

TERMS OF REFERENCE FOR CONSULTING SERVICES
Improving Disaster Rehabilitation and Recovery Planning through Development of an
Enhanced NEDA Regionalized Disaster Impact Simulator

1. Background

In the past years, NEDA has provided quick assessments of disaster impacts using the Regionalized Disaster Impact Simulator, a model based on the ECLAC methodology. Built on an excel-based programming format, the simulator uses both national and regional level statistics to estimate impact to Gross Domestic Product (GDP) growth rate, disaggregated by sectors and regions. Albeit some limitations, NEDA introduced some improvisations in the methodology by including losses in tourism, transportation and communication, and accounting for losses from forgone man-days as a result of disaster.

Given NEDA's role, there is a need to enhance the existing disaster impact simulator (a) to improve methodology and estimation reliability, (b) to account for social impacts such as poverty, employment and income, and social and human welfare, and (c) to institutionalize the role of NEDA and other national and regional/local government agencies in gathering data, estimating impacts, and disseminating results. This undertaking is part of the Survey, Research, Exploration and Development Fund under the General Appropriations Act, 2015 to improve NEDA's systems and capacities for development planning, investment programming, and socioeconomic policy coordination.

2. Scope of Work

- a. **Updating and enhancement of the Regionalized Disaster Impact Simulator.** The Consultant shall assess the data requirements, update the database, and propose enhancements to the current disaster impact simulator model. It shall take into consideration the characteristics of specific sectors of the production economy in evaluating impacts wrought by a particular disaster (e.g., damages to permanent crops may have longer effects than damages to temporary crops).

Macroeconomic impacts of disaster shall include impacts on GDP/GRDP growth, each production sector's output growth, prices levels, balance of trade, and public deficit and indebtedness. Sectoral breakdown will be made consistent with the 2006 Input-Output Matrix and National Income Accounts.

- b. **Accounting for social impacts.** Aside from the proposed enhancements discussed above, the Consultant shall incorporate social impacts of disasters (i.e., implications on poverty, income and employment, and social well-being) to form a separate part of the enhanced Model.
- c. **Development of a software-based disaster impact simulator.** The enhanced disaster impact simulator shall be integrated into a software-based application program. A user's manual shall be reproduced by which NEDA Sector Staffs and Regional Offices, and other users will be trained specifically on data gathering and processing, and reporting of results using the enhanced Model.

3. Expected Outputs

- a. Inception report detailing the proposed enhancements, data requirements, anticipated bottlenecks and proposed solutions
- b. Software-based enhanced disaster simulation model, featuring both macroeconomic and social impacts of disasters
- c. User's manual on data gathering, processing and simulation, and reporting templates of disaster impacts
- d. Proposed design and actual conduct of training and capacity building for 40 NEDA Sector Staffs and Regional Offices participants
- e. Completion Report including, but not limited to, the technical description of the final model, limitations of the model, assumptions and parameters used, pilot testing and reporting, and lessons learned during the training

4. Timeframe and Deliverables

- a. **Implementation Period.** The project shall be completed within six (6) months, commencing from the date of awarding of contract. An inception report shall be submitted by the Consultant at the end of the first month. A Completion report shall be submitted at the end of the 6th month. The consultant shall be released from their commitment not more than two weeks upon acceptance of the Completion report.
- b. **Deliverables and Timelines.** In the implementation of the Project, the Consultant shall submit to NEDA—for validation and approval—the deliverables of each activities/milestones, following the schedule below. Refer to **ANNEX A** for an illustration of the indicative implementation timelines of the Project.

Activities/ Milestones	Outputs/ Deliverables	Timeline
Preparatory Activities		One (1) month after awarding of contract
▪ Consultation with NEDA	Agreements during the meeting	
▪ Data assessment	Inception Report	
Updating of the Regionalized Disaster Impact Simulator		Five (5) months after awarding of contract
▪ Model building	Updated database, and Technical description of the model	
▪ Software development	Initial software–based application model	
▪ Technical validation by NEDA		
▪ Revision and manualization	Final software-based application model, and User’s Manual	
Training and Capacity Building		Six months (6) after awarding of contract
▪ Development of training design	Training design	
▪ Conduct of training	Actual training	
Wrapping-up	Completion report	

5. Implementation Arrangements

- a. **NEDA** shall be the Executing Agency for the consultancy service. It shall provide overall direction of the Project, including validation and approval of all Project outputs. It shall be responsible for the overall coordination of the Project, including matters pertaining to procurement and implementation of consultancy services, and fund disbursement and administration, among others. NEDA shall facilitate the participation of its technical staff in the training on the use of the Model.
- b. **The Consultant**, in coordination with NEDA, shall be responsible for the conduct of the Project and timely delivery of expected outputs as indicated under Sections 3 and 4, and Annex A of this TOR. He/She shall regularly report to NEDA the progress of the implementation of the Project. The Consultant shall be in-charge of the conduct of the training, including arrangements for venue and transportation.

Amendments or changes in connection with this TOR may be made, if necessary, through consultation and agreement between NEDA and the selected Consultant.

