGRR2SDGs Formulation Workshops;
3. PGRR2SDGs Formulation Workshops conducted in accordance with the approved activity design (Refer to Annex B), as evidenced by workshop documentation reports;
4. Mentoring of the PLGU functionaries and ensuring that all the templates prescribed in the PGRR2SDGs are substantially deliberated by concerned stakeholders and are duly accomplished by the LRMTs;
5. Prompt submission of post-activity reports for key activities for each assigned province.

D. **Expected Outputs and Deliverables**

The following are the expected outputs and deliverables by each Vendor:

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required	Name and Email address of designated person who will review and accept the output
1. Signed Contract; Work Plan and Travel Plan	1 week	Not later than 20 August 2018	Project Manager; Project Associate	Cleto Bravo Gales Jr., Project Manager (cleto.gales@undp.org); Joan Lyn Quizon, Project Associate (joan.lyn.quizon@undp.org)
2. Participation in the PGRR Orientation-Training; Conduct of provincial	Mid-August to mid-September	Not later than 15 September	Project Manager; Project	Cleto Bravo Gales Jr., Project Manager (cleto.gales@undp.org);

assessment sessions; Documentations and post-activity reports	2018	2018	Associate	Joan Lyn Quizon, Project Associate (joan.lynn.quizon@undp.org)
3. Conduct of PGRR2SDGs Formulation Workshops; Documentations and initial PGRR2SDGs outputs, and post-activity reports	Mid-September to mid-October 2018	Not later than 15 October 2018	Project Manager; Project Associate	Cleto Bravo Gales Jr., Project Manager (cleto.gales@undp.org); Joan Lyn Quizon, Project Associate (joan.lynn.quizon@undp.org)
4. Consultations and refinement sessions; Refined versions of the PGRR2SDGs	Mid-October to mid-November 2018	Not later than 15 November 2018	Project Manager; Project Associate	Cleto Bravo Gales Jr., Project Manager (cleto.gales@undp.org); Joan Lyn Quizon, Project Associate (joan.lynn.quizon@undp.org)
5. Final versions of PGRR2SDGs (as approved by the respective Governors); Final reports complete with all the deliverables as attachments	Mid-November to mid-December 2018	Not later than 15 December 2018	Project Manager; Project Associate	Cleto Bravo Gales Jr., Project Manager (cleto.gales@undp.org); Joan Lyn Quizon, Project Associate (joan.lynn.quizon@undp.org)

Key Performance Indicators and Service Level

Deliverables/ Outputs	Key Services Required	Frequency of Requirement	Minimum Standard of Services Acceptable	Course of actions to be taken if required service level is not met by the contractor
1. Signed Contract; Work Plan and Travel Plan	Coordination with DILG partners in the region, especially with the CMGP Regional Coordinators and counterparts	On a regular basis during the entire duration of the contract	Meetings and regular coordination with DILG-CMGP regional counterparts	Re-adjustment of workplan but not contract duration
2. Participation in the PGRR2SDGs Orientation-Training; Conduct of provincial assessment sessions; Documentations and post-activity reports	Completion of the PGRR2SDGs Orientation-Training; Facilitation of provincial assessment sessions	One time	Full participation and completion of Orientation-Training; Assessment sessions conducted in accordance with approved design; Relevant SDGs mainstreamed and relevant indicators identified in the	Re-adjustment of workplan but not contract duration

			assessments	
3. Conduct of PGRR2SDGs Formulation Workshops; Documentations and initial PGRR2SDGs outputs, and post-activity reports	Oversight and facilitation of PGRR2SDGs Formulation Workshops	One time	Workshops conducted in accordance with approved design; Relevant SDGs mainstreamed and relevant indicators identified in the assessments	Re-adjustment of workplan but not contract duration
4. Consultations and refinement sessions; Refined versions of the PGRR2SDGs	Continuous oversight and mentoring	Continuous throughout the engagement	Inclusiveness of the entire PGRR2SDGs formulation processes	Re-adjustment of workplan but not contract duration
5. Final versions of PGRR2SDGs (as approved by the respective Governors); Final reports complete with all the deliverables as attachments	Continuous oversight and mentoring for institutionalization of PGRR2SDGs; final reporting	One time	Approval by the provincial governors of their respective PGRR2SDGs; Comprehensive final written report	Re-adjustment of workplan but not contract duration

E. Institutional Arrangement

The Project Manager of the Roads2SDGs, in close guidance by the Democratic Governance Team Leader, shall have direct supervision of the Vendors who shall undertake the technical assistance and mentoring for the PLGUs in the formulation of their respective PGRR2SDGs.

