

<p style="text-align: center;">TERMS OF REFERENCE</p> <p style="text-align: center;">Consulting Services for the Conduct of Impact Evaluation (IE) of the Technical Education and Skills Development Project (TESDP)</p>
--

I. BACKGROUND AND RATIONALE

1.1. M&E Fund

The General Appropriations Act of FY 2015 and 2016 provided for an M&E Fund under NEDA budgetary allocation that would finance various M&E initiatives towards gauging development interventions' successes. Among the M&E initiatives is the conduct of impact evaluation that assesses contribution of projects and programs to the achievement of the societal goal, which is poverty reduction and inclusive growth. The resulting Impact Evaluation Studies shall be referenced by policy/ decision makers in appraisal and approval of future similar development projects.

As Secretariat of the M&E Fund and Executing Agency, the NEDA-Monitoring and Evaluation Staff (NEDA-MES) shall lead the conduct of impact evaluation of completed development projects. Among these is the ADB-assisted Technical Education and Skills Development Project (TESDP).

For this Terms of Reference, NEDA-MES shall also serve as Contracting Party.

1.2. Project Background

The Project to be assessed under the proposed study aimed to enhance the competitiveness of the Philippines by providing more relevant and quality technical education and skills development (TESD) and by strengthening TESDA as the main coordinating agency for skills development. It was implemented from 2001 to 2008 (inclusive of ICC approved request for extension), with the following goals: (a) strengthen TESDA as the central training agency; (b) devolve training functions to local institutions; (c) strengthen the capacity of private providers of TESD; and (d) enhance equity in skills acquisition among the poor.

a) Strengthening TESDA as the central training agency	<ul style="list-style-type: none"> • Registration and accreditation expanded • Additional competency standards developed • 45 assessment centers within existing TESD institutions established • TESDA as an institution assessed • National and local TESDA staff trained in research, policy analyses, project development and management, and monitoring and evaluation • Educational management information system developed • Trainors capable in packaging learning materials
---	--

Project Objectives	
b) Devolving training functions to local institutions	<ul style="list-style-type: none"> • Management and staff development for local institutions conducted • Training facilities developed • 25 public schools and centers upgraded • 45 provincial training centers upgraded
c) Strengthening the capacity of private providers of TESD	<ul style="list-style-type: none"> • Funds (administered by Land Bank) fully availed • Borrower training institutions upgraded in quality and fully accredited by TESDA • Quality of 240 private TESD institutions improved • Quality assurance and accreditation systems, occupational standards, equivalency and certification systems, skills testing systems, career counseling, and job placement programs and services institutionalized
d) Enhancing equity in skills acquisition among the poor	<ul style="list-style-type: none"> • Scholarships and loans in TESD programs in private and public institutions provided to the poor <ul style="list-style-type: none"> - 175,000 students and trainees (approximately 50,000 of whom will be women)

The Project reinforces TESDA's mandate to provide relevant, accessible, high quality, and efficient TESD in support of the development of high quality Filipino middle-level manpower responsive to and in accordance with the Philippine development goals and priorities, with the active participation of various concerned sectors, particularly private enterprises, in providing TESD opportunities (as per RA 7796 also known as the TESDA Act of 1994).

II. RATIONALE AND OBJECTIVES

2.1. Rationale of the Impact Evaluation (IE) Study

The IE study is relevant to the 0 to 10-Point Socioeconomic Agenda of the current administration, specifically on investment in human capital development, including education systems, to match skills and training to meet the demand of businesses and the private sector.

Lessons learned, particularly the benefits and impact from implementing the project, shall input to subsequent public and private initiatives on technical and skills development/education.