6. Qualifications and Criteria for Selection

- a. **Qualification Requirements.** The Project shall be undertaken by an individual Consultant whose minimum qualifications are stated herein:

	Qualifications	Minimum Requirements
Education	<ul style="list-style-type: none">▪ Educational attainment in economics, or other development-related fields	At least MS/MA degree holder; PhD will be an advantage
Experience	<ul style="list-style-type: none">▪ Knowledgeable in macroeconomic analysis and modelling or economic valuation particularly in the context of disaster reconstruction, rehabilitation and recovery.▪ Experience in any of the following: macroeconomic development planning, socio-economic analysis and projection, valuation of economic impacts of disasters, and other related activities.▪ Involvement in related consulting or professional services of size, complexity and technical specialty comparable to the job under consideration.	At least five (5) years of experience in related field

	Qualifications	Minimum Requirements
Skills and Competency	<ul style="list-style-type: none"> ▪ Excellent written and oral communication skills. ▪ Outstanding analytical skills and numeracy, proficiency with statistical/data analysis spreadsheets or software package. ▪ Must be able to work with people from diverse background ▪ Highly disciplined and organised approach to work ▪ Capacity to do additional works, initiate innovation/improvement related to the project, other than proposed. 	At least two completed reports in related work, and at least one presentation/training conducted

Prospective bidders are required to submit the following:

- i. Curriculum vitae highlighting their relevant work experience;
- ii. Sample of published studies/papers related to the project works;
- iii. Copies of Certificate of project completion/acceptance of work from previous clients; and
- iv. PhilGEPS Online Registration Number.

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

- a. Fund for this Project shall be sourced from the NEDA Survey, Research, Exploration and Development Fund.
- b. The ABC for the proposed undertaking is **TWO MILLION THREE HUNDRED THOUSAND PESOS (PhP 2,300,000.00)**, 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., travel expenses of training participants, communication expenses, office supplies and other expenses deemed necessary for the Project as certified by NEDA).

Attached, as **ANNEX B**, is the breakdown of the ABC.

- c. 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.
- d. All manuals, reports, materials, references, etc. acquired for the Project shall be turned over to NEDA at the conclusion of the Project.

8. Payment Schemes/Schedule

- a. Billing for *non-reimbursable item*, which includes fees for remuneration, shall be in accordance with the following delivery schedule and subject to the usual government accounting and auditing requirements:

Deliverables	Payment Allocation and Amount
Upon acceptance of Inception Report (includes assessment and proposed enhancement of the existing simulator)	20% PhP300,000.00
Upon acceptance of Final software-based application model (includes technical description and User's manual)	50% PhP750,000.00
Upon completion of training (includes training design and modules)	10% PhP150,000.00
Upon acceptance of Completion report	20% PhP300,000.00
TOTAL NON-REIMBURSABLE EXPENSES	100% PhP1,500,000.00

- b. Billing for *reimbursable items*, which include expenses incurred for meeting and consultations, training and capacity building of NEDA personnel on the software simulation model, *among others*, may be requested not more than once a month based on the *actual expenses incurred* and supported by *official receipts/documents*.

In the absence of *official receipts/documents* when claiming for reimbursable costs, the Consultant may also be allowed to submit a *certification of actual disbursements* made under oath.

9. Retention Payment

- a. A retention payment of ten (10) percent shall be withheld. It shall be based on the total amount due to the Consultant 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.
- b. 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 favour of NEDA shall be valid for the duration of the contract.

10. Liquidated Damages

- a. 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 percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) 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.

- b. 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: GANTT Chart of Activities

Activities and Milestones	Output/ Deliverables	Responsible Agency	Month								
			1	2	3	4	5	6	7	8	9
Preparatory Activities											
Procurement	TOR, Procurement documents	NEDA-RDS									
Awarding of contract	Contract	NEDA-RDS, Consultant									
Consultation with NEDA	Agreements during the meeting	Consultant									
Data assessment	Inception report	Consultant									
Preparation of Inception report											
Updating of the Regionalized Disaster Impact Simulator											
Model building	Updated database, and Technical description of the model	Consultant									
Software development	Initial software–based application model	Consultant									
Technical validation by NEDA	Comments on the initial model	NEDA-RDS with inputs from other Sector Staffs									
Revision and manualization	Final software-based application model, and User’s Manual	Consultant									
Training and Capacity Building											
Development of training design	Initial training design	Consultant									
Review and approval by NEDA of training design	Comments on training design	NEDA-RDS									
Revision of training design	Revised training design	Consultant									
Conduct of training	Actual Training	Consultant, in coordination with NEDA-RDS									
Wrapping-up											
Concluding activities	Completion Report	Consultant									

ANNEX B: APPROVED BUDGET FOR THE CONTRACT

Improving Disaster Rehabilitation and Recovery Planning through Development of an Enhanced NEDA Regionalized Disaster Impact Simulator		
APPROVED BUDGET for the CONTRACT		
Particulars		Amount in (PhP)
A. Non-reimbursable Expenses	Remuneration for consulting services	1,500,000.00
B. Reimbursable Expenses	Training and capacity building, meetings, and consultations	800,000.00
1. Venue, including room and food of 40 training participants	▪ lease of training venue, including provision of twin-sharing accommodation and food	
2. Travel expenses of training participants	▪ transportation fees, and other expenses	
3. Other cost	▪ training supplies, materials, and other incidentals	
Grand Total		2,300,000.00