

# **Terms of Reference**

## **Consulting Services for the Conduct of Survey Research for Filipino 2040**

### **I. Background/Rationale**

The National Economic and Development Authority (NEDA) is developing a long-term vision for the Philippines and the Filipino people, which is envisioned to be a basis of unity among Filipinos, a guide for development planning across administrations, as well as for international development assistance for the next 25 years. It is also intended to be a useful reference that should influence electoral platforms and that should set the terms of debate in 2016 and beyond.

The national long-term vision intends to help successive administrations remain focused on the country's long-term goals, even as they respond to short- and medium-term needs and conditions. This can be achieved by ensuring that the national vision is genuinely owned by citizens who will reach their peak productive years between 2015 and 2040, and who will oblige government officials to stay on the course towards long-term development.

To ensure widespread stakeholder engagement, a national survey is deemed important that will capture the aspirations, values and principles of the Filipino people.

### **II. Objective**

The survey research intends to solicit responses that reflect the aspirations, values and principles of the Filipino people. To achieve this, there is a need to:

1. Develop a survey questionnaire guided by the questions from the focus group discussions (FGDs)<sup>1</sup>;
2. Conduct a nationally representative survey; and
3. Administer validation activities that will complement the results of the FGDs.

As part of the national visioning exercise, FGDs will be conducted which will be the basis for the development of the survey questionnaire. The survey research will take-off from the results of the FGDs and will seek to solicit the views of the Filipinos in general between ages 15 and 50 years old through the use of a structured questionnaire that can be administered for about 20 to 30 minutes.

### **III. Scope of Work**

1. Develop the survey design covering critical areas such as:
  - 1.a. Population: (i) elements, (ii) sampling units;
  - 1.b. Sampling frame from which the sample will be selected (at most regionally representative);

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<sup>1</sup> As part of the long term visioning exercise, FGDs will be conducted, which will be the basis for the development of the questionnaire for the survey research.

- 1.c. Sample size; and
- 1.d. Probability sampling procedure;
2. Pre-test, review and refine the questionnaires that will be initially provided by NEDA;
3. Conduct the survey enumeration;
4. Compile, process and tabulate the raw data from the survey;
5. Prepare the inception, interim and final reports wherein the final report shall also include the data dictionary, details of the survey methodology, as well as the descriptive summary analysis of the results of the survey; and
6. Conduct presentations, as appropriate, and facilitate an internal NEDA forum/symposium (for NEDA officials and selected staffs) which will be, at the same time, the venue for submitting the final report on the results of the survey.

#### **IV. Consulting Services and Responsibilities of the Consultant**

1. The Consultant shall render services equivalent to sixteen (16) person-weeks or four (4) person-months beginning from the survey design until the conduct of the forum.
2. The Consultant shall directly report to the Director of the NEDA – National Policy and Planning Staff (NPPS) on the plan of action and timing of the deliverables.
3. The Consultant shall be physically available for consultations at the NEDA Central Office (CO) at least once (1) a month during the duration of the research study;
4. The Consultant shall be responsible for the development and completion of the deliverables, including the (i) inception and interim reports; (ii) draft final report (DFR); (iii) final report; (iv) fully-compiled survey dataset; (v) accompanying presentations from (i) to (iv), including the conduct of a public forum/symposium; and (vi) submission to NEDA of the appropriate monthly billing statements and the corresponding official receipts/certificate under oath of actual disbursements for payment of reimbursable items.
5. The Consultant shall be responsible for the full dataset compilation and the final edit and lay-out of the printable version of the final report.
6. The Consultant shall be responsible for securing an appropriate and conducive venue, subject to approval of NEDA, for public consultation/forum.

#### **V. Responsibilities of NEDA**

The NEDA, through the Program Management Unit (PMU), shall facilitate the study process by providing the following:

1. Assistance in coordinating with NPPS to solicit comments and inputs related to the study; and
2. Technical and secretariat support to the study by coordinating meetings between the Consultant and appropriate units in NEDA as well as in consolidating and processing of comments/recommendations/inputs;

The NEDA shall determine the acceptability of the deliverables and shall be the approving authority for all operations-related activities, including payment of consultant's remuneration and reimbursable costs under the contract.

