

**NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY
RESEARCH AND DEVELOPMENT PROGRAM**

Terms of Reference (TOR) for Consultancy Services on

**THE CONDUCT OF SCOPING STUDY ON
INTERNATIONAL MIGRATION STATISTICS IN THE PHILIPPINES**

A. Background/Rationale

The linkages between international migration and development have been drawing interest to various migration literatures. In particular, international migration and human development have been analyzed at different levels – the development of migrants themselves, their households, their communities and countries of origins, as well as that of the host communities and countries.

Despite the many well-documented studies on the subject, data on Filipinos' international migration have a number of weaknesses such as long lags in publication; inconsistencies in the definitions, terms and concepts; and issues on methodologies that can lead to conflicting estimates, among others.

The importance of harmonizing international migration statistics has been highlighted by policy-makers, researchers, and civil society groups in many policy dialogues and fora, considering that Filipinos abroad have reached more than 10 million in over 200 countries. Accurate information on migrants (including their number, location, activities, profile, etc.) is important to guide the government in designing appropriate policies and programs that would address the issues and problems confronting the country's migrants.

Compilation of international migration data as well as identification and analysis of its gaps and issues is the central theme of this study. It is composed of three (3) components: 1) developing a migration almanac which is a compilation of migration-related data from government agencies and/or other private institutions, including available data which may not have been published or circulated; 2) review and analysis on the methodologies used, issues and limitations of all the documents gathered in Component 1; 3) assessment and recommendations on the migration data gaps and needs (may include lists of research areas/tasks that arise from these data gaps) which have been hampering researchers from conducting impact evaluation studies.

B. Objectives

The general aim of the study is to develop an integrated and comprehensive data compilation on migration in the Philippines to adequately support the conduct of macroeconomic analyses and impact simulations for effective policy making and development planning. Specifically, it aims to collect and compile the data and metadata on international migration in the Philippines, analyze and identify the gaps, needs, and issues, and give recommendations (may include lists of research areas/tasks that arise from these data gaps) which are necessary to improve, harmonize and standardize them.

C. Scope of Work

The study will entail the following activities:

1. Undertake necessary data collection and comprehensive review of the documented metadata related to international migration in the Philippines available from both statistical and non-statistical organizations and agencies;
2. Identify, analyze, and synthesize data gaps and issues on international migration;
3. Develop a theoretical framework and methodology based on the conducted review of international migration data and provide recommendations to improve, harmonize and standardize them;
4. Develop an International Migration Almanac (including the lay out design) for the Philippines that essentially compiles historical migration- related data of the country from all possible sources; and
5. Prepare a comprehensive report reflecting the results of the study with corresponding recommendations which may include a development program on migration statistics and policy development areas for policy-makers and researchers.

D. Deliverables/Timelines/Payment Schedule

Implementation Period. The study shall be completed within 24 calendar weeks, commencing from the date of receipt by the consultant of the Notice to Proceed (NTP). The main outputs will be Draft International Migration Almanac, draft paper on the state of international migration data collection in the Philippines that includes migration data gaps needs, issues, recommendations and suggested development program on migration statistics and/or policy development areas for policy-makers and researchers. Billing for the consultant's remuneration shall be in accordance with the, delivery schedule below and subject to the usual government accounting and auditing requirements.

Deliverables	Timeline	Payment Schedule of Consultant's Remuneration
Inception Report (3 hard copies with electronic copy), which includes, among others the conceptual framework, content outline of the almanac, timeline of activities, its limitations, problems and the possible solution to the problems.	Within four (4) weeks from receipt of the Notice to Proceed (NTP)	10% upon acceptance of inception report by NEDA

Draft Migration Almanac (3 hard copies with electronic copy), includes the necessary database of indicators for the almanac (component 1)	Within eight (8) weeks from receipt of NTP	20% upon acceptance of updated draft paper for component 1 incorporated the suggestions and recommendations by NEDA during the inception report.
Draft paper on the state of international migration data collection in the Philippines that includes migration data gaps, needs, and issues (component 2) - to be submitted in 3 hard copies with electronic copy.	Within twelve (12) weeks from receipt of NTP	20% upon acceptance of updated draft paper for component 2 incorporated the suggestions and recommendations by NEDA during the inception report.
Draft paper on the recommendations and suggested development program on migration statistics and/or policy development areas for policy-makers and researchers (component 3) - to be submitted in 3 hard copies with electronic copy.	Within sixteen (16) weeks from receipt of NTP	20% upon acceptance of updated draft paper for component 3 incorporated the suggestions and recommendations by NEDA during the inception report.
Presentation to the National Development Office (NDO) for Policy and Planning and other NEDA officials, including the preparation of presentation materials.	Within eighteen (18) weeks from receipt of NTP	-----
Public and Stakeholders' Forum, including the preparation of presentation materials.	Within nineteen (19) weeks from receipt of NTP	
Draft Final Report (3 hard copies with electronic copy), which integrates components 1, 2, and 3, including the inputs, comments and recommendations from the NDO for Policy and Planning.	Within twenty (20) weeks from receipt of NTP	20% upon submission of draft final report which integrates suggestions and recommendations expressed by NEDA officials in the final report.
Revised Final Report (5 hard copies with electronic copy), which takes into account the final comments from NDO for Policy and Planning and other NEDA officials and includes the revised final reports (i.e., Components 1, 2, and 3).	Within twenty (24) weeks from receipt of NTP	10% upon acceptance of Revised Final Report by NEDA

The Consultant is expected to provide orientation/briefing on each of the output reports mentioned above to the concerned personnel of the NEDA, as needed.