2.2. Overall Objective of the Study

The overall objective of the study is to determine the difference the Project made, in terms of developmental results and impacts compared to the situation without the Project. Meanwhile, the specific objectives of the study are as follows:

- a) assess the impact (planned and unplanned) of the Project on the TESD system;
- b) assess the benefits (direct and indirect) of the Project on its primary and secondary beneficiaries;
- c) assess whether benefits of the Project are sustained, and whether there are sustainability mechanisms put in place;
- d) formulate sound and feasible recommendations (e.g. effective approaches and strategies, lessons learned, etc.) based on the findings of the evaluation in terms of policy, processes, design, and implementation of similar projects; and
- e) facilitate knowledge transfer to NEDA-MES personnel on the design and conduct of impact evaluation for continued capacity development.

2.3. Evaluation Questions

ADB commissioned a Project Completion Report for TESDP in 2009 which aimed to assess the performance of the Project under the following criteria: (a) relevance; (b) effectiveness; (c) efficiency; (d) sustainability; and (e) impact. The TESDP was assessed to be *highly relevant*, *effective*, *less efficient*, and *sustainable*, with the entire Project rated as *successful*. The assessment on impact, however, was partial given that the full extent of the Project's contributions had not been realized yet.

Given the initial assessment of the Project's performance, this impact evaluation study shall now address the following major evaluation questions. Responses to the evaluation questions should be framed in comparison to the situation at project ex-ante. Outcome indicators of interest shall not be limited to those listed below. The consulting firm is expected to improve on the same as may be necessary.

Project Objectives	Evaluation Question	Outcome Indicator & Baseline
<i>Project's Main Objectives</i>		
1. Enhance competitiveness of the Philippines through the improved quality and relevance of its TESD system	Has the project contributed to the increase in TVET students passing rates in national certification competency tests? To what extent?	<ul style="list-style-type: none"> • Increase in passing rate for trade testing for skills at the technician and middle-level craftsman level (38% in 1998)
	Has the project contributed to the decrease in drop-out rate among TVET institutions? To what extent?	<ul style="list-style-type: none"> • Decrease (and tapering) of drop-out rate among TVET institutions (15% in 1999)
	Has the project contributed to the improvement of the quality of TVET training?	<ul style="list-style-type: none"> • Increase in the percentage share of trainers with trade certification (30% in 1997) and with industrial experience (9% in 1997)
		<ul style="list-style-type: none"> • Decrease in the percentage share of training institutions which had not updated/revised training curriculum for manufacturing in the past five years (75% in 1996)
	Has the project contributed to the ability of local labor market to meet the demand for skilled workers? To what extent?	<ul style="list-style-type: none"> • Decrease in shortage of technicians and skilled workers (164,000 shortage in 2001)
	What is the landscape of the current market demand for and local supply of skilled workers? How does it compare to the situation during project ex-ante?	

Project Objectives	Evaluation Question	Outcome Indicator & Baseline
2. Enable TESDA to perform its function more effectively as an oversight agency to better respond to market demand for highly skilled workers	Did the project improve TESDA's capacity to respond to market demand for highly skilled workers in the target/priority industries? To what extent?	<ul style="list-style-type: none"> Establishment by TESDA of a well-conceived system where employers drive the development of competency standards and skills acquisition through testing and certification
<i>Project's Secondary Objective</i>		
3. Help reduce poverty through enhanced equity to enable them to acquire employable skills and gainful employment	Has the project contributed to reducing poverty in the country? How and to what extent?	<ul style="list-style-type: none"> Increase in wages of TVET graduates (PhP250 for 300 days/year in 1999)
	Has the project contributed to the increase in employment rates of graduates? To what extent?	<ul style="list-style-type: none"> Increase in employment of TVET graduates (31% in 1999)
<i>Project's Specific Objectives</i>		
4. Devolve TESDA's responsibilities for training institutions to LGUs and NGOs	To what extent has the project achieved its objective of devolving training functions to LGUs and NGOs? What were the constraints faced by TESDA, LGUs, and NGOs? What are possible incentives needed to address these constraints?	
5. Strengthen the capacity of private providers of TESD	<p>Has the project contributed in removing constraints faced by private TESD providers? To what extent?</p> <p>What is the landscape of the current capacities of private TESD providers? How does it compare to the situation during project ex-ante?</p>	<ul style="list-style-type: none"> Increase in capitalization of private TESD institutions Improvement in the quality of facilities, staff, learning programs and materials
6. Enhance equity in skills acquisition	Has the project contributed in increasing the number of poor students enrolled in TESD courses? To what extent?	<ul style="list-style-type: none"> Increase in enrolment of poor students with family incomes below the official poverty line (30% of total TESD students in 1999-2000)
	Has the project contributed in increasing government subsidy for private training?	<ul style="list-style-type: none"> Increase in percentage share of students in formal private training institutions supported by government funding/subsidy (3% in 1997)
	Has the project contributed in expanding the availability of TVET training in rural areas? To what extent?	<ul style="list-style-type: none"> Increase in percentage share of TESD institutions located in rural areas (14% in 1997)
	Has the project contributed in increasing the number of women enrolled in TESD courses? To what extent?	<ul style="list-style-type: none"> Increase in women enrollees in TESD institutions (40% in 1997)
	Has the project contributed in reducing the cost of training in public institutions? To what extent?	<ul style="list-style-type: none"> Ratio of cost of training in private against public institutions: 70% for skilled worker; 45% for technician-level (1996)