## VI. Timelines/Deliverables

1. **Implementation Period.** The survey research shall be completed within 16 weeks, commencing from the date of receipt by the winning Consultant of the Notice to Proceed (NTP). An inception report shall be submitted by the Consultant within three (3) weeks and a final report shall be submitted at the end of the 16<sup>th</sup> week following the acceptance of the NTP. The Consultant shall be released from its commitment to the contract not more than two (2) weeks upon acceptance by NEDA of the revised final report.
2. **Deliverables and Timelines.** The main outputs will be the generated survey dataset and the final report discussing the entire survey process and the results of the survey. In the implementation of the survey research, the Consultant shall submit to NEDA—for validation and approval—the deliverables of each activities/milestones, following the schedule below:

<b>Deliverables</b>	<b>Timeline</b>
<b>Inception Report</b> (4 hard copies with electronic copy), which includes, among others, the work plan that identifies in detail the survey design and procedures/processes to be utilized for the survey	Within three (3) weeks from the date of receipt of the NTP
<b>Interim Report</b> (4 hard copies with electronic copy), which contains the mid-period progress report of the survey research	Within seven (7) weeks from the date of receipt of the NTP
<b>Draft Final Report</b> (4 hard copies with electronic copy), which includes the data dictionary, survey operations and survey results	Within 13 weeks from the date of receipt of the NTP
<b>Revised Final Report</b> (6 hard copies with electronic copy), which takes into account the final comments from the NEDA National Development Office (NDO) for Policy and Planning and other NEDA officials, the submission of the final dataset, and the conduct of the internal NEDA forum	Within 15 weeks from the date of receipt of the NTP
<b>Conduct of public forum and/or symposium</b> for the presentation of results	Within 16 weeks from the date of receipt of the NTP

A hard copy of each of the reports shall be submitted to the NEDA – Financial, Planning and Management Staff (FPMS) of NEDA for payment purposes.

## VII. Qualification Requirements

1. **Qualification Requirements.** The survey research shall be undertaken by a reputable Consultancy and/or Social Survey Firm. The Firm shall mobilize key personnel, i.e., a principal/lead consultant and at least two (2) experts. The Consulting Firm, as well as the principal/lead consultant and experts, should have the following qualifications:

	Qualifications	Minimum Requirements
<b>Quality of Consulting Firm</b>	<ul style="list-style-type: none"> <li>▪ Knowledgeable in survey design and survey field operations</li> <li>▪ Involvement in similar and/or relevant consulting or professional services of complexity and technical specialty comparable to the job under consideration</li> <li>▪ Recognized for competence in statistics</li> <li>▪ Well-versed in the management of data collection</li> </ul>	<ul style="list-style-type: none"> <li>▪ Preferably five (5) years of experience in survey research, particularly in survey design and field operations that can implement a survey project covering at least 5,000 respondents</li> <li>▪ Must have been engaged in managing/administering a similar and/or relevant professional and consulting services or data generation with sample related work (at least one (1) completed report and at least two (2) presentations/ trainings conducted)</li> </ul>
<b>Quality of Principal/ Lead consultant &amp; experts</b>	<p><b><u>Education</u></b></p> <ul style="list-style-type: none"> <li>▪ Educational attainment in statistics, economics, and/or related fields, with strong background in survey research</li> </ul> <p><b><u>Training</u></b></p> <ul style="list-style-type: none"> <li>▪ Knowledgeable in the conduct of survey research particularly survey design and survey field operations, and other similar and/or relevant trainings</li> </ul> <p><b><u>Professional Experience</u></b></p> <ul style="list-style-type: none"> <li>▪ Recognized for competence in statistics, well-versed in the</li> </ul>	<ul style="list-style-type: none"> <li>▪ Preferably an MA degree holder; PhD will be an advantage; <i>Experts:</i> At least BS/BA degree holder; MS/MA an advantage</li> <li>▪ Must have at least 24 hours (for principal/lead consultant) and 12 hours (for experts) of training in the conduct of survey research particularly survey design and survey field operations, and other similar and/or relevant trainings</li> <li>▪ At least five (5) years of experience in survey research,</li> </ul>

