



TERMS OF REFERENCE (TOR) Documenter for PGRR2SDGs Activities and Workshops

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

B. Project Description and Objectives

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 a prerequisite 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 are 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 the SDGs (PGRR2SDGs)** of the PLGUs. The formulation of this document is clearly stated in Section 5.6.1 of the DILG-DBM Joint Memorandum Circular No. 2017-002, dated 26 April 2017, to wit:

“The Provincial Government shall prepare a Governance Reform Roadmap (PGRR) for a term of six (6) years (2017-2022) to achieve the reform targets.”

The PGRR shall cover, among others, the following **seven (7) areas of reform**:

- a. **Local Road Management (LRM)**, with purposive efforts at making the roads as access towards achieving the SDGs:
 - Local Road Information Management
 - Local Road Network Development Plan
 - Local Road Construction and Maintenance
 - Local Road Asset Management
- b. Mainstreaming the SDGs in plans and budgets through **Public Financial Management (PFM)**:
 - Internal Audit
 - Budgeting, Revenue Generation and Expenditure Management
 - Procurement

Activities	Indicative Venues
Workshop on the Formulation of the PGRR (Lanao del Sur and Maguindanao)	Davao
Workshop on the Formulation of the PGRR (Batch 4: Group A & B)	Cebu
Workshop on the Formulation of the PGRR (Batch 5: Group A & B)	Pampanga
Workshop on the Formulation of the PGRR (Batch 6: Group A)	Davao
Workshop on the Formulation of the PGRR (Batch 6: Group B)	Cagayan de Oro

To ensure the proper documentation of the training-workshops, the Roads2SDGs shall engage the professional service of a documenter, who shall be referred hereinafter as Vendor, to document all training and workshop proceedings.

C. Scope of Work

The documenter is expected to perform the following:

1. Written documentation of the entire duration of each workshop covering all proceedings including the outputs of each province and region as regards their PGRR;
2. Work in close coordination with the facilitator/s to ensure the coverage of all activities;
3. Capture all the workshop processing, inputs and results;
4. Cover the documentation of at least two (2) activities (Cebu-Pampanga, Cebu-Pampanga, Davao-Cagayan De Oro)

D. Expected Outputs and Deliverables

1. Prepare and submit a **hardbound written documentation report for each training** with photos of the entire activity with annexes such as tables, schedules, or matrix of agreements, concerns raised, depending on what is applicable after the draft report has been approved;
2. The written documentation report should be submitted not later than 2 weeks after the end of each workshop.

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Written documentation report for each training/workshop/orientat ion	1 week to 2 weeks	2 weeks after the conduct of workshop	Project Manager Project Associate

E. Institutional Arrangement

- The Vendor (Documenter) shall coordinate and work with the Roads2SDGs Project Manager, Project Associate and the facilitators for institutional and substantive matters pertaining to the workshops. He/She is expected to check the different FGDs and workshop groups to capture the concerns of each group.
- The Vendor should submit draft written documentation report subject for review and acceptance of the Project Manager and Project Associate before printing the final copy and submitting the hardbound copy.
- The project shall provide meals and accommodation arrangements for the vendor for the duration of the workshop. Cost of land transportation and/or air tickets will also be covered but this must be included in the financial proposal and form part of the total contract package for the documenter.

F. Duration of Work

- The Vendor (Documenter) shall be engaged to document the training/workshop/orientation from October 1, 2018 to November 15, 2018.
- Estimated lead time for UNDP to review outputs, give comments, certify approval/acceptance of outputs is one (1) week and another minimum of 10 days (depending on bulk of work) for payment processing upon the submission and acceptance of deliverables.

G. Duty Station

- The Vendor is expected to attend all the activities (2 activities) that he/she will be chosen to document.
- During the conduct of activities, the vendor must also attend and document the everyday evaluation and debriefing session.

H. Qualifications of the Successful Individual Contractor

Qualification	Points Obtainable (100 points)
<u>Education</u> University or Bachelor's degree in development communication, journalism, community development, humanities, governance, development management, and/or related field of study. Advanced studies or degrees in related field would be an advantage	20
<u>Experience</u>	(70)
<ul style="list-style-type: none"> Have at least one (1) year experience in developing/writing documents such as project 	25

proposals, correspondences, reports and others to show good writing and analysis skills	
<ul style="list-style-type: none"> Must have served at least once as a documenter for a training/workshop for an activity conducted by the government, I/NGO, and/or academe 	30
<ul style="list-style-type: none"> Previous working engagements with both local and national government, NGOs, or civil society groups. 	20
<u>Language</u>	
English and Filipino	5
TOTAL	100

I. Scope of Price Proposal and Schedule of Payments

- The Vendor shall be remunerated, all-inclusive to cover for the actual professional services rendered, inclusive of allowances for land transport, air tickets, meals during travel, communication, printing, and other expenses of the Vendor to perform tasks and accomplish the deliverables for this engagement;
- The contract price is fixed regardless of changes in the cost components;

Payments shall be processed and paid in tranches upon acceptance by the Roads2SDGs Project Manager of the following deliverables submitted by the Vendor:

TRANCHE	DELIVERABLE
1st Tranche 20%	Upon signing of the contract and arrival at duty station (venue for the conduct of activity)
2 nd tranche 40%	Upon submission and acceptance of the final documentation report of the 1 st Training workshop
3 rd tranche 40%	Upon submission and acceptance of the final documentation report of the 2 nd Training workshop

J. Recommended Presentation of Offer

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- 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;
- 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.
- Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP

under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

K. Criteria for Selection of the Best Offer

Selection of the successful vendor will be based on a lowest price method where the award will be made to the qualified/responsive individual who offered the lowest price.

L. Annexes to the TOR

Please see the attached activity design to get a grasp of the activities that will be documented.
Calendar of activities