UNDP, through the Democratic Governance Team, and specially the Roads2SDGs Project Management Office, shall be responsible for the following:

- Review, provide comments and recommendations, and approve submissions of the Vendor on a timely basis; and,
- Arrange meetings with the Vendor, as necessary, particularly concerning the review of deliverables and presentation of accomplishments.

The Vendor shall:

- directly coordinate and work with the Roads2SDGs Project Manager and/or the Project Associate for institutional and substantive matters pertaining to the Assessment and Mentoring Sessions, the actual PGRR2SDGs Formulation Workshops, until the final adoption of the PGRR2SDGs.
- ensure smooth coordination with other regional partners, project teammates and G-HUBS partners, community stakeholders, respective local government units and DILG organs and functionaries;

- properly coordinate with and through the DILG-CMGP Regional Coordinators on all matters involving the LRMTs and other provincial stakeholders, like the scheduling of activities pertaining to the PGRR2SDGs, among others. It shall be the DILG-CMGP Regional Coordinators who shall be responsible for directly communicating with the PLGUs.
- refer to and confer with the assigned Roads2SDGs Project Assistant on administrative and other logistical concerns.
- formulate and submit its Work and Financial Plan and good quality reports following the agreed timeframe;
- report to the DG Team Leader, through the Roads2SDGs Project Management Office, promptly and in writing, matters that may affect deliverables;
- attend trainings and meetings as may be arranged by UNDP, particularly concerning the review of deliverables and presentation of accomplishments.

Equipment and Facilities to be used to carry out this assignment shall be borne by the Contractor.

F. Expected Duration of the Contract/Assignment

Each of the Vendors shall be engaged by UNDP for a period equivalent to **ten person-days per province (see Annex 1 for the list of provinces per region)** between mid-August to 15 December 2018, broken down as follows:

Milestones (per province)	Allotted person-days
• Provincial assessment sessions	Two (2) person-days
• Workshops for PGRR2SDGs Formulation	Four (4) person-days
• Consultations and Refinement sessions	Two (2) person-days
• Institutionalization sessions (approval/adoption)	Two (2) person-days

This **excludes** their mandatory participation in the 2-day PGRR2SDGs Orientation-Training on 23-24 August 2018.

Within the said period, each of the vendors shall be expected to carry out mentoring/coaching tasks – from the assessment, the facilitation of PGRR2SDGs Formulation Workshops, the critiquing of the outputs, and the extension of technical assistance to the provincial LRMTs as necessary leading towards the approval of the respective PGRR2SDGs of the provinces covered by his/her region of assignment.

G. Duty Station

While the engagement with the Vendors is output-based, the duty station of individual Vendor shall be at the Regional Office of the Department of the Interior and Local Government (DILG) of the particular region assigned for him/her to cover and mentor (**see Annex 1 for the address of the regional offices**).

H. Professional Qualifications of the Successful Contractor

Qualification	Points Obtainable (100 points)
<u>Education</u> Masteral Degree and/or equivalent in the field of governance, infrastructure management, planning, business administration, and/or other relevant disciplines.	10
<u>Experience</u> Minimum five (5) years of relevant experience at the local, national and/or international level in governance-related work, organizational development with government entities and/or private sector entities working with the public sector.	30
Minimum 2 years experience in advisory services and support to governments.	25
Minimum 2 years experience in facilitation work, mentoring, coaching and training.	25
Language: English, Filipino	10
TOTAL	100

I. Scope of Price Proposal and Schedule of Payments

Each Vendor shall be paid an all-inclusive amount to cover for the actual professional services rendered, allowances for land transport, air tickets, meals, and accommodation requirements of the Vendor to perform the tasks and accomplish the deliverables for this engagement. **Please refer to Annex 1 for the list of provinces per region.**

Payments shall be processed and paid in tranches consolidated per region, upon acceptance by the Roads2SDGs Project Manager of the consolidated regional report for each of the following deliverables submitted by the Vendor:

Tranches	Percentage	Target Outputs/ Deliverables	Schedule of Deliverables	Amount PHP
1 st	20%	Signing of Contract, and submission of Work/Travel Plan;	Not later than 20 August 2018	
2 nd	20%	Participation in the PGRR Orientation-Training; Completion of facilitation of provincial assessment sessions; submission of documentations and post-activity reports	Not later than 15 September 2018	