2.3. Scope of Work

A Consulting Firm shall be engaged to ensure efficient and effective conduct of the impact evaluation of the Technical Education and Skills Development Project while assisting NEDA in developing its capacity to conduct impact evaluation. The scope of work of the Consulting

Firm shall cover the preparatory phase, fieldwork, analytical work, as well as preparation and presentation of results.

A. Preparatory phase

1. formulation of work and financial plan, and impact evaluation study design (complete with evaluation hypotheses/questions, evaluation framework, and methodology)
2. collation and review of previous studies and other sources of secondary data on all Project phases (e.g. feasibility studies, project proposal document, project evaluation reports, national statistics, project completion report, etc.)
3. conduct of preparatory activities prior to fieldwork (e.g. preparation of survey questionnaire and field manuals, FGD and interview guide questions, and study of project areas/site selection, and pre-testing)

B. Fieldwork

1. conduct of surveys, key informant interviews, focus group discussions, and other data collection activities

C. Analytical work

1. software-assisted processing of qualitative and quantitative data
2. conduct of quantitative analysis to provide empirical evidence to evaluate the achievement/ non-achievement of the intended objectives (impact, outcomes, and other results) of the Project and to answer the key evaluation questions
3. conduct of qualitative analysis to support quantitative analysis and provide a narrative on the Project's direct and indirect impacts and on the answers to the key evaluation questions
4. present a set of appropriate indicators for future project design and evaluation framework
5. formulation of a set of recommendations (e.g. on TESD policies, institutions and their arrangements, design, strategies, approaches and modalities) based on the analyses

D. Preparation and presentation of results

- i. preparation of relevant reports/outputs, subject to NEDA's comments/approval
- ii. presentation of impact evaluation findings to NEDA and other stakeholders through small meetings and a validation forum, as necessary
- iii. recommendation on the usefulness of the IE study to various stakeholders and bodies (e.g., TESDA, Evaluation Board, NEDA Committees, Regional Development Councils, among others)

III. APPROACH AND METHODOLOGY

The Consulting Firm shall ensure that the evaluation methodology shall employ mixed methods, and that findings/conclusions derived from the study (on extent and attribution of project benefits/impacts) shall be based on a comparison against benchmarked information at project ex-ante (using similar indicators).

IV. TIMELINES AND DELIVERABLES

4.1. Commencement Date and Period of Implementation

The study shall be completed within a period of **eleven (11) months**, commencing from the date of receipt of the Notice to Proceed (NTP). Refer to **Annex A** for the table of activities/expected outputs.

4.2. Table of Deliverables

The deliverables for the subject study as enumerated below shall be submitted by the Consulting Firm in four (4) hard copies (together with an electronic/soft copy) to NEDAMES for review and approval.

