

## UNITED NATIONS DEVELOPMENT PROGRAMME



*Empowered lives.  
Resilient nations.*

**A. Project Title:** Development Support Services To The K to 12 Basic Education Program of the Philippine Department Of Education

### **B. Project Description**

The project intends to provide development support services to the Department of Education (DepEd), in the course of its implementation of their 2016 K to 12 Basic Education Program, in accordance with UNDP regulations, rules, policies and procedures as required by the Approved Procurement Plan and Budget agreed between UNDP and DepEd. It is funded from the Philippine Government budget, based on the allocations of the General Appropriations Act (GAA) of 2016. This partnership project of DepEd and UNDP is part of the National Acceleration Modality, a capacity-building and a quick response mechanism to address recurring problems in service delivery such as corruption, underspending, delays, high cost and poor quality of goods and services. NAM provides the Philippine government with the option to its own budget to overcome critical backlogs in procurement using UNDP's administrative and financial system. It was the following features: (1) Accelerated procurement, (2) Transparency and Accountability, and (3) Active Citizen Engagement. T

Specifically, the project will cover the provision of the following support services: (a) conduct of competitive selection processes for a variety of goods and services at international and national levels; (b) physical delivery of goods to public schools in various regions nationwide where DepEd beneficiaries are located, including customs clearing where required; (c) engagement of a broad range of technical assistance/expert services where they are required, including, but not limited to defining project requirements, and provision of technical specifications/scope of work/terms of reference; (d) contracting for repair, reconstruction, rehabilitation and replacement works of public school and structures damaged by any form of man-made or natural calamities/disasters; (e) selection of conference and events venues, accommodation, catering and other related logistics support; (f) recruitment of project personnel and engagement of consultants/experts or individual contractors; (g) disbursement of personnel salaries and payments to vendors of goods, services and works, based on the authorization of DepEd; and (h) monitoring and evaluation, including third party monitoring of deliveries to ensure that the goods are received only by the intended beneficiaries.

To ensure the success of these components, the project requires the services of a Junior consultant who will ensure timely and quality project management support in terms of procurement planning, and conceptual development.

## **C. Scope of Work**

### **1. Provides effective support to the management and monitoring of the Project:**

- Provide technical assistance in the development, implementation and monitoring of the projects;
- Assists in the collection, analysis and presentation of information for identification of areas for support and programme formulation/ implementation;
- Provide inputs to quality assurance; linking of projects to the SDG related goals and outcomes as appropriate and required by UNDP Corporate Guidelines;
- Financial Management and Monitoring
- Supports the year-end closure exercise to ensure timely financial reporting of current year's activities and timely commencement of following year's activities.
- Provides administrative support to the Project Associate;
- Prepare consolidated data on DepEd project sites and updated financial and physical delivery projection and applicable highlights of meeting
- Prepare consolidated data on portfolio accomplishment as input to 2018
- Maintains a database of partner's profile and their key priorities

### **2. Other Functions**

- Provide support in organizing national and international missions, meetings and conferences of DepEd portfolio-related activities;
- Respond to queries on programme and project-related concerns;
- Prepare and update schedules of meetings and appointments for the Project;
- Participate in meetings and conferences as may be assigned
- Provide support to other ongoing capacity development projects; and
- Perform other tasks as may be assigned.

**D. Expected Output and Deliverables**

The Junior Consultant is expected to accomplished the following activities with corresponding deliverables:

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b>	<b>Name and Email address of designated person who will review and accept the output</b>
Summary of the School Readiness and School Profiling Narrative Reports of CPAG partners <ul style="list-style-type: none"><li>All reports emanating from the submission of 2<sup>nd</sup> tranche of the MCGAs</li></ul>	3 weeks	October 31, 2018	DepEd Project Associate  DepEd Project Officer	Ma. Khristine A. Fullante Khristine.fullante@undp.org  Edward Marcel Gacusana Edward.gacusana@undp.org
Analysis of the Challenges, Issues, and Recommendations of Suppliers, CPAG Partners and other stakeholders	15 days	November 15, 2018		
Year-end Report of the Activities under the Government Cost Sharing budget of the project	20 days	December 10, 2018		
Draft Annual Progress Report as per consultation with the Project Associate	10 days	December 31, 2018		

## E. Institutional Arrangements

1. The project will be coordinated by a Programme Manager in UNDP's country office, including the selection of the Individual Contractor in the country office and the coordination of the inputs of the Individual Contractor
2. The Project Officer and Project Associate will provide overall guidance on the production of the report that the Individual Contractor will produced.
3. UNDP shall provide for operational cost that the Individual Consultant will incurred, subject to the approval of the Programme Manager.
4. Support staff in UNDP Philippines CO will organize meetings with the all relevant stakeholders and provide logistical support, as needed.
5. The UNDP Democratic Governance shall be entitled to all intellectual property and other proprietary rights to all materials that have direct relation to the project.

## F. Duration Of Work

The Junior Consultant will be engaged initially for three months unless revised in a mutually agreed upon timetable by DepEd Programme Management Team and the Contractor with approval from the Team Leader of Democratic Governance Unit.

## G. Duty Station

The Contractor shall be based on Manila during the contract and will be required to report to the UNDP Country Office.

## H. Qualifications Of The Successful Individual Contractor

Qualification	Points Obtainable (100 points)
<u>Education</u> <ul style="list-style-type: none"><li>• Bachelor's degree in Communication, Applied Arts, Education, and related courses</li></ul>	30
<u>Experience</u> <ul style="list-style-type: none"><li>• Minimum of two (2) years relevant experience in brainstorming to execution and design of various visual communication collateral.</li><li>• Those with previous projects dealing with public financial management, national budget reform, social accountability and third-party monitoring are preferred.</li><li>• Knowledge in Procurement Law and Monitoring system is an advantage</li></ul>	60
<u>Language</u> <ul style="list-style-type: none"><li>• Fluency in spoken and written English, Filipino.</li></ul>	10
<b>TOTAL</b>	<b>100</b>

## **I. Scope Of Price Proposal And Schedule Of Payments**

The financial proposals from possible candidates should be expressed in lump sum amount inclusive of all financial costs related to this engagement (i.e., such as transportation/travel to and from residence for meetings within Metro Manila, supplies and materials, equipment, reproduction, communications including internet, etc).

## **J. Recommended Presentation of Offer**

The following documents may be requested:

- 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
- c) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment.
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.

## **K. Criteria for Selection of the Best Offer**

The Combined Scoring Method shall serve as basis for evaluating offers. The qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%.

## **L. Annexes to the TOR**

By request.

## **M. Approval**