3 rd	20%	Completion of facilitation of PGRR2SDGs Formulation Workshops; submission of documentations and initial PGRR2SDGs outputs, and post-activity reports	Not later than 15 October 2018	
4 th	20%	Completion of consultations and refinement sessions; submission of all the refined versions of the PGRR2SDGs	Not later than 15 November 2018	
5 th	20%	Submission of the final versions of PGRR2SDGs (as approved by the respective Governors); Final reports complete with all the deliverables as attachments	Not later than 15 December 2018	
100%		TOTAL		

Taxes will not be withheld by UNDP and shall be borne by the Vendor. In the event that the Vendor does not deliver the expected outputs within the prescribed timelines and/or when the outputs are not satisfactorily completed, UNDP has the right to terminate or withhold the service fee for the said engagement.

J. Recommended Presentation of Offer

Applicants must submit the following documents:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.

It is mandatory that the applicants indicate which Region/s they are applying for. Otherwise, applications will not be considered.

J. Annex

Please see Annex 1 for the list of Regions, addresses of Regional Offices (duty stations), and list of provinces per region.

K. Approval

Endorsed by:

CLETO BRAVO GALES JR.
Project Manager
 Roads2SDGs

Approved by:

EMMANUEL E. BUENDIA
Team Leader
 UNDP – Democratic Governance

Annex 1: Regional Assignment and Offices and Provinces per Region

Region	Regional Office	Provinces per Region
ARMM	DILG-ARMM, ARMM Compound, Gov. Gutierrez Ave., Cotabato City 9600	Lanao del Sur
		Maguindanao
CAR	Barangay Center, Upper Session Rd., cor. North Drive, Baguio City	Kalinga
		Abra
		Ifugao
		Mountain Province
		Apayao
		Benguet
I	Aguila Rd., Sevilla, San Fernando City, La Union	Ilocos Sur
		Pangasinan
		La Union
		Ilocos Norte
II	Regional Government Center, Tuguegarao City, Cagayan 3500	Nueva Vizcaya
		Quirino
		Batanes
		Isabela
		Cagayan
III	Diosdado Macapagal Government Center Maimpis, City of San Fernando, Pampanga	Zambales
		Aurora
		Bataan
		Nueva Ecija
		Tarlac
		Bulacan
		Pampanga
IV-A	3/F Andenson Bldg. 1, National Highway, Brgy. Parian, City of Calamba, Laguna 4027, Manila S Rd, Calamba, 4027 Laguna	Rizal
		Batangas
		Laguna
		Cavite
		Quezon
IV-B	3/F and 4/F Santos and Sons Building, 973 Aurora Blvd, Project 3, Lungsod Quezon, Kalakhang Maynila	Occidental Mindoro
		Romblon
		Marinduque
		Palawan
		Oriental Mindoro
V	85 Rizal St, Old Albay District, Legazpi City, 4500 Albay	Camarines Norte
		Camarines Sur

		Catanduanes
		Masbate
		Sorsogon
		Albay
VI	Fort San Pedro Dr, Iloilo City Proper, Iloilo City, Iloilo	Iloilo
		Guimaras
		Aklan
		Capiz
		Antique
		Negros Occidental
VII	Barangay Lahug, Cebu City, 6000	Cebu
		Siquijor
		Bohol
		Negros Oriental
VIII	Kanhuraw Hill, Tacloban City, Leyte	Leyte
		Northern Samar
		Eastern Samar
		Samar
		Southern Leyte
		Biliran
IX	A.T.D. Bldg., F.S. Pajares Avenue, San Jose District, Pagadian City	Zamboanga Sibugay
		Zamboanga del Norte
		Zamboanga del Sur
X	Masterson Ave, Cagayan de Oro, 9000 Misamis Oriental	Bukidnon
		Camiguin
		Lanao del Norte
		Misamis Oriental
		Misamis Occidental
XI	58 McArthur Highway, Matina, Davao City, 8000, Davao del Sur	Davao Oriental
		Compostela Valley
		Davao del Sur
		Davao del Norte
		Davao Occidental
XII	Cayetano Arellano Street, Koronadal City, 9506	South Cotabato
		Cotabato
		Sarangani
		Sultan Kudarat
XIII	Matimco Building, J.C. Aquino Avenue, Libertad, Butuan City, Agusan del Norte	Surigao del Sur
		Surigao del Norte
		Agusan del Sur
		Dinagat Islands
		Agusan del Norte