Billing for reimbursable items, which include expenses incurred for the production costs of materials for meetings and consultations, training and capacity building of NEDA personnel including the compiled and generated reports, among others, may be requested based on the activities indicated in the TOR as well as the actual expenses incurred and supported by official

receipt/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 the oath.

E. Mode of Procurement and Approved Budget for the Contract (ABC)

1. The mode of procurement for the consulting services shall be undertaken through public bidding in accordance with RA 9184 and its Revised IRR.
2. The ABC for the proposed undertaking is ONE MILLION SEVEN HUNDRED THOUSAND PESOS (PhP1,700,000.00), of which PhP1,320,000 is for the remuneration and PhP380,000.00 is reimbursable (breakdown is shown below). The ABC is also 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., communication expenses, office supplies and other expenses deemed necessary for the study as certified/approved by NEDA). The breakdown of the ABC is as follows:

THE CONDUCT OF SCOPING STUDY ON INTERNATIONAL MIGRATION STATISTICS IN THE PHILIPPINES	
Particulars	Total Contract Price Amount in (PhP)
1. Remuneration	1,320,000.00
2. Reimbursable Expenses	380,000.00
a. Consultations/meetings	
b. Public/ Stakeholders' Forum	
c. Training supplies, materials, and other incidentals	
d. Production of reports (softcopy in PDF form and at least 10 hard copies)	
GRAND TOTAL	1,700,000.00

Total may not tally due to rounding off

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, references, equipment, software, among others acquired for the study shall be turned over to NEDA at the conclusion of the research project.

F. Implementation Arrangement

F.1 Consultancy Services and Responsibilities of the Consultant

The consultant shall be responsible for the following:

1. Rendering services equivalent to twenty four (24) calendar weeks;
2. Ensuring that appropriate technology transfer to the NEDA counterpart personnel by providing regular discussions regarding the processes involved as well as the use of the

compiled data, estimation processes including the assumptions used, and the methodology for updating of the report; Submit a comprehensive plan approach and research techniques for the study;

3. Developing and completing, but not limited to, the following:
 - i. Inception Report and Interim Report which are to be prepared in consultation with the National Policy and Planning Staff (NPPS) and the National Development Office for Policy and Planning of NEDA;
 - ii. Capacity Building for NEDA Central Office personnel;
 - iii. Draft Final Report (DFR);
 - iv. Presentation of the results to the NEDA management for review, comments and/or approval; and
4. Submitting Revised Final Report to the NEDA management/officials.

F.2 Responsibilities of the NEDA

The NEDA-NPPS shall facilitate the study process by:

1. Providing and/or soliciting comments and inputs related to the study;
2. Assigning NEDA technical staff/s counterpart who will work closely with the consultant;
3. Providing working space for the consultant within the NEDA premises, as necessary;
4. Assisting the consultant as necessary in coordinating various activities; and
5. Facilitating the payment of the consultant in accordance with the schedule provided in this TOR.

NEDA shall be the executing agency for the consultancy service. It shall define the acceptability of the deliverables and shall be the approving authority for all operations-related activities, including payment of individual consultant.

G. Qualification Requirements and Criteria for Selection

1. **Qualification Requirements.** The research study shall be undertaken by an individual Consultant whose qualifications are stated herein:

Education	<ul style="list-style-type: none"> ▪ A University/College degree in Economics, Statistics, and/or related fields in the social sciences such as, but not limited to Sociology, Psychology, Political Science, Demography and Development Studies (with MA and/or PhD an advantage)
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Experience	<ul style="list-style-type: none"> ▪ Experience in conducting studies involving macroeconomic analysis, public policy analysis, and socioeconomic research preferably related to migration and development; ▪ Involvement in similar and/or relevant consulting or professional services of size, complexity and technical specialty comparable to the job under consideration; and ▪ Conducted presentation and/or facilitated training workshops in written and spoken English.
Training	<ul style="list-style-type: none"> ▪ Participated in workshops and trainings (as trainee and/or resource person) related to the following topics: <ul style="list-style-type: none"> ➤ Macroeconomic analysis, public policy analysis, and socioeconomic research; ➤ Philippine economy with focus in the fields of migration, demography, and social issues driving migration policy and enforcement. ▪ Trainings in statistical/data analysis using spread sheets or software packages (e.g., MS Excel, Powerpoint, STATA, page lay outing, among others)

2. The consultant must also have a strong analytical, facilitation, and communication skills, i.e., ability to effectively present in technical and high-level discussions as well as capacity to do additional works, initiate innovation/improvement related to the project, other than proposed.