	<p>management of data collection with experience in survey research particularly survey design and survey field operations</p> <ul style="list-style-type: none"> <li>▪ Involvement in similar and/or related consulting or professional services of size, complexity and technical specialty comparable to the job under consideration</li> </ul>	<p>particularly in survey design and field operations. Must have been a Team Leader/ Manager (for <i>principal/lead consultant</i>) in similar and/or relevant consulting services</p> <ul style="list-style-type: none"> <li>• <i>Principal/lead consultant</i> must have sample related work engagement (with at least two (2) completed reports and must have at least one (1) presentation/training conducted)</li> </ul>
<b>Overall work commitment</b>	<ul style="list-style-type: none"> <li>▪ To be determined by the number of ongoing projects that the principal/lead consultant and experts are currently engaged with</li> </ul>	<ul style="list-style-type: none"> <li>▪ The principal/lead consultant and experts that will be engaged must have no more than five (5) current and on-going consultancy projects</li> </ul>

The shortlisting and selection of qualified candidates is rated based on the attached criteria in **ANNEX A**.

2. **Criteria for Selection.** The Consultant shall be selected using the *Quality-Cost Based Selection/Evaluation (QCBS/QCBE)* procedure as prescribed under Section 24.5.3 of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, or the Government Procurement Reform Act (GPRA), and based on the following criteria:

- a. Technical Proposal : 70%
- b. Financial Proposal : 30%

#### VIII. Mode of Procurement

1. The procurement of the consulting services shall be undertaken through a competitive public bidding pursuant to RA 9184 and its Revised IRR.

#### IX. Fund Source and Approved Budget for the Contract (ABC)

1. Fund for this survey research shall be sourced from the NEDA Survey, Research, Exploration and Development Fund.
2. The ABC for the proposed undertaking is **ELEVEN MILLION EIGHT HUNDRED TWENTY THOUSAND AND 00/100 PESOS (PhP11,820,000.00)**, inclusive of all applicable government taxes and charges, professional fees, and other incidental and administrative costs, which shall be paid on a reimbursement basis (e.g., meetings, consultations, materials, etc.). Attached, as **ANNEX B**, is the breakdown of the ABC.

3. Note that this consulting contract shall be a fixed price contract. Any extension of contract time shall not involve any additional cost to the Government.
4. All manuals, reports, materials, databases, questionnaires, references, etc. acquired through the conduct of the survey research shall be turned over to NEDA at the conclusion of the undertaking.

**X. Payment Schemes/Schedule**

1. An amount of ELEVEN MILLION AND 00/100 PESOS (PhP11,000,000.00) shall be allocated for the cost of conducting the survey including remuneration of consultants. This shall be in accordance with the following delivery schedule and subject to the usual government accounting and auditing requirements:

<b>Deliverables</b>	<b>Payment Allocation and Amount</b>
Upon submission and acceptance of inception report	15%
Upon submission and acceptance of interim report	45%
Upon submission and acceptance of draft final report and initially compiled dataset	20%
Upon submission and acceptance of revised final report and final dataset, including the conduct of public forum and/or symposium	20%

2. The amount of EIGHT HUNDRED TWENTY THOUSAND AND 00/100 PESOS (PhP820,000.00) shall be allocated for the reimbursable costs which shall be based on *actual expenses incurred*, such as, but not limited to, (i) supplies and logistics; (ii) meetings/consultations with NEDA; (iii) conduct of public forum/symposium; and (iv) production of reports. Reimbursable costs shall be paid upon submission to NEDA of the appropriate monthly billing statements and the corresponding official receipts/certificate under oath of actual disbursements.
3. Since all the above payments shall be subject to the usual government accounting and auditing requirements, the Consultant is expected to be familiar with the Government Accounting and Auditing Manual (GAAM).

