

## **TERMS OF REFERENCE**

### **A. Project Title**

#### **DEVELOPMENT SUPPORT SERVICES 2016 K TO 12 BASIC EDUCATION PROGRAM OF THE PHILIPPINE DEPARTMENT OF EDUCATION (INCLUDING TECHNICAL ASSISTANCE FACILITY)**

### **B. Project Description**

The project provides development support services to the Department of Education (DepEd) in the course of its implementation of the 2016 K to 12 Basic Education Program in accordance with the National Acceleration Modality (NAM) agreement provision of procuring the Lot 4 Solar and IT Packages for un-energized schools. It also provides technical assistance in establishing a social accountability mechanism through a Citizen Monitoring System in select regions.

Specifically, the project covers the following support services: (a) Procurement, delivery and installation of IT Computer packages (in particular, procurement, delivery and installation of Lot 4 packages); (b) develop and conduct 2 PFM training modules; (c) roll out of the PFM Assessment Tool in select regional and division offices; (d) scaling up of citizen monitoring teams to ensure timely and quality service delivery up to the beneficiary level; and (e) project management, assessment and monitoring. As agreed during the Project Board Meeting, outputs 1 and 2 shall be charged against the DepEd budget while outputs 3 and 4 shall be charged against the 2% Technical Assistance (TA) Facility.

### **B. Scope of Work**

The Monitoring and Evaluation Specialist will provide support for monitoring, evaluation, and knowledge management of DSS Kto12 project in UNDP Country Office.

### **D. Expected Outputs and Deliverables**

Under the direct supervision of the Project Manager, the M&E Specialist shall perform the following tasks:

- Co-facilitate the M&E workshops with DepEd and other stakeholders;
- Assist in developing a M&E plan for DepEd Information and Communications Technology Service (ICTS);
- Monitor and evaluate project work plan, expected outputs, and indicators;
- Collect and analyze data on Client Satisfaction Survey and Open Educational Resources Survey to assess project performance;
- Recommend tools and techniques to improve the quality and use of project data for decision making of DepEd;
- Compile and organize lessons learned from DepEd Computerization project and CPAG field monitoring; and
- Perform other related functions as may be directed by the Project Manager.

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b> <i>(Indicate designation of person who will review output and confirm acceptance)</i>
M&E plan for DepEd ICTS; Project M&E reports; Analysis of Client Satisfaction Survey data [CSS] (of learners and teachers)	1 month	November 2019	Project Manager
Compiled lessons learned, including policy recommendations of CPAG for DepEd; Project M&E reports; Analysis of CSS and Open Educational Resources [OER] data	1 month	December 2019	
M&E reports; Analysis of OER survey data; Recommended tools and techniques to improve the quality and use of data for	1 month	January 2019	

decision making of DepEd			
Supervise Project Closure QA and Terminal Evaluation reports	1 month	January 2020	

## E. Institutional Arrangement

The M&E Specialist will be under the supervision of the Project Manager. His or her outputs shall be reviewed by the Project Manager.

## F. Duration of the Work

The contract will be for 4 months to assist in the M&E reportorial requirements of the project. The M&E Specialist is expected to be on board on 4 November 2019 until 28 February 2020.

## G. Duty Station

The M&E Specialists is not required to report daily at the UNDP Office in 15/F North Tower, Rockwell Business Sheridan, Mandaluyong City, but he or she may be asked to attend specific meetings and project activities.

## H. Qualifications of the Successful Individual Contractor

Clearly define and indicate the following qualifications with the appropriate obtainable points that should be 100 points in total:

Qualification	Points Obtainable (100 points)
<u>Education</u> College graduate, ideally with M&E related background.	30
<u>Experience</u>	
<ul style="list-style-type: none"> <li>At least five years of experience in M&amp;E</li> </ul>	60

<ul style="list-style-type: none"> <li>• Experience in working in a diverse and multi-cultural environment</li> <li>• Computer literate; good knowledge of Microsoft Office Applications</li> <li>• Previous working experience with a UN agency an asset</li> <li>• Excellent organizational skills and ability to work effectively in teams, delivering through and with others.</li> </ul>	
<u>Language</u> English and Filipino	10
<b>TOTAL</b>	<b>100</b>

## I. Scope of Price Proposal and Schedule of Payments

<b>Deliverables/ Outputs</b>	<b>Payment Tranche</b>
November 2019: Assist in developing the M&E plan for DepEd ICTS; prepare M&E reports; collection and analysis of Client Satisfaction Survey data [CSS] (of learners and teachers)	First - 25%
December 2019: Compile lessons learned, including policy recommendations of CPAG for DepEd; prepare M&E reports; collect and analyze CSS and Open Educational Resources [OER] data	Second – 25%
January 2020: Prepare M&E reports; collect and analyze OER survey data; recommend tools and techniques to improve the quality and use of data for decision making of DepEd	Third – 25%
February 2020: Assist in Project Closure QA and Terminal Evaluation reports	Final – 25%

## J. Recommended Presentation of Offer

For purposes of generating Offers whose contents are uniformly presented and to facilitate their comparative analysis, it is best to recommend the preferred contents and presentation of the Offer to be submitted, as well as the format/sequencing of their presentation. 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 and at least three (3) professional references;
- 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. A methodology is recommended for intellectual services, but may be omitted for support services *[Note: this is optional for support services]*;
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. **Provide breakdown of professional daily rate x no. of working days**, travel, communication expenses.

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

Qualification – 70%

Financial Offer – 30%

## L. Annexes to the TOR

Existing literature or documents that will help Offerors gain a better understanding of the project situation and the work required should be provided as annex/es to the TOR, especially if such literature or documents are not confidential.