Selection of qualified candidates for shortlisting is rated based on attached Criteria for Evaluation in **ANNEX A**.

3. Prospective individual consultants are required to submit the following eligibility requirements:
 - a. Valid Tax Clearance Certificate or equivalent;
 - b. PhilGEPS Online Registration Number;
 - c. Curriculum Vitae (CV) highlighting all completed and ongoing contracts regardless of relevance/similarity to the subject undertaking within the last (20) years;
 - d. At least three (3) copies of Certificate of Project Completion and Acceptance or equivalent Certification from their previous related studies/projects within the past twenty (20) years;
4. Prospective Consulting Firms are required to submit the following eligibility requirements:
 - a. Class "A" Documents

Legal Documents

- i. Registration certification from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration;

- ii. Valid Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located; and
- iii. Valid Tax Clearance Certificate per Executive Order (EO) No. 398, Series of 2005, reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- i. Statement of the prospective bidder of all its ongoing and completed government and private contracts (properly labelled), including contracts awarded but not yet started, if any, whether similar, relevant or not similar/relevant in nature and complexity to the contract to be bid as defined in the EDS, within the relevant period.
- ii. Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective updated curricula vitae (CVs) that show, at the very least, the consultant's educational background, related training and relevant experience (in months and years with detailed description/discussion on the nature and scope of works/services rendered).
- iii. At least one (1) Certificate of Project Completion and Acceptance or equivalent Certification from their previous related studies/projects within the past twenty (20) years; and

Financial Document

The consultant's audited financial statements, showing, among others, the consultant's total and current assets and liabilities, stamped "received" by the BIR, or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

b. Class "B" Document

Valid JVA, in case a JV is already in existence. In the absence of a JVA, duly notarized statements from all the potential JV partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful, shall be included in the bid. Failure to enter into a JV in the event of a contract award shall be ground for the forfeiture of the bid security. Each JV partner shall submit the legal eligibility documents. The submission of technical and financial documents by any of joint venture partners constitutes compliance.

- 5. Participating shortlisted Consultants shall be evaluated using the Quality-Cost Based Selection procedure under Republic Act No. 9184, or the Government Procurement Reform Act (GPRA), and its Revised Implementing Rules and Regulations (IRR) and based on the following criteria with a hurdle rate set at 70%:

- i. Technical Proposal : 80%
- ii. Financial Proposal : 20%

H. 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.

I. 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.
2. 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.
3. 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.

J. Extension of Contract

1. Extension of contract duration may be granted by NEDA in case of any necessary contract variation or additional work that would render the completion of the project as originally scheduled impossible, provided that the consultant is not at fault with respect to the circumstances causing the need for such contract extension. Any contract extension shall be at no cost to NEDA.
2. Any request for extension of contract duration shall be made by the Consultant in writing including the full details of the circumstances underpinning the request as well as the justification/s for such extension. NEDA, upon receipt of the Consultant's request, shall make a determination on the validity thereof, and shall agree with the Consultant on the

appropriate amount of extension of contract duration should it find said request justifiable and meritorious

3. No extension of contract time shall be granted the consultant due to inexcusable failure or negligence to provide the requirement;
4. No extension of contract time shall be granted when the reason given to support the request for extension was already considered in the determination of the contract time during the conduct of detailed preparation of the contract documents as agreed upon by the parties before contract perfection.

**ANNEX A: SHORTLISTING CRITERIA FOR THE CONSULTING SERVICES
ON THE CONDUCT OF A SCOPING STUDY ON INTERNATIONAL MIGRATION
AND DEVELOPMENT IN THE PHILIPPINES**

	For Individual Consultant or Firm's Nominated Consultant
I. Qualification of consultant	80
<i>a. Education</i>	<i>10</i>
<i>b. Training</i>	<i>20</i>
<i>c. Experience</i>	<i>50</i>
II. Current workload relative to capacity	20
Grand Total	100
Hurdle Rate	70

NOTE: In case the prospective bidder is a consulting firm, the individual consultant or personnel of the consulting firm who may be assigned to the job under consideration will be evaluated based on the above shortlisting criteria.

ANNEX B: DETAILED BREAKDOWN OF ABC

THE CONDUCT OF SCOPING STUDY ON INTERNATIONAL MIGRATION STATISTICS IN THE PHILIPPINES	
Particulars	Total Contract Price Amount in (PhP)
I. Remuneration	1,320,000.00
II. Reimbursable Expenses	380,000.00
a. Consultations/meetings	50,000
b. Public/ Stakeholders' Forum	200,000
c. Training supplies, materials, and other incidentals	20,000
d. Production of reports (softcopy in PDF form and at least 10 hard copies)	110,000
GRAND TOTAL	1,700,000.00

Total may not tally due to rounding off