**XI. Retention Payment**

1. A retention payment of ten (10) percent shall be withheld. It shall be based on the total amount due to the Consultant (net of the estimated cost for the conduct of the survey) prior to any deduction and shall be retained from every progress payment until 50 percent of the value of the Project, as determined by NEDA, is completed. If, after 50 percent completion, the Project is satisfactorily done and on schedule, no additional retention shall be made; otherwise, the ten (10) percent retention shall be imposed.
2. The total “retention money” shall be due for release upon approval of the Completion Report. The Consultant may, however, request the substitution of the retention money for each progress billing with irrevocable standby letters of credit

from a commercial bank, bank guarantees, or surety bonds callable on demand, of amounts equivalent to the retention money substituted for and acceptable to NEDA provided that the Project is on schedule and is satisfactorily undertaken. Otherwise, the ten (10) percent retention shall be made. Said irrevocable standby letters of credit, bank guarantees and/or surety bonds, to be posted in favor of NEDA shall be valid for the duration of the contract.

## **XII. Liquidated Damages**

1. Where the Consultant refuses or fails to satisfactorily complete the work within the specified contract time, plus any time extension duly granted and is hereby in default under contract, the Consultant shall pay NEDA for liquidated damages, and not by way of penalty, an amount, as provided in the conditions of contract, equal to one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay. The maximum deduction shall be ten (10) percent of the amount of contract. Once the cumulative amount of liquidated damages reaches ten (10) percent of the amount of the contract, NEDA shall at its own discretion terminate the contract without prejudice to any further action it may take to recover whatever losses incurred due to non-performance of the Consultant.
2. To be entitled to such liquidated damages, NEDA does not have to prove that it has incurred actual damages. Such amount shall be deducted from any money due or which may become due the Consultant under the contract and/or collect such liquidated damages from the retention money or other securities posted by the Consultant whichever is convenient to NEDA.

**ANNEX A: CRITERIA FOR SHORTLISTING/SELECTION OF PROSPECTIVE  
BIDDERS FOR THE PROCUREMENT OF CONSULTING SERVICES FOR THE  
CONDUCT OF SURVEY RESEARCH FOR FILIPINO 2040**

<b>Criteria/Particulars</b>	<b>Points</b>
<b>I. Applicable Experience of the Firm</b>	<b>40</b>
Prior involvement in reports or studies related to social survey	
<b>II. Qualification of Officers, Key/Organic Personnel who may be assigned for the study</b>	<b>40</b>
Education, training and years of professional experience	
<b>III. Overall Work Commitments</b>	<b>20</b>
<b>GRAND TOTAL</b>	<b>100</b>
<i>Hurdle Rate</i>	<i>70</i>



## **ANNEX B: APPROVED BUDGET FOR THE CONTRACT**

<b>Particulars</b>	<b>Amount (PhP)</b>
<b>A. Remuneration/Non-Reimbursable Expenses</b>	<b>11,000,000.00</b>
Survey for 10,000 respondents	
-Upon submission and acceptance of inception report	
-Upon submission and acceptance of interim report	
-Upon submission and acceptance of draft final report and initially compiled dataset	
-Upon submission and acceptance of revised final report and final dataset	
<b>B. Reimbursable Expenses</b>	<b>820,000.00</b>
-Meetings, Consultations, Materials	
<b>GRAND TOTAL</b>	<b>11,820,000.00</b>

**\*\*NOTES:**

These total costs shall be the respective caps for Remuneration/Non-Reimbursable and Reimbursable. However, Consultants shall have the flexibility to reallocate the budgets for Non-Reimbursable and Reimbursable Expenses; provided, that the reallocation shall not be more than 20 percent (i.e.,  $\pm 20\%$ ) from the allocated budgets for the same as indicated in this TOR and shall not exceed the ABC.