Inception Report	Two (2) months from receipt of NTP
Six (6) Monthly Progress Reports	Three (3) months from receipt of NTP, excluding the 6 th , 10 th and 11 th month
Mid-term Report	Sixth (6 th) month from receipt of NTP
Draft IE Report	Tenth (10 th) month from receipt of NTP
Final IE Report	Eleventh (11 th) month from receipt of NTP

4.2.1. The Inception Report shall include: (i) analytical framework and methodology based on existing impact evaluation literature and on assessment of available baseline data to cover review/elucidation of Project's theory of change, outcome indicators of interest, counterfactual approach, and analytical models to be employed to answer the evaluation questions; (ii) work and financial plan (WFP), including field work, the conduct of training for NEDA counterpart personnel, and the latter's participation in the actual conduct of the study; (iii) detailed data collection methodology including justification and detailed description of methodology/processes for each of the indicators of interest; (iv) manual for enumerators; (v) sampling and survey design covering Project areas; and (vi) manual for secondary capture forms.

4.2.2. The Monthly Progress Reports shall include updates on the physical accomplishment and expenditures (especially for reimbursable items) based on the WFP, including the difficulties encountered and measures taken to overcome them.

4.2.3. The Mid-term Report shall include: (i) results of the pilot-testing of survey and other data collection instruments; and (ii) the status of implementation of the study, in relation to the scope of work, particularly on the emerging responses on the key evaluation questions.

4.2.4. The **Draft IE Report** shall include: (i) result of the quantitative and qualitative analysis including case studies; and (ii) processed data captured using SPSS, MS Access or MS Excel format. It should also contain details related to the study as prescribed in Section 2.3 of this TOR, including among others:

- IER requirements and activities conducted;
- Study description in terms of rationale, objectives, scope, and limitations;
- Project outcome assessment; and
- Key findings on the evaluation questions and recommendations on sustaining project outcomes.

4.2.5. The **Final IE Report** shall satisfactorily address the concerns and comments on the Draft IE Report.

V. EXPERTISE REQUIREMENTS AND QUALIFICATIONS

The Consulting Firm for the conduct of IE for TESDP shall have the following minimum composition: team leader, sector specialist, and research assistant with working knowledge and experience on evaluations.

The minimum qualifications of the Consulting Firm are as follows:

- minimum of 5 years experience in the conduct of IE;
- completed at least two (2) similar¹ IE studies;
- received a rating of at least satisfactory in its previous impact evaluation engagements;
- the total price/amount of the firm's relevant² contracts within the past ten years should amount to at least fifty percent of the approved budget for contract (ABC) of this TOR;
- the price/amount of the firm's single largest relevant contract should be at least twenty five percent of the ABC of this TOR;
- should ensure that undertaking the study for TESDP is within its job capacity; and
- should be able to field the following staff for the study:

Position	Number	Person-months
Team Leader	1	11
Sector Specialist	1	9
Research Assistant	1	9

Key competencies, qualification and eligibility criteria of the team members are described in Boxes 1-3:

Box 1: Team Leader (11 person-months)

Key tasks shall include, but will not be limited to:

- overall management of the Impact Evaluation Study;
- preparation of the inception report (including the work and financial plan);
- establishment and briefing of other members of the Consulting Firm;
- preparation of specific TORs of Team Members;
- supervision of desk review and secondary data capture;
- supervision of survey pre-testing and orientation on enumerators;

¹ IE studies conducted in the technical, skills, and/or vocational education sector

² Evaluation studies conducted related to social development projects, particularly the education sector

	<ul style="list-style-type: none"> • leading of the conduct of overall primary data gathering; • leading of the organization of a validation forum, wherein the first draft of the Impact Evaluation Report shall be presented for comments; • leading of the coordination with the NEDA-TESDA Technical Working Group (TWG) in all matters concerning direction-setting and approval of outputs; • consolidation and review of outputs, monthly progress reports, draft IE Report and the Final IE Report of the Consulting Firm.
<i>Education</i>	<ul style="list-style-type: none"> • have at least a Master's degree in Economics, Statistics, or Development Management
<i>Work Experience</i>	<ul style="list-style-type: none"> • at least five (5) years of work experience in the education development sector, including technical/skills/vocational education sub-sector (experience on results-based monitoring and evaluation is an advantage); • at least five (5) years of relevant work experience in statistical design, research, and use of other analytical tools in the conduct of assessment/impact evaluations; has supervised the design and conduct of at least two (2) baseline studies or impact evaluations; and • has written at least two (2) impact evaluation reports
<i>Technical Skills</i>	<ul style="list-style-type: none"> • knowledgeable in the application of quasi-experimental designs of impact evaluation • knowledgeable in the utilization of quantitative and qualitative data collection including application/use of power calculations

Box 2: Sector Specialist (9 person-months)

	<p><i>Key tasks shall include, but will not be limited to:</i></p> <ul style="list-style-type: none"> • leading of the assessment of the technical and skills education project; • leading of the conduct of primary data gathering on specifics of the Project; • assisting in other primary data gathering activities; and • preparation and submission of reports as deemed necessary by the Team Leader.
<i>Education</i>	<ul style="list-style-type: none"> • have at least a Bachelor's degree in Social Sciences, Sociology, or Development Studies (having a Master's Degree in the said fields is an advantage)
<i>Work Experience</i>	<ul style="list-style-type: none"> • at least five (5) years of work experience in the field of social science/social development/sociology; and • at least five (5) years involvement in the conduct of evaluations.

Box 3: Research Assistant (9 person-months)

	<p><i>Key tasks shall include, but will not be limited to:</i></p> <ul style="list-style-type: none"> • conduct of secondary data gathering; • conduct of primary data gathering; • working with the team leader and sector specialist in designing a thorough plan for the analysis of data (including developing models and other tools for analysis); • encoding, consolidation and cleaning of datasets;
--	--

	<ul style="list-style-type: none"> • provision of electronic and printed documentation of accomplished work; and • preparation and submission of reports as deemed necessary by the Team Leader.
<i>Education</i>	<ul style="list-style-type: none"> • have at least a Bachelor's degree in Economics, Applied Mathematics or Statistics (having a Master's Degree in the said fields is an advantage)
<i>Work Experience</i>	<ul style="list-style-type: none"> • At least three (3) years of involvement in the conduct of impact evaluations; and • Has contributed in published/unpublished reports on statistical analysis or economic evaluations;
<i>Technical Skills</i>	<ul style="list-style-type: none"> • has working knowledge on SPSS , STATA or other similar statistical tools and packages; • knowledgeable in the utilization of quantitative and qualitative data collection including application/use of power calculations; and, • knowledgeable in the application of quasi-experimental designs of impact evaluation

The Consulting Firm could propose additional support staff for data collection, encoding, and processing.

VI. SELECTION CRITERIA FOR SHORT LISTING

The list of eligible and qualified Consulting Firms shall be shortlisted based on the following criteria:

I. Applicable Experience of the Consulting Firm in Conducting Evaluation Studies	50
II. Qualification of key/organic personnel of the Firm who may be assigned to the job	30
a.Experience (Previous engagements in Similar and/or Relevant Contracts)	<i>15</i>
b.Education	<i>10</i>
c.Training	<i>5</i>
III. Job capacity of consultant/consulting firm	20
a. Absorptive capacity to do additional works other than those currently being undertaken [(Net Current Assets)-(Amount Pertaining to the 2-Month Costs of the Total Contract Fees for Ongoing/Committed Projects)/2 months of ABC] x 100	<i>20</i>
TOTAL	100

- (i) Key Personnel refers to officers and organic staff as well as personnel who may be nominated for the required services provided such personnel submits a commitment under oath (notarized) that he/she commits to perform such services should the Consultant be awarded the contract. There should be a minimum of three members for the IE study team (a team leader, sector specialist, and research assistant). Individual scores of said personnel shall be **averaged**. If the submitted credentials are for less than three personnel only, the average score

shall be multiplied by a factor of 2/3 (if there are only two key personnel provided with credentials) or 1/3 (if only one).

- (ii) As part of the submission of eligibility documents, the duration of trainings attended must be indicated in hours. Otherwise, the training/s will not be considered in the evaluation. Copies of training certificates must be submitted.
- (iii) Feedback from candidate's previous engagement can be used as basis for selection; at least 3 copies of Certificate of Acceptance or Project Completion from previous engagements will be requested from applicant/candidates; samples of completed studies and reports will be requested.

VII. BID EVALUATION CRITERIA

The Shortlisted Firms shall be required to submit their Technical and Financial Proposals. Bids shall be evaluated using the Quality-Cost Based Selection/Evaluation (QCBS/QCBE) procedure under the GPRA and its IRR and shall be based on the following criteria: Technical Proposal (80 percent) and Financial Proposal (20 percent). The hurdle rate is set at 70%.

VIII. INSTITUTIONAL SET-UP / RESPONSIBILITIES

8.1. Responsibilities of NEDA

- 8.1.1.** Shall be the executing agency for the engagement of the consulting firm;
- 8.1.2.** Shall provide at least two (2) counterpart NEDA-MES personnel who shall participate in the firm's activities to be trained by the firm on the conduct of impact evaluations. (All expenses of the NEDA-MES staff attendant to their assigned tasks such as travel, accommodation, etc. shall be covered by the Consulting Firm);
- 8.1.3.** A NEDA-TESDA Technical Working Group composed of representatives from NEDA-MES, NEDA-Social Development Staff, and TESDA may be created to be responsible for coordinating with the Consulting Firm on all matters requiring direction, input, and approval from NEDA in view of the implementation of the Contract of Service of the Consulting Firm.
- 8.1.4.** Shall be responsible in the approval/acceptance of all deliverables/outputs of the consulting firm;
- 8.1.5.** Shall evaluate all request for payments/billings and determine the acceptability/correctness of the same;
- 8.1.6.** Shall provide, upon the request of the consulting firm, available information/data and also, if available, copies of previous related studies subject to the execution of a Non-Disclosure Agreement, if necessary;
- 8.1.7.** Shall supervise and provide the over-all guidance to the consulting firm on the general direction of the expected deliverables based on the study objectives;

- 8.1.8.** Shall facilitate and coordinate with other Government agencies and other stakeholders in the request for necessary interview meetings and document collection prior to the conduct of the scoping activities;
- 8.1.9.** Shall extend assistance in the coordination, preparation, and arrangement of venue, equipment, materials and other logistics for the various meetings;
- 8.1.10.** Shall define the acceptability of the deliverables and shall be the approving authority for all operations-related activities;
- 8.1.11.** Shall provide an office space for the consultant, if needed; and
- 8.1.12.** Shall be responsible for the payment of the consultancy for the output delivered over the contract time period based on the agreed terms and schedule of payment prescribed under Section VIII of the TOR.

8.2. Responsibilities of the Consulting Firm

- 8.2.1.** Shall be working under the supervision of NEDA-MES, and all related activities relative to the conduct of the impact evaluation study shall be coordinated with the said entity;
- 8.2.2.** Shall accommodate at least two (2) counterpart personnel from the Government (personnel from NEDA-MES), who shall be detailed to the Project for the purpose of capacity-building and technology transfer. (The Consulting Services Provider is not required to pay remuneration to the Government counterpart staff, but will shoulder all expenses attendant to their assigned tasks such as travel, accommodation, etc.);
- 8.2.3.** Shall be responsible for the timely delivery of results/outputs as indicated under Sections II and IV of this TOR;
- 8.2.4.** Shall be directly reporting to NEDA-MES, provide regular updates on their activities and outputs, and make themselves physically available for consultation as the need arises;
- 8.2.5.** Shall coordinate with the NEDA-TESDA Technical Working Group and participate in regular meeting to report on progress and raise concerns pertaining to the conduct of the study;
- 8.2.6.** Shall accept full responsibility for the consultancy services to be performed under this TOR for which the consulting firm is liable to NEDA;
- 8.2.7.** Shall: (i) keep accurate and systematic records and accounts in NEDA with respect to the services in such form and detail as is customary and sufficient to establish accurately that the costs and expenditures under this TOR have been duly incurred; and (ii) permit the duly authorized representatives of the Government from time to time to inspect its records and accounts as well as to audit the same;
- 8.2.8.** Shall not assign nor sub-contract any part of the professional services under this TOR to any person or firm, except with prior written consent of NEDA. The

approval by the Government to the assignment of any part of said services or to the engagement by the consulting firm of sub-contractors to perform any part of the same shall not relieve the firm of any obligations under this TOR;

- 8.2.9.** Shall not at any time communicate to any person or entity any information disclosed to them for the purpose of this services, nor shall the firm make public any information as to the recommendations formulated in the course of or as a result of the services, except with prior consent of NEDA;
- 8.2.10.** Shall hold the Government free from any and all liabilities, suits, actions, demands, or damages arising from death or injuries to persons or properties, or any loss resulting from or caused solely by the consulting firm incident to or in connection with the services under this TOR. The firm shall agree to indemnify, protect and defend at its own expense the Government and its agents from and against all actions, claims and liabilities arising out of acts done solely by the firm or their staff in the performance of the services, including the use of, or violation of any copyrighted materials, patented invention, article or appliance;
- 8.2.11.** Shall be responsible for their own equipment (laptop, etc.);
- 8.2.12.** Shall turnover all reports, forms, materials, graphic, pictures, software, data system, and unconsumed purchases (e.g. ink cartridges, bond paper, folders) made under the M&E Fund to NEDA-MES;
- 8.2.13.** Shall abide by the Code of Conduct and Ethical Standards for Public Officials and Employees (Republic Act No. 6713);
- 8.2.14.** Shall respect the right of implementing agencies and individuals to provide information in confidence, and ensure that sensitive data cannot be traced to its source;
- 8.2.15.** Shall be sensitive to the cultural, social and economic environment of all stakeholders, and conduct themselves in a manner that is fair and appropriate to this environment; and
- 8.2.16.** Shall undertake the evaluation studies with due regard for impartiality.

IX. APPROVED BUDGET FOR THE CONTRACT (ABC)

- 9.1.** The procurement of Consulting Services shall be through Competitive Public Bidding. The ABC for the proposed study is **NINE MILLION FIVE HUNDRED SEVEN THOUSAND AND FIVE HUNDRED PESOS (PhP 9,507,500)** 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, communication expenses, office supplies, office space, and other expenses deemed necessary for the study as certified by the Executing Agency). Attached as **Annex B** is the breakdown of the ABC.
- 9.2.** This consulting contract is a fixed price contract. Any extension of contract time shall not involve any additional cost to the Government.

- 9.3.** All equipment, materials, items acquired for the study shall be turned over to NEDA at the conclusion of the study.

X. PAYMENT SCHEME / SCHEDULE

- 10.1.** The monthly progress report shall be the basis for payment of reimbursable items. Billing for the *reimbursable items* may be requested not more than once a month based on the *actual expenses incurred* and supported by *official receipts/documents*.
- 10.2.** In the absence of *official receipts/documents* when claiming for *reimbursable costs*, the Consulting Firm may also be allowed to submit a *certification of actual disbursements made under oath*.
- 10.3.** Billing for *non-reimbursable items, including professional fees*, shall be in accordance with the following delivery schedule:

Output	Payment Schedule
Upon acceptance of Inception Report	10%
Upon acceptance of six (6) Monthly Progress Reports	12%*
Upon acceptance of Mid-term Report	23%
Upon acceptance of Draft IE Final Report	23%
Upon acceptance of IE Final Report	32%
Total	100%

**Two percent per progress report*

XI. RETENTION PAYMENT

A retention payment of ten (10) percent shall be withheld. It shall be based on the total amount due to the Consulting Firm prior to any deduction and shall be retained from every progress payment until fifty (50) percent of the value of study, as determined by NEDA, are completed. If, after fifty (50) percent completion, the study is satisfactorily done and on schedule, no additional retention shall be made; otherwise, the ten (10) percent retention shall be imposed.

The total "retention money" shall be due for release upon approval of the Final Report. The Consulting Firm 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 amount equivalent to the retention money substituted for and acceptable to NEDA, provided that the study 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

Where the Consulting Firm 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 the contract, the Consulting Firm shall pay NEDA for liquidated damages, and not by way of penalty, an amount, as provided in the conditions of contract, equal to at least one tenth (1/10) of one (1) percent of the cost of the unperformed portion of the works for every day of delay. Should the amount of liquidated damages reach ten (10) percent of the

contract amount, 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 Consulting Firm.

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 Consulting Firm under the contract and/or collect such liquidated damages from the retention money or other securities posted by the Consulting Firm, whichever is convenient to NEDA.

XIII. OWNERSHIP OF THE OUTPUTS/REPORTS/DOCUMENTS

Any report, forms, materials, graphic, pictures, software, or data system prepared by the Consulting Firm shall belong to and remain as the property of NEDA. The Consulting Firm shall turn over these materials to NEDA in digital format stored in CD/DVD/USB. In addition, the five main outputs (inception report, first progress report, second progress report, draft and final impact evaluation report) shall be submitted in printed format on the scheduled dates.

XIV. CONFORMANCE WITH EXISTING LAWS

The procurement process for this undertaking shall be executed in accordance with Republic Act (RA) No. 9184, otherwise known as the Government Procurement Reform Act (GPRA) and its Revised Implementing Rules and Regulations (IRR).

ANNEX A

Implementation Timeline for the Conduct of Impact Evaluation of the Technical Education and Skills Development Project (TESDP)

Activities	M1				M2				M3				M4				M5				M6				M7				M8				M9				M10				M11			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4								
Preliminary Assessment and Study Design Formulation																																												
Review of existing project data																																												
Establishment of evaluation design																																												
Preparation/submission of Inception Report																																												
Preparation of data collection design																																												
Actual Conduct of Impact Evaluation																																												
Hiring and training of enumerators																																												
Pilot-testing of survey/other data collection instruments																																												
Conduct of actual data collection																																												
Preparation/submission of Mid-term Report																																												
Processing and analysis of data gathered																																												
Presentation of Study Findings																																												
Preparation/submission of Draft IE Report																																												
Presentation of Draft IE Report to NEDA																																												
Preparation/submission of Final IE Report																																												
Presentation of Final Report to wider audience																																												

Notes:

- The above chart is indicative only and does not preclude the shortlisted Consulting Firm from submitting their own Work Plan and Gantt Chart of Activities as part of their Technical Proposal.

ANNEX B

Breakdown of the Approved Budget for the Contract (ABC)

Item	Cost (Php)
Remuneration	7,640,000.00
Team Leader/Economist	4,400,000.00
Sector Specialist	2,700,000.00
Research Assistant/Statistician	540,000.00
Reimbursable	1,867,500.00
Grand Total	9,507,500.00

ANNEX C

List of Project Background Documents

- ADB Project Proposal (1999)
- ICC Project Evaluation Report (1999)
- ICC Project Re-evaluation Report for Loan Extension (2006)
- Project Profile/Factsheet (2008)
- Project Completion Report (TESDA. June 2009)
- Project Completion Report (ADB. 2009)
- ADB Validation